

TACKAN ELEMENTARY SCHOOL PTA
2021-2022



The purpose of this handbook is to clearly define the roles and responsibilities of a Committee Chairperson and Co-Chairperson while establishing guidelines for best practices as they relate to committees, events and activities run by the Tackan Elementary School PTA (“Tackan PTA”).

Inside this document you will find:

- General Guidelines for getting your committee up and running
- Suggestions for communicating and working with your committee volunteers
- Standard procedures for school usage
- Communicating with the Principal and Office Staff
- Forms Required

To chair a committee, you must:

- Be a paid member of the Tackan PTA in good standing
- Be willing to collaborate with your committee volunteers and be open to suggestions
- Agree to contact ALL committee volunteers to the best of your ability via email or phone
- Delegate as necessary to ensure that all required committee tasks are carried out
- Agree to comply with the processes and procedures put in place by the Tackan PTA Board regarding school use, proposal forms, communications and Event Summary Form completion
- Understand your proposed committee budget and agree to work within the confines of that budget
- Agree to submit all received funds (checks and cash) to the PTA treasurer **within 5 days** of receiving payments

To sign up to volunteer, you must:

- Be a paid member of the Tackan PTA in good standing
- Be willing to collaborate with your committee chair and other volunteers and be open to suggestions
- Contact your committee chair and/or respond to emails and phone calls, particularly if circumstances change and you find yourself unable to volunteer.

PTA President

Michelle Abola

Email: michelleabola@gmail.com

Cell: 516-361-3741

PTA 1st Vice President

Lyndsay Guidi

Email: lyndsayaguidi@gmail.com

Cell: 631-926-9580

PTA 2nd Vice President

Jessica Papasofoklis

Email: apapafamily5@gmail.com

Cell: 631-806-4187

PTA Treasurer

Dawn Gary

Email: dmgary13@gmail.com

Cell: 631-672-0737

PTA Corresponding Secretary

Ivelysse Powers

Email: ivelyssepowers@gmail.com

Cell: 631-786-7999

PTA Recording Secretary

Eileen McCullough

Email: mcculloughkids3@yahoo.com

Cell: 631-252-2479

PTA Council Delegate

Email:

Cell:

TACKAN FACULTY & STAFF

PRINCIPAL

Mr. Matthew Furey

OFFICE MANAGER

Mrs. Maureen Smith

FACULTY REPRESENTATIVE: K-5

Mrs. Mrose

FACULTY REPRESENTATIVE:

ART, MUSIC, LIBRARY & GYM

Mr. Connor

**Tackan Elementary
99 Midwood Avenue
Nesconset, New York 11767
(631) 382-2670**



SIGNING UP FOR A COMMITTEE

- Sign up sheets will be put out **AFTER** the June and September PTA meetings or sent via Sign Up Genius if we are meeting remotely.
- All paid PTA Members in good standing will have an opportunity to sign up to either chair a committee or to participate on the committee team


Form:

Committee Sign Up Sheet

HOW MANY VOLUNTEERS ARE NEEDED?

- Each year, the board will evaluate the prior year's committee requirements and, based on previous chair feedback, will do its best to consider the total number of volunteers required for each committee and will only allow that number of people to sign up. This will help to ensure that those who do sign up will definitely have an opportunity to participate.
- After all slots are filled, there will be approximately three alternates. Alternates will be called only after all regular committee members are called and given an opportunity to participate.

NO CHAIRPERSON = NO COMMITTEE

- If no one signs up to chair a committee the program/fundraiser/event will be canceled or postponed until a chair is identified.
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WHO CAN CHAIR?

- All paid PTA Members in good standing will have an opportunity to sign up to chair a committee.

RESPONSIBILITIES OF CHAIRING A COMMITTEE

- **Attend the Chairpersons Meeting in September.** At this meeting you will receive a folder with the previous chairperson's notes and information as well as all forms you'll need to run your committee.
- Consult with your committee (either in person or via email) and collaborate on ideas for the event/fundraiser. Work together to outline how your committee will work. Identify the scope and goals of your committee. *Please include all volunteers who have signed up.*
- Familiarize yourself with your budget and/or your expected revenue contribution (what you are expected to make). Feel free to reach out to the PTA Treasurer with any questions.
- Determine potential dates and times for event/fundraiser
- Complete the **Committee Proposal Form** and submit to Mr. Furey and PTA President for approval 30 days prior to the event.
- Complete **Form B** for use of School Facilities, found in the committee folder, if not please see Maureen Smith in the office.
- Hire Vendors - get competitive quotes to ensure best pricing
- Report on your committee at PTA Meetings leading up to and immediately prior to the event/fundraiser
- Organize all volunteers and set schedules for preparing for event/fundraiser including set up, clean up and day of responsibilities.
- Create a [Sign Up Genius](#) if required to coordinate donations and/or volunteers.
- Collect all receipts and submit a report to the Treasurer form for all required reimbursements.
- Report all proceeds on the Cash Receipt Form and submit to the treasurer no later than 5 days after your event or cash collection.
- Complete the Committee Summary Report Form and include a copy in your folder.
- Once your event/fundraiser is complete, return your folder to the Corresponding Secretary.

HOW LONG DOES MY RESPONSIBILITY AS CHAIRPERSON LAST?

- A chairperson typically takes on the responsibility for a two year period.
- If you choose to take on the role for the second year, you don't need to do anything. Your name will be included on that committee's list at the June meeting.
- If you prefer to step down, simply tell a board member and your name will be removed after one year.
- If no one signs on to chair a committee in the third year, the previous chair may sign on to chair again.

MENTOR PROGRAM

- If you would like to chair a committee but are not familiar with the event/fundraiser, we will match you with a mentor (a previous chair or board member) who will work with you to guide you through the process.
- You will never be all alone...help is an email or a phone call away. Please reach out to a board member if you need any assistance.

THE THREE DAY RULE

- In an effort to reduce the number of returned checks, which can cost the PTA hundreds of dollars in lost revenue per year, all cash and checks collected **must be delivered to the PTA treasurer NO LATER THAN THREE DAYS post event.**
- Arrangements must be made to deliver funds to the PTA treasurer at a mutually convenient time. Treasurer contact information can be found on Page 3 of this guide, on the Tackanpta.com website and on the Form: Chairperson's Report to the Treasurer in your folder handed out at the committee chairperson meeting in September.
 - **NO MONEY/CHECKS may be sent home with children via backpacks.**
- Chair people must use the *Cash Receipt form*. **NO EXCEPTIONS.** The form must be used. Cash must be counted by denomination and checks must be logged by check number. The form can be found in hard copy in your folder or under the "Chair Central" tab on tackanpta.com in an Excel format that will do the calculations for you.
- Adherence to this procedure helps to ensure accuracy, seamless deposits and reduced returned check fees.

COUNTING MONEY AFTER AN EVENT

- Cash **MUST** be counted **ONSITE POST EVENT** by the Committee Chair and at least **ONE** other committee member.
- Cash **MUST** be counted by the treasurer (or other board member) immediately upon receiving the cash from the committee.
- The Committee Chair and Treasurer must both sign the cash receipt form.

Form:

Cash Receipt Form

- If you need hints, ideas or information on previous years, consult your folder or your mentor (if you need a mentor contact the PTA president and one will be assigned to you.)
- As a chairperson you are encouraged to “own” your event and help to determine how your event/activity will be handled. However, in an effort to keep Mr. Furey and the board informed of your efforts, you must complete the Committee Proposal form and have it approved by the PTA President and Mr. Furey **prior to submitting your flyer for approval.**
- You can find the form online under the “Chair Central” tab at www.tackanpta.com. Email it to the PTA President for approval.
- **Flyers and Handouts:** The chairperson or co-chair is responsible for creating the flyer or handout and submitting it to Michelle Abola and Lyndsay Guidi for approval.
 - Flyers must be submitted no later than 2 weeks prior to an event or fundraiser to 1st Vice President Lyndsay Guidi (lyndsayaguidi@gmail.com) and President Eileen McCullough (mcculloughkids3@yahoo.com), who are responsible for securing approvals from Mr. Furey.
 - Once the flyer is approved, Lyndsay Guidi will send to NY Ave print shop to be printed..
 - The print shop will print, collate and deliver your flyers back to Tackan.
 - Committee representative must advise Mrs. Smith via email when you would like the flyer to be distributed.
 - All printing must be done at New York Avenue. If you choose to print your flyers on your personal printer, the Tackan PTA will NOT be responsible for reimbursement.

TACKAN PTA COMMITTEE PROPOSAL FORM

COMMITTEE NAME _____
 Committee Chairperson (Name) _____
 Phone # _____ Email _____
 Committee Chairperson (ID) _____
 Phone # _____ Email _____

DATE OF EVENT _____ During School Hours Available After School Saturday
 TIME From _____ to _____ AM PM to _____ AM PM
 Location (Select all that apply) Gym Cafeteria Library Other _____
 WILL ADDITIONAL ITEMS BE NEEDED FOR SET UP & CLEAN UP? YES NO
 If yes, please describe the items needed: _____

DESCRIBE YOUR EVENT _____

ALL STUDENTS INVOLVED Girls Only Boys Only All Boys/Girls Open to Public

Who is responsible for supervising the children? Parents Committee Representative



List the names of committee members who will be on hand during the event: _____

ADMISSION CHARGES? No Yes (If yes, amount: _____ per child _____ family)

DESCRIBE WHAT ADMISSION WILL INCLUDE _____

WILL YOU USE YOUR COMMITTEE? Yes, please list donation requested: _____

WILL YOU USE SHIP-UP SERVICE TO REQUEST COMMITTEES? No Yes No Yes No
 WILL YOU USE A BINDER SERVICE? No Yes No Yes No Yes No Yes No
 WILL YOU USE ANY ADDITIONAL ITEMS NOT INCLUDED IN ADMISSION? Yes No Yes No Yes No

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- The Form B is used by the district to reserve space for an event that takes place on school property.
 - All events and activities that take place after school hours or on weekends require a completed Form B submitted at least 30 days prior to your event.
 - If your committee required a Form B you should have received it in your Committee Folder/Binder.
 - Maureen Smith, the office manager in the front office can provide you with a Form B upon successful approval of your **Committee Proposal Form**. Contact Mrs. Smith via email at msmith@smithtown.k12.ny.us to arrange for a pick up of this 3 part form or to have it sent home in your child's backpack.

- After each event, the chairperson must complete the Event Summary Report outlining

- Budget & Expenses (For Events and Non Fundraisers)
- Profit less Expenses (For Fundraisers)
- Attendance Summary
- Vendor Information
- General notes on what worked and what didn't

- This report should be submitted to the PTA President (who will share with the board at the PTA Board meeting) and a copy must be included in the Committee Folder/Binder.

- This report template can be found on the Tackanpta.com website under the "Chair Central" tab.

EVENT SUMMARY REPORT

Committee	
Event Name	
Date	
Location	
Chairperson	_____
Co-Chairperson	_____
Secretary	_____
Treasurer	_____
Event Budget	_____

GENERAL INFORMATION

Event Description: _____

Event Date: _____

Event Time: _____

Event Location: _____

Event Contact: _____

Event Status: _____

Event Notes: _____

