**Committee Chair Frequently Asked Questions**

Thank you so very much for donating your time to be a committee chair. I have tried to address common questions new (and old) committee chairs might have. Hopefully, you will find this helpful. Please let me know if you have any other questions.

**How much money do I have to spend?**

A copy of the working budget can be found in the PTA Volunteer Room. The amount of money available for your committee is listed there. These amounts were proposed and then voted on by our members at our first meeting in September.

**What if I need more money?**

If there is something you would like to do that you need additional funds for, you need to write a motion to be voted on at the next PTA meeting. You need to just write an email or page that lists what you need the money for and how much you will need. This will be presented at the next PTA meeting and then the membership will vote on the budget change. You are only reimbursed for up to the amount of your current budget. Any extra you spend will come out of your own pocket, unless your budget is increased.

**How do I get reimbursed?**

There are reimbursement forms in the plastic holders in the Volunteer Room. Fill out a form and attach a copy of your receipt. Then, either tack the form (with receipt) onto the cork board or bring it to the next PTA meeting. If you leave the form on the cork board, our treasurer will write your check and leave it on the cork board for you to pick up.

If it is a large amount that you would prefer not to front, fill out a reimbursement form and contact Leslie Eyster, leslie.eyster@gmail.com, our treasurer. She can give you a check made out to the vendor directly, as long as you give her a copy of the invoice.

**How do I get my event on the schedule?**

Pick a date that works for you, unless it has already been chosen. It helps to bring up the date at a PTA meeting to check on any conflicts. Then, you need to let Sue know to make sure the rooms are available. She will then put it on the school calendar. The sooner the date is set, the better.

**What if I am collecting money?**

If you are collecting money, we have cash boxes in the volunteer room to collect money during an event. If you are collecting money ahead of time, all check must be made out to “Oak Ridge PTA”.

When your event is done, or whenever you would like to deposit the cash, please fill out an “Event Tally Sheet”. There are copies in the Volunteer Room. Please separate and tally our check and cash. If you have a lot of coins, they need to be rolled. Rolls are in the volunteer room in the cash boxes. Have two people count your money and sign & date the sheet.

Then, contact Leslie Eyster, leslie.eyster@gmail.com, to set up a time to give her the funds. Please allow time for her to count the money and sign the deposit sheet as well.

**How do I publicize my event?**

There are many ways to get your event advertised.

***Handouts***

First of all, our district is trying to eliminate excess paper so it is no longer always possible to send paper copies home to everyone. Write up your flier or blurb and send it to our president, Liz Czarnik, at lizczarnik@gmail.com. She will then send it to Dr. Parrott, our principal, to get the ok for copying. It can then be emailed or delivered to the printer. The copies then need to be sorted by you and put in the appropriate teachers’ mailboxes to be sent home.

***Facebook***

Please email Liz Czarnik, lizczarnik@gmail.com with the information you would like posted about your event and how frequently you would like it posted.

***PTA Website***

Please contact Trisha Donaldson, trish1215@yahoo.com, to post your event on the website, [www.ptaoakridge.com](http://www.ptaoakridge.com).

***Bulletin Boards***

Emily Abrutyn, emchem3@yahoo.com updates our main hallway and outside bulletin boards. You can contact her about designing a bulletin board for your event. The keys to open the bulletin boards are in the volunteer room handing on the corkboard. There is also a PTA bulletin board in the hallway near the volunteer room.

***PTA weekly newsletter***

Trisha Donaldson writes our weekly newsletter. You can email her, trish1215@yahoo.com, what you would like posted in the newsletter. Deadline for submissions is Wednesday night at 9pm for that Friday’s newsletter.

***Oak Ridge eFolder***

After sending a copy of your handout to Liz Czarnik and Jason Parrott, you can send it to our Media Tech, Patty Hanson, hansonp@royaloakschools.org, to include in the efolder. Make sure you specify the date you would like it posted.

***Oak Ridge Connection***

If you want something in the Oak Ridge Connection, please let Sue Kaczkowski know.

**How do I get more/any volunteers?**

Jean Winterburn, jeannemt22@yahoo.com, is our Volunteer Coordinator. You can contact her for a list of people who signed up to volunteer for your event at the beginning of the school year. You can also advertise on the website, Facebook, our newsletter and the Connection. Come to a PTA meeting and ask people to sign up. Talk to parents on the playground before and after school. If you are stuck or need more help, please don’t hesitate to call or email anyone on the board. Chances are they may know groups of people who normally volunteer and can help drum up some extra hands. If you get new volunteers, please email their name, email address and phone number to Jean Winterburn, jeannemt22@yahoo.com, so she can update the volunteer database. Volunteers must fill out a Volunteer Request Form (with a copy of their driver’s license) and turn it in to Sue Kaczkowski*, (please note that this only needs to be done* ***once*** *during your time at Oak Ridge Elementary.)*

**Where are the PTA mailboxes?**

There is a big blue PTA mailbox in the hallway between the main office and the volunteer room. Teachers and parents drop things here, so check it often around the time of your event. It’s a good place to collect things, however, it doesn’t have a lock. So if you are collecting cash, you should check it often.

There is also a mailbox slot in the teacher’s mailroom marked “PTA”. It is on the top row, right hand side. Often, teachers will put things there, as well.

**Clean up and Set up**

You are responsible for the set up and cleanup of your event. Make sure you have some extra help. If you need help moving the lunch tables after lunch, talk to Sue Kaczkowski. She can give you help with times the great room will be ready or when you can start moving tables.

**Where can I find supplies?**

In the volunteer room, there is copy paper, construction paper, pens, markers, staplers, tape and many other things for events. We also have paper products (cups, napkins, utensils), coffee makers, coffee supplies in the two PTA cabinets in the back of the great room. These cabinets are locked and keys are labeled and hanging on the cork board in the Volunteer Room. You will probably want to check before your event to make sure there are enough supplies.

**Green Team**

If you want help with using recyclables, having a recycling bin with the trash or making your events more eco-friendly, please contact the Green Team chairs: Allison Henry, allisonhenry11@gmail.com and she would be happy to offer ideas.

**Allergy Awareness**

Our PTA events are all peanut free. If you want help or suggestions with anything regarding allergies, please contact Elizabeth Mulheisen, elizabeth.mulheisen@gmail.com.