

**CMS PTSA COMMITTEE CHAIRPERSON'S GUIDE**  
**2011-2012**

Welcome to the CMS PTSA! Thank you for volunteering your time to chair a committee this year. We realize that many of you have been serving in district PTAs for many years, but we hope you'll read through these procedures and refer to them as you go about your duties. If you have any questions, don't hesitate to contact the board member who oversees your committee.

<p><b>PTSA President</b> <b>Carolyn Keurajian</b> 269-5445 <a href="mailto:carolyn35music@yahoo.com">carolyn35music@yahoo.com</a></p>	<p><b>Administrative VP</b> <b>Toni Hendry</b> 936-9325 <a href="mailto:tahendry@verizon.net">tahendry@verizon.net</a></p>	<p><b>Fundraising VP</b> <b>Allegra D'Adamo</b> 936-8719 <a href="mailto:allegra4@msn.com">allegra4@msn.com</a></p>	<p><b>Student Activities VP</b> <b>Gina Ochs</b> 750-0685 <a href="mailto:ginabeane@yahoo.com">ginabeane@yahoo.com</a></p>
<p><b>PTSA Exec. Vice-President</b> <b>Kelly Perron</b> 275-0773 <a href="mailto:kellyperron@yahoo.com">kellyperron@yahoo.com</a></p>	<p>Directory Membership Nominating Scholarships Site Based</p>	<p>Book Fair Box Tops Clothing JWAC McCaffrey's Receipts</p>	<p>Athletes for Action Grade Reps Parent Programs Tailgate Talent Show</p>
<p>Hospitality Staff Appreciation Web Management</p>			

**REMINDERS FOR ORGANIZING A PROGRAM OR EVENT**

- The following committee chairperson's resources can be found on the cmsptsa.org website:
  - All PTSA order forms and flyers
  - PTSA board and committee chairpersons contact list
  - Check Request / Fund Submission Forms
  - Committee descriptions
  - PTSA calendar
  - Up-to-date information on school events
- Well in advance of your event, please contact Judy Taylor in the main office to request tables, trashcans, and other equipment you might need. If you need several tables for your event, she might need you to fill out a request form to specify locations.
- Community Middle School has gone paperless, so the PTSA no longer distributes flyers. You may make limited copies of permission forms if your event so requires and distribute them through the front office to interested students.
- You may advertise your event in the weekly email blast (contact Michele Kaish at [casakaish@comcast.net](mailto:casakaish@comcast.net) and on the CMS PTSA website (contact the webmaster, Jeanne Spencer [jabs167@yahoo.com](mailto:jabs167@yahoo.com)). You may distribute flyers and forms digitally through these channels for parents and students to print out at home. The CMSPTSA logo is available in digital form upon request.
- If you must make paper copies, contact one of the board members who oversees your committee, and she will give you instructions on how to use the school's copier.
- For insurance purposes, committee chairs and volunteers should be registered as members of the CMS PTSA. Please pass along the names of your volunteers to Toni Hendry ([tahendry@verizon.net](mailto:tahendry@verizon.net)), VP over Membership, for verification.

- Please record a brief set of instructions for running your event or program and include it in your committee binder. Please make a note of vendors and their contact information. Also note any procedural changes you would recommend going forward. If you do not have a committee binder, please contact the PTSA President or Executive VP.

## **FINANCIAL PROCEDURES:**

- **Budget** - Each committee has a line item on the budget. If you are not able to stay within your budget, contact the treasurer. The budget will be presented at the first general membership meeting.
- **Making PTA purchases** - PTAs are tax-exempt, so remember to use Form ST-5 for all PTA purchases. A digital copy of Form ST-5 was attached to the committee “welcome” email. You can also obtain a Form ST-5 by contacting the treasurer (contact information below). Please note that only the President can sign contracts.
- **Requesting reimbursement for purchases** - Complete a Check Request Form – see <http://cmsptsa.org/forms-flyers/chairpersons-resources>. Include a detailed description of the items purchased and attach original receipts, invoices or order forms. Mail to the treasurer. Keep a copy of the Check Request Form and receipts for your records. *Expenses should never be paid with cash received from the activity.*
- **Need a cash box and change for your event?** - Complete a Check Request Form. A check for the amount requested will be made payable to you. You should cash the check and get the appropriate change for your cash box. At the completion of the event, submit the amount of the cash advance on a Funds Submission Form separately from cash received. Contact the treasurer for a cash box. *When requesting a check, please allow time for the treasurer to have one of the co-presidents sign the check. She cannot write you a check on demand.*
- **Submitting funds received** - When accepting a check, ask parents to write the child’s name and phone number on it. Checks should be made payable to “CMS PTSA.” Complete a Funds Submission Form – see <http://cmsptsa.org/forms-flyers/chairpersons-resources>. Two persons must count the money immediately following the event (at the event) and then sign the form prior to giving the money to the Treasurer. Contact the treasurer to arrange for submission and give funds to the treasurer ASAP. If funds received are payment for merchandise or advance event tickets, submit funds for deposit before merchandise is received or event takes place. Allow enough time for checks to clear.

For additional information, contact the treasurer:

Evelyn Turney

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Plainsboro, NJ 08536

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