

Veterans Park Elementary PTA Event Chair Packet 2019-20 School Year

Hello PTA Parents!

Welcome back to another fantastic year at Veterans Park Elementary! We are excited to see all the new *and* familiar faces and are anxious to begin our truly spectacular PTA calendar of events. Thank you so much for volunteering!! Many of these events have become time-honored tradition at VPE... experiences that our children anticipate and love. We value your desire to be a working part of the PTA organization. There is no more important kind of member in any organization, so thank you. Your time and efforts are sincerely appreciated by our children and staff. Inside this packet you will find all the information you need to begin thinking about your particular event.

- **Calendar** – So you know when your event is
- **Budget info** – How much you have to spend
- **Idea Form** – Write up your plan and send it to Kandace Bright & Malinda Breeding
- **Communication info** – Send a write up to Amy Green for the newsletter and Facebook and to Mrs. Ault for the Flash

Thank you again for your generous commitment to Veterans Park PTA. Kandace and I look forward to working with each of you.

Sincerely,

Malinda Breeding
1st Vice President
VPE PTA
mabree38@gmail.com
859-608-1280

**Veterans Park Elementary
Parent Teacher Association Executive Board**

President-Kandace Bright kandacebright@gmail.com

1st Vice President-Malinda Breeding mabree38@gmail.com

2nd Vice President-Membership-Sara Lachance
sarallachance@yahoo.com

3rd Vice President-Fundraising-Bonnie Longo
bonnielynn3783@yahoo.com

Treasurer-Janice Ireland
janiceireland75@gmail.com

Corresponding Secretary-Amy Green
mrs.amy.green@gmail.com

Recording Secretary-Sontina Hogston
sontina@windstream.net

Past President-Betsy Waters
lexbetsy@gmail.com

Outline and Flow Chart for PTA Event Planning

STEP 1:

Six to eight weeks prior to your event, submit an electronic copy of the attached “Idea Form” to President Kandace Bright and copy Malinda Breeding.

- a) title of your event or committee
- b) chairperson name (s)
- c) chairperson (s) preferred method of contact
- d) event date and location
- e) event budget provided by PTA
- f) Description of event or project
- g) supplies or school resources needed
- h) volunteers needed

Feel free to attach a letter with more detail if the Idea Form doesn't cover all your plans. It's meant to be a simple “jumping off” point. Also, be sure to attach (in document form) any advertisement, reminders or fliers you plan to use for approval. The President will take your Idea Form and any additional information you submit to her weekly meeting with Mrs. Dabney for review and approval. The President will contact you ASAP with any changes that might need to be made, etc. At that point you'll have what you need to move forward with your planning.

STEP 2:

Identify the PTA newsletter deadline date that will apply to your event (included in this packet) and send all info to Amy Green (mrs.amy.green@gmail.com), our corresponding secretary, before the deadline identified. ***This requires being prepared with details several weeks before the actual date of your event as the newsletter goes out only once a month.***

Amy can also post information on the VPE PTA FACEBOOK page if you would like to publicize your event, post reminders, ask for volunteers, etc. If you would like to take advantage of this option, please email details to Amy one week prior to your desired posting date.

In addition to the monthly PTA newsletter, The Patriot Flash is a weekly email reminder that arrives in parents' email inboxes on Friday of each week. The Flash isn't a forum for lots detail though... it's better to keep any Flash messages you post *short and sweet*. The newsletter is a better forum for sharing longer details. Our librarian Mrs. Ault will be publishing the Flash this year. She typically likes to have all submissions for the Flash by Tuesday of each week (for Friday). Her email is jessica.ault@fayette.kyschools.us.

Last but not least, if you would like for the school to do a "phone blast" in which each parent is sent an automated voice message to remind for your event, please contact Mrs. Bertrand via email. Her email is janet.bertrand@fayette.kyschools.us

STEP 3:

1st Vice President Malinda Breeding will compile the PTA interest forms and provide you with all the names and contact information for those who are interested in helping you with your committee. **Use these volunteers** to delegate what you need done. If you don't call them, they don't know that it's time for them to help...simply put, they're waiting for your cue! If you don't receive your volunteer list by the time you begin your idea form, please contact Malinda (mabree38@gmail.com) to request this information. If after contacting the parents on this list you find that you are still struggling for volunteers, you can always put a request in the newsletter, Facebook or a sign-up form in the front office for parents/grandparents that come in and out. The office gets a ton of traffic and the receptionists up front are exceptionally kind about helping out in this regard. Also, consider attending the monthly PTA meeting in advance of your event in order to inform the group on your plans, get information and feedback from those who may be familiar with the event's history and generate volunteers from the core group of PTA regulars.

STEP 4:

Identify and allocate your budget. You'll find your specific event budget information attached. You'll also find a tax exempt form with VPE's tax exempt number to use for all your purchases. Please remember that we cannot reimburse you for tax! Anything and everything you need for your event is purchased by you (or someone on your committee) and submitted for reimbursement to the PTA Treasurer. **To get reimbursed for your spending, fill out the attached reimbursement form and place in the PTA mailbox located behind the receptionist desk in the office.**

STEP 5:

Utilize the PTA room for making all copies. The ladies in the office can get you set up on the copier. Please be sure to sign in at the front desk before going back to use the room. Use our PTA Yellow paper and the PTA logo when you send information out to families. The yellow paper is in the PTA cabinet in the workroom near the library. All correspondence and handouts need to be sent to the PTA President-Kandace Bright, to approve with Mrs. Dabney.

For items such as banners, posters, multi-sheet packets, booklets, and note cards, please use the Fayette County Public Schools Print Center. Information may be found at:

<https://www.fcps.net/printing>

OOPS!

Things we wish we knew before we started to plan our first event... (and yes, we totally made these very mistakes)

- 1.** This one sounds like a no-brainer, but yet, every year it happens. If you are a committee chair you *must* be a card carrying, dues-paid, member of the VPE PTA. It's in the bylaws. Just double check that you've sent in your \$5 check!
- 2.** Double check your budget (included in this email) or email the PTA Treasurer before you start. It's just a good practice across the board since we're all human around here.
- 3.** Keep in mind as you allocate and spend your budget that PTA isn't allowed to reimburse for tax if you forget to use the attached tax-exempt form included with this packet.
- 4.** We are a Water First School. We only serve water at all PTA sponsored events. That's right, no soda. The kids can thank us later. Also, please choose healthy snacks if you do food.
- 5.** Get all advertisement/flyers/any correspondence to the PTA parent body that goes home in backpacks approved by the PTA President and Mrs. Dabney *before* you copy it. 850 copies takes a lot of paper AND a lot of your time. (About an hour and a half *if* the copy room is completely empty, to be exact. Hot tip: Never plan for it to be empty.)
- 6.** Office staff will put all backpack correspondence in staff mailboxes to protect student confidentiality. Simply bring your copies sorted by teacher name to the front desk. The teacher list with student numbers can be found in the office. (P.S. These numbers change month to month.)
- 7.** Please record your PTA volunteer hours when you sign in (and out) at the front desk. The state PTA organization keeps a record of these hours and VPE is always one of the most parent-involved schools around. Accurate recording of these hours keeps us in good standing! Don't be shy or modest... we need to know this info! Simply round the nearest half-hour.
- 8.** No sidewalk chalk under the awning. (Doh! I definitely did that last year. Twice.) Many committee and event chairs use sidewalk chalk to advertise for their event. This is an awesome tool and gets the message out there for kids and parents, but it's got to be used in a place that rain can wash it off. When we use chalk under the awning it has to be power-washed off.
- 9.** And last but not least, ALWAYS communicate with the PTA president or board members before the Principal. (Dang! I didn't know!) PTA is extremely important to Mrs. Dabney but she has *many, many* other responsibilities each day. We want to allow her to stay focused on school and academic priorities and avoid filling her inbox with questions the PTA board could easily answer. It's our job. Never hesitate to call upon us.

PTA “IDEA FORM” For Event Planning

Today’s Date:

Event Name:

Chairperson name(s) and preferred method of contact:

Event date and location:

Event budget allocation:

Description of project or event timeline:

Supplies or school resources needed:

Volunteers needed:

Advertising methods (please attach any flyers for approval):

***** Example Idea Form ***** Example Idea Form ***** Example Idea Form *****

PTA “IDEA FORM” For Event Planning

Today’s Date: *August 27, 2016*

Event Name: *International Walk To School Day*

Chairperson name(s) and preferred method of contact: *Kristina Roberson*
(Kristina@lexnetinc.com or 333-6061 cell)

Event date and location: *10/3/16*

Event budget allocation: *\$50*

Description of project or event timeline:

We will organize parent volunteers to stand at various checkpoints throughout the immediate walking area around Veterans Park Campus on the morning of the 5th. Mrs. Bishop will provide music under the awning and we will recruit helpers in the days before the event to decorate sidewalks with chalk. We’d like to generate further enthusiasm for this event by holding a coloring

contest... we'll provide teachers with an animated shoe and ask that the kids decorate the shoe and hang them outside the classroom during the week of October 5th. We'll pick the most creative shoe from each classroom and provide a small prize. After the event we will follow up in the PTA Newsletter and Patriot Flash thanking all children who were involved and will submit the names of the classroom winners of the shoe-decorating contest.

Supplies or school resources needed: Stereo System (will arrange for Mrs. Bishop to do this) with music for kids arriving at school. Prizes for most original shoe in each classroom and chalk will be purchased out of \$50 budget.

Volunteers needed: *About 25 parents*

Advertising methods (please attach any fliers for approval): *Proposed Shoe coloring page (attached), Flyer to be sent home one week prior (attached). Chalk to be used on sidewalks.*