



**POLICIES AND PROCEDURES MANUAL
2016-2017**

GENERAL INFORMATION

1. Membership lists, names, addresses, etc. are to be used strictly for PTA purposes. They are not to be released to other groups or used for any other reason.
2. When authorized to present Unit's position, present only the Unit's position. Do not present personal views.
3. When setting meeting/event dates, check with District calendar as well as the Nassau Region calendar and clear dates with the Principal .
4. Issues of a personal nature should be discussed with the Administrator privately, rather than during a public meeting.
5. Guests at a PTA meeting may not vote nor make any motions. They may speak with the approval of the President, Executive Committee, Executive Board or voting body.
6. PTA supports issues, not candidates.
7. PTA may not fundraise for other organizations.
8. PTA should not donate to other organizations. PTA money is for PTA purposes.
9. Complaints to the PTA Co-Presidents about school personnel or other school related business should be referred to the person, Principal or Superintendent.
10. PTA should not give gifts to schools. Items needed by the school should be requested through the school district budget.

EXECUTIVE BOARD

1. Must be a paid member of the East Broadway PTA in good standing.
2. Shall consist of the Executive Committee, chairpersons of the standing committees, Council Delegates & Teacher Liaison.
3. Shall follow the guidelines as listed on GUIDELINES section below.

EXECUTIVE COMMITTEE

1. Must be paid members of the East Broadway PTA in good standing.
2. Shall consist of elected officers of the association, immediate past President and Principal of the school.
3. Performs all duties as outlined in the Bylaws and Guidelines & Procedures manual.

4. Must meet monthly, in advance of the General meeting, to discuss agenda for PTA meetings.
5. Notify Co-Presidents when you are unable to attend General Membership meetings.

VACANCIES

When an officer is unable to serve a full term:

1. He/she shall resign in writing to PTA Presidents.
2. The date of resignation should be noted in the minutes.
3. The President or Co-Presidents shall serve notice to the Executive Board within 5 days.
4. If one of the Co-Presidents is resigning, the letter should go to remaining Co-President. No election is needed because the office of the President is not vacant. If both Co-Presidents are resigning, the letter shall go to the 1st VP, who shall arrange for an election.
5. Until the office is filled, an officer selected by the Executive Committee shall perform the duties.

CHANGING PROCEDURES

These guidelines and procedures are ongoing and are therefore subject to change as the need arises. Any changes, additions or deletions must be made at an East Broadway Executive Committee meeting and may also be made at any East Broadway PTA meeting under new business on the agenda. No advance notice is necessary. Changes must be noted in the Unit's minutes and changes go into effect immediately. It is the responsibility of the Co-Presidents to make the appropriate changes in Guidelines & Procedures book and Bylaws, if applicable.

PRESIDENTS/CO-PRESIDENTS

1. Performs all duties as outlined in Bylaws.
2. Becomes familiar with and follows the President's guide from the NYS PTA.
3. Prepares and distributes an agenda for each meeting.
4. Presides at all meetings, calling them to order on time.
5. Maintains a fair and impartial position at all times.
6. Refrains from entering discussions while presiding.
7. Recognizes members who have not spoken to the question in preference to ones who have.
8. Votes when voting is to be by ballot or to break a tie.
9. Prepares the calendar for the year with the school Principal, which includes all PTA meetings as well as special events.
10. Coordinates the work of the Executive Committee, Executive Board and Committee chairs so that the goals of the PTA are realized.
11. Files signature at the bank where the funds are deposited and can sign check with the Treasurer.
12. Signs all contracts for the PTA with the name and title of President (or Co-President).
13. Acts as a liaison between the Principal/School and the PTA.
14. Shares all National, State & Region PTA mailings and other information with all unit members.
15. Represents the PTA at all necessary meetings and reports back to the Unit with any necessary information received or discussed. Monthly meetings include: President/Superintendent, Executive Meeting, General PTA Meeting, Shared Decision Making, & Levittown PTA Council. If unable to attend, make sure that there is a representative from the Executive Board.
16. Represents parents on school interview committees.
17. Authorized to approve the expense of up to \$50 at one time as a contingency budget allows.
18. Calls on Board Members and Chairpersons to report their plan of work for the year.
19. Maintains a share folder with current information from National, State, Region and Council PTA.
20. Has copies of current state approved Bylaws available for members at each meeting.
21. Attends PTA Region and State leadership training workshops and encourages Board members to attend when possible.
22. Represents the Unit at PTA Region and State functions or assigns an alternate.
23. Appoints a parliamentarian with the approval of the Executive Committee.
24. Appoints Committee Chairs with the cooperation of the Executive Committee.
25. Meets with the Treasurer and visually reviews Tax information and forms before it is submitted to the I.R.S. The President is responsible to sign each tax form.

FIRST VICE-PRESIDENT

1. Performs all duties as outlined in the Bylaws.
2. Acts as an aide to the President or Co-Presidents.
3. Shall be a Council Delegate to represent the Unit at the District level and shall prepare a report for the General Membership.
4. Performs the duties of the Co-Presidents in the absence or inability of that office to act.
5. Performs duties assigned by Co-Presidents, including:
 - a. Distribute ALL Committee folders to chairpersons, making sure that all committee members' contact info is provided to committee chairs.
 - b. Maintain a list of all Committees, their chairs and members, to be present at every PTA meeting.
 - c. Act as liaison between Committee Chairs and Co-Presidents, bringing any questions or concerns to Co-Presidents attention.
 - d. Keep track of events on the schedule and make sure folders are returned with completed end of year report from each Committee.
6. Update Bylaws as needed. Shall attend the Bylaws workshop.

SECOND VICE-PRESIDENT

1. Performs all duties as outlined in the Bylaws.
2. Acts as an aide to the President or Co-Presidents.
3. Participates in monthly financial audits with the Treasurer.
4. Responsible for writing up and submitting applications for all Regional and State PTA award nominations as agreed upon by the Executive Committee.
5. Membership Director is responsible for membership development, & theme.
6. Responsible for Membership Forms being distributed to all students and faculty. Collecting and tracking all membership in spreadsheet, and track and distribute all PTA cards.
7. Should present membership numbers at all meetings.
8. Act as liaison between Committee Chairs and President or Co-Presidents, bringing any questions or concerns to President's attention for the following committees for Back-to-School Picnic.

THIRD VICE-PRESIDENT

1. Performs all duties as outlined in the Bylaws.
2. Acts as an aide to the President or Co-Presidents.
3. Shall monitor Legislation at the National, State & local levels.
4. Shall become familiar with basic policy, resolutions and the National NYS “Where We Stand” position papers.
5. Attend Nassau Region Resolution workshops & the Nassau PTA Legislative brunch.
6. Fundraising Director, responsible for researching and reporting at the General Meeting on potential fundraising ideas for the unit.
7. Contact and meet with potential fundraising companies, but DO NOT sign any contracts.
8. After approved by a vote from the general membership, recruit volunteers, conduct events, collect and track all income from fundraising events.
9. Report to general membership the results of all fundraising activities.

CORRESPONDING SECRETARY/MEDIA LIASION

1. Performs all duties as outlined in the Bylaws.
2. Conducts the correspondence of the Unit under the direction of the Co-Presidents and Executive Board.
3. Keeps Membership informed of all correspondence received.
4. Sends out notices of meetings, one week prior to meeting date.
5. Prepares and distributes (online or paper) monthly calendar of events and newsletter to membership in cooperation with the school Principal, and approved by the Co-Presidents, at least one week prior to the first of the following month.
6. Submit ALL building use form for Special Events to School Dude.
7. Responsible for updating website with webmaster, through email.
8. Responsible for posting and updating social media. Ex. Facebook, website

RECORDING SECRETARY

1. Performs all duties as outlined in the Bylaws.
2. Record the minutes at Executive Committee & Board Meeting and also at General Membership meeting.
3. Provide President or Co-Presidents with minutes taken at General membership meeting within 5 days of meeting.
4. Assist the President with preparation of the meeting agenda by providing a list of unfinished business 5 days prior to Executive Meeting..
5. Brings to each meeting the following:
 - a. A copy of the Unit’s current state approved Bylaws and the Procedures.
 - b. Previous month’s minutes, including Treasurer’s report.
6. Sends the names and addresses of elected officers to the PTA Region Director immediately following their election.

7. Maintains a permanent file of the minutes and Treasurer's Report, forwarding a copy of the minutes to the President and Corresponding Secretary, in a timely manner, for publication on website and other social media.
8. Indicates in the minutes the name of the officer or general member who performed the monthly reconciliation of the bank statement.
9. Keeps records of PTA membership attendance at all meetings.

TREASURER

1. Performs all duties as outlined in the Bylaws.
2. Has custody of all funds of Unit.
3. Files new bank cards when new officers assume office, indicating that two signatures are required on all checks.
4. Performs a monthly audit, using the most current bank statement, with an officer or general member who has not signed checks during that period. An audit form must be filled out upon completion of audit.
5. Presents a financial statement, at every PTA meeting and at other times when requested by the Executive Board.
6. Include the following in that report:
 - a. Name of person who performed monthly audit.
 - b. Balance on hand in all accounts at the beginning of period covered by the report.
 - c. Total receipts and disbursements in all accounts.
 - d. Total balance on hand on date of report.
 - e. Any outstanding checks that have not cleared.
 - f. Confirm that outstanding checks from prior months have cleared.
7. Makes disbursements as authorized by Co-Presidents, Executive Board or Unit in accordance with the budget approved by the Unit.
8. An expense form MUST be completed by any member of the Unit requesting reimbursement for expenses.
9. Serves as Chairperson of the Budget Committee. Submits budget to Executive Committee for Review.
10. Keeps an accurate and detailed account of all monies received and disbursed.
11. Pay all bills by check.
12. Make no disbursements without proper receipts and two copies of the completed expense form and only for approved expenditures.
13. Keep Presidents (or Co-Presidents) advised of all financial transactions.
14. Alerts Executive Committee to budget lines close to or near depletion as well as those over budget and copies President on this correspondence.
15. Keeps the records for the National PTA and NYS PTA portions of the dues separate from the record of the Unit's general fund, in accordance to the Bylaws. First payment must be submitted by November 1st and subsequent payments made thereafter. Final payment must be in the State office by March 31st.
16. Pays the NYS PTA for the Liability Insurance and the Fidelity Bond provided by the Association through the NYS PTA.

17. Includes PTA name and code number on all checks submitted to Levittown Council, Nassau Region, NYS and National PTA.
18. Pays council dues as required by Council Bylaws.
19. Deposits all funds received in the PTA account immediately following an event.
20. Prepares a complete annual report for the auditors and the association.
21. Submits all financial records, in accordance with the bylaws, to the Audit committee or a professional auditor at least 2 weeks prior to the Audit review date. If satisfied that this report is correct, the Audit committee shall sign a statement of the fact at the end of the year.
22. Works with the Co-Presidents to file all forms required by the I.R.S. and NYS agencies. When required, files the I.R.S. 990/990EZ form within 4 ½ months after the end of the fiscal year. This form should only be signed by the Co-Presidents who represent the Unit.
23. Maintains the Tax-Exempt form of the Association and distributes to officers and committee chairs when applicable. Maintains a record of form usage stating the date, location and user of the form.
24. Distributes cash boxes at PTA events, and includes 2 copies of the cash form. Once the cash amount is verified, one copy is given to the event chair and the other copy remains in the Treasurer's records.
25. Always the final counter of all monies and issues a receipt to committee chair in exchange for cash and checks.

IMMEDIATE PAST-PRESIDENT

1. Serves as a member of the Executive committee as an advisor.
2. Acts in a helpful manner.
3. Serves in an advisory capacity giving advice based upon experience when called upon.

COUNCIL DELEGATE

1. Attends all Council, Executive Board and Unit meetings and reports back as needed.
2. Performs all duties as outlined in the Bylaws.
3. Represents the Unit in the Council voting body
4. Presents all issues requiring an instructed vote to the Association and reports the outcome of this vote to the Council.
5. Encourages Unit membership to attend Council programs.
6. Is familiar with Unit, Council, Region, State and National PTA Bylaws, policies and procedures.
7. Reports to the Council the concerns of the Unit.
8. Keeps a record of Council activities.

GUIDELINES FOR STANDING & SPECIAL EVENT COMMITTEE CHAIRS

1. All committee chairs **MUST** be a paid member of the East Broadway PTA in good standing.
2. All committee correspondence **MUST** be approved by the President before being sent home. East Broadway PTA Logo must be on all correspondence. Please allow at least one week lead time for review. Correspondence should be limited to half-sheet of paper whenever possible. Reminders are to be distributed electronically.
3. Requests for building use forms should be made to Corresponding Secretary who will submit them to District via School Dude. Please provide name, date of event, times and estimated attendance.
4. Standing Committee Chairs, i.e. Arts in Ed, Membership, Fundraising, are encouraged to attend ALL PTA meetings and provide a report at each one. Special event committee chairs **MUST** attend PTA meetings one month prior to and following the event to give reports to General Membership. We highly encourage attendance at ALL meetings. If you are unable to attend, please contact the Co-Presidents.

All contracts **MUST be signed by President or Co-Presidents ONLY.**

5. All committee chairs must fill out a year-end report, giving a summary of the committee's activities and expenditures. Receipts for reimbursement should be handed in within one month of the completion of the committee or by the last day of school. Please avoid saving receipts until the end of the school year.
6. The Committee folder/file serves as permanent record of activities. Include all materials and information for chairperson to run future event. The records are passed on to the PTA Co-Presidents at the conclusion of the event or at the June meeting.
7. Chairpersons of committees that collect money will submit all money to treasurer in timely fashion. Chairperson will keep daily log of money received including name of student and payment type (cash, check, etc).
8. At PTA events where money is exchanged, every effort should be made to have an Executive Board member supervising cash register(s). Chair people will assist. All money is to be counted and certified by Executive Committee members at the end of the day. Money received is to be balanced using daily report.
9. Make a good faith effort to contact ALL committee members. E-mails will be provided if available, but phone calls should be made as a follow-up just in case.
10. Before purchasing supplies for events, evaluate what has already been purchased and stored in PTA closet. This includes decorations, utensils, baskets, bowls, tablecloths and giveaways.

Definitions of Standing & Special Committees:

Standing Committee: A permanent committee with a continuous goal through the school year

Special Committee: A committee with a specific purpose and is discharged upon completion of this function.

Liaison Position: The designation of a person within an organization, who has the responsibility for facilitating communication, collaboration, and coordination between agencies. This representative does not necessarily have voting powers in both agencies.

East Broadway PTA Committees

STANDING:

Arts in Education,
Box Tops
Family Fun In
Family Fun Out
Labels for Education
Hospitality
5th Grade Committee

SPECIAL:

Blood Drive
Boo Party
Book Fair
Boys Event
Color Run
Fun Night
Field Day
Holiday Boutique
Honorary Life
Mother's/Father's Boutique
PARP
Picture Day
Red Ribbon
Reflections
Step-up Day
Staff Recognition
Yearbook
Valentine's Dance

LIAISON

Council Budget
Elementary Curriculum
Secondary Curriculum
Health & Safety
LEADD
Food Service
PTA Council
SEPTA
Transportation

COMMITTEE DESCRIPTIONS

Arts in Education: (Standing)

Committee Chair will:

- Attend the Arts-in-Education showcase of Nassau Region.
- Investigate & schedule cultural arts programs for all grade levels.
- Bring all contracts to the Co-Presidents for signature and request payments from the Treasurer. Utilize BOCES approved vendors whenever possible to receive rebate.
- Perform all duties as outlined in the “Committees” Section of the Bylaws.
- Contact other units to get feedback or coordinate scheduling of events, if needed.

Audit Committee: (Special)

- Should consist of at least 3 members and 2 alternates, comprised of both the Executive Board and General Membership. Any signatory on the bank account may NOT be on this committee. The Treasurer and Co-Presidents should be present at this meeting in case any questions arise that need to be addressed.
- All books should be audited mid-year and at the closing of the fiscal year (June 30th) as well as whenever the Treasurer position changes.
- Treasurer shall provide the following; a copy of the annual report; sales tax returns filed; form 990EZ (if filed); a copy of the last audit report; checkbook and canceled checks; bank statements, deposit receipts, and Remittance Forms; treasurer's ledger book; vouchers and/or invoices of bills paid and Expense.
- Date of summer meeting should be decided at the May General Membership meeting.

Book Fair (Special)

Committee Chair will:

- Contact a representative to set up date for event, meet with the Representative before your fair.
- Receive the book fair start-up kit; distribute the preview fliers
- Get approval and distribute the following fliers: Introduction letter; one for books, Gift certificates and Family Night Invitations. This is done 3 weeks before the fair.
- Request volunteers at the PTA meeting & schedule Executive Committee members as cashiers.
- Assign volunteers time slots and tasks. Only committee members will be volunteers during the fair. If event is during school day, volunteers should be placed in 2-3 hour time slots. While every effort can be made to have volunteers help during their child's shopping time, this is not always possible. Every effort should be made to include every volunteer.
- Sign up for a workshop before the fair on the Scholastic Tool Kit; follow the book fair theme, and decorate.
- Reorder books daily by calling Customer service and asking for same day delivery. Special orders can be taken.
- Leftover books go in metal bins; return all containers and signs. Box any items that do not fit in bins; place credit card machine in office for pick up.
- Tally totals for each day, separating credit card totals. One for Books totals go Principal to choose that amount of books before the fair closes. Enter totals into the Scholastic Tool Kit.
- Run any additional programs, if desired, by the company during the school yr (i.e. BOGO sale)
- Perform all duties as outlined in the “Committees” Section of the Bylaws.
- Bring all contracts to President or Co-Presidents for review/signature.

BLOOD DRIVE (Special)

- Contact President for Blood Drive date (usually early December).
- Confirm with Media Liaison that gym has been reserved.
- Confirm date with American Red Cross.
- Solicit donors.
- Contact Student Council advisor to coordinate "Little Doctors".
- Recruit 5 volunteers to help on the day of the Blood Drive.

BOO Party (Special)

- Beginning as soon as appointed (before school begins, if possible), book DJ and get a deposit check from Treasurer.
- Attend PTA meeting immediately prior to and following your event to provide information to general membership. Recruit volunteers at these meetings with sign-up sheets.
- Inventory what decorations and supplies are available from the PTA closet to see what is needed
- Request volunteers at first general meeting; contact all volunteers by phone or e-mail. ALL volunteers MUST be contacted.
- Party date will be given to you from the PTA, is usually Friday before Halloween, confirm that APR has been reserved with Media Liaison. Make a flyer, get it approved, copy and distribute. Flyer should go home 2-3 weeks before event.
- Keep track of attendees on a roster. Take monies sent in by students from bin in Main Office and give to Treasurer. The main office bin should be checked at least 2x a week. Deposits to treasurer once a week.
- Plan and purchase refreshments, being careful to avoid products containing allergens.
- Consult with Art Teacher 4 weeks prior to have students provide decorations.
- Submit receipts for reimbursement within 3 weeks of event end to the treasure. Must submit with Expense Voucher.
- Perform all duties as outlined in the “Committees” Section of the Bylaws.
- Bring all contracts to President or Co-Presidents for review/signature.

Budget Committee (Special)

- Current Treasurer shall study the previous year's budget and determine if that budget met the Unit's needs.
- Receive all budget requests from Committee Chairs, estimate probably income from all sources as well as estimated proceeds from all fundraisers, draft a preliminary budget for the current year based on previous year's budget.
- Present the budget at the first general meeting for approval, allowing time for discussion and amendment, and submit an annual report from the committee at the May general meeting
- Minimum of 3 people, made up of paid PTA members from Executive Board and General Membership, shall meet to draft upcoming budget.

Boys Night:

- Attend PTA meeting immediately prior to and following your event to provide information to general membership. Recruit volunteers at these meetings with sign-up sheets.
- Must Contact ALL volunteers by phone or e-mail.
- Plan and purchase refreshments, being careful to avoid products containing allergens.
- Plan activities and check with Corresponding Secretary that APR and gym have been reserved.
- Inventory what decorations and supplies are available from the PTA closet to see what is needed.
- Make a flyer, get approved, copy and distribute to classes a minimum of 4 weeks prior to the event.
- Keep track of attendees on a roster from the main office; take monies sent in by students from bin in main office and give to Treasurer.
- Perform all duties as outlined in the “Committees” Section of the Bylaws

BOX Tops (Standing)

- Check to make sure the expiration date of each box top is still good. Box Tops submitted after their printed expiration date are considered void and will not be honored.
- Divide all 10 cent Box Tops into bundles of 50
- Secure them only with string, rubber bands or in plastic bags. (It's ok to leave them on collection sheets).
- Tally and bundle bonus certificates separately from Box Top coupons. You only need to make one bundle of bonuses for your submission.
- To redeem qualifying Box Tops for Education coupons for cash, a school coordinator must complete an official Box Tops Submission Form (found on website) and enclose the form with each shipment. Submissions must be postmarked by October 31st for earnings to be included on December 15th checks and by February 28th to be included on April 15th checks. Our school ID is 220-716 and our zip code is 11783.
- Send completed submission packages in one of the following ways:
 - U.S. Postal Service
General Mills Box Tops for Education
P.O. Box 2185
Young America, MN 55553-2185
 - OR**
UPS, Fed Ex or other carriers:
General Mills Box Tops for Education
717 Faxon Road (Dept 2185)
Young America, MN 55397-9481
- Payments to schools will be made twice each school year, on 12/15 and 4/15. The 12/15 payment will reflect confirmed earnings from shipments postmarked between April 1st through the following October 31st, and the 4/15 payment will reflect confirmed earnings from shipments postmarked between November 1st through February 28th. Schools that accrue total earnings of less than \$20 from 4/1 - 10/31 will not be issued a December 15th payment. Instead, those earnings will carry over and a payment will be issued for the entire school year in the April 15th payment. Schools can earn a maximum of \$20,000 each school year from the Clip program.
- Allow 2 to 4 weeks for checks to arrive.

COLOR RUN

- Distribute sponsor forms to all students during first week of school.
- Request Use of Grounds from District if not already done.
- Recruit about 50 volunteers to help on day of event.
- Coordinate check in, course of race and dj.
- Distribute color.
- Assign volunteers jobs and give proof of community service if appropriate.
- Use online tools to track progress of fundraiser.
- Perform all duties as outlined in the “Committees” Section of the Bylaws

FIELD DAY (Special)

- Confirm date and rain date of event, with PTA & Principal
- Contact President regarding design, ordering & distribution of t-shirts.
- Volunteers need shirts as well
- Staff members should have a shirt from the previous year. If there is a new staff member, they will receive a shirt and these must be ordered. T-Shirts should be ordered the first week of May.
- Order ices for classes in late May.
- Get student rosters; send memos to all staff to get student shirt sizes. Make sure all teachers return student rosters with sizes.
- Contact grade parents to donate water, ice and spoons for each classroom. Have volunteers bring coolers for the ice on the day of event, clean & fill 3 water coolers.
- Get schedules and maps from Phys Ed teacher and have enough copies available for event day. Staff info tables.
- Ask custodial staff to set up tables outside. Have cafeteria arrange for freezer space for ices. Teachers should send students to cafeteria to pick up their class ices.
- Perform all duties as outlined in the “Committees” Section of the Bylaws
- Submit ALL receipts to Treasurer by the third week of June.

FAREWELL/WELCOME SIGNS

- At May PTA meeting, request members to help with the placement of signs for the 5th grade graduates. About 10-12 volunteers are needed.
- Request list of addresses from President.
- Divide addresses into "sections" based on neighborhoods.
- Determine whether any signs are leftover from prior year.
- If necessary, order enough signs for the grade keeping in mind that purchasing in bulk may be more cost effective if budget allows.
- Choose date to distribute signs.
- Place signs on lawn, facing house.
- Confirm that all homes have been visited.
- In August, contact 5th grade families to see if they would be willing to help place signs for incoming kindergarten class.
- Determine if enough signs are available and order if necessary.
- Distribute community service form for any middle school volunteers.

FIFTH GRADE COMMITTEE

- When appointed, make contact with other fifth grade parent and establish a committee of fifth grade parents.
- Decide on t-shirt design (preferably over summer). Size children first week of school. Order and distribute t-shirts, before picture re-take day.
- When class parents are determined, contact all fifth grade class parents. Tell them what is planned for the year. Remind them that they should allocate most of the money they collect to go towards the fifth grade pizza party.
- Bring any contracts to President or Co-Presidents for approval and signature.
- Plan 5th grade dance considering time, location and cost. Discuss with President & Principal appropriate time/date of dance.
- Choose DJ, entertainment, theme and décor of dance.
- Issue invitations, collect RSVPs, determine chaperones.
- Be in touch with Exec Board to determine how much money will be available from yearbook boosters to put toward 5th grade gift.
- Coordinate Fifth Grade Pizza Party for last week of school, collecting money from class parents.
- In early June, coordinate about 10-12 volunteers to place “surprise” 5th grade lawn signs. Make sure that enough signs have been ordered.
- Perform all duties as outlined in the “Committees” Section of the Bylaws

FUN NIGHT (SPECIAL)

- In the summer, confirm the date and after approval of the incoming Executive Committee, book a hall & a DJ. Get a deposit check from the treasurer.
- Recruit committee members starting at the first general membership meeting. Call each committee member, meet and ask for help in soliciting donations. Begin mailing letters and visiting local businesses for donations ASAP. Keep a list of all donations received.
- Meet with the committee to determine the dollar amounts to be collected for the class baskets, who will shop for them and the names of the baskets.
- In the weeks prior, meet with committee to wrap baskets and label gift certificate envelopes, in order to compile the final list of prizes.
- Day of dinner, have committee help transport baskets to the hall and set up. Have Executive Committee members sell tickets and volunteers available to run prizes to tables.
- Submit receipts for reimbursement within 3 weeks of event end to the treasure. Must submit with Expense Voucher.
- Perform all duties as outlined in the “Committees” Section of the Bylaws

HONORARY LIFE (SPECIAL)

Purpose: To recognize an individual (not couples or groups) for his/her contribution to the welfare of children and youth. Honorary Life Membership in the NYS PTA is given to someone who has given distinguished service to children and youth. (NOTE: This person does not have to be a member of PTA or a Council.) The person chosen by the Committee is honored at the annual PTA Council Scholarship Dinner Dance.

- Distribute a flier explaining the Honorary Life Award, asking PTA members to nominate a person they feel is most deserving of this award by submitting a short bio of that person.
- Hold a meeting with committee members to review biographies received. No person submitting a nomination can be on this committee.
- Upon selection of the honoree, present the name and a full bio to the Council Chair along with a passport sized photo of the honoree.
- Distribute invitations to the dinner dance to the home school, collect responses and coordinate table arrangements for your home school attendees.
- Use Unit funds to pay for the honoree, school principal and the unit co-presidents as well as order and use unit funds to pay for flowers/corsage and a NYS Honorary Life pin for the Honoree.

HOLIDAY BOUTIQUE (SPECIAL)

- Confirm the date with President or Co-Presidents.
- Recruit committee members. Call each committee member and find out availability for helping during the fair.
- Contact vendor and choose items of varying prices to be sold. At least 3-4 people should be included and Exec Board members may help.
- Send out flyer, schedule and money envelopes to all students.
- Arrange for delivery of items day before event. Set up tables after school on the day before the boutique begins. Make sure registers are in working condition.
- Arrange for Exec Board members to serve as cashiers.
- Only Exec Board and Committee Members may help during the boutique. Each volunteer should be slated to help for about 2-3 hours and attempt should be made to include all volunteers at least once over the course of the week.
- Obtain schedule from Teacher Liaison for when classes will be shopping. While every effort can be made to have volunteers help during their child's shopping trip, it is not always feasible.
- Tally totals for each day, separating credit card totals. Reorder supplies as necessary
- Perform all duties as outlined in the “Committees” Section of the Bylaws.
- Bring all contracts to President or Co-Presidents for review/signature.
- Submit receipts for reimbursement within 3 weeks of event end to the treasure. Must submit with Expense Voucher.

HOSPITALITY (Standing)

- Inventory the PTA closet and purchase any needed paper goods and supplies.
- Purchase regular and decaf coffee monthly
- Purchase food items for members.
- Set up table prior to meeting.
- Clean up after meetings, distribute leftovers.
- Submit all approved expenses for reimbursement at the meeting.

LIASON POSITIONS

- Liaison positions include: Council Budget, Elementary Curriculum, Secondary Curriculum, Health & Safety, LEADD, Levittown Community Scholarship, Food Service, PTA Council, SEPTA and Transportation
- If required, seek Board of Education approval to participate in meetings.
- Attend monthly meeting of Committee as East Broadway PTA representative.
- Complete "Council Committee Monthly Meeting Report"
- Attend PTA meeting and report topics discussed. If unable to attend PTA meeting, forward Meeting Report to 1st Vice President to report to membership.
- If unable to attend monthly meeting, contact President or 1st Vice President so a replacement may attend to represent East Broadway PTA.

MOTHER'S DAY/FATHER'S DAY BOUTIQUE (SPECIAL)

- Confirm the date with President or Co-Presidents.
- Recruit committee members. Call each committee member and find out availability for helping during the fair.
- Contact vendor and choose items of varying prices to be sold. At least 3-4 people should be included and Exec Board members may help.
- Send out flyer, schedule and money envelopes to all students.
- Arrange for delivery of items day before event. Set up tables after school on the day before the boutique begins. Make sure registers are in working condition.
- Arrange for Exec Board members to serve as cashiers.
- Only Exec Board and Committee Members may help during the boutique. Each volunteer should be slated to help for about 2-3 hours and attempt should be made to include all volunteers at least once over the course of the week.
- Obtain schedule from Teacher Liaison for when classes will be shopping. While every effort can be made to have volunteers help during their child's shopping trip, it is not always feasible.
- Tally totals for each day, separating credit card totals. Reorder supplies as necessary
- Perform all duties as outlined in the "Committees" Section of the Bylaws.
- Bring all contracts to President or Co-Presidents for review/signature.
- Submit receipts for reimbursement within 3 weeks of event end to the treasure. Must submit with Expense Voucher.

PARP - Pick a Reading Partners (Special)

- Choose theme for reading event and discuss with Executive Committee & Principal.
- Design and send home fliers promoting the event. Decorate school Friday before PARP begins.
- Recruit volunteers at PTA Meetings. Be sure to contact ALL members via e-mail or phone.
- Plan PARP kickoff event. Provide refreshments for students/parents at event.
- Send home PARP sheets to each student and document those that are returned.
- Submit for all approved expenses within 3 weeks of end of event.

PICTURE DAY (Special)

- Setup dates with Photography Company and have Co-Presidents sign contracts. Should put photography companies up for vote to general membership every 2 years or so.
- Get approval and distribute the picture day flyer to students. Should be sent home three weeks prior with a reminder 1 week prior.
- Ask Teacher Liaison for the picture day class schedule.
- Send a list of student names to the photography company.
(Co-presidents or main office will provide list)
- Request tables from the custodians and have them move risers.
- List all absent children on day of event for re-take day.

- Make sure all teachers are photographed for the yearbook.
- When proofs come in, attach class list to envelopes and return to teacher, making sure all students are represented.
 - Send home instructions with proof with a deadline of 1-2 weeks.
- Keep track of what each child is ordering in computer program.
- Have company pick up proofs, keeping the retake envelopes.
- Check off pictures as they come in to assure each order is filled.
- Get approval and send reminder a few days before retakes.
- Make sure ALL students receive their picture orders in a timely fashion and report any discrepancies to Photography Company ASAP.
- Perform all duties as outlined in the “Committees” Section of the Bylaws

Red Ribbon/Smokehouse (Special)

- Confirm date and contact Wantagh Fire Department for the Smokehouse. Confirm number of children in each class (3rd and 4th only).
- Send flyer home to 3rd and 4th grade families that suggest wearing comfortable clothes and sneakers on that day;
- Provide cold bottles of water for firemen and volunteers on day of event.
- Recruit and staff volunteers for the Smokehouse; at least six are needed (two in smokehouse, two by windows, one to get the next class, and one to assist the firemen in filling out the class rosters).
- For Red Ribbon Week, choose the theme (using the catalogs from the PTA mailbox for suggestions) and get approval from Principal and Co-Presidents. Order ribbons and giveaways after approval from Co-Presidents.

- Design contracts, copy and distribute to students for coloring and return to decorate the hallways. Distribute ribbons to teachers on Friday before Red Ribbon Week. Teachers will distribute to their individual classes.
- Get banners and bows from the PTA closet and decorate lobby and trees in front of school on Friday before Red Ribbon Week.
- Perform all duties as outlined in the “Committees” Section of the Bylaws.

Reflections (Special)

- Work with school personnel to promote the Reflections program in the school, providing the rules to any staff members assisting the committee.
- Attend the Nassau Region Reflections workshop.
- Distribute information and rules to ALL students and make local deadlines.
- Receive and display entries into the program, making every effort to assure they conform to Region, State and National standards.
- Arrange for blind and objective judging of the entries.
- Arrange with staff members a Reflections night whereby students are given recognition for their work, using Unit funds to pay for refreshments and other expenses incurred.

School Kidz

- Decide on the School supply company to be used for the following year.
- Determine whether the delivery will occur, either at the end of the previous school year or end of summer.
- Get input from each grade as to supplies they will need for the upcoming year.
- Provide the school supply list to the company.
- Complete and return the program schedule.
- Approve and distribute the order forms to students; collect completed forms and payments, forwarding deposits to the treasurer promptly.
- Receive and distribute the kits to purchasers.

Staff Recognition Lunch (Special)

- PTA will give you the date of the staff recognition at the beginning of the year.
- PTA will supply the list of volunteers, as well as your budget.
- Come up with your theme for the lunch, have a quick meeting to get ideas.
- In February start speaking at the PTA meetings about needing help, and sending out signup sheets for food, and supplies.
- Two months before the lunch, have your first committee meeting. Check your list. Some people, who sign up, are just volunteering to cook, or help that day. Others want to be involved in the planning of the luncheon.
- See what the budget allows. Some years there have been “goody” bags for the staff, but this is not a requirement. There are usually a few raffle baskets for the staff to win at the end of the day.
- You can do one of two things to get your miscellaneous supplies, (1) you can use the budget allotted for this and the decorations, or (2), you can send out a letter to parents asking to help.
- In folder you will find: A sample letter, list of “miscellaneous” items (tin foil, for example). List of the food staples you should try to get people to volunteer to bring.
- Over the two months prior to the lunch you will organize who is bringing what, food or non-food item. You will need to get decorations. You will also notify people who are to help serve that day. You also need a cleanup committee.
- Approximately a month before the lunch you will need to get the list of staff (all staff) from the main office. Three weeks before you will send out the invitations (they go in the mailboxes in the office).
- The week of the lunch all people who are bringing something need a reminder call. If the food is to be served hot, bring in warm.
- The night before the lunch you will go in and decorate.
- The day of the lunch have some helpers there when school starts. It is pretty busy as the food arrives, getting it into sternos, and getting them going.
- At the end of the day, the room needs to look like it did before you decorated.
- Submit all receipts and expense form within 2 weeks of event.
- Perform all duties as outlined in the “Committees” Section of the Bylaws

STEP-UP DAY (Special)

- Contact all volunteers. About 3-5 volunteers are required. Executive Board members can be used for check-in and ticket taking.
- Make sure tables are set up for parent check-in. Have standby line ready for those without tickets and allow those in based on seating availability.
- Contact Balloon Company to decorate stage. Confirm price and get check for payment from treasurer. Provide receipt to Treasurer.
- Purchase refreshments & snacks for reception immediately following step-up ceremony.
- Arrange to set up balloons and supplies the day before Step-Up
- Plan Slide show
- Attend Step-Up rehearsal

FOR THE AUDITORIUM: Wisdom

- Request computer and projector at least two weeks before event. Arrive early on rehearsal day to assure all equipment is present and working.
- Have custodians set up chairs across stage and one table for certificates.
- Tape an “X” on the stage for the children to pose for the photographer (move risers if necessary).
- Make sure screen is down from ceiling
- Present music CD and help starting music if needed.
- On the day of event, start any movie/slideshow as parents are arriving.
- Remove tape from students seating just before children proceed into auditorium.
- Manually run slide show with baby picture and 5th grade portrait as children are called up for certificates.
- Reserve seating in first row for District Representatives, School Principal, Assistant Principal and music staff, any presenters of awards, 4th grade student council, Reserve second row seating for any past PTA president and their spouse with a child graduating as a courtesy for their service.

Valentine's Dance (Special)

- In November, confirm date & confirm with Media Liaison that room(s) have been reserved.
- Confirm budget with Co-President. Inventory supplies and decorations in the PTA closet. Purchase what is needed.
- In December, order favors, ask Co-President's for # of girls.
- Consult with Art teacher to contribute decorations, if possible.
- Make sure DJ is in place for event, and ask President to sign contract.
- At PTA meetings starting in November, ask for volunteers. PTA will provide a list of volunteers who signed up. Students from the HS Key club can be used as well towards community service.
- Get flyer approved, copy & distribute. Use a roster from Co-Presidents to keep track of those who are attending. Monies collected should be given to Treasurer immediately for deposit.
- Purchase snacks and refreshments. Coat check should be set-up with proceeds going toward Dollars for Scholars. Use garbage bags for coat check.
- Confirm with Historian to have photographers available for this event.
- Day of Dance – set up after dismissal with volunteers, DJ in Gym and food in APR. Have custodians set up tables for check-in (doors by Kindergarten should be used since it will be cold out and students can wait inside before entering APR/Gym.) Check in table should be in Main Lobby, Coat check table should be near main office.
- Make sure ALL receipts for reimbursement are submitted to treasurer within 3 weeks of event.
- Perform all duties as outlined in the “Committees” Section of the Bylaws

YEARBOOK

- Choose vendor and present options to membership.
- Contact 1st VP for list of volunteers.
- Contact volunteers and decide on cover art as a Committee.

- Establish a timeline and send out a letter to fifth grade families letting them know what pictures will be required and in what timeline.

- Assign volunteers to various pages including one for each grade, special events, baby pictures, boosters.

- Coordinate sale of line boosters and box boosters. Money should be submitted to PTA Treasurer.

- Chair has an obligation to make sure each fifth grader is represented equally throughout the book.

- Collect letters from fifth grade teachers, Principal and Assistant Principal.

- Work with photography vendor to obtain pictures if needed.

- Work with Fifth Grade Committee to provide any extra pictures for use in slide show.

- Every detail should be proofread multiple times: when submitted, when entered into software and before being sent for publication.

- The yearbook is a gift provided by and funded by the PTA. As such, the PTA President and Principal must review the book in its entirety before submission to print.

- When books are delivered, place label with child's name inside and leave ample time for building Principal to sign before distribution. Teachers will coordinate distribution.

- Perform all duties as outlined in the “Committees” Section of the Bylaws