

# HILL ELEMENTARY PTA COMMITTEE CHAIR GUIDELINES

## COMMUNICATION

If you have questions, please don't hesitate to ask! We are here to support you. Please copy me on pertinent details relating to your committee so I am in the loop and can report to Mr. Drummond.

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

- General PTA Meetings: Committee Reports, pre-event, and post-event

### DOWN – To/from you and families:

- **Email:** All committees should have access to their hillelementary.com email address. You can access it at google.com or the Google app. If you do not have access, please contact webmaster@hillelementary.com and they will reset the password.
- **Dillo Details:** Our Weekly Newsletter comes out every Sunday at 2 pm. Submit your 'entry' to VP Communications by the previous Wednesday night to ensure it will be included in that Sunday's newsletter. Email is dillodetails@hillelementary.com. The post may be edited as needed.
- **Web:** For website needs, submit the information to [webmaster@hillelementary.com](mailto:webmaster@hillelementary.com). Include the following: start and cutoff dates for tickets, registration, etc. PDFs should not be year-specific. Make it as generic as possible so it can be reused each year.
- **Wednesday Folders:** ALL flyers must have prior approval of the President and Teresa Carroll (office). They need to be turned in to the front office by **Tuesday @ noon** to ensure they get into the Wednesday folders the next day. Please confirm with the President the amount you will need prior to printing/ copying.
- **Printing:** After approval, hand-deliver or email (see below for email address and discount codes) to **Office Depot: 4501 W. Braker Ln. 78759.** Subject line: Hill Elementary Printing. Send in pdf form and specify number of copies & color of paper.
- **QuikPrint:** We also use QuikPrint (near the Honda dealership at Steck/Shoal Creek). You can contact the Treasurer if you'd like to use QuikPrint and she'll send you the order form.
- **ALL PRINTING MUST BE DONE IN BLACK/WHITE** unless prior approval from the President. Use bright colored paper or pastel-colored paper only.
- **Advertising:** PTA uses the Front Bulletin Board & Marquee Space. The President makes the final decision. Our Bulletin Board and Marquee Chairs can coordinate with you on the timing of using both of these.

## MONEY & FINANCES

<https://www.hillelementary.com/forms-and-policies/>

- Contact the Treasurer to set up online 'purchasing' (tickets, etc.) and to discuss the timeline
- All PIE (Partners in Education) Forms for all vendor donations & discounts (money and in-kind) needs to be turned into VP Sponsorship
- Send thank you notes to vendors who gave discounts and/ or donations
- **Reimbursements:** use the PTA Reimbursement voucher form. Submit an itemized receipt with the form (credit card slips are not acceptable)
- Use the Check Request Form to make a payment to a vendor
- Consult the Treasurer for the current Budget for your event
- 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/Sam's)**
- **No special 'perks for being a chair.' PTA members may not receive any financial gain.**

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

Remember if you have any questions or need any help, please reach out to the President.

**CONTACT INFO:**

President - Margarita Bagwell  512-694-7019	<a href="mailto:president@hillelementary.com">president@hillelementary.com</a> Questions, approvals, signs all contracts.
President-Elect - Kristen Trout	<a href="mailto:presidentelect@hillelementary.com">presidentelect@hillelementary.com</a> Questions, approvals.
Treasurer - Miso Yang  512-905-1036	<a href="mailto:treasurer@hillelementary.com">treasurer@hillelementary.com</a> All things money!
VP Communications - Erin Hanson	<a href="mailto:dillodetails@hillelementary.com">dillodetails@hillelementary.com</a> Dillo Details, Facebook, Instagram, Marquee coordination
VP Sponsorship & PIE Roz Johnson	<a href="mailto:vpsponsorship@hillelementary.com">vpsponsorship@hillelementary.com</a> Dillo Donations, PIE & questions
Teresa Carroll  512-414-4264	<a href="mailto:teresa.carroll@austinisd.org">teresa.carroll@austinisd.org</a> Approval for flyers
Amanda Goodwin	<a href="mailto:bulletinboards@hillelementary.com">bulletinboards@hillelementary.com</a> Bulletin boards
Office Depot  512-795-9700	<a href="mailto:ods00403cpc@officedepot.com">ods00403cpc@officedepot.com</a> <ul style="list-style-type: none"><li>• Discount #: 80126261941</li><li>• Tax exempt #: 9999-98820437</li></ul>
QuickPrint	Reach out to Treasurer, Miso Yang for the form.

**LIFE CYCLE OF A CHAIR**

<b>Email &amp; Google Drive</b>	Obtain password to email and google drive. If you do not have access, please let <a href="mailto:webmaster@hillelementary.com">webmaster@hillelementary.com</a> know.
<b>Build Your Team</b>	Contact volunteers. The President or President-Elect will send you volunteer signups as we receive them. You can also use Dillo Details to advertise for volunteers
<b>Make a Plan/Timeline</b>	Create your Plan of Work and send it to Margarita.
<b>Assess Your Resources</b>	PIE, PTA workroom, volunteers. Know your Budget when planning and BEFORE purchasing or seeking donations.
<b>Execute</b>	Take detailed notes and update the Google Drive and Plan of Work.
<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 someone to work WITH you in year 2 to learn the process. Committee chair assignments are ultimately the decision of the President. Communicate with the President and/or incoming President on your plans.