



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!

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

Please use your assigned PTA email account for communication. You can login 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 & Nicole at news@ivepta.org.

Budget

Be sure to check the 2018-2019 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 Treasurer, Kimberly Brown, can facilitate this conversation. She can be emailed 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!

Mailbox

Each program has a mailbox in the IVE Copy Room. Please be sure to check this box regularly for your mail.

PTA Closet

There is a PTA storage closet in the 1st grade wing. The key can be found in the PTA mailbox by the teacher mailboxes in the hallway between the office and the IVE copy room. Please check this closet as there may be supplies, decorations or specific items for your program in this closet. Please 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 Presidents. However, if you have specific needs such as tables, chairs, etc please email president@ivepta.org ASAP so they can be sure that the information on the form is correct.

Contracts

If a contract needs to be signed for your program, it must include two signatures from the Executive Board and one of them must be a 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 Nicole Cash, 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.

Channel	Channel Description	Publisher	Distribution List	Due Date	Date Published
IVE PTA Website www.ivepta.org	<p>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 iverpta.org.</p> <p>To make changes to your program page, email webmaster@ivepta.org.</p>	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 8/7/18 there are 420 people who like this page and 410 who follow it.	VP Communications	Open to the public. For those who have liked the page, they will see updates in their feed.	3 days prior	TBD by publisher, but no later than 3 days after receipt
Room Parent Distribution List		VP Communications sends to Room Parent Coordinator to 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, Hollie Caley, 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	<p>A selection of the most important news will be emailed out according to the schedule, which is typically every other week.</p> <p>VP Communications reserve the right to send special (off schedule) blasts based on needs of the IVE PTA.</p>	VP Communications puts the publication together and Principal's Secretary sends it out	All Members of IVE Community	Aug 29 Sept 12 Sept 26 Oct 10 Oct 24 Nov 7 Nov 21 Dec 5 Dec 12 Jan 2 Jan 16 Jan 30 Feb 13 March 6 March 20	Sept 3 Sept 17 Oct 1 Oct 15 Oct 29 Nov 12 Nov 26 Dec 10 Dec 17 Jan 7 Jan 22 Feb 4 Feb 25 March 11 March 25

				April 3 April 24 May 8 May 22 June 5 June 12	April 15 April 29 May 13 May 28 June 10 June 17
Kid Mail	Hard copy flyer that is sent home with students. Photo copies can be made in IVE copy room using white paper . If you would like to use colored paper, please purchase and bring into school. Copy codes are 395 for board, 396 for fundraising and 397 events. A list of the number of students per class can be found in copy room.	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 you can email the flyer to 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.	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 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.	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

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

Volunteers

If volunteers are needed for an event, email dates/times/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 VPs of communication to give you special admin. access for the event.

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

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, 396 for fundraising and 397 events. You may use the white paper in the copy room. Colored paper will be available for PTA use in the copy room soon!

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>.

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>. Don't forget to turn in your receipts and completed reimbursement form. Update your chair binder/folder.

PTA Board Meetings

The IVE PTA Board meets monthly. If you have anything you'd like to bring in front of the board, please reach out to volunteer@ivepta.org so we can ask the Secretary for time on the agenda. Meeting dates are:

- August 21 @7:00pm
- September 11 @9:30am
- October 9 @9:30am
- November 13 @9:30am
- December 11 @9:30am
- January 15 @9:30am

- February 12 @9:30am
- March 12 @9:30am
- April 16 @9:30am
- May 14 @9:30am
- June 11 @9:30am

PTA General Meetings

There are 5 PTA General Meetings held throughout the year. This is a great time to promote your event/program and recruit volunteers to help you. General Meeting are held at 7pm at IVE on the following dates:

- Tuesday, September 25
- Tuesday, November 27
- Tuesday, January 22
- Tuesday, March 19
- Tuesday, May 21

2018-2019 IVE PTA Board of Directors

Co-Presidents	Shannon Finegood Marcelle Waldman	president@ivepta.org
Co-VP Communications	Anne Blackburn Nicole Cash	news@ivepta.org
Treasurer	Kimberly Brown	treasurer@ivepta.org
Secretary	Lindsay Conger	secretary@ivepta.org
Director of Fundraising	Brooke Sullivan	fundraising@ivepta.org
Co-Volunteer Coordinator	Miriam Corlett Alex Rosenstein	volunteer@ivepta.org
Membership Chair	Erin Bell	membership@ivepta.org
Family & Community Engagement (FACE)	Marisol Visser	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.