



IVE Committee and Program Chair 101

Thank you for volunteering to chair an event or program for the Issaquah Valley Elementary School PTA! Our programs and events depend on our wonderful volunteers like you and we can't thank you enough for stepping up to your role. This document is intended to provide you with detailed instructions to help you succeed with planning, communicating, executing and evaluating your program! Reading through this document in its entirety will answer many questions you may have about chairing a program or event and will help ensure your understanding of important IVE PTA processes.

If you have any questions at all, please reach out to Volunteer Coordinators, Miriam Corlett and Alex Rosenstein at volunteer@ivepta.org. We'll be happy to provide you with guidance to make sure your program or event is an absolute success!

Program Binder and Transitioning

Each program should have a folder or binder that is passed down each year. If you have not received your materials, please reach out to volunteer@ivepta.org and we can assist you with locating them or creating a new one. We highly recommend meeting and transitioning with the previous Chair as they likely have valuable information to share with you!

Email Account and Website

As a chair, you have an IVE PTA email account and it is important that all PTA correspondence goes through this Gmail account. Please don't delete email from this account, as future chairs will really find these emails helpful one day!

You can access your email by logging in through Gmail. If you prefer, you can have emails forwarded to your regular email, so you don't have to check Gmail as often. To forward your Gmail, login and click on the gear icon to the right, click settings, click forwarding and POP, and the option is at the top. Please make sure to periodically go into your account to organize and save important information into folders (Gmail calls them labels). If you have not received your email address and password, or need it reset, please contact Anne at webmaster@ivepta.org. Email passwords for PTA email accounts will be reset yearly by the webmaster over the summer to ensure security best practices.

Each program/event has a webpage within the IVE PTA website. Please check your program/event webpage by going to ivepta.org, click on "PTA Events and Programs" and find your program in the dropdown list. It is important to keep your page up to date and you can send updates and changes to news@ivepta.org.

Budget

Be sure to check the 2019-2020 PTA budget for your program! Our PTA members have approved this budget and you must stay within your budget. Any overages require preapproval from the Board. If preapproval is needed, the Treasurers, Kimberly Brown & Lindsay Conger, can facilitate this conversation. They can be reached at treasurer@ivepta.org.

Be sure to keep your receipts and turn them in along with a completed Reimbursement Request form. The form can be found at <http://ivepta.org/Page/Pta/Forms>. You may email the form along with receipts to treasurer@ivepta.org or drop off a paper copy in the Treasurer's Mail Box in the IVE copy room. All receipts must be turned in within 30 days for reimbursement!

While not expected, if you do elect to donate items to your event, please complete an In Kind Donation form and return to treasurer@ivepta.org. This will ensure that total costs of the event are tallied for planning purposes in future years. In Kind Donation forms can be obtained from treasurer@ivepta.org.

Mailbox

Each program has a mailbox in the IVE Copy Room. Please be sure to check this box regularly for your mail. You will need to be buzzed into the school and enter the copy room through the main hallway. You will not be able to cut through the office to access the copy room.

Photocopies

Photocopies can be made in the IVE Copy Room. If teachers or staff need to make copies, please let them go ahead of you. Copy codes are 395 for board use, 396 for fundraising and 397 for events. White paper is available for you to use from any cabinet in the workroom. Colored paper is in the PTA cabinet located below the PTA mailboxes in the workroom. Please only use this colored paper. If you see we need more colored paper, please email president@ivepta.org.

If you are making copies for Kid Mail, you will find a class count above each copy machine for reference. We've found that you can save yourself some time and the hassle of counting out copies for each class by making copies for one class at a time!

Please note that PTA is not permitted to use the laminator.

PTA Closet

There is a PTA storage closet in the 1st grade wing. The key can be found in the PTA drawer underneath the PTA mailboxes in the workroom. Please check this closet as there may be supplies, decorations or specific items for your program in this closet. It is important that you help us keep this closet clean! Return items to the place you found them, neatly group your items together and DO NOT leave food of any kind in the closet.

Program Planning

All program chairs are expected to fill out a program planning form at least 60 days prior to their event or program start. Not only will this form assist you with planning, it will also be shared at PTA board meetings, so the entire board is informed about events and can provide assistance as needed. Forms can be found at <http://ivepta.org/Page/Pta/Forms> and completed forms can be emailed to volunteer@ivepta.org or dropped off in the Volunteer Coordinator mail box in the IVE copy room.

Facility Use

Facility use forms have been completed by the President. However, if you have specific needs such as tables, chairs, etc please email president@ivepta.org ASAP so Marcelle can be sure that the information on the form is correct.

Contracts

If a contract needs to be signed for your program, please forward it along to president@ivepta.org. It must include two signatures from the Executive Board and one of them must be the President.

Is a Food Handlers Permit Needed?

A food handler's permit is mostly needed for repetitive food handling such as Popcorn Fridays. If one person gets the permit they can train others.

According to the Washington Administrative Code (WAC) 246-217, all food service workers working in Washington State must obtain a food worker card. A "food worker" is defined as anyone who works with unpackaged food, food equipment or utensils, or any surface where people put unwrapped food.

Requirements:

- New or renewal cards cost \$10.00
- New cards are good for two years
- Renewal cards are good for three years. To be eligible for a renewal card, you must complete the course, pass the test, and purchase a food worker card before your current card expires. You must renew your food worker card 60 days or less before it expires.

There are three ways to complete the training and test:

1. Online: www.foodworkercard.wa.gov
2. At a Health Department computer kiosk.
3. At a Health Department in-person class and test.

Marketing/Communication

The IVE PTA has various channels of communication whereby Executive Board members, committee chairs and program leaders can distribute information to PTA members or to the entire IVE parent and staff community.

Information shared via our communication channels shall be written as it is intended to be communicated including title, short description, dates, contact information and links to ivepta.org. The VP of communication does not create the content for information to be shared (although it might be edited slightly). Please send information to be published to our VP Communications, Anne Blackburn, and indicate which channels you would like to use. For news, please use news@ivepta.org and for website info use webmaster@ivepta.org. The VP Communications reserves the right to edit or shorten material as necessary.

***Please note: all communications whether print or larger scale email distributions must be approved by President and Principal. Please send all fliers to president@ivepta.org and she will gain approval from Principal and let you know when you are free to move forward with distribution.**

IVE PTA Communication Channels

Channel	Channel Description	Publisher	Distribution List	Due Date	Date Published
IVE PTA Website www.ivepta.org	Our website is the main resource of all IVE PTA information. It includes the most up-to-date and detailed information. All forms of communication should refer readers back to ivepta.org . Each program has their own page on the website and chairs are responsible for making sure the information is up to date. To make changes to your program page, email webmaster@ivepta.org .	VP Communications, Webmaster	All Members of IVE PTA/General Public	As needed	TBD by publisher, but no later than 3 days after receipt
IVE PTA Facebook Page	As of 8/19/19 there are 482 people who like this page and 508 who follow it.	VP Communications	Open to the public. For those who have liked	3 days prior	TBD by publisher, but no later than 3 days

			the page, they will see updates in their feed.		after receipt
Room Parent Distribution List	Room parents have a list of the families in their class.	VP Communications sends to Room Parents distribute	Distributed to classrooms so it can be channeled to specific grades only.	3 days prior	TBD by publisher, but no later than 3 days after receipt.
Principal E-News	An email from Principal Pickard is sent out every Friday to the entire IVE community. Please note that they are unable to include everything that PTA is doing. But will do their best to incorporate the most important news each week.	VP Communications sends info to Principal's Secretary, Linda Hren, and she sends it out	All Members of IVE Community	Email your submissions to news@ivepta.org by Wednesdays at noon.	Fridays
IVE PTA E-News	A selection of the most important news will be emailed out according to the schedule, which is typically every other week. VP Communications reserve the right to send special (off schedule) blasts based on needs of the IVE PTA.	VP Communications puts the publication together and Principal's Secretary sends it out	All Members of IVE Community	Content due the Wednesday prior to publication date	Sept 3 Sept 16 Sept 30 Oct 15 Oct 28 Nov 12 Nov 25 Dec 9 Dec 16 Jan 6 Jan 21 Feb 3 Feb 24 March 9 March 23 April 6 April 20 May 4 May 18 June 1 June 15
Kid Mail/Peach Jar	Kid Mail is a hard copy flyer that is sent home with students. Photo copies can be made in IVE copy room. See instructions above. Through Peach Jar, it is also possible to email out a digital copy of your flyer to all parents at IVE. If you would like your	All Kid Mail must include a Spanish version on one side of the flyer. We recommend using Word to translate. Choose the "review" option and then "translate" for translation. Once this is done, email the flyer to	All members of IVE community	N/A	Program chair copies and distributes in teacher mailboxes. Flyers MUST include "Sponsored by IVE PTA" as well as

	flyer sent out via Peach Jar, send a PDF of the flyer to president@ivepta.org.	translate@ivepta.org to be sure it is correct. Program chair must gain approval from PTA President who will also get approval from Principal. PTA President will let chair know when to put in teacher mailboxes.			the IVE PTA Logo.
IVE Reader Board	Generally, the reader board will have 2-4 messages running each week. One message will be from school/principal and another from the PTA. At times the school may allow 2 PTA messages.	VP Communications gains approval from Principal's Secretary	General Public	3 days prior	TBD by publisher, but no later than 3 days after receipt
Bulletin Boards/Wall Space/Foyer Display Case	PTA has access to many bulletin boards and wall spaces throughout the school and the display case in the main lobby at IVE.	Program chair must gain approval from VP Communications. They will assign you an open display space. Email news@ivepta.org for board assignment.	All members of IVE Community	N/A	Program chair designs and decorates. Chairs are also responsible for removing content in a timely matter.

If you have any questions at all about how to properly communicate your message, please reach out to VP Communications at news@ivepta.org.

Program/Event Registration

Event registrations, payments and RSVPs are conducted through the IVE PTA website. Our VP Communications can assist you with creating the online registrations and granting you access to the reports on the website. Please contact Anne at webmaster@ivepta.org to begin this process. Once access has been granted to the report, visit ivepta.org and login to your account. Then, click on Admin and click the reports tab.

Be sure to give Anne a date to close the registration to avoid having any signups come in after your deadline.

Volunteers

If volunteers are needed for an event, please do not feel like you need to only reach out to your personal network. We have access to a wonderful pool of volunteers who want to help our programs succeed!

Email specific dates, times and responsibilities to news@ivepta.org and they will post volunteer needs and create a place for volunteers to sign up. You can gain access to the list of volunteers who have signed up by asking the VP of communication to give you special admin. access for the event.

Be sure to also ask our VP to close off the sign up a day or two before your event to avoid any last minute sign ups.

All PTA event signups, with the exception of staff appreciation lunches, must be done through the IVE PTA website. For any other exceptions, please email president@ivepta.org. Volunteer tracking and acknowledgement is done through the PTA website, so it is best to keep everything in one place.

All volunteers must complete the Issaquah School District application which can be found at:
<https://issaquahvolunteers.hrmlplus.net/>.

Collecting Money

If you collect money at an event, please be sure to fill out an IVE Deposit Voucher and give the money and form directly to the Treasurer. The treasurer can also assist in obtaining change, if necessary, for events. Two PTA members (not of the same household) are required to count and sign for each deposit. The form can be found at:

<http://ivepta.org/Page/Pta/Forms>.

IVE PTA also has available credit card swipers that you may use at events. Please contact treasurer@ivepta.org at least 10 days prior to your event to coordinate setup and to obtain the swipers.

Take Pictures!

Don't forget to take some pictures of your program/event. Photos can be sent to news@ivepta.org to be included on Facebook and/or E-News. They can also be uploaded to our Yearbook site by following the instructions at <http://ivepta.org/Page/Fundraising/Yearbook>.

After Your Event/End of the Year Wrap Up

You did it! To help us improve on your program for next year, please complete a Post Event Evaluation Form which can be found at <http://ivepta.org/Page/Pta/Forms> and forward it along to volunteer@ivepta.org within 2 weeks. Don't forget to turn in your receipts and completed reimbursement form. And please be sure to update your chair binder/folder.

PTA Board Meetings

The IVE PTA Board meets monthly. Please contact board@ivepta.org 10 days prior to the board meeting if you would like to submit an item to the agenda for discussion by the board. Meeting dates are:

- August 29 @10:00am
- September 10 @9:30am
- October 8 @9:30am
- November 12 @9:30am
- December 10 @9:30am
- January 14 @9:30am
- February 11 @9:30am
- March 10 @9:30am
- April 7 @9:30am
- May 12 @9:30am
- June 19 @9:30am

PTA General Meetings

There are 4 PTA General Meetings held throughout the year. This is a great time to promote your event/program and recruit volunteers to help you. Please note that meetings are for adults only and childcare will not be provided this year. General Meeting are held at 7pm at IVE on the following dates:

- Tuesday, September 24

- Tuesday, January 21
- Tuesday, March 24
- Tuesday, May 19

2018-2019 IVE PTA Board of Directors

President	Marcelle Waldman	president@ivepta.org
VP Communications	Anne Blackburn	news@ivepta.org
Co-Treasurers	Kimberly Brown & Lindsay Conger	treasurer@ivepta.org
Secretary	Laura Burnett	secretary@ivepta.org
Director of Fundraising	OPEN	fundraising@ivepta.org
Co-Volunteer Coordinator	Miriam Corlett & Alex Rosenstein	volunteer@ivepta.org
Membership Chair	Rebecca Konopka	membership@ivepta.org
Family & Community Engagement (FACE)	Jenn Stieglitz	face@ivepta.org
Director at Large	Christine White	director@ivepta.org

If you'd like to contact the entire board, please email board@ivepta.org.