

WEST UNIVERSITY ELEMENTARY

PTO PROCEDURES

2009-2010

COMMUNICATIONS TO PARENTS AND TEACHERS / STAFF

Pony Express:

The Pony Express is distributed to every child on the first school day of each week and is sent home in the "Monday" folder. The Pony Express is an extremely cost-effective way to disseminate information to the parents, teachers and staff at WUES

Pony Express articles must be turned in to front office staff (For year 2009 to Ms. Chapa) in the front office by Thursday morning by no later than 12 NOON.

The article should be typed using a word processor. Please include your name and phone number so they can contact you if there are any questions.

Copying Flyers and Other Handouts:

If you need to distribute a flyer to the entire school, please use the in-house PTO copiers. PTO pays for them and we should make use of them.

Ms. Chapa in the front office can copy flyers for the PTO. If you need copies, you must file by the deadline. Please email her at: achapa@houstonisd.org. When providing paper for projects please include at least 5% overage to your final count. (EX: 1,000 students – 1,050 sheets of 8.5 x 11). Keep receipts to get reimbursed and complete the necessary forms for reimbursement. These forms are found on the PTO web site.

NOTE: If you are distributing a flyer, invitation or order form, please don't forget the teachers and the staff. All teachers and staff members have boxes in the office and they like to be included. In addition, you should arrange to leave a few extra copies of order forms, etc. in the office.

The document and paper must be delivered by Thursday morning, 12:00 noon. (For her convenience, try to get your materials to her earlier in the week. **(PLEASE DO NOT GIVE THEM TO HER ON MONDAY MORNING AND ASK THAT THEY BE DISTRIBUTED IN THAT MONDAY'S FOLDER!)** Ask Ms. Chappa when you can come back to help stuff the teacher's boxes. **If you need anything special (cutting, folding, stapling, etc.), you will need to come back and do this yourself.** The office machine can only copy letter-size sheets, does not staple, and cannot handle large amounts of black (solid dark) space. If you have a question, ask Ms. Chappa.

If the machine at the school cannot handle the job; we have an arrangement with Copy Dr. at Wesleyan shopping center. For larger jobs (example: directory, auction directory) please remember to ask for a quote before proceeding. Compare the cost to the previous year. Copy Dr. is willing to work with us on prices, and if not, then we need to find another source. We are stewards of the PTO's money.

When you get an invoice (whether you paid for the copies or billed them to the PTO) from any copy place, please submit the original invoice and a request for reimbursement form (found on PTO web site or in the treasurer's box at office) according to the procedures set in place (see web site). This will help the Treasurer keep track of our copy expenses.

In an effort to help reduce cost, please try to use the in-house copier as much as possible.

First 4 weeks:

1. Week 1: Send flyers and/or order forms through Monday folder.
2. Week 2: Put articles in Pony Express and mention extra flyers or order forms are available in the front office on the forms rack by fish tank.
3. Week 3: Repeat of week 2
4. Week 4: Repeat of week 3 if necessary. Continue prompts through the Pony Express whether or not you use printed reminders in Monday Folder. Also don't forget to use the website and email distribution through the room parents.

The Marquee in front of the school

If you would like to have something posted on the school marquee, please write your request and email it to Mr. Threet, Tracey Wyatt, and Mr. Threet's secretary. **DO NOT WAIT till the last minute. Please make requests at least 5 days in advance.**

Announcement to the school in the morning announcements

Write out your information and give it to Mr. Threet (CC: to Ms. Chapa) at least 5 days in advance. Please email him and confirm with him two days prior to the announcements. jthreet@houstonisd.org and achapa@houstonisd.org.

SCHEDULING USE OF SPACE ON SCHOOL PROPERTY

Scheduling:

Any planned use of school space, whether during school hours or after hours, must be scheduled through Tracey Wyatt. **For events**, plan things with Tracey to place your event on the school calendar months in advance. **Curriculum enrichment events are planned around January prior to the events. Always reconfirm with her 30 days, and then 10 days out before your event.**

All events need to file an action plan with Tracey. An action plan form is located on the PTO website. The plans should be comprehensive and should take into account setup of tables and chairs, time management for (setup, time facility is needed and clean up.) **If you need extra help in terms of HISD staff (custodian services), you must be account for this in your budget and in your action plan.** Enclosed with the action plan form are maps of the whole facility and outdoor layout as well.

Inform Mr. Threet, verbally and in email, at least 10 days prior, so that he can notify HISD to turn on the air conditioning for your event. Coordinate efforts with Tracey and make sure to notify the custodians of the event at least 10 days prior.

Please do not linger inside the building as they would like to get home, too! The PTO pays overtime for custodial help for after-hours events.

If you are expecting delivery of goods to the school (school supplies, gift wrap, carnival supplies, etc.), you must notify Ms. Chapa and Tracey Wyatt of any potential delivery as many days possible in advance. Storage room must be accounted for and must be made ready.

PTO MONEY MATTERS:

Reimbursements and Vendor

The Treasurer will reimburse individuals and/or vendors for items purchased for PTO or school use. The treasurer's mailbox is also located in the school office.

Please note the following when requesting reimbursement.

1. **All reimbursements MUST be accompanied by a RECEIPT.**
2. **SALES TAX WILL NOT BE REIMBURSED.** Please present the vendor with our Texas Sales and Use Tax Exemption Certificate so that they DO NOT charge tax (certificate in Treasurer's box).
3. Forms for reimbursement are located in the plastic folder in the Treasurer's box and on the PTO website.
4. The tax id # for any new vendors that are not incorporated is required because we will have to supply them with 1099's.
5. Please plan ahead as every check requires two signatures.
6. **The completed request needs to be in the Treasurer's box at school by each Thursday, 2:30 PM. Checks batches are run each Friday. Checks will be distributed the following week.**
7. If you forget to request funds in advance, feel free to write a personal check or put it on your credit card and then request reimbursement.
8. **Be sure to keep a copy of your request form and receipts until you have received reimbursement. That way, if something gets lost, there is still a backup.**

PROCEDURES FOR DEPOSITS

Please forward all cash and checks to the PTO Assistant Treasurer.

Beth Lane: 713-485-5727 - bethlane91@gmail.com - 3763 Georgetown, Houston, TX 77005

Please make all deposits can in a timely manner.

Include a DEPOSIT SLIP (can be found on the PTO website) with every deposit that includes the following:

1. List the revenue category – see attached sheet for categories. If your committee will have funds to deposit, please make sure the category is listed.
2. Record the individual checks and cash amounts, check and cash totals and total amount of the deposit on the DEPOSIT SPREADSHEET (can be found on the PTO website).
3. Note your name and phone number on every deposit to resolve any discrepancies.

Please forward deposits in a timely manner. DO NOT leave cash in the school office mail box. If there is cash involved, please make arrangements for a pick up or deliver it to the PTO assistant treasurer.

GAINING ACCESS TO THE PTO RED BARN

Please help keep the barn neat and straightened. A lot of people need to access the barn throughout the year. The doors are locked. To gain access, there is one copy of the key inside the PTO president's mail box. *When you are done, please return them back into the PTO president's mail box immediately. We don't have extra keys.*