

2018-2019 LCE PTA President's Procedure Letter

July 20, 2018

Dear PTA Chairperson and Volunteer:

Welcome to our community of dedicated volunteers who make up the LCE PTA! Thank you for volunteering to take on a leadership role to enrich our school with your time, energy, talent and enthusiasm. By our actions, words and spirit of volunteerism, we are setting an example for our children to follow.

The LCE PTA is guided by the National and California PTAs and through them, we have many resources available to us. In your role, you will represent the LCE PTA as one of our leaders. Please keep the following basic guidelines in mind throughout the year. They will help keep you on track to have the most successful program or event possible. Below each topic, I have listed corresponding resources that you may need or find helpful. Most are posted at our website, www.lcepta.org.

Communication is crucial to our success

We need to have well established and frequent lines of communication between Chairs and the Executive Board. Please include your VP in any committee planning and decision making. Your VP will in turn inform the Board of the happenings of your committee. Please ask questions to double check and confirm decisions so as to keep LCE PTA programs aligned with the PTA guidelines. Most often email and direct discussions are used for communication. For exchange of documents, there are file folders for every chairperson and the Executive Board in the workroom in a file credenza. You can also contact our Historian for more information about using DropBox to pass on documents. Upon approval of your VP and/or the President, information may be sent to families via our Room Representatives but only through the request of the 3rd VP Room Reps. **Please do not send requests to the Room Reps directly.**

RESOURCES: Executive Board and Chairperson Rosters, LCE PTA Procedure ABC's. Please note that these documents are not

posted online.

Communicating with school families

Without a doubt, keeping our school families and staff up to date on our activities is one of the most important parts of our jobs. To insure all PTA communications are properly vetted, please follow the process and due dates for ALL our communication tools: the website, the weekly emails, the electronic version of the Lion Times, signs/banners, emails to classes or room reps, and flyers. **Please be sure you are planning with enough time to have ALL your communication materials approved by the Principal and PTA President and follow our guidelines.**

RESOURCES: Electronic Lion Times Schedule & Flyer Approval and Distribution document are posted online. LCE PTA Procedure ABC's also provides details on communication process, but is not posted online.

Plan with the least (or no) disruption to the school, classrooms and office staff

Please avoid planning anything that involves activity during the class time. Student instruction and well being is the top priority of our teachers and the school staff. In addition, please do not pass materials (flyers, order forms, etc.) through the teachers. Use the Thursday Folder process and office collection bins only. Please include your VP and or President in the planning process to avoid any conflicts, even if you notice that in the past, activities were held during class times. Any activities not currently included in the PTA Master Calendar require the approval of the Principal and the PTA President.

RESOURCES: 2018-2019 LCE PTA Master Calendar & LCE daily schedule (will be posted online closer to start of school). The LCUSD posts a master calendar at www.lcusd.net.

Financial Information and Budgets

Please be aware of the budget given to your program and stay within it. Discuss the budget with your VP and make him/her aware if you discover an issue. Any adjustments must be approved by the Executive Board and

ratified by the PTA General Membership. Your VP has the preliminary budget and program codes, please be sure you get this information from him/her. The new budget for 2018-2019 will be ratified at the August PTA meeting and will be distributed to Board members. Please turn in expense reimbursement requests quickly and if you receive any checks, be sure they are turned over to the Financial Secretary and /or your VP for quick deposit. Please review the cash/check handling process if your program involves the collection of funds.

RESOURCES: 2018-2019 PTA Budget will be available at the start of school. Expense Reimbursement Form, Procedure Letter and Cash Verification Form are all available online. LCE PTA Procedure ABC's contains key information on financial process but is not posted online.

Scheduling, Sites and Suppliers

Please review the school calendar for your program/event dates. In most cases, the facilities for PTA events are reserved by the school secretary upon completion of the calendar. However, you should confirm that the correct resources are set aside and before committing to any dates (e.g. for a product delivery) you should confirm availability with the school secretary. Do not assume that a location is yours because it's a PTA event if you have failed to reserve it. If you interact with suppliers, please note that all contracts or agreements must be signed by the President and VP as mandated by PTA Insurance Policy. Do not commit to vendors or suppliers until after you have the contracts or agreements reviewed.

RESOURCES: 2018-2019 LCE PTA Master Calendar & LCE Daily Schedule (posted online closer to start of school). The LCE site facility booking calendar is maintained by the school Secretary. California State PTA Loss Prevention & Insurance Guide is available from several Executive Board members.

Don't go it alone!

Please do not hesitate to ask for assistance! The Executive Board members and many parents are always willing to lend a hand. In fact,

we have a “Helping Hands” email list that allows you to send your needs out to parent volunteers when you need some extra help.

RESOURCES: Contact VP of Volunteers at volunteers@lcepta.org and refer to the LCE PTA Procedure ABC’s for details on the Helping Hands program.

Thank you for stepping up as an advocate for our children. Please feel free to contact me at any time with your questions, ideas and suggestions. With your energy, creativity and commitment to LCE, we are sure to have a wonderful year!

Kind Regards,

Karyn Perez
LCE PTA President 2018-2019
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