

Woodlin Elementary School PTA, Inc. 2011-2012 Lead Volunteer Handbook

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Woodlin Elementary School PTA, Inc.

2011-2012 Lead Volunteer Handbook

Welcome to your position as a Woodlin PTA Lead Volunteer for the 2011-2012 school year! You are part of a team that pulls together to make the overall Woodlin experience valuable for students, teachers, staff, parents and the community at large. Your PTA Board and fellow Lead Volunteers look forward to working with you throughout the program year.

Attachment A shows the current list of Executive Board members and Lead Volunteers. Each Lead Volunteer is part of a “Standing Committee.” A Standing Committee is a committee created by the Board and is designed to be a part of the PTA organization structure from year to year. The Board appoints the Standing Committee Chairs and the Committee Chairs serve as members of the Executive Board. Your Standing Committee Chair is there for you and can provide practical advice and can either provide you with any help you need or find someone else who can provide that help.

Please take a moment to also review Attachment B (2011-2012 School and PTA Calendar) and Attachment C (Definition of Woodlin PTA Activities).

I. Transition from Previous Lead Volunteer

By now, we hope you have been in contact with the person who held your current position last year (see Attachment D for last year’s Volunteer List). This person is your best source for detailed information. Be sure to pick up historical files and program pointers from that person. Ask if he or she has given you all the electronic and paper files.

Please review these PTA materials and use them in your planning.

At some point next year you may be turning your job over to someone else too, so please make that transition easier by keeping good notes all year regarding your accomplishments, lessons learned and ideas for the future.

II. Maintaining PTA Files

Paper files: Because the PTA does not have a single centralized location for storing paper copies, we count on each volunteer to maintain the files for her or his job. Please find a convenient yet safe location for the files that you obtain from a previous volunteer and any new files you accumulate. The location should be out of harm’s way—whether that might be dampness in a basement or someone else, who, in a sudden cleaning frenzy, might decide the materials can be tossed.

Electronic files: Please send any Board member important electronic files that need to be backed up. They can be posted on the Board website. Additionally, maintaining relevant files electronically can easily be passed to next year’s volunteers.

III. Planning the Year Ahead

While the PTA is about building community through traditions, new ideas and approaches are always welcomed. What was done in the past can serve as a convenient guideline; however, you may want to re-visit some of the approaches, events and details.

It is not intended for your PTA Volunteer duties to amount to a part-time job. To that end, consider or discuss with the President or Vice President new approaches that improve the efficiency of your tasks, such as using technology; or picking up new ideas from conferences, the Internet (check out www.pta.org), or other schools; dividing up a task differently; or even scheduling an event at a different time of the school year.

With all this in mind, our PTA calendar and approach to PTA activities does need to acknowledge the rhythm of the school year and the many expectations of returning families. Therefore, please discuss any major changes you would like to make with the PTA President, Vice President, or your Standing Committee Chair before you move ahead.

If you have an idea for a new activity or event that you want to occur as a PTA event/activity, the idea must be reviewed/approved by the PTA Board. This ensures that we are not "stepping on each other's toes", that overlapping committees are involved, and that any new events/activities are coordinated with existing events/activities. Also, the Principal has final authority over whether any additional events/activities will occur during the school day.

Attachment B contains the PTA Calendar. Events on this calendar can also be found on the school's calendar on its website at www.montgomeryschoolsmd.org/schools/woodlines/ The Woodlin PTA website (www.woodlinpta.org) links to the shared calendar.

IV. Who Is There to Help You?

a. Volunteers Who Work With You

- i. During the first PTA meeting of the school year in September, energy runs high. It is a fun evening of seeing familiar faces missed over the summer and seeing what people are up to now that school has begun. It is also the time when people will sign up to work with you and make your work easier.

Note: Some Lead Volunteer positions need others to assist (e.g. Staff Appreciation); some are single-person jobs that must be publicized (e.g. Listserv, Giant/Safeway promotional programs). A few are single-person jobs that are behind-the-scenes (e.g. Webmaster).

- ii. Each Committee should discuss with the committee chair how they will advertise and/or recruit help at PTA meetings. You and/or your committee should bring to PTA meetings volunteer sign-up sheets. If you cannot be at a PTA meeting, please let the President, Vice President, or Standing Committee Chair know, so your volunteer needs can be expressed.

- iii. Let others know that you are a Lead Volunteer so you can get comments and ideas to use in your planning. Use the PTA meetings, bus stop chats, and your Standing Committee Chair to help identify people who can assist you.
- b. The Volunteer Coordinator can give you the names of people who have expressed interest in different types of volunteering, from the start-of-year volunteer form, and can give you advice on finding volunteers. (Note that the Volunteer Coordinator's role stops at giving you those names; the Volunteer Coordinator does not find volunteers for PTA events)
- c. If you find you are falling behind schedule, ASK FOR HELP! Please contact your Standing Committee Chair or any Executive Board member and help will be on the way!
- d. If you need program help/advice for your committee or event, please contact your Standing Committee Chair, the Vice President or the President.
- e. If you are concerned about a PTA matter, contact the President or Vice President.

V. Communicating with Your Standing Committee Chair and Others

- a. Your Standing Committee Chair gives a committee report at the monthly PTA Executive Board meetings. Please keep her/him up-to-date on your activities. Ask how he or she would prefer to get updates (e.g., a brief call before meetings or an email).
- b. Let your Standing Committee Chair know whether you prefer email or telephone communication. If email communication works for you, please check your email daily. It's helpful if you let the sender know you received the email, just by a "Thanks" or "Okay" or "I'll check on it" reply.
- c. If your job overlaps with the jobs of other PTA jobs, please keep those other people "in the loop" about anything that would be relevant to them. When in doubt about whether or not to "cc" someone on an e-mail, err on the side of including more people rather than fewer.

VI. Money Matters

- a. Many PTA jobs require spending money. In this year's Budget (to be approved at the September or October meeting by the membership), the Board has budgeted an estimate of how much money you will need to run your task or event successfully. Once the budget is approved for this year, the Board will let you know what your official budget is. Please do your best to stay within or below budget since the planned fundraising supports the particular budget established for your task/event. Alert your Standing Committee Chair if you anticipate any difficulties regarding staying within budget. Please contact your Standing Committee Chair to request budget changes.

- b. Attachment E outlines the process for doing business with the PTA, including requesting reimbursements. Also as part of Attachment E, is the Woodlin PTA Request for Reimbursement Form. The form can also be downloaded from the PTA Website. Complete the form, attach applicable receipts and submit them to your Standing Committee Chair for sign-off. Once the form has been signed by your Standing Committee Chair, an envelope containing this documentation can be put in the Treasurer's mailbox in the school copy room. The Treasurer will mail a check to you at the address provided on the Reimbursement Form. **Please try to submit receipts for reimbursement within 30 days following expenditures.**
- c. Attachment F "Change Box Request Form" can be used to request cash/change from the Treasurer prior to an event. The Treasurer will issue a check to you, and a cash box, for your management and responsibility.
- d. **Do not sign any contracts!** Only the President may sign a contract. No contract may be signed that obligates the PTA for more than the current year.

VII. Scheduling Events

- a. The dates for most PTA events have already been scheduled (see Attachment B).
- b. If your event or activity has not already been scheduled or if you would like to change the date of a scheduled event, please discuss proposed dates and alternative dates for your event(s) with your Standing Committee Chair or the PTA President. No event may be scheduled on the Master Calendar at school without prior approval by the PTA President and/or Board in consultation with the Woodlin Principal.
- c. Dates for all PTA events must be placed on the Master Calendar. Please complete the Master Calendar Form (Attachment G) and submit it to the PTA Board, which upon approval, will provide to Woodlin Principal. Upon Woodlin approval, the event will be added to the Master Calendar, with a copy returned to the PTA for verification.
- d. To reserve school space for your event, please contact the PTA Secretary at least three (3) weeks in advance of the event and provide the following information:
 - i. Date/time (start and end) for the event.
 - ii. The room or rooms needed for the event.
 - iii. Whether any extra time for set-up/clean-up will be needed.

Note: Montgomery County charges the PTA for use of school space, so please request space only for the time needed for the event.

- iv. Reservation requests submitted by the PTA on or before August 15, 2010 are

guaranteed. However, when we ask for space after August 15, the availability of the space is not guaranteed. If another group has already reserved it before us, we will not be able to use the space at that day/time. Therefore, no new activity requiring school space can be considered definite unless/until the Secretary has told you that the space has been obtained.

Note: The PTA has reserved a small number of placeholder dates for use of the school to accommodate unplanned events. Please check with the PTA Secretary to see if any of those dates will accommodate your event before submitting a form reservation request to the PTA Board. The media center is not permitted for reservation. In addition, please note that all AV needs including LCD projectors, microphones, etc must be included in the ICB reservation. The school is not permitted to lend AV items to groups that reserve space in the building.

- e. All logistical needs (e.g., tables, chair set-up, etc.) should be communicated to Building Services staff at least a week advance of the event to the designated PTA ICB Contact.

VIII. Thanking Those Who Help You

- a. When running an event or activity, please make sure you have a way to document the names of all the people who volunteered, so that no one is forgotten and can be appropriately thanked. It is extremely important to thank those who contribute to the success of the PTA activities.
- b. Submit a “thank you” (a few sentences will be fine) to be published in the newsletter, send a personal email or note or make a simple phone call.
- c. Don’t forget to thank student volunteers or the school staff!

IX. Publicity

- a. Use the **Woodlin PTA Listserv** to publicize your needs and events. Unless the material you want to post to the listserv is very urgent, please consider forwarding a draft of the material to another PTA member who is familiar with the topic, so s/he can serve as a second pair of eyes. The reviewer might spot something ambiguous or incomplete. Then just send the email to woodlnpta@yahogroups.com. Lead Volunteers are strongly encouraged to join the listserv. The listserv is a great way to stay up-to-date with different Woodlin issues and activities that might impact your PTA job. Sign up to be on the listserv by going to www.woodlinpta.org and following the option in the lower right corner of the home page.

- b. Use the **Woodlin PTA Website** to publicize your needs and events. To get a flyer or any other type of information put on the Woodlin PTA website, email the Website Lead Volunteer who will then update the website.

- c. Flyers

- i. Whenever possible, please create flyers electronically in MSWord format. Most of us have access to MSWord, so it is easier to email, open and review MSWord files. If you need someone to create a flyer or other document for you, please contact the Volunteer Coordinator, who can give you names of people who have indicated an interest in doing this type of work.
- ii. **Flyers should state clearly at the top that they are Woodlin Elementary School PTA communications.**
- iii. Please **allow time for your flyer (emailed version) to be reviewed by a Board member**. Many times this catches ambiguous or incomplete information that could confuse or cause misunderstanding among parents and teachers.

Note: Consider Spanish or other translations for significant events or major headings of some flyers. To obtain Spanish or other written translation, e-mail the English version to the translation coordinator (if one has been identified). For a one-page flyer, **allow several days** from the time you e-mail it to the coordinator to the time it will be returned to you. (This recognizes that the translator may not have time to do it immediately.) Longer items may require more time. For a single-sided flyer, translation can be on the opposite side of the English version; alternatively, translation can be on a separate page for teachers to distribute to just those families who need it.

Note: White paper copies: If you are photocopying at the school (see below) you may use the general supply of white paper (which the PTA is helping to purchase). However, please do not interpret that to mean that the paper is “free”. All the paper at the school must be purchased by the school (and this year, with contribution from the PTA). **Excessive use of paper reduces the funds available to spend on other things.**

- iv. **Double-side flyers** whenever possible (especially when they are just two-page flyers)
- v. You might want to **consider using colored paper** for flyers, so they will not get lost in the large amount of white paper the kids bring home. If you decide to use colored paper, **you must bring colored paper with you**. Purchasing special paper is a legitimate expense for your activity (provided that it fits within your budget).

Note: Do not use yellow paper for your flyers—that is the school’s color.

- vi. The school-generated list posted on the wall next to the school copy machine can help you determine **how many copies to make**. The list shows how many children are in each classroom and how many “Youngest in Family” are in each classroom. Distributing a flyer only to the youngest in each family saves paper, but may create

some confusion (particularly if there is a substitute teacher). If you choose to distribute your flyer only to the youngest in each family, include a note on the top of the pile of flyers delivered to each classroom indicating that they should go to the “Youngest in Family.”

vii. School Copy Machine

- The school requires that all users be trained on the digital copier. The PTA will alert all new volunteers to the schedule of copier trainings. As part of the training, PTA volunteers will be told the code to use when photocopying materials for the PTA.
- The school office has recommended that the best times to use the school copy machine are: from 9:30 to 11:00 (start of first lunch) from 1:25 (end of last lunch) to 3:00 from 4:30 onward
- When copying, please give priority to teachers and staff. If a teacher or staff member is waiting to copy, please pause or stop your copying job to allow them to copy.
- For large photocopying jobs (i.e., newsletter, directory), please **reserve the school copier** by calling Woodlin Secretary.
- As a rule of thumb, it takes about 15 minutes to photocopy a one-sided flyer on the school copier.
- There is no charge to the PTA for using the school copier (other than the fact that the PTA is contributing to the cost of purchasing the school’s supply of white paper).

d. PTA Newsletter

- i. Paper (hardcopy) and Electronic Newsletter versions are available. The PTA may consider having a shorter hardcopy newsletter, and a more extensive electronic newsletter. Please work with the PTA Board to identify the appropriate location for your article.
- ii. Deadline dates for each month’s newsletter will be sent out by listserv; the deadline is usually the Wednesday following each month’s PTA meeting.
- iii. Please submit by the deadline brief articles or announcements about upcoming activities and any volunteer needs. For example, if you need volunteers for an event in December, you need to submit your article by the November deadline, so it can be in the November newsletter.
- iv. Please also submit a brief article that recaps a past activity (quotations are good!) and lists the names of EVERYONE (including students) who volunteered for a task for that event. The electronic newsletter always has room to print thank you lists!

- v. Please submit articles and announcements as you want them to appear.
 - vi. Please email your articles to the Newsletter Coordinator as an attached Word document, preferably in Times New Roman, 10 pitch. An alternative is to type the article in the body of your email.
- e. Some main events such as the Winter Festival, Silent Auction and Spring Fair also need **community publicity** in the neighborhood, on listservs, in the Gazette and the Silver Spring Voice. The Board maintains a list of contacts for neighborhood listservs.
- f. Help us share the good times! **Make sure someone takes photos at any activities you run.** Photos may be included in the newsletter or made accessible in other ways.

X. Meetings

- a. **PTA meetings will generally be held 6:30-8:00 p.m. on the first Tuesday of each month, with pizza, drinks and desserts being served from 6:00 p.m. – 6:30 pm.** However, there are some exceptions—please See Attachment B for the Woodlin PTA calendar. Spanish interpretation, child care and transportation are provided. The President may contact you in advance to confirm whether you will be available to give a report or if your task/event is in an active period. Please feel free to contact the President and/or Vice President if you would like an announcement or agenda topic added for discussion at a meeting, or if you have an idea or a future meeting topic.
- b. If your event or task involves other volunteers working under your coordination or supervision, please **convene meetings of your volunteers** whenever needed. Refreshments help.

XI. Standards of Behavior

- a. As a PTA Volunteer, you are a representative of the PTA and of the Woodlin community. Please remember that how you conduct yourself reflects on the PTA and the families of this community. We are all committed to a vibrant and strong Woodlin community.
- b. Above all, the safety of our children is paramount. It is expected that when you are working in an environment where children are present, you will conduct yourself in a manner that assures their safety.
- c. Please also remember that children hear and learn from the examples of adults. Always treat one another respectfully. If working with children outside of school hours, insure that both

parents and teachers are clear about any plans that would change dismissal or pick up procedures. It is essential to have a clear understanding between parents, teachers and volunteers about who is authorized to pick up children after an event, and what time the event is expected to conclude.

- d. While Woodlin PTA volunteers have traditionally acted in a collegial manner, as with any group some disagreements may arise on how to best present an activity or event. Your committee chair can be helpful in these discussions.
- e. If disagreements rise to the level of a significant dispute, the PTA Board President and Vice-President will assist in resolving the issue. While every effort will be made to find a solution to all disagreements, in extreme circumstances, it may be determined by the PTA Board President and Vice-President, after consulting with the full board, that a volunteer should step aside, for the good of all involved. This action does not permanently preclude a parent from a volunteer leadership role in the future, although it will be taken into account when assigning future volunteer activities.

Attachments:

(Attachments can also be found on the Woodlin PTA Website at www.woodlinpta.org)

- A. Woodlin PTA Executive Board and Lead Volunteer List (Current)
- B. Woodlin PTA Calendar (Current)
- C. Woodlin PTA Activities (Definitions of)
- D. Woodlin PTA Board and Volunteers (last year for reference)
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ATTACHMENT A

Woodlin PTA Executive Board & Lead Volunteers 2011-2012

Woodlin PTA Board - Officers		
President	Perry Gayaldo	perrygayaldo@hotmail.com
Vice-President	Angelia Levy	angelialevy@comcast.net
Treasurer	Liz Gayaldo	lizgayaldo@hotmail.com
Secretary	Jenny Shanefelter	jenny.shanefelter@gmail.com
Woodlin PTA Board - Committee Chairs		
Membership Committee	Amy Williamson	amywilliamson@yahoo.com
Outreach Committee	Liora Moriel	lioram21@yahoo.com
Events Committee	Dawn Aumiller	eyebright13@comcast.net
Enrichment Committee	Krista Middlebrooks	kmiddlebrooks@yahoo.com
Fundraising Committee	Laura Stewart	laurastewart@starpower.net
Green and Healthy Committee	Linda Katz	lindaskatz@aol.com
	Karla Kramer	kkwashburn@hotmail.com
	Gillian Huebner	gillianhuebner@gmail.com
MCCPTA Delegate(s)	Lisette Bethea-Scott	lisette.m.bethea-scott@aexp.com
Woodlin PTA Board - School Representatives		
Principal	Sarah Sirgo	sarah_e_sirgo@mcpsmd.org
Assistant Principal	Troy Clarke	troy_d_clarke@mcpsmd.org
Principal Designee	Stephanie Schaufelberger	stephanie_schaufelberger@mcpsmd.org
Membership Committee (A. Williamson)		
Directory	Ellen Edge	eedge@yahoo.com
Newsletter Coordinator	Liora Moriel	lioram21@yahoo.com
Newsletter Layout/Editor	Liora Moriel	lioram21@yahoo.com
Newsletter Copying	April Fulton	april@aprilfulton.com
Webmaster	Jane Curtin	jane_curtin@yahoo.com
ListServe Moderator	Angelia Levy	angelialevy@comcast.net
PTA Meeting Childcare Staff	Bella Portillo	perkyb1@gmail.com
	Vrindah Shah	shahvrinda@hotmail.com
Room Parent Coordinator	Leticia Barr	please contact chair
PTA Meeting Hospitality Coordinator	Bernadette Sweeney	berna411@yahoo.com
Volunteer Coordinator
Membership Drive Coordinator	chair	...
Photographer	Melitta Flannery	wflannery@verizon.net
	Nancy Cox	cox523@me.com

Outreach Committee (L. Moriel)

MCCPTA Special Needs Liaison	Wendy Baumert	wendy.baumert@gmail.com
ESOL Parents Liaison
MCCPTA Accelerated/Enriched Liaison	Genevieve McDowell Owen	gmcdownlowen@gmail.com
Welcome Liaison (K & New)	Jan Leighley	jleighley@gmail.com
LGBT Representative	Susan Kirshner	susan.kirshner@fda.hhs.gov
Sligo Representative	Lisa Tenley	Tenley.lisa@gmail.com
Einstein Representative	Abbie Hoffman	aahoffman@erols.com
McKinney Hills Information Officer	Chris Rutledge	crnkar@yahoo.com
5th Grade Rep	Abbi Lichenstein	jams4@starpower.net

Events Committee (D. Aumiller)

	Mary Boyle	mary_boyle@mcpsmd.org
	Melitta Flannery	wflannery@verizon.net
Staff Appreciation Coordinator	Monica Feit	monicafeit@yahoo.com
Black History Month Coordinator	Camilla Jones	cjjones91@hotmail.com
	Christina Lopez	dimeglioc@si.edu
	Bertie LoPiccolo	philipbertie@aol.com
Hispanic Heritage Month Coordinator	Marianne Hilgert	mahildon@yahoo.com
International Night Coordinator	Rachel Cornwell	rachelcornwell@verizon.net
	Dawn Aumiller	eyebright13@yahoo.com
Spring Fair Coordinator(s)	Liz Gayaldo	lizgayaldo@hotmail.com
Movie Night Coordinator	Marguerite Geibel	maggieduck@aol.com
	Chris Rutledge	crnkar@yahoo.com
Woodlin Dance Coordinator	Noelle Kurtin	courage291@aol.com
Dining In With Parents Coordinator	Laurie Yankowski	lyankowski@hotmail.com

Enrichment Committee (K. Middlebrooks)

After School Clubs Fun Coordinator	Mary Vasse	mvassepdx@gmail.com
After School Clubs Independent Coordinator	Joan Mahtensian	joanmahtensian@yahoo.com
After School Clubs Mad Science Coordinator	Renita Hosler	renitah@aol.com
After School Clubs Foreign Language Coordinator	Traci Vagnucci	tracimats@gmail.com
Cultural Arts Performances Coordinator	Bertie LoPiccolo	philipbertie@aol.com
	Heather Lair	heatherlair@yahoo.com
Geography Bee Coordinator	Melissa Polito	nmpolito@comcast.net
Math Night Coordinator	Ramesh and Jaya	rameshjkurup@gmail.com
Costume Closet Coordinator	Kathleen Sheridan	kathleennz@yahoo.com
	Abbi Lichtenstein	jams4@starpower.net
Puzzle Art Project Coordinator	Bertie LoPiccolo	philipbertie@aol.com

Fundraising Committee (L. Stewart)

Sally Foster Coordinator	Allison Adkins	alisonadkins@comcast.net
	Josie Monmaney	josem@rcn.com
Winter Festival Coordinator(s)
Auction Coordinator(s)	Shelly Zoritt	
Flower Sale Coordinator(s)	Mike Horowitz	horocha@msn.com
	Vicki Horowitz	horocha@msn.com
Book Fair Coordinator(s)	Sydney Trent	sydney.trent@gmail.com
	Bruce Seeman	bruce.seeman@yahoo.com
Election Day Bake Sale Coordinator	closed for 2011-2012	closed for 2011-2012
Sniders Receipts Coordinator	Lawrence Friedman	infriedman@me.com
School Spirit Coordinator	Lisa Tenley	tenley.lisa@gmail.com
Dining Out Coordinator	Laurie Yankowski	lyankowski@hotmail.com
Business Partnerships Negotiator	closed for 2011-2012	closed for 2011-2012

Green and Healthy Committee (L. Katz / K. Kramer)

Blood Drive Coordinator	Kerri Dorsey	kerri.ms@comcast.net
Woodlin Moves Coordinator(s)	Liz Gayaldo	lizgayaldo@hotmail.com
	Perry Gayaldo	perrygayaldo@hotmail.com
Community Service Coordinator(s)	Karla Kramer	kkwashburn@hotmail.com
	Linda Katz	lindaskatz@aol.com

Attachment B (PTA Calendar and Many School Events)

Month/Year	Woodlin Elementary		PTA Events & Activities		PTA General Meetings		PTA Board Meetings
	Date	Event	Date	Event	Date	Theme	Date
August 2011	Thurs. 8/25/11 7 pm	Kindergarten Back-to-School Night	Thurs. 8/25/11 8:15-9 am	Teacher Appreciation Breakfast	----	----	Mon. 8/15/11 7-8:30 pm
	Fri. 8/26/11 3:45-5 pm	Open House Picnic	Fri. 8/26/11 3:45-5 pm	Open House Picnic (PTA help)	----	----	----
	Mon. 8/29/11	First Day of School	----	----	----	----	----
September 2011	Thurs. 9/1/11 7 pm	Grades 3-4-5-LFI Back-to-School Night	----	----	Tues. 9/6/11 6-8 pm	Volunteer Recruitment	----
	Mon. 9/5/11	Labor Day (no school)	----	----	----	----	----
	Wed. 9/7/11 6:15 pm ESOL 7 pm 1-2 Grades	Grades 1-2-ESOL Back-to-School Night	----	----	----	----	----
	Mon. 9/12/11 9 am	Woodlin 1 st Town Hall Meeting	Mon. 9/12/11	First Day of Sally Foster Fundraising	----	----	----
	Thurs. 9/28/11	Early Release	Fri. 9/23/11	Last Day of Sally Foster Fundraising	----	----	----
	Fri. 9/29/11	Rosh Hashanah (no school)	----	----	----	----	----
October 2011 <u>Other Dates</u> Mon. 10/31/11 Halloween	Mon. 10/10/11 8:30 - 11 am	Open House (Columbus Day)	Fri. 10/7/11 Time TBD	Outdoor Movie Night & Dinner	Tues. 10/4/11 6-8 pm	Hispanic Heritage Month & Homework	----
	Fri. 10/21/11	No School	Fri. 10/14/11 Lunchtime	Dining With Dads	----	----	Tues. 10/17/11 7-8:30 pm
	Fri. 10/28/11	Halloween Parties	Sat. 10/22/11 Time TBD	PTA Community Service Project (tentative)	----	----	----
November 2011	Thurs. 11/10/11	Early Release (parent-teacher conferences)	Sat. 11/5/11 7 pm	International Night	Tues. 11/1/11 6-8 pm	Bullying	Mon. 11/21/11 7-8 pm
	Fri. 11/11/11	Early Release (parent-teacher conferences) Veterans Day	Wed. 11/9/11 11 am - 2 pm	Fall Teacher Birthday Celebration	----	----	----
	Wed. 11/23/11	Early Release	Wed. 11/30/11	First Day of Scholastic Book Fair	----	----	----
	Thurs. 11/24/11	Thanksgiving (no school)	----	----	----	----	----
	Fri. 11/25/11	No School	----	----	----	----	----

Month/Year	Woodlin Elementary		PTA Events & Activities		PTA General Meetings		PTA Board Meetings
	Date	Event	Date	Event	Date	Event	Date
December 2011 <u>Other Dates</u> Sun. 12/25/11 Christmas	Mon. 12/26/11	Christmas Day observed (no school)	Thurs. 12/1/11 Time TBD	Evening Family Book Event	Tues. 12/6/11 6-8 pm	Open Theme	Mon. 12/19/11 7:30-8:30 pm
	Mon. 12/26/11 – Mon. 1/1/12	Winter Break (no school)	Fri. 12/2/11	Last Day of Scholastic Book Fair	----	----	----
January 2012 <u>Other Dates</u> Sun. 1/1/11 New Year	Mon. 1/16/12	MLK Day (no school)	Sat. 1/28/12 7-9 pm	Woodlin Dance	Tues. 1/3/12 6-8 pm	Writing	Mon. 1/30/12 7-8:30 pm
	Mon. 1/23/12	No school	----	----	----	----	----
February 2012	Tues. 2/14/12	Valentine's Day Parties	Sat. 2/11/12 2-5 pm	Winter Festival	Tues. 2/7/12 6-8 pm	Reading & African-American Heritage Month	Mon. 2/27/12 7-8:30 pm
	Mon. 2/20/12	Presidents' Day (no school)	----	----	----	----	----
March 2012	Fri. 3/2/12	Early Release	Wed. 3/7/12 11 am – 2 pm	Spring Teacher Birthday Celebration	Tues. 3/6/12 6-8 pm	Testing & Women's History Month	Mon. 3/19/12 7-8:30 pm
	Fri. 3/30/12	No School	Thurs. 3/8/12 lunchtime	Staff Appreciation Lunch	----	----	----
April 2012 <u>Other Dates</u> Sun. 4/8/12 Easter Sunday	Mon. 4/2/12 – Mon. 4/9/12	Spring Break (no school)	Wed. 4/11/12 Time TBD	First Day of Scholastic Book Fair	----	----	Mon. 4/23/12 7-8:30 pm
	----	----	Thurs. 4/12/12 Time TBD	Evening Family Book Event	----	----	----
	----	----	Fri. 4/13/12 Time TBD	Last Day of Scholastic Book Fair	----	----	----
	----	----	Day TBD Date TBD Time TBD	5 th Grade Geography Bee	----	----	----
	----	----	Sun. 4/22/12 Time TBD	Earth Day (event tentative)	----	----	----

Month/Year	Woodlin Elementary		PTA Events & Activities		PTA General Meetings		PTA Board Meeting
	Date	Event	Date	Event	Date	Event	Date
May 2012 <u>Other Dates</u> Sun. 5/13/12 Mother's Day	Mon. 4/28/12	Memorial Day (no school)	Sat. 5/5/12 Time TBD	Spring Fair	Tues. 5/1/12 6-8 pm	Elections & Math	Tues. 5/21/12 7-8:30 pm
	----	----	Mon. 5/7/12 - Fri. 5/11/12	Teacher Appreciation Week			----
			Wed. 5/9/12 Time TBD	3 rd Grade Geography Bee	----	----	----
			Thurs. 5/17/12 Time TBD	4 th Grade Geography Bee	----	----	----
			Sun. 5/20/12 Time TBD	Blood Drive (may become part of 5/5/12 Spring Fair event)	----	----	----
		Thurs. 5/31/12 Time TBD	Field Day	----	----	----	----
June 2012 <u>Other Dates</u> Sun. 6/17/12 Father's Day	Fri. 6/1/12 Time TBD	Field Day	----	----	Tues. 6/5/12 6-8pm	Summer Learning	----



ATTACHMENT C



Definition of Woodlin PTA Activities

Activities sponsored or supported by the Woodlin Parent Teacher Association

We Provide Information to Parents

PTA newsletter, website, listserv, school directory, PTA Meetings with special presentations, hospitality and babysitting services, refreshments for parent meetings, Kindergarten family get-togethers, special information sessions, Montgomery County Public School announcements and processes.

Helping Children Learn and Have Fun

After-School Clubs (academic clubs and just-for-fun clubs), Book Fair Grade-level projects, special field trips, Cultural Arts assemblies, Geography Bees, coordination of after-school science classes, coordination of Foreign Language in Elementary Schools (FLES) classes, support for Woodlin “Field Day”, support for teacher-chosen classroom supplies, scholarships for after-school activities.

Coming Together as a Community

International Night, Winter Festival, Spring Fair, Teacher Appreciation, Community Service Projects, Family Nights, Family Get-together Activities

Your Support Makes These Activities and Opportunities Possible!

ATTACHMENT D

Last Year's Woodlin PTA Board & Volunteers

Officers		Email	Phone
President	Chris Rutledge	crnkar@yahoo.com	301-585-9409
Vice President	Diana Arrington	dianaarrington@yahoo.com	301-588-8894
Secretary	Evita Smedley	esmedley@gmail.com	301-585-4584
Treasurer	Liz Gayaldo	lizgayaldo@hotmail.com	301-587-0414
6 standing committee chairs	See below		
Principal's Designees (2)	TBD		
MCCPTA Representatives (1 or 2)	Bob Webster Pat Price	robertwebster@hotmail.com ; patpriceinsodor@yahoo.com	301-563-3089; 301-587-1722
Membership Services			
Standing Chair	TC Le	tranola@gmail.com	240-644-4439
Directory	Ellen Edge	eedge@yahoo.com	301-326-4304
Newsletter, Coordinator	Mary Boyle	mlb718@aol.com	301-587-1695
Newsletter, Layout/Editor	Miriam Menda	miriamenda@yahoo.com	
Newsletter Copying	Wendy Baumert, April Osajima	wendy.baumert@gmail.com ; aosajima@gmail.com	301-565-8089; 301-588-7642
Webmaster	Jane Curtin	jane_curtin@yahoo.com	301-565-2411
ListServ	Deb Ferrin	deberrin@gmail.com	301-608-2281
Room Parent Coordinator	Wynne Griffith	wjgriffith@verizon.net	301-408-1215
PTA Meeting Childcare	TBD		
PTA Meeting Hospitality	Rachel Cornwell	rachelcornwell@verizon.net	
Volunteer Coordinator	Kerri Dorsey	Kerri.ms@comcast.net	301-755-5798
Membership Drive	Deb Ferrin	deberrin@gmail.com	301-608-2281
Photographer(s)/ Historian	Melita Flannery	wflannery@verizon.net	301-588-4416
External publicity	Lisa Tenley	tenley.lisa@gmail.com	301-565-3134

Fundraising Committee			
Standing Chair	Laura Stewart	laurastewart@starpower.net	301-589-5949
Sally Foster	Josephine Monmaney and Bernadette Sweeney	josiem@rcn.com; berna411@yahoo.com	301-585-1844; 301-563-6143
Winter Festival	Melita Flannery and Laura Stewart	wflannery@verizon.net; laurastewart@starpower.net	301-588-4416; 301-589-5949
Silent Auction Chairs	Jennifer Sawin, Shawnee Johnson	jennsawin@gmail.com	301-589-4257
Flower Sale	Vickie Rocha & Michael Horowitz	horocha@msn.com	301-588-6078
Book Fair	Bruce Seeman & Sydney Trent	bruce.seeman@ahrq.hhs.gov; trents@washpost.com	301-588-1638
Election Day Bake Sale	June Watson	mswatson@hotmail.com	301-608-0336
Box Tops for Education	Terri Hale		
Sniders Receipts	Rachel Shapiro	rkbshapiro@gmail.com	
Retail Programs (Giant, Safeway, other)	Heather Lair	heatherlair@yahoo.com	301-891-8452
School Spirit	Michelle Radecki	mradecki1@aol.com	301-588-3934
Dining out fundraisers	Laurie Yankowski	lyankowski@hotmail.com	301-585-3775
Business partnerships	Lisa Tenley	tenley.lisa@gmail.com	301-565-3134

Events and Celebrations			
Standing Chair	Yvette Harris	yvetteharris35@yahoo.com	301-585-9239
Black History Month Coordinator	Sabrina Thomas; Robyn Seabrook	sthasabrina@hotmail.com	301-587-1159
Hispanic Heritage Month Coordinator	Marianne Hilgert; Bertie LoPiccolo; Christina DiMeglio Lopez	mahildon@yahoo.com; philipbertie@aol.com; dimeglioc@si.edu	202-487-8959
Staff Appreciation	Jeanette O'Connor, Monica Kerns & Eve Zimmerman	jeannetteoc@comcast.net ; mkerns11@yahoo.com ; ezimmerman@s-3.com	301-588-1947; 301-920-1450; 301-588-8918
International Night	Fida Adely	fidaadely@yahoo.com	301-587-2028
Spring Fair	Charlotte Anderson	charjustin@verizon.net	240-417-1796

Enrichment Committee			
Standing Chair	Abbi Lichtenstein	jams4@starpower.net	301-587-1871
After School Clubs Coordinator	Chris Scanlon; Joan Mahtesian	scanlon@us.ibm.com ; joanmahtesian@yahoo.com	301-608-9159
Science	Krista Middlebrooks	kmiddlebrooks@verizon.net	301-252-5586
Cultural Arts	Bertie Lopiccolo	philipbertie@aol.com	202-487-8959
Foreign Language	Sarah Osborne	seggie2009@gmail.com	301-328 5193
Geography Bee	Lisa Tenley, Jane Curtin, Anne Mutti	tenley.lisa@gmail.com ; jane_curtin@yahoo.com ; amutti@medpac.gov ;	301-565-3134; 301-565-2411; 301-608-2689;
Math Night Organizer	Anne Mutti Bob Webster	amutti@medpac.gov ; robertwebster@hotmail.com	301-608-2689; 301-563-3089
Costume Closet	Albee Shanefelter	albee@bladenetwork.net	301-920-0273

Outreach (Family and Community Programs)			
Standing Chair	Liora Moriel	Lioram21@yahoo.com	301-675-3664
Special Needs Liaison	Wendy Baumert	wendy.baumert@gmail.com	301-565-8089
Latino Liaison			
Gifted/Talented Liaison	Genevieve McDowell Owen	gmcdownlowen@gmail.com	301-588-1122
LGBT Liaison	Susan Kirshner	susan.kirshner@fda.hhs.gov	301-675-3664
Kindergarten Liaison	Mike & Beth Allen	allen@cua.edu ; bethmikeallen@yahoo.com	301-565-0106
Sligo Representative	Susan Morawetz	smorawetz@starpower.net	301-587-1164
Einstein Representative	Deb Ferrin	deberrin@gmail.com	301-608-2281
New Families Welcoming Committee (non-K)	Abigail Hoffman	aahoffman@erols.com	301-589-0707
Helping Hands/ Community Resources Coordinator	TBD		
Spanish Translation	TBD		
Community Service	Linda Katz	lindaskatz@aol.com ; lkatz@love-your-planet.com	301-565-0657

Health and Safety Committee			
Standing Chair	Ramesh Kurup	rameshjkurup@gmail.com	301-213-3481
Outdoor Recess / Fun Friday	TBD		
Woodlin Moves	TBD		
Blood Drive	Kerri Dorsey	Kerri.ms@comcast.net	301-755-5798
Woodlin Outdoors	Ramesh Kurup	rameshjkurup@gmail.com	301-213-3481
Environment/Earth Day	Linda Katz	lindaskatz@aol.com ; lkatz@love-your-planet.com	301-565-0657
Health and Nutrition	Monica Feit and Joe Hibbeln	monicafeit@yahoo.com ; jhibbeln@mail.nih.gov	301-755-5701; 301-565-3739



ATTACHMENT E



Doing Business with the PTA

Thanks to the wonderful support of Woodlin parents, and the amazing fundraising of our committee chairs, the Woodlin PTA has an extensive budget that we use to support our Woodlin school staff, Woodlin students, and Woodlin community.

If you incur planned or reasonable expenses when helping with a PTA activity, you are entitled to reimbursement. Please save your receipts and submit a reimbursement form to the PTA treasurer. Forms can be found on the PTA website at www.woodlinpta.org or in the PTA Treasurer's mailbox in the copy room at Woodlin or use the form on the following page.

Reimbursement requests are collected, processed, and mailed weekly. Maryland PTA rules require that all checks written by the PTA Treasurer be co-signed by another PTA officer. Please keep this in mind when requesting a quick turn around on a check request.

The Woodlin PTA is a 501(3)(c) federal charitable organization and is registered as a charity with the State of Maryland. If you decide not to be reimbursed for expenses associated with a PTA activity, you may take a **charitable tax deduction**.

If you have volunteered for a position that has a planned budget, please be aware of how much is in your budget. **It is your responsibility to make sure your activity does not go over budget, and hopefully is under budget.** If you need a spreadsheet created to track expenditures against your budget, contact the Treasurer. If you are in a fundraising position, please make sure you count all money you collect and provide a signed accounting of all money to the Treasurer. Two people should be present for counting any funds, and the funds should be counted twice to assure accuracy.

Despite the PTA's charity status, we are still required to pay sales tax. If you make a purchase for the PTA of an item that will be resold by the PTA (t-shirts, for example), you do NOT have to pay sales tax on the item. The PTA will pay sales tax to the State of Maryland based on the resale price. **If you purchase an item that will NOT be resold (such as professional photocopying, colored paper, or labels), you must pay sales tax on the item.**

Also, the PTA is an incorporated entity with the State of Maryland and the PTA carries **liability insurance**, both of which limits the liability of an individual acting on behalf of the PTA.

ATTACHMENT E (continued)

Woodlin PTA Reimbursement Form

Submit to PTA Treasurer Box in Woodlin Copy Room

Date Requested:

Person Making Request:

Phone number:

Email:

Check Payable to:

Mailing Address:

Amount Requested: \$ _____

Please list items purchased and cost (use additional sheets if needed).

Please describe purpose of purchase or PTA Activity.

Please attach all receipts.

Signature of Person Making Request: _____

Signature of Committee Chair: _____

Purpose or Activity: _____

Items Purchased		Cost
	Total	

For PTA use only:

Received (date): _____ Check Number and Date _____ / _____ Sent (date): _____

ATTACHMENT F
Cash Box Request Form

Date:

Event:

Chair:

Amount requested:

Date rec'd:

Check #:

Date sent:

ATTACHMENT G
Master Calendar Addition Form

Name: _____

Date of Request: _____

Event: _____

Date and Time for Addition on Calendar: _____

Location: _____

Grade Level: _____

Determination: Approved / Declined

Reason: _____

Principal Date (Office Use Only): _____

Master Calendar Entry (Office Use Only): _____

Submitted date/initials (Office Use Only): _____

ATTACHMENT H

Woodlin Elementary School PTA Deposit Form

Date: _____

Event/Activity/Fundraiser to be Credited: _____

Amount of Cash/Coin: \$ _____

Amount of Checks: \$ _____

Total Deposit: \$ _____

Name of Person Providing Deposit: _____

Phone Number (in case of questions): _____