

Contacts:

1. President: president@hawkpta.org
2. Vice President: vicepresident@hawkpta.org
3. Secretary: secretary@hawkpta.org
4. Treasurer: treasurer@hawkpta.org
5. VP Communications: vp-communications@hawkpta.org
6. VP Events: vp-events@hawkpta.org
7. Membership: membership@hawkpta.org
8. By-Laws: bylaws@hawkpta.org

Guidelines to follow:

1. Mark your personal calendar with the date of your event(s).
 2. **Six weeks before the event date** meet with your Executive Board liaison and with your committee (if you have one). Review last year's documents, prepare information for the flyer and/or online form(s) and information for your Signup Genius (SUG) for volunteers.
 3. **Flyers.** If you need help with your flyer, please send a draft of your flier or a one page write up with all pertinent information in a Word document to the Hawk graphic artist. Once the flyer is finalized, email it to the PTA President and cc your Executive Board liaison. We will request Ms. Buell's approval. Once your flyer is approved, you can make photocopies and distribute them to the classrooms via the teacher's mailboxes. Please make your flyers half-page, double-sided to conserve paper. (Tear-offs are the exception.) Use the PTA paper (yellow) in the copy room. The President will make sure that the digital flyer gets posted to the Hawk website, Hawk FB Page, distributed to Parents via Genesis, and posted on the Hawk bulletin board.
 4. **Signup Genius.** Work with your Executive Board liaison to craft your SUG for volunteers. Please use the PTA's SUG account. For most events we can duplicate the prior year's form. Once you have it ready, please email the President the link (and cc your Liaison) to communicate it to parents.
 5. **RSVP.** If you need an online RSVP form, please email the Webmaster all the information you require on the form and cc your Executive Board liaison. We will make sure that the RSVP link MAURICE HAWK PTA Board of Directors Instructions gets posted on the Hawk PTA website and emailed out via Genesis. You will receive a link that you can use to view the signups. Alternatively, for an event at a single date and time, you can make an RSVP using Signup Genius.
 6. **Spiritwear.** Contact the Spiritwear coordinator if you would like to sell Hawk Spiritwear at your event. Please make sure that you contact the coordinator at least ONE WEEK in advance of your event so that he / she can find volunteers to help.
-

7. The **PTA Cabinet** is located in the front office underneath the teacher's mailboxes. Most committees have a labeled folder in the PTA file box in the cabinet. All RSVP's and monies returned to teachers for Hawk events are processed through this cabinet. Chairs are expected to come into school to check the PTA cabinet for returned forms as needed.
8. **Money.** If you need checks of large amounts to pay vendors associated with your event, please contact the Treasurer. If you need a reimbursement for petty cash spent, please complete the form and attach a copy of the receipt. Place in the Treasurer's folder in the PTA cabinet. A reimbursement check will be sent home in your child's backpack. Use your PTA Sales Tax Exemption form when you make any purchases. We cannot reimburse you for the tax. If you need a cash box for your event, please contact the Treasurer ONE WEEK in advance of your event to get petty cash.
9. **PTA Storage.** If you need to get any items out of the PTA storage, the key is located in the front of the file box in the PTA cabinet.
10. **Email.** Use the email address provided for your committee. Your name and the committee email address will be posted on the Hawk website.
11. **Documents.** At the beginning of the school year, we will share any relevant documents on the PTA's Google Drive. Additionally, every Chair will receive the pertinent contact information for their committee, including the committee email address/password, prior chair's name and email address and the Executive Board liaison name and email address. If you make new Google documents for your event, please upload them to the respective folder on the google drive.
12. **Budget.** The PTA budget is developed over the summer. Our new fiscal year begins July 1st. The budget will be presented at the first PTA meeting. Please make every effort to attend that meeting. We ask every Chair to be mindful of their budget and stay within or under budget for your committee.

If you have any questions, please contact the prior year's chairperson for your event/program or your Executive Board liaison first. We will work to answer all your questions in a timely manner.

Thank you for your leadership and support of the Hawk PTA. Your creativity and organizational leadership is greatly appreciated!
