

# Vanderlyn PTA Committee Information 2010-2011

## **The Executive Committee**

The Executive Committee is composed of the elected officers of the PTA, the Principal or other administrator identified to represent the Principal and a member appointed to serve as Parliamentarian.

Meets: Once a month on the second Wednesday

## **The Board of Directors**

The Board of Directors is composed of the Elected Officers, the Principal, a Teacher Representative and a few appointed standing Committee Chairpersons.

Meets: Three to four times a year on the third Wednesday

## **Communication**

Please keep your Board of Directors Liaison informed about your committees' activities.

## **Viking Views**

1. Copy Deadline: Noon on Monday for the same week's issue. When there is no school on Monday, submissions must be sent the Friday before by 12:00 p.m.
2. Viking Views editors will assemble articles by 3:00 p.m. on Tuesday and articles will be forwarded to the PTA co-presidents and Mr. Maloof for final approval.
3. Newsletter delivery via email: Thursday morning
4. Emailed submissions only will be accepted. NO HARDCOPY.
5. Articles should be submitted in text format whenever possible.
6. **Send your copy to [Vikingviews@yahoo.com](mailto:Vikingviews@yahoo.com)**

## **Parent Information (old calling post)**

1. Obtain approval from Mr. Maloof (678) 874-9002, [NOEL\\_L\\_MALOOF@fc.dekalb.k12.ga.us](mailto:NOEL_L_MALOOF@fc.dekalb.k12.ga.us)
2. Contact Co-Presidents, Susan Tallent (770) 668-0352, [sbtallent@bellsouth.net](mailto:sbtallent@bellsouth.net) or Lisa Nemetz (770) 379-1240, [mljknemetz@comcast.net](mailto:mljknemetz@comcast.net)
3. Email the chairperson your message. Please also call her to let her know that you have sent it.

Please be as complete as possible. Provide date, time, location, etc. This is a recorded message so please keep it as short as possible while still retaining the relevant information.

Include your name and phone number so you can be contacted if there are any questions about the message. The information should be received **at least 24 hours** before the desired call.

### **Vanderlyn PTA Website**

Email Susan Tallent, [sbtallent@bellsouth.net](mailto:sbtallent@bellsouth.net) or Lisa Nemetz, [mljknemetz@comcast.net](mailto:mljknemetz@comcast.net) with the content you would like placed on the Vanderlyn PTA website. Information should be in computer ready format – no hardcopy. We will review the information with Mr. Maloof and send it to the web coordinator to be added to the website.

Dates on the Website – please email Kay Ruggiero, [frankandkay@bellsouth.net](mailto:frankandkay@bellsouth.net), with all important dates that relate to your committee. She will get them placed on the website calendar.

### **Information / Volunteer Requests to Individual Classrooms**

If you have a need for volunteers, please send your request to the Room Parent Committee Chair, Shari Wassell, [s.wassell@comcast.net](mailto:s.wassell@comcast.net) and/or Co-Chair, Julie Cole, [dbjcole2@aol.com](mailto:dbjcole2@aol.com). They can pass the information to all room parents who can then relay the message to all classroom parents. Please follow the same procedure if you have information you would like to have shared with every classroom parent.

### **Meetings with Mr. Maloof**

Co-Presidents will be meeting with Mr. Maloof once a week to discuss items that require Principal approval.

If your committee has an item requiring approval or if you are not sure if your item needs approval the Committee Chairperson should contact your Board of Directors Liaison. The Board of Directors Liaison will contact one of the Co-Presidents to discuss your item(s) at the next meeting. The Board of Director Liaison will report back to you after the meeting.

### **Volunteer Hours**

We have created a Volunteer database that allows you to log your volunteer hours. To login into the Volunteer web site, go to <http://www.vanderlynpta.com/volunteer.php>.

Please make every effort to do this as the year goes on and encourage all of your committee members to do the same.

### **Bulletin Boards**

The small bulletin board, located just inside the front doors to the right is updated monthly to highlight activities happening in that month. Please contact April Toms (770) 698-8721, [batoms@comcast.net](mailto:batoms@comcast.net) if you have something special you want to be certain is listed.

The large blue bulletin boards in the front hall may only be used with permission from Mr. Maloof and one of the PTA Co-Presidents, Susan Tallent or Lisa Nemetz. In order to avoid damage, please use Velcro buttons and strips to post items.

PLEASE DO NOT ATTACH FLYERS TO THE WALLS. We have a large PTA bulletin board and general information may be placed here. The paint is peeled off when the information comes off the wall.

### Outdoor Signs

Announcements may be posted on the sign outside the school and in the bus loop. To make a request, please email the exact wording to Audra Anders, [ahanders@bellsouth.net](mailto:ahanders@bellsouth.net). Requests should be submitted at least one week before the event.

### VIP

Information that needs to go home in the VIP must be approved by the Co-Presidents ([sbtalent@bellsouth.net](mailto:sbtalent@bellsouth.net), [mljknemetz@comcast.net](mailto:mljknemetz@comcast.net) ) and the Principal. Once approved, fliers may be copied and must be placed in teachers' boxes **no later than Tuesday afternoon** for that week. Please use only fliers when absolutely necessary. If one family has multiple children attending, the flier should go to **the youngest child**.

### **Copies**

Please use the school copier when your committee needs copies made. No reimbursements will be given for copying expenses. Please ask the front office for the code. Please allow teachers to access the copier first.

### **Maintaining Records**

#### Committee Notebook

Briefly record everything that the committee does in your notebook. This information is so important for future Committee Chairs. Also, include suggestions for next year.

#### PTA Closet

Many PTA files and hospitality items are located in the PTA Closet. Please check in the closet for supplies before purchasing items like linens and paper products. Please return any items you borrow to the closet.

#### PTA File Box

Each committee has a file in the PTA file box located in the PTA Closet. Please check your committee file for pertinent information.

The empty file drawers located in the PTA Closet may be used to collect forms that need to be returned for certain events such as Fall Fun Day, Field Day, etc... Please place a label on the drawer when you need it for your event.