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*The Basics*

**I am a new Chairperson/Volunteer. Where do I start?**

Please make sure the prior Chair/Volunteer has handed off any binder, electronic forms, budget worksheet and any other documents you might need. Please contact your VP(for Chairs)/Chair(for Volunteers/Committee Members) with any further questions.

**What do I need to do if I have questions about anything?**

For a committee member/volunteer, please always go to your Chairperson first. If they are not available, then please go to your VP. For Chairpersons, please always go to your VP first. For both Chairpersons and committee member/volunteers, please refrain from going directly to the Principal, Office Manager or PTA Presidents unless your Chair or VP is not available. See our [PTA Organization Chart](#).

**What if I need help finding volunteers for my committee?**

Please contact [volunteer@puestadelsolpta.org](mailto:volunteer@puestadelsolpta.org) and that person will help you gain access to volunteer lists for your committee.

Please note that confidentiality must be maintained for all student and family information accessed through online reports. Student and family information should only be used to support classes, activities and events held at Puesta del Sol Elementary School. The information is not to be used for any other purpose and may not be used for commercial actions, solicitations or other non-school purposes. It may not be disseminated except with the express written consent of the school Principal or PTA Board of Directors.

**Do I have a mailbox of my own?**

Yes, each chair has their own mailbox in the PTA Room.

## **How can I get copies made for my committee?**

Please find the form and instructions [here](#) and ask your VP for the code OR you can find the information in the PTA Cabinet in the back work room in the school office. Please make sure you have the VP and Committee and Document name on the Project Title (e.g. Special Events, International Festival, Program Flier).

## **How do I book a space for my event?**

- If you need to book the **PTA Room** for a meeting, please email your VP and they will find a space for you using the Board of Director's internal electronic calendar. Please remember that you are responsible for cleaning up and leaving the room as you found it.
- If you need a **space other than the PTA Room**, please fill out a Building Use Form found in the PTA Cabinet in the back work room in the school office. Once filled out, place the form in the folder TO BE SIGNED and email [president@puestadelsolpta.org](mailto:president@puestadelsolpta.org) and [treasurer@puestadelsolpta.org](mailto:treasurer@puestadelsolpta.org) to let them know it is waiting for them. After both a President and a Treasurer have signed the form, please hand it in to Linda Rochlin. When your event is finished, you and your team are responsible for picking up after the event before the custodian does his final clean up.

## **What about equipment needed for my event?**

If you need tables, garbage cans or anything else for your event, please fill out an Internal Building Use Form found in the PTA Cabinet in the back work room in the school office and give it to Linda Rochlin.

## **What if I want to serve food during my event held DURING the school day?**

With the Bellevue School District's new [Anaphylaxis Prevention and Response Procedure](#), we need to follow these specific guidelines below for when food is being served DURING the school day in conjunction with the PTA and Puesta del Sol Staff like Math Olympiad, Field Day, Classroom Parties, and Fifth Grade Events.

If you are serving food to students in the course of the program or event you are running during the school day, the following process must be followed:

1. The School Staff that you are working with is responsible to inform the School Nurse 10 days prior to the event what food will be served.
2. The School Staff will work with the School Nurse to gather the names of the students with any life-threatening allergies due to privacy laws.
3. The School Staff will inform the family of the students with severe allergies what food is being served. If the family permits their student to consume food items, the School Staff will ask for documented authorization from the parent/guardian (email is fine) for the distribution of specific food items to the student.
4. The School Staff will include language that makes the students feel inclusive in regards to food. To support inclusiveness, families are welcome to request that alternate food be served, or provide their own alternate food.

5. The PTA Committee Chair can mention there will be food served in any communication but will not mention that the Committee Chair themselves need to be contacted by parents with allergy students.
6. For large school wide events, like Field Day, we ask that whatever food is served is completely allergen free (not made in a plant that processes nuts, etc) so that we are as inclusive as possible. Store bought, packaged food with clear ingredient lists is also strongly encouraged.

### **What if I want to serve food during my event held 30 minutes or more AFTER the school day?**

With the Bellevue School District's new [Anaphylaxis Prevention and Response Procedure](#), we need to follow these specific guidelines below for when food is being served AFTER the school day:

Ensure that all activities, clubs and events that occur outside of instructional time and organized by outside groups including the PTSA, take into consideration those students with life threatening food allergies and reduce the exposure to allergens. We ask that pre-packaged allergen friendly options are always available. School nurses are available to outside groups for consultation at least ten school days before the activity or club begins or the event.

PTA - We ask that in any communication that you let parents know there will be food served or for sale. Please let them know that allergy friendly pre-packaged options will be available or that they are welcome to bring their own food. We do not ultimately have to have permission from the nurse or principal to serve what we want as a PTA. But we do need to allergy aware, friendly and inclusive.

### ***Marketing Guidelines***

#### **How do I get the word out on my event or class?**

You can market your event or class by having an article posted in the the weekly El Sol newsletter, the PTA website, and/or the Puesta del Sol Facebook page. Each of these marketing options is unique, meaning they require separate communication requests to the appropriate individuals.

#### **For the El Sol Newsletter:**

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 OR indicate "PLEASE PICK UP LAST WEEK". If there are changes from the previous week, it's really helpful to identify just those edits

## **For the PTA Website:**

Please submit a [Change Request Form](#) to the Webmaster and/or the Web Content Editor. The following are specific guidelines on which person handles which particular area:

The following changes go to [webcontent@puestadelsolpta.org](mailto:webcontent@puestadelsolpta.org).

- Changes to the home page - new marketing announcements, updates on your event or class
- Changes to pages listed in the fundraising and resources sections
- Changes to the programs and events sections such as Passport Club, RAD, Reflections, Art Appreciation, International Festival, etc.
- Updates or contributions to the community page
- Calendar changes

The following changes go to [webmaster@puestadelsolpta.org](mailto:webmaster@puestadelsolpta.org).

- Requests for new event registrations such as Walkathon, Science Fair, and summer camps
- Requests for class signups such as Tambores del Sol, Math Olympiad, drama club
- Additions or edits for volunteering positions in our online volunteer packet
- Requests for online purchasing such as Spirit Wear, yearbooks, drama tickets
- Edits for any of these online workflow packets
- Reports for any of these online workflow packets

**For Facebook posting**, please contact [facebook@puestadelsolpta.org](mailto:facebook@puestadelsolpta.org).

**For All-School Emails** with urgent information not in the El Sol, please contact [communications@puestadelsolpta.org](mailto:communications@puestadelsolpta.org).

\*Information on the Communications Request Process is also available in the [Forms](#) section of the website.\*

## **I need to make some flyers and forms for my event or program. Are there guidelines I need to follow?**

All flyers and forms that are PTA-sponsored must have the PTA logo on them. This guideline applies for posting to the website or newsletter, or for distribution on campus. The PTA logo can be found here:

[PTA Logo - Black and White](#)

[PTA Logo - Color](#)

All Puesta del Sol references must say Puesta del Sol, not Puesta, PdS, PDS, or any shortened version.

Unless there is a good reason to have a Word Document (.doc, .docx) file on the website, you should convert your document to a PDF file format before sending it to the Web Content Editor or the Newsletter Editor. By using the PDF file format, you are protecting the document from unauthorized edits made by others.

### **Flier Distribution Policy**

If you have a paper flyer that needs to be handed out, you are responsible for counting it out (class numbers are on the wall above the desk in the PTA Room or on the inside of the door of the PTA Cabinet in the workroom) and putting it into the teacher boxes.

### *Money-Related Guidelines*

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

First, a Plan of Action Form (if you are a Chair) must be completed before any reimbursements are allowed. Please work with your VP on this item. Then, once that is complete and approved, you can go PTA Financial Reimbursement Request Form on the [Forms](#) section of the website for instructions and the form.

#### **What procedures are involved with use of the cash box for my event?**

As event chair it is your responsibility to obtain or delegate the obtaining of a check for starting cash. Please contact the Payables Treasurer [treasurer@puestadelsolpta.org](mailto:treasurer@puestadelsolpta.org) two (2) weeks prior to your event to allow time to process. You may also provide your own starting cash and request a reimbursement.

Our insurance, as a PTA, requires that **all money be handled by PTA members over the age of 18**. While we know that the majority of our kids are responsible and honest, we cannot allow them OR adults who are not current members of the Washington State PTA to handle our PTA funds. If this happens and anything went wrong, we may be unable to file a claim even if it was not the result of anything the non-member did. Each person working the cash box must be asked if they are a PTA member when the volunteer coordinator places them at the cash box. Emailing [Membership@puestadelsolpta.org](mailto:Membership@puestadelsolpta.org) or [deposits@puestadelsolpta.org](mailto:deposits@puestadelsolpta.org) to confirm if the volunteer doesn't know.

Tally Sheets must have the starting cash counted and signed by 2 people, usually the person who gets the check for starting cash and the cashier. If you are given a cash box for sales, please check count it. When done with the event, the money must be counted by two members who check each other. Don't split up the cash box to count. Please have both people count the cash and ensure you both have the same amount or one counts and the other watches and ensures the counting is correct.

## *Online Work Flow Packets*

### **How do I set up an Online Work Flow to have my class or event registration accessible online, or to sell my event tickets and/or products?**

You will need to provide the following information to the webmaster at [webmaster@puestadelсолpta.org](mailto:webmaster@puestadelсолpta.org):

1. Information about your class/event/product
  - who - what grades or ages are being targeted
  - what - what is the nature of your class/event/product; please provide sufficient details on the event/class/product to be incorporated into an informational page
  - where - place where your class/event will take place
  - when - for classes, how many sessions will there be and start/end dates; for events, start/end times
  - cost - for classes, how much will it cost per session; for events, are there any fees involved or tickets to be purchased ahead of time
2. Registration details - when will registration begin and end, what is the maximum number of people that can register
3. Do you need volunteers for your event? - If so, please indicate the types of volunteers needed and the number of volunteers for each position. Please note that if more than one parent in a single family wants to sign up for the same volunteer position (e.g. two parents want to volunteer for "Field Day Set-up"), you will need to instruct the parents to have one of them go through the volunteer sign-up packet twice to be able to enter both parent names for that particular position. Also, when recruiting volunteers, you may need to use an external volunteer sign-up website such as SignupGenius for detailed sign-ups that include multiple days and times.
4. Other - who to contact for questions; are there forms that need to be filled out prior to attending the first class (i.e. health release forms, etc.)
5. Reports - identify who should have access to the registration, payment, and/or volunteer reports

Please note that confidentiality must be maintained for all student and family information accessed through online reports. Student and family information should only be used to support classes, activities and events held at Puesta del Sol Elementary School. The information is not to be used for any other purpose and may not be used for commercial actions, solicitations or other non-school purposes. It may not be disseminated except with the express written consent of the school Principal or PTA Board of Directors.

6. Once your class/event work flow has been set up and registration has begun, please follow-up on registration payments. If your class or event requires a payment and a parent chooses to pay by check instead of by credit card, the check payment must be received within 7 days in the PTA

Payments Maibox located in the Main Office. If payment is not received within the 7 day time frame, then the webmaster should be notified to delete the student's registration.

**What if a parent decides to withdraw his or her child from my class or event, or changes his or her mind about purchasing a product and wants a refund?**

Please refer to our [PTA Financial Policies](#) page and read the section on refunds for specific guidelines. All refunds are reimbursed by check only.