

## COMMUNICATION

If you have questions, please don't hesitate to ask! We are here to support you and to keep eye on the bigger PTA picture, making sure everything works together. Please copy me on pertinent details relating to your committee so I am in the loop and can report to Mrs. Newton

### UP – With the board, school and other committees:

- General PTA Meetings: Committee Reports, pre-event and post-event (typically 3<sup>rd</sup> Thursday of the month 7:45 am to 9:00 or sooner)

### DOWN – To/from you and families

- **Email:** all committees have their @hillelementary.com email forwarded to their personal emails, unless requested to President to use @hillelementary.com email at google.com. All forwarding is handled by the webmasters at the administration level
- **Dillo Details:** weekly Enews, each Wed @ 8pm. Submit your words by previous Sunday night to dillodetails@hillelementary.com Please do not send pdfs. Editing will be done if needed.
- **Web:** Submit to webmaster@hillelementary.com. Include timeline. ie. Start and cutoff dates for tickets, registration. PDF's should not be year specific. Make as generic as possible so they can be used year after year
- **Wednesday Folders:** ALL flyers must have prior approval of President and Kellie (office). Need to be in teachers boxes by Tuesday afternoon to ensure they get into the Wednesday folders the next day.
- **Printing:** After approval, hand-deliver or email (see below) to Office Max: 1001 Research Blvd. 78759  
Subject Line: Hill Elementary Printing. Send in pdf. Specify copies/color  
**ALL PRINTING MUST BE DONE IN BLACK & WHITE**, unless prior approval from the President. Use bright colored paper or pastel colored paper \$.03 (only).
- **Advertising:** Front Bulletin Board & Marquee Space. Final decision by Pres.
- **Internal Mail:** White envelopes in Office, check frequently
- **External Mail:** Hill Elementary PTA  
c/o Your Name/Committee  
8127 Mesa Dr., Suite B206 PMB # 310 Austin TX 78759-8056

Notify the Treasurer if you are going to send something to the mailbox.

### CONTACT INFO:

President (Jayne Rosso)	president@hillelementary.com Questions, approvals, signs all contracts	988-6947
Treasurer (Melinda Anderson)	treasurer@hillelementary.com All things money!	699-0674
VP Communications (Coco Peterson)	vicepresident@hillelementary.com Dillo Details, Web, Facebook	796-6956
VP Fundraising & PIE (Terri Banda)	Vp2-fundraising@hillelementary.com Dillo Donations, PIE, & questions	767-4454
Kellie Allen	Kellie.allen@austinisd.org	414-4264
Ashleigh	bulletinboards@hillelementary.com Bulletin Boards & Marquee	799-2909
Office Max	Ods06311cpc@officedepot.com	

## MONEY & FINANCES

- Contact Treasurer for set up of online "purchasing" and to discuss the timeline.
- Collecting Money: Must be deposited within 48 hours. Money and checks should not be taken to your home. Use PTA Check Deposit Form. If handling a lot of checks, please photocopy checks. All cash must be counted by 2 people before submitting to Treasurer
- **PIE** Partners in Education Form for all vendors donations (money and in-kind) within a week of the event
- For reimbursements, use PTA Reimbursement Voucher Form. Submit itemized receipt with the form. Note: credit card slips are not acceptable.
- Use the Petty Cash Form for funding the cash box before your event
- Use the Check Request Form to make a payment to a vendor
- Consult the current Budget for your Chair Budget
- Use the Texas Sales and Use Certificate of Exemption Form to have your purchase exempt from sales tax. Hill PTA does not reimburse sales tax, except Costco or Sam's
- Use Category Transfer Form to move supplies between committees
- No special "perks for being a chair". PTA members may not receive any financial gain.

As volunteers we have been trusted to make the best decisions for ALL children and not just our own.

### Life Cycle of A Chair

<b>GET THE "BINDER"</b>	Check the PTA Storage Room, or ask for the Past Chair's Committee Binder if you don't have it yet; start one if it doesn't exist yet!
<b>BUILD YOUR TEAM</b>	Contact volunteers promptly after you received access to the google volunteer form, even if you have a Spring event.
<b>MAKE A PLAN &amp; TIMELINE</b>	Use the binder, and make adjustments as needed. Document
<b>ASSESS YOUR RESOURCES</b>	PIE, PTA workroom, volunteers, THEN Budget, when planning and BEFORE purchasing or seeking donations
<b>EXECUTE!</b>	Good luck! Take detailed notes, and update the BINDER
<b>PARTNERS IN EDUCATION</b>	All Committees must submit a PIE Donation Form. We must recognize all contributions given to our Hill Community.
<b>PLAN FOR PASSING THE TORCH</b>	Look for your replacement – Chair positions are normally 2-year terms: Keep an eye out for a good match, ideally to work WITH you in year 2 to learn the ropes and to take over as chair.

# HILL ELEMENTARY PTA COMMITTEE CHAIR GUIDELINES