



## **PTA/Teacher FAQs**

### **Who do I contact with questions?**

Please contact your Grade Level Liaison for the following: Team Level questions, Field Trips, PTA Grants & Teacher/PTA Stipends. If you have other questions refer to the contact list below.

### **How do I get reimbursed for any receipts?**

Please fill out a **PTA Financial Reimbursement Request Form** found in the same area as the PTA Grant Form or on the website. Place completed Reimbursement Requests in the marked tray in the PTA cabinet. The “Chair Approval” line does not need to be signed by teachers.

### **FIELD TRIPS:**

#### **What is the process for Field Trips?**

The PTA has given each Grade Level Team a budget for field trips. Once the principal has approved your Field Trip, please work with your Liaison to complete your budget for the year! You do not need to fill out PTA Grant requests. Remember bus transportation also comes out of your field trip budget.

#### **Do I need to fill out a PTA Grant request for Field Trips?**

No, you do not need to fill out a PTA Grant for Field Trips. Your Liaison should give you the budget you have for the year. Please work with your Liaison to complete your budget for the year!

#### **Who orders the buses for the field trips?**

District policy states that teachers must fill out the paperwork for the busses. Linda Rochlin will need an okay from someone on the PTA board before she can order them.

#### **Does the PTA pay for Chaperone Fees?**

Unfortunately PTA Grants do not cover fees for Chaperones. If there is a fee for Chaperones, please make sure to let parents know how much they will need to pay to attend the field trip up front. Teachers should work with their Grade Level Liaison to collect Chaperone Fees prior to the field trip. Chaperone fees **SHOULD NOT** be collected by the teacher.

### **PTA GRANTS:**

#### **When do I fill out a PTA Grant?**

First, please ask the principal for any needs. If the principal cannot help you and approves of what you need, you may fill out a PTA Grant form. If the principal cannot help you and does not approve of your request, you do not need to fill out a grant form as the PTA aligns with what the school approves of for our funding purposes.

#### **Where do I find a PTA Grant form?**

PTA Grant forms can be found in the Forms folders found in the PTA Cabinet to the right of the teachers boxes in the school office. Or on the website at [www.puestadelsolpta.org](http://www.puestadelsolpta.org)

#### **Do I have to fill the form out or does my Liaison fill it out?**

We ask that you fill out it yourself. Please contact your Liaison if you have any questions.

### Where do I put the completed form?

Completed forms can be turned into the VP Teacher Relations shelf in the PTA Cabinet to the right of the Teachers Mailboxes. Please email VP Teacher Relations at [TeacherRelations@puestadelsolpta.org](mailto:TeacherRelations@puestadelsolpta.org) so they know to look for it.

### When will I hear back about my PTA Grant?

It can take up to 2 months to approve a PTA Grant. All PTA Grants will be discussed at the next upcoming board meeting. It sometimes takes another month to make a decision after that.

### When is the best time to submit a PTA Grant?

*The best time is no later than March each year for any grants you might need for the following year.* This gives us a chance to add this to our budget for the next school year which is initially approved in April. If you submit it to us after the budget is approved in April, we may be able to add small Grants to the budget, if the PTA has the funds available, prior to finalizing the budget in October. After that, we have limited funding options for the year.

## COMMUNICATION/MARKETING:

### How does the PTA send information out to the Puesta del Sol Community?

The main form of communication used by the PTA is the El Sol. The El Sol is published electronically every Friday. You can also find a calendar of events and important dates on the PTA website at [www.puestadelsolpta.org](http://www.puestadelsolpta.org).

Select information will be sent periodically via an email reminder or posted on the Puesta del Sol PTA Facebook Group.

### How do I market my event?

Please send all requests for El Sol Articles to: [newsletter@puestadelsolpta.org](mailto:newsletter@puestadelsolpta.org) no later than **Mondays @ 9pm**. When drafting submissions, please keep in mind:

Include article title in the **Subject** line

Indicate **time/date at the top as a line item**, e.g.:

*Event Name*

*Tuesday, November 3, 6:30pm*

Keep word count to **100 words or less**

If you make an error or omission and need to resend, please resend the entire content and indicate **"RESEND: Use This One"** in the subject.

For best results, If article runs for multiple weeks, please resend each week

NOTE: The El Sol is the default form of Communication. If you would like your article included elsewhere, please email the appropriate person below with your article and timelines.

\*[facebook@puestadelsolpta.org](mailto:facebook@puestadelsolpta.org) - for Facebook posting

\* [communications@puestadelsolpta.org](mailto:communications@puestadelsolpta.org) - for All School Emails for urgent information not in the El Sol newsletter

\* [webmaster@puestadelsolpta.org](mailto:webmaster@puestadelsolpta.org) with a [Website Change Request Form](#)

**Note: All requests are based upon PTA approval only.**

\*Facebook, Email reminder requests, and Website placement are not guaranteed

## **THINGS TO REMEMBER**

- Each teacher receives a classroom stipend of \$400 for the year. You choose how to use this money for your own classroom. Teachers & Liaisons are encouraged to check their teacher's stipend budget with the Payables Treasurer before making any purchases.
- The PTA has granted money for field trips to each grade level team. Each grade level has the opportunity to decide how to use their field trip money as long as every classroom in the grade level is participating in the field trip.
- Teachers should never handle PTA funds. Parents/Students should use the PTA Payments Mailbox in the school office.

<b>PTA Contacts for Teachers</b>			
<b>VP Teacher Relations</b>	Melissa Richardson	<a href="mailto:sam_mel@yahoo.com">sam_mel@yahoo.com</a>	If having trouble getting in touch with a Liaison
<b>Kindergarten Liaison</b>	Alison Wai	<a href="mailto:pcalpo@yahoo.com">pcalpo@yahoo.com</a>	First contact for PTA Grants, Field Trips & any teacher money question
<b>1st Grade Liaison</b>	Pam Fong	<a href="mailto:fong_pamela@yahoo.com">fong_pamela@yahoo.com</a>	First contact for PTA Grants, Field Trips & any teacher money question
<b>2nd Grade Liaison</b>	Mary Castillo	<a href="mailto:natenmary@msn.com">natenmary@msn.com</a>	First contact for PTA Grants, Field Trips & any teacher money question
<b>3rd Grade Liaison</b>	Jen Murphy	<a href="mailto:jennifer_c_murphy@hotmail.com">jennifer_c_murphy@hotmail.com</a>	First contact for PTA Grants, Field Trips & any teacher money question
<b>4th Grade Liaison</b>	Melanie McGee	<a href="mailto:Mmcgee333@yahoo.com">Mmcgee333@yahoo.com</a>	First contact for PTA Grants, Field Trips & any teacher money question
<b>5th Grade Liaison</b>	Hillary Salmieri	<a href="mailto:hsalmieri@msn.com">hsalmieri@msn.com</a>	First contact for PTA Grants, Field Trips & any teacher money question
<b>Grant Writing</b>	Wendy Kaehler	<a href="mailto:wakaehler@yahoo.com">wakaehler@yahoo.com</a>	Will help you write a BSF grants
<b>Grant Writing</b>	Kathryn Pizzo	<a href="mailto:katpizzo@comcast.net">katpizzo@comcast.net</a>	Will help you write a BSF grants
<b>Grant Writing</b>	Humaira Jackson		Will help you write a BSF grants
<b>Co-President</b>	Julee Seibel	<a href="mailto:juleeks_pta@hotmail.com">juleeks_pta@hotmail.com</a> or <a href="mailto:president@puestadelsolpta.org">president@puestadelsolpta.org</a>	Any general question outside these above issues
<b>Co-President</b>	Lisa Dembo	<a href="mailto:lisadembo@comcast.net">lisadembo@comcast.net</a> or <a href="mailto:president@puestadelsolpta.org">president@puestadelsolpta.org</a>	Any general question outside these above issues
<b>Payables Treasurer</b>	Tamzin Anderson	<a href="mailto:treasurer@puestdelsolpta.org">treasurer@puestdelsolpta.org</a>	Reimbursement & Teachers' Stipend Balance Questions
<b>Deposits Treasurer</b>	Laura Dooley	<a href="mailto:deposits@puestadelsolpta.org">deposits@puestadelsolpta.org</a>	Questions regarding the collection of chaperone fees.
<b>Newsletter Editor</b>	Linda Walker	<a href="mailto:newsletter@puestadelsolpta.org">newsletter@puestadelsolpta.org</a>	For any Communication needs, Weekly deadline: by 9pm Mondays