

# Woodlin Elementary School PTA, Inc. 2010-2011 Lead Volunteer Handbook

## Welcome!

Welcome to your position as a Woodlin PTA Lead Volunteer for the 2010-2011 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 (2010-2011 School and PTA Calendar) and Attachment C (Lists of PTA events and 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.** 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 will be posted on the Board website.

### 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.

The PTA does not intend 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](http://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 <http://www.mcps.k12.md.us/schools/woodlines/> . The Woodlin PTA website ([www.woodlinpta.org](http://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 the September PTA meeting.** You and/or your committee should bring to the September PTA meeting one or more homemade posters; one or more sign-up sheets to collect printed names,

phone numbers and emails; any committee- specific flyers or materials; and a couple of pens for people to use to sign up.

- iii. **If you cannot be at the September PTA meeting, please let the President, Vice President, or Standing Committee Chair know**, so alternate plans can be made as needed.
- iv. 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 on 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 Executive Board meeting. Please keep her/him up-to-date on your activities. Ask how he or she would prefer to get updates: 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 October meeting by the membership), the Board has built in 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 budget is. Please do your best to stay within 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 D outlines the process for doing business with the PTA, including requesting reimbursements.
- c. 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 or mailed to the Treasurer. The Treasurer will mail a check to you at the address provided on the Reimbursement Form. Please try to submit receipts for reimbursement by 30 days following expenditures.
- d. Attachment F outlines the Maryland PTA guidelines for the proper use of PTA funds (to be included under separate cover).
- e. **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 events may be scheduled on the Master Calendar at school without prior approval by the PTA President and/or Board in consultation with Mrs. Sirgo.
- 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 Ms. Sirgo, for review. She will forward these to Mrs. hale for addition 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.
  - iv. **Note that the County charges the PTA for use of school space, so please request space only for the time needed for the event.**
  - v. 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. 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 logistics needs (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.**
- 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 student volunteers or the school personnel!

### **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 [woodlinpta@yahoogroups.com](mailto:woodlinpta@yahoogroups.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](http://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 content 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 Word format. Most of us have access to Word, so it is easier to email, open and review a Word file. 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.
- iv. **Obtain Spanish translation.** To obtain Spanish written translation, e-mail the English version to the Spanish translation coordinator. For a one-page flyer, **allow 4 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, Spanish translation can be on the opposite side of the English version; alternatively, Spanish translation can be on a separate page for teachers to distribute to just those families who need it.
- v. **White paper:** 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.**
- vi. 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.**

- vii. 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.”

viii. **School Copy Machine**

- 1. 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.
- 2. 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.

- 3. For large photocopying jobs (the newsletter, the directory, etc.), please **reserve the school copier** by calling Mrs. Hale at the school office
- 4. As a rule of thumb, it takes about 15 minutes to photocopy a one-sided flyer on the school copier.
- 5. 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. **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.**
- ii. 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.
- iii. 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 newsletter always has room to print thank you lists!

- iv. Please submit articles and announcements as you want them to appear.
- v. 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 listservs, 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 2010-2011 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, 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 can also be found on the Woodlin PTA Website at [www.woodlinpta.org](http://www.woodlinpta.org))**

- A. Woodlin PTA Executive Board and Lead Volunteer List
- B. Woodlin PTA 2010-2011 Calendar
- C. Woodlin PTA Activities
- D. Doing Business with the PTA
- E. Woodlin PTA Reimbursement Form
- F. Proper Use of PTA Funds
- G. Master Calendar Request Form
- H. Deposit Form

## ATTACHMENT A

### Woodlin PTA 2010-2011 Executive Board & Lead Volunteers as of August 24, 2010

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

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

<b>Events and Celebrations</b>			
Standing Chair	Yvette Harris	<a href="mailto:yvetteharris35@yahoo.com">yvetteharris35@yahoo.com</a>	301-585-9239
Black History Month Coordinator	Sabrina Thomas; Robyn Seabrook	stomasabrina@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	<a href="mailto:jeannetteoc@comcast.net">jeannetteoc@comcast.net</a> ; <a href="mailto:mkerns11@yahoo.com">mkerns11@yahoo.com</a> ; ezimmerman@s-3.com	301-588-1947; 301-920-1450; 301-588-8918
International Night	Fida Adely	<a href="mailto:fidaadely@yahoo.com">fidaadely@yahoo.com</a>	301-587-2028
Spring Fair	Charlotte Anderson	charjustin@verizon.net	240-417-1796

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

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

<b>Health and Safety Committee</b>			
Standing Chair	Ramesh Kurup	rameshjkurup@gmail.com	301-213-3481
<b>Outdoor Recess / Fun Friday</b>	<b>TBD</b>		
<b>Woodlin Moves</b>	<b>TBD</b>		
Blood Drive	Kerri Dorsey	<a href="mailto:Kerri.ms@comcast.net">Kerri.ms@comcast.net</a>	301-755-5798
Woodlin Outdoors	Ramesh Kurup	rameshjkurup@gmail.com	301-213-3481
Environment/Earth Day	Linda Katz	<a href="mailto:lindaskatz@aol.com">lindaskatz@aol.com</a> ; 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 B

### PTA CALENDAR, 2010-2011 and Many School Events (for reference)

- **As of August 11, 2010**
- **Dates and Proposed General PTA Meeting Topics Subject to Change**
- **Bold, Capitalized Words in Parentheses Refer to PTA Committee Responsible for Specific Event**

#### **August 2010**

- 8/26 Kindergarten Back to School Night (7 pm)  
8/26 Teacher/staff breakfast in APR (8:15am) **(EVENTS)**  
8/27 Open House and Picnic, 3:00 (Open House), 3:45-5 pm (Picnic on front lawn)  
**(MEMBERSHIP)**  
8/30 First Day of School

#### **September 2010**

- Sally Foster- ongoing **(FUNDRAISING)**  
9/2 Lead Volunteer Meeting, 7 PM, Location TBD **(ADMINISTRATIVE)**  
9/6 Labor Day  
9/7 Back-to-School Night grades 1, 2 & Primary LFI (7 pm)  
9/8 Cultural Arts: Lesole's Dance Project  
9/9 Rosh Hashanah, school closed  
9/13 Back-to-School Night grades 3, 4, 5, Upper LFI (7 pm), ESOL Meeting (6:15 pm)  
9/14 Primary Election Day, School Closed (Bake Sale?) **(FUNDRAISING)**  
9/15 PTA Board meeting (\*), 7:00 – 8:30 p.m., location media center **(ADMINISTRATIVE)**  
9/20 PTA meeting (\*) pizza at 6:00, meeting 6:30 – 8:00  
**THEME: VOLUNTEER FAIR (MEMBERSHIP)**  
Hispanic Heritage month activities – ongoing **(EVENTS)**

#### **October 2010**

- Hispanic Heritage Month Activities – ongoing **(EVENTS)**  
10/1 PTA sponsored dinner/movie night **(EVENTS)**  
10/1 Early release day; Grading and planning. Students dismissed at 12:35 pm  
10/5 PTA meeting (\*) pizza at 6:00, meeting 6:30 – 8:00  
**THEME: HOMEWORK SKILLS /HISPANIC HISTORY (MEMBERSHIP)**  
10/11 Columbus Day Open House (for parents), 8:30 – 11:00, **(OUTREACH)**  
with PTA meet and greet & refreshments (\*)  
10/15 No School—MSTA Convention  
10/18 PTA Executive Board Meeting (\*), 7:00 – 8:30 p.m., location TBD  
**(ADMINISTRATIVE)**  
10/22 DINING WITH DADS AND OTHER MALE MENTORS  
10/23 Potential Community Service Project **(OUTREACH)**  
10/28 4<sup>th</sup> Grade Concert  
10/29 1<sup>st</sup> making period ends  
Halloween parties

## November 2010

- 11/1 No School—Professional Day
- 11/2 No School—Election Day, Bake Sale (**FUNDRAISING**)
- 11/3 PTA Meeting (\*) pizza at 6:00, meeting 6:30 – 8:00  
**NOTE: DATE IS A WEDNESDAY**  
**THEME: BULLYING/BEHAVIOR (MEMBERSHIP)**
- 11/6 International Night (\*), 7PM (**EVENTS**)
- 11/10 Fall Teacher Birthday Celebration, 11am – 2pm (**EVENTS**)
- 11/11 Early Release, for teacher conferences; report cards distributed
- 11/12 Early Release, for teacher conferences
- 11/15 PTA Board Meeting (\*), 7:00 – 8:30 p.m., location TBD (**ADMINISTRATIVE**)
- 11/18 3<sup>rd</sup> Grade Musical (evening event)
- 11/18 & 11/19 MSA Simulation 9-10:30 am (Grades 3-5)
- 11/24 Early release Thanksgiving Holiday
- 11/25-26 No School—Thanksgiving Holidays

## December 2010

- 12/1-3 Scholastic Book Fair, evening family event Thursday 12/2 (**FUNDRAISING**)
- 12/7 PTA Meeting (\*) pizza at 6:00, meeting 6:30; Book Fair to follow  
**THEME: TBD (MEMBERSHIP)**
- 12/13 PTA Board Meeting (\*), 7:00 – 8:30 p.m., location TBD (**ADMINISTRATIVE**)
- 12/21 Cultural Arts: Sligo Middle School Orchestra
- 12/24-31 Winter Break

## January 2011

- 1/4 PTA Meeting (\*) pizza at 6:00, meeting 6:30 – 8:00  
**THEME: WRITING SKILLS (MEMBERSHIP)**
- 1/10 PTA Board Meeting (\*), 7:00 – 8:30 p.m., location TBD (**ADMINISTRATIVE**)
- 1/17 No School—Martin Luther King, Jr. Federal Holiday  
Potential Community Service Project (**OUTREACH**)
- 1/18 5<sup>th</sup> Grade Choral Winter Concert
- 1/21 Second marking period ends
- 1/22 Woodlin Dance (\*), 7 to 9 PM (**EVENTS**)
- 1/24 No School--Professional day
- 1/26 Winter Instrumental Music Concert
- 1/31 & 2/1 MSA Simulation 9-10:30 am (Grades 3-5)

## February 2011

- Black History Month Celebrations (\*) Ongoing (**EVENTS**)
- 2/1 PTA Meeting (\*) pizza at 6:00, meeting 6:30 – 8:00  
**THEME: READING SKILLS/ AFRICAN AMERICAN HISTORY (MEMBERSHIP)**
- 2/2 Report cards distributed
- 2/4 CULTURAL ARTS: Gymkana (9 am and 10:30 am)
- 2/11 Valentine's Day Parties (2:15 pm)
- 2/13 Winter Festival (\*), tentative time: 2-5 pm (\*) (**FUNDRAISING**)
- 2/14 PTA Board Meeting (\*), 7:00 – 8:30 p.m., location TBD (**ADMINISTRATIVE**)
- 2/21 No School—Presidents Day Federal Holiday

## March 2011

Black History Month Celebrations (\*) Ongoing **(EVENTS)**

- 3/1 PTA Meeting (\*) pizza at 6:00, meeting 6:30 – 8:00  
**THEME: TESTING SKILLS / WOMEN'S HISTORY (MEMBERSHIP)**
- 3/4 Grading/planning Early release day 12:35 pm dismissal for students
- 3/8 Spring Teacher's Birthday Celebration, 11am – 2pm **(EVENTS)**
- 3/7-3/16 MSA Testing (Grades 3-5): 9 am-12 pm
- 3/9 Staff Appreciation Lunch **(EVENTS)**
- 3/21 PTA Board Meeting (\*), 7:00 – 8:30 p.m., location TBD **(ADMINISTRATIVE)**
- 3/30 Third Marking period ends
- 3/31 Professional Day- No school for students

## April 2011

- 4/6-8 Book Fair (\*) in the gym; sales hours and events Thursday evening,  
**(FUNDRAISING)**
- 4/4-11 Terra Nova Two (TN2) Testing (Grade 2) 9:00-11:00 am
- 4/7 Report cards distributed
- 4/11 PTA Board Meeting (\*), 7:00 – 8:30 p.m., location TBD **(ADMINISTRATIVE)**
- 4/11-15th MSA Science Testing (Grade 5)
- 4/11 (Week of) 3<sup>rd</sup> and 5th Grade Geo Bees **(ENRICHMENT)**
- 4/15 READING WITH RELATIVES
- 4/16 PTA sponsored event (\*) TBD  
**(COULD BE EARTH DAY RELATED) (ADMINISTRATIVE)**
- 4/18-25 Spring break No school

## May 2011

- 5/2- 5/6 Teacher Appreciation Week
- 5/3 PTA Meeting (\*) pizza at 6:00, ELECTION meeting 6:30 – 8:00  
**THEME: MATH NIGHT (MEMBERSHIP)**
- 5/5 & 6 Kindergarten Orientation (no school for current K students)
- 5/7 Spring Fair, afternoon/early evening **(EVENTS)**
- 5/12 & 13 4<sup>th</sup> Grade Musical (evening event)
- 5/16 PTA Board Meeting (\*), 7:00 – 8:30 p.m., location TBD **(ADMINISTRATIVE)**
- 5/16 (Week of) 4<sup>th</sup> Grade Geo Bee **(ENRICHMENT)**
- 5/20 DINING WITH DADS
- 5/22 PTA sponsored Blood Drive **(HEALTH AND SAFETY)**
- 5/24 5<sup>th</sup> Grade Choral Performance
- 5/26-5/27 FIELD DAY
- 5/30 No School--Memorial Day

## June 2011

- 6/1 INSTRUMENTAL MUSIC CONCERT (7:30 pm @ Einstein High School)
- 6/7 PTA Meeting (\*) pizza at 6:00, meeting 6:30 – 8:00  
**THEME: SUMMER LEARNING (MEMBERSHIP)**
- 6/13 Awards Assembly
- 6/14 PTA Board Meeting **NOTE: THIS IS A TUESDAY (ADMINISTRATIVE)**
- 6/16 5<sup>th</sup> grade Recognition Ceremony/ Last Day of School for Students



## ATTACHMENT C



# **Woodlin PTA Activities**

**Activities sponsored or supported  
by the Woodlin Parent Teacher Association**

## **Providing Information to Parents**

PTA newsletter, website, and listserv  
School directory  
PTA Meetings with special presentations, hospitality and babysitting services  
Refreshments for other parent meetings (Parent Network, ESOL parents)  
Kindergarten family get-together

## ***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 Bee  
Coordination of after-school science classes  
Coordination of Foreign Language in Elementary Schools (FLES) classes  
Support for 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  
Woodlin Cookbook  
Garden supplies for the school grounds

**Your Support Makes These Activities and Opportunities Possible!**



## ATTACHMENT D

### Doing Business with the PTA

8/29/05

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 ever incur a reasonable expense when helping out with a PTA activity, you are entitled to **reimbursement**. Please save your receipts and submit a check request form to the PTA treasurer. Forms can be found on the PTA website at [www.woodlinpta.org](http://www.woodlinpta.org) or in the PTA Treasurer's mailbox in the copy room at Woodlin.

Check 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 any money you may spend helping out with a PTA activity, you may take a **charitable tax deduction**.

If you have volunteered for a position that has a spending 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.** If you need a spreadsheet created to track expenditures against your budget, contact the Vice President. If you are in a fundraising position, please make sure you count all money you collect and provide a signed accounting of all money before you submit it 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, just so you know, 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**  
**Woodlin PTA Reimbursement Request**

Date Requested: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Please list items purchased and cost (use additional sheets if needed). **Please attach all receipts.**

<u>Items Purchased</u>	<u>Cost</u>
<b>Total</b>	

Purpose of purchase or PTA activity: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Person making request: \_\_\_\_\_

Signature of person making request: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Committee Chair: \_\_\_\_\_

**Submit to PTA Treasurer Box in Woodlin Copy Room and/or mail to the PTA Treasurer.**

For PTA use only:

Received \_\_\_\_\_ Check Number \_\_\_\_\_ Date Sent \_\_\_\_\_

Revised 7-1-08

**ATTACHMENT F**

**PROPER USE OF PTA FUNDS**

(to be included under separate cover)

**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

\_\_\_\_\_ Submitted date/initials

**ATTACHMENT H**

**Woodlin Elementary School PTA  
Deposit Form**

**Date** \_\_\_\_\_

**Event/Activity/Fundraiser to be Credited** \_\_\_\_\_

**Amount of Cash** \_\_\_\_\_

**Amount of Checks** \_\_\_\_\_

**Total Deposit** \_\_\_\_\_

**Name of Person Providing Deposit** \_\_\_\_\_

**Phone Number (If any questions)** \_\_\_\_\_