



**STECK PTA
COMMITTEE CHAIR
PERSON MATERIALS
2016-2017**

TABLE OF CONTENTS

<u>Document</u>	<u>Page</u>
Welcome Letter	P. 3
Committee Chair/Co-Chair Procedures	P. 4
PTA Board	P. 5
Committee Chair/Co-Chair List	P.6
Steck PTA Committee Event Proposal	P. 8
Steck PTA Committee Final Report	P. 10
Communications	P. 12
Flier/Back Pack Mail Policy	P. 13
District Print Center Instructions for Use	P. 14
Eagle Eye Newsletter	P. 15
Money Matters	P. 16
PTA Expense Voucher Form	P. 17



Reba O. Steck PTA

460 Inverness Drive Aurora, IL 60504

Dear PTA Chair,

Welcome to a new school year at Steck Elementary!

We wish to thank you for volunteering your time and talents this year to the Steck PTA! Without your help, many PTA programs and services for our Steck students, parents, and faculty simply would not be possible.

As you step into your leadership role within the Steck PTA, we first want to reassure you that you are not alone in this endeavor. We are here to support you in every way we can. In return, we ask you to support your fellow PTA colleagues, including PTA board members.

Secondly, we wish to familiarize you with how Steck PTA functions. Enclosed are orientation materials to help introduce you to your new leadership responsibilities. We encourage you to review all of this information and to contact us directly should you have questions. The PTA mailboxes along with the filing cabinet, stocked with resource materials, and all other PTA related materials are now located PTA closet. If your program area has a designated PTA mailbox, we encourage you to check it periodically throughout the year. If you have an upcoming event, be sure to check your mailbox more frequently.

Again, thank you for volunteering this year! We are here to help and will do what we can to make this a rewarding experience. We look forward to working with you!

Sincerely,

Kim Ginsberg
614-537-7756
Kyra Haynes
630-639-9729
Co-Presidents

steckptapresident@gmail.com

Committee Chair/Co-Chair Procedures

The PTA Board would like to thank you for volunteering your time and talents to the PTA. This organization could not run without such dedicated parents, and we truly appreciate you!

Please follow the procedures below to help your committee run smoothly and effectively.

- Contact your co-chairs and volunteers to establish your committee.
- Find additional volunteers as needed using master list of volunteers.
- Establish meeting dates and times, and delegate responsibilities.
- Obtain your approved budget from Niki Armstrong, PTA Treasurer.
- Obtain prior approval of any mass communications (ex., backpack mail, list serve, Oakhurst Oracle or Eagle Eye). Submit mass communications for approval to Kim Ginsberg or Kyra Haynes, PTA Co Presidents (email directly to steckptapresident@gmail.com).
- Complete the committee event proposal form prior to your event. Proposals should be submitted directly to Kim Ginsberg and Kyra Haynes, PTA Co Presidents, for review at a PTA Executive Board Presidents (email directly to steckptapresident@gmail.com).
- Meeting at least one month prior to the event.
- Contact your committee chair liaison for any needed supports or questions.
- Submit all expense forms and cash intake forms to Niki Armstrong, PTA Treasurer.
- **All expenses must be turned in within 30 days to receive reimbursement. No expenses will be reimbursed if receipts are not turned in within the given time frame.**
- Maintain and keep all pertinent communication for submission with the final report.
- Complete the Committee Final Report form and submit to Kim Ginsberg or Kyra Haynes, PTA Co Presidents, with pertinent documentation, following the completion of your event.
- Advertise your event or ongoing program. Utilize the Eagle Eye newsletter, the Steck list serve, the Steck PTA website, the PTA bulletin board, the PTA glass display case, and backpack fliers for promotion.
- Committee chairpersons should attend at least one PTA meeting during their term. It's a great way to advertise your event.

**PLEASE REMEMBER THAT YOUR RECORDS WILL BE
ESSENTIAL FOR NEXT YEAR'S CHAIRPERSON!**

PTA BOARD

For Questions Regarding Fundraising Committees:

Nisha Sanghvi

630-967-8332

sanghvi04@gmail.com

For Questions Regarding One-Day Volunteers:

Christine Potthoff

630-362-4553

Christine@travelbecause.org

For Questions Regarding All Other Committees:

Morgan Trotter

616-706-6289

trotter927@hotmail.com

For All Communications:

Kim Ginsberg and Kyra Haynes

614-537-7756/630-639-9729

steckptapresident@gmail.com

For All Expenses:

Niki Armstrong

630-854-1278

nlpfeffer@yahoo.com

2016-2017 Reba O. Steck PTA Board & Committee Leadership

Position	Name	Phone	E-Mail
Board Members			
Co-Presidents	Kimberly Ginsberg Kyra Haynes	614-537-7756 630-639-9729	kimberlyginsberg@gmail.com khaynes05@gmail.com
1 st Vice President	Angela Suwanski	630-768-3459	angelasuwanski@yahoo.com
2 nd Vice President	Nisha Sanghvi	630-967-8332	Sanghvi04@gmail.com
1 st Secretary	Morgan Trotter	616-706-6289	Trotter927@hotmail.com
2 nd Secretary	Christine Potthoff	630-362-4553	Christine@travelbecause.org
Treasurer	Niki Armstrong	314-598-5564	nlpfeffer@yahoo.com
Educational Enrichment			
Before and after school coordinator	Shilpa Iyer	630-499-9025	shilpaniyer@gmail.com
Art Awareness	Erica Pilon	630-978-6323	Epilon2@gmail.com
Junior Achievement	Kara Kelderhouse		
STEM	Kerry Clemm	630-585-7617	K_Clemm@yahoo.com
Reflections	Nafisa Husain		nafisahusain@hotmail.com
Student & School Services			
Hospitality	Kimberly Ginsberg	614-537-7756	kimberlyginsberg@gmail.com
Teacher/Staff Appreciation	Kyra Haynes, Kim Ginsberg, and Kathy Lengiewicz	630-639-9729	khaynes05@gmail.com
School Supplies	Diana Hughes	630-336-1008	dhughescpa@gmail.com
Steck Apparel	Kyra Haynes	630-639-9729	khaynes05@gmail.com
School Mascot	Brad Ball		Brad_d_ball@yahoo.com
Penguin Patch	Laurel McMahon	773-771-7792	mcmahon.laurel@yahoo.com
Communications & Public Relations			
Bulletin Board Coordinator	Chris Meier	219-406-4999	cmeier26@sbcglobal.net
Eagle Eye Newsletter	Kerry Clemm	630-585-7617	k_clemm@yahoo.com
IPPC Representative	Beth Tukker	630 667-8311	beth@tukker.us
IPPA Representative	Beth Tukker	630 667-8311	beth@tukker.us
PDAC Representative	Rahman Khan		rkhaneds@gmail.com
IPSN Representative	Terri Behm	630 898-1150	tbehm@comcast.net
Nominating Committee	TBD		
Volunteer Services			
Grade/Room Parent	Chrissy Baka, Shelby Beebe, Carrie Bessey	630 978-1031 630 363-1902	bakafam@gmail.com shelbybeebe@mac.com
Community Outreach			
Halloween Candy Drive	Kelly Gabrielse	630-338-2448	kgabrielse@msn.com
Winter Clothing Drive	Bahar Jahshan	248-982-4177	bahariahshan@gmail.com
Season of Sharing	Mary Daudelin	630 236-8759	mduaudelin@comcast.net

Special Events			
Back to School Social	Shelby Beebe	630 363-1902	shelbybeebe@mac.com
Carnival	Chrissy Baka, Kristen Bartzen, Krisine Riggs, Carrie Bessey, Jen Griener	630 605-3733	bakafam@gmail.com
Field Day	Shelby Beebe	630 363-1902	shelbybeebe@mac.com
Pancake Breakfast	Carrie Bessey	630 692-1277	cibessey@comcast.net
Winter Wonderland	Lisa Labrecque	630-340-3328	lisatycholaz@yahoo.com
Daddy/Daughter Dance	Francyne Carlentine	630-499-9922	fcarlentine@comcast.net
Mother/Son Sport Night	Nisha Sanghvi and Kathy Lengiewicz	630-967-8332 773-960-4710	Sanghvi04@gmail.com kathylengiewicz@sbcglobal.net
Health & Safety			
Red Ribbon Week	Lori Hogan	630-978-3092	Lori_hogan@ipsd.org
Walk to School Day	Kara Kelderhouse		kkeldie@gmail.com
Girls on the Run	Jen Pagonis	630 667-8296	Jennifer.n.pagonis@gmail.com
Ways & Means			
Fun Run	Kathy Lengiewicz and Nisha Sanghvi	773-960-4710	Sanghvi04@gmail.com kathylengiewicz@sbcglobal.net
Box Tops	Morgan Trotter	616-706-6289	Trotter927@hotmail.com
Dinner Out	Amy Zeman	630-692-0910	Lilaim16@hotmail.com

**Steck PTA
Committee Event Proposal (New Events Only)**

Date: _____

Committee Name: _____

Chair/Co-Chairs: _____

Budget: _____

Preliminary Planning: (date/time/location of event, number of volunteers needed, and vendors needed)

Supplies Needed and Costs:

Event Publication: (Please indicate how the event will be publicized, and attach publications for approval)

Location Area Set-up: (What preparation is required for the day of the event?)

**Steck PTA
Committee Final Report**

Committee: _____

Event Name: _____

Event Date: _____

Event Time: _____

Event Place: _____

Number of Attendees: _____

Price Charged: _____

Preliminary Planning: (What alternatives were considered? What vendors were contacted about products? Why were choices made? List number and time frame of planning meetings held.)

Suppliers and Costs:

How was the event publicized? (When were notices sent out? Please enclose copies.)

Where are the decorations/props stored?

Room/Area Set Up and Decorations:

Day of Event Preparations:

How did the event proceed?

What worked best? What do you recommend changing for next year? Should this event be held again next year?

Additional comments:

Financial Report (please obtain figures from Treasurer):

Please attach any pertinent documentation to this report.

Submitted by: _____

Communications

Communication is the key to success. Please contact all your volunteers as soon as possible. Inform them of the duties for this committee. Please contact your volunteers even if the event does not take place until the spring. Volunteers will want to hear from you.

Website Policy

If you feel it would be helpful to post certain information on the Steck PTA website or Steck PTA Facebook page, please submit it to steckptapresident@gmail.com. We will work with you to post the information. We encourage you to use these communication platforms.

Listserv Policy

We encourage use of the Steck Listserv. The procedure for using the Listserv is as follows:

1. The PTA chairperson or committee member should draft the email announcement as he or she would like the subject line and contents to be read by Steck listserv recipients. Upon completion, the announcement should be emailed to steckptapresident@gmail.com for review/submission.
2. The email should not contain any graphics or any unique or re-sized text formats. However, text can be underlined, *italicized*, and/or **bolded** for emphasis.
3. The PTA President will forward a copy to the Steck Principal for approval and distribution.
4. Listserv goes out on Fridays, unless other arrangements have been made.

Flier/Back Pack Mail Policy

1. Fliers/back pack mail **must** be reviewed by the PTA President and approved by the Steck Principal prior to distribution. Please allow 3 school days for approval. Email flier to steckptapresident@gmail.com. If you need approval by a certain deadline, please include that as well.
2. All materials being sent home should be neat and grammatically correct. A contact name and phone number must appear on all fliers.
3. You are responsible for preparing your fliers for the distribution to the Steck community of students, families, teachers, and staff members. Determine who needs to receive your flier. Since a family may have several children at Steck, you need to determine whether each student or each family should receive one flier. You will use the "total student" count to provide one copy to each student or the "youngest/only" count to provide one copy to each family. Both counts, in total and delineated by classroom, are located above the school copier in Room 102.
4. Do not use the school copier. All flier are to be sent (uploaded) to the district print center.
<http://ncusd203.myprintdesk.net/dsf/asp9/storefront.aspx>
Login: steckpta
Password: elementary
5. Sort fliers by classroom. Teachers are expected to distribute PTA fliers every Friday, although some will distribute forms earlier in the week.
6. After copies are ready for distribution, give them to the school secretaries. *Include a copy for the secretaries to keep.* They need a copy since they may receive questions from parents about the flier. The staff will take care of distributing to teacher mailboxes.

District Print Center Instructions

All copy requests are done online at:

<http://ncusd203.myprintdesk.net/DSF/storefront.aspx>

Log In information is as follows:

User name: steckpta

Password: elementary

All copies are uploaded through the website.

In case you need to drop off hard copies at the print center, it's located behind the 95th Street Library in Naperville, at 3015 Cedar Glade Drive.

Eagle Eye Policy

1. The Eagle Eye newsletter is published once each month. Submissions should be sent to k_clemm@yahoo.com.
2. Included are this year's publication dates and deadlines. If you miss the deadline, contact the newsletter editor.
3. Your article will be re-typed so neatness does not count, but legibility does.
4. Graphics can be included, if desired.
5. Remember, the more you publicize an event, the better the turnout!

2016-2017 Deadlines

Article Deadline by 5PM:

September 20th

October 20th

November 20th

December 20th

January 20th

February 20th

March 20th

April 20th

Money Matters

Many standing committees are allocated PTA funds. We will provide you a copy of the annual budget as soon as it is approved for the upcoming year. As chairperson, you have the responsibility to manage and keep track of these funds, as well as stay within your budget allotment.

Before any money can be spent over your budget, it needs to be approved by the PTA Board during a scheduled meeting.

All incoming money should be given to the Treasurer as it is received, including cash. **Do not use cash that www.escrib.com (Dominicks Card)'our event/activity.**

Use the Sales Tax Exemption Letter when making purchases. As a tax-exempt organization, **we are unable to reimburse volunteers for sales taxes paid.** Note: Not all stores accept the tax-exempt letter. Costco and Sam's Club require PTA to have a membership in order to make tax-exempt purchases.

Due to finance and budgetary restrictions, all reimbursement requests must be submitted within **30 days** after your event. All requests must be accompanied by a receipt.

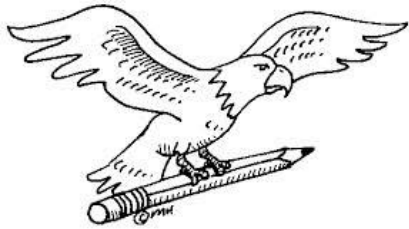
Getting Reimbursed

Careful accounting of money is essential. Keep all your receipts to be reimbursed! All expenditures and receipts must be submitted on a PTA expense voucher (attached) within **30 days** of the expense. Submit completed expense vouchers to the PTA Treasurer. Submissions may be placed in the "Treasurer" mail slot in the PTA office. The Treasurer will send you a reimbursement check shortly after your voucher is approved and signed by two authorized persons. As chairperson, you are authorized to approve purchases made by your committee members. To do this, you must sign the voucher on the designated line. The PTA Presidents, Vice-Presidents, and Treasurer are also authorized to approve expense vouchers. Individuals may not approve their own expenses.

Note: Extra expense vouchers can be found can be printed from the Steck PTA website, <http://steck.ipisd.org/Subpage.aspx?id=1046>. Receipts exceeding the 30-day period may be denied reimbursement. Any unapproved expenditure over and above your designated budget will become your personal responsibility so please keep track of your expenses carefully.

All requests for reimbursement from Steck PTA must be turned in before the last day of school.

Unused funds by year-end are returned to the general PTA fund.



REBA O. STECK PTA

460 Inverness Drive, Aurora, IL 60504

Expense Voucher

Instructions: Please complete this form for reimbursement or payment. All original receipts and invoices must be attached to the back of this form and submitted within 30 days of the expense. Receipts exceeding this 30-day period may be denied reimbursement. This form can be turned into your child's teacher or placed in the Treasurer's mailbox in the PTA room at Steck. Please contact the treasurer, Niki Armstrong, at nlpfeffer@yahoo.com with any questions.

DATE: _____ PAYABLE TO: _____

Check Delivery Method:

School Mail – provide child's name & teacher Child _____ Teacher _____

Pick-up at Treasurer's Home – Email _____

(Please provide email address so you can be notified when check is ready to be picked up.)

US Mail – Please provide self-addressed stamped envelope.

Reimbursement requested for the following items:

Budget Category

Amount

Reimbursement requested for the following items:	Budget Category	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As a 501(c)(3) organization,
Steck PTA is unable to reimburse tax.
Please use the Sales Tax Exemption Letter
when making purchases.

Total Paid _____

Less: sales tax paid _____

Check amount _____

Tape all receipts and invoices to a separate sheet and attach to this form.

Office Use Only

APPROVED BY* 1. _____ Chairperson

2. _____ President or Vice President

3. _____ Treasurer

**Two signatures are required. You may not approve your own purchases.*

Check # _____ Voucher # _____

Check Date: _____