

## MKPC PTA Volunteer and Chair Step-By-Step

### GETTING STARTED AND QUESTIONS:

Andrea Hickman, Vice President: [vicepresident@mkpcpta.org](mailto:vicepresident@mkpcpta.org)

Natesia Samuel-Johnson, President: [president@mkpcpta.org](mailto:president@mkpcpta.org)

### BUDGET AND REIMBURSEMENT:

Elise Lee, Treasurer: [treasurer@mkpcpta.org](mailto:treasurer@mkpcpta.org), will let you know your budget, how to pay for your event, get a cash box if you need one, get reimbursed, etc.

- Make a copy of all receipts.
- **RECEIPTS and REIMBURSEMENT FORM MUST BE TURNED IN WITHIN 30 DAYS OF EXPENSE:** go to PTA website [www.mkpcpta.org](http://www.mkpcpta.org), find the tab labeled Volunteer, click on "Reimbursement Form" to download.

### GETTING VOLUNTEERS

Flyers about your event should include a tear-off form requesting volunteers. Many of our families do not have computers, so just an email address is not sufficient. All school volunteers must have completed the school volunteer training. Contact the PTA Vice President if you have any questions or need help.

### PUBLICITY AND TRANSLATION:

***All flyers and Connect Ed calls must be translated into Spanish. Principals must review any flyer before it may be distributed. The PTA logo or name is required on all flyers.***

**Timeline:** Getting announcements out to the school community **requires 1-2 weeks.** The process includes translation into Spanish, approval by the school principal, and organizing copying and distribution at two schools. **ConnectEd calls require 1 week.** Please plan accordingly

Contact the Corresponding Secretary ([correspondingsecretary@mkpcpta.org](mailto:correspondingsecretary@mkpcpta.org)), Rachael Sondak, for your communications plan. Please send:

- **Date(s) and location(s) of event/program.**
- **Detailed info** - details about the event and any advertising you have created. Links to websites, contact names and emails/phones, whether food is served (being sold? Prices?), etc.

Forms of communication the PTA uses:

- **ConnectEd:** Recorded message via phone (robocall) sent to all families by the school Administration.
- **eNews:** weekly on Monday morning, sent via email only
- **Facebook:** The private group page is <https://www.facebook.com/groups/497250547067673/>
- **Listserv:** a Yahoo group, email is [mkpcpta@yahoogroups.com](mailto:mkpcpta@yahoogroups.com)
- **School Signs:** Both schools have signs in front of schools. MKPC is electronic, PCES is manual.
- **Website:** [www.mkpcpta.org](http://www.mkpcpta.org) webmaster: [webmaster@mkpcpta.org](mailto:webmaster@mkpcpta.org)

**Translation:** Contact Rachael Sondak, Corresponding Secretary at [correspondingsecretary@mkpcpta.org](mailto:correspondingsecretary@mkpcpta.org). Requires 2 weeks lead time.

**PTA Logo and Newsletter:** The PTA logo or name is required on all flyers is required for PTA-sponsored events. You are also required to send updates for the newsletter so that our community can know your event is sponsored by the PTA. Contact the Corresponding Secretary for the PTA logo and to send your updates to the newsletter.

**Social Media:** Please plan to post updates about your program/event to the PTA online media (listerv, private Facebook page, website) or coordinate with the Corresponding Secretary. Please cc Rachael for all updates about your event so she can report it in the newsletter and elsewhere. We want the MKPC community to know what great things the PTA is doing!

**Be prepared to take photos at your event so the PTA can use them later in the newsletter and website.**

**After the Event**

After the event, please email any photos and a short 2-3 sentence report to Rachael Sondak at [correspondingsecretary@mkpcpta.org](mailto:correspondingsecretary@mkpcpta.org). Rachael will use your information to report on what the PTA has done on the Facebook page, website, and newsletter.

**Keep your notes and records so we can make it happen year after year. Thanks for all of your hard work!**