

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

### GETTING STARTED AND QUESTIONS:

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

Madeleine Santiago, President: [president@mkpcpta.org](mailto:president@mkpcpta.org)

### BUDGET AND REIMBURSEMENT:

Heeyeon Jeong, 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. Send a message to our webmaster Stephanie Fears [mkpcpta.org](http://mkpcpta.org), so that she can put your event information and volunteer request on the website and email your event information to [mkpcpta@yahoogroups.com](mailto:mkpcpta@yahoogroups.com) to update our Listserv. **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: All flyers must be copied and distributed into the teachers mailboxes by Tuesday of the week that they are to be sent home with students. If you or a committee member are not able to make copies, please contact the Corresponding Secretary ( [beccajwilson@gmail.com](mailto:beccajwilson@gmail.com) ), Becca Wilson. All PTA communications are sent home with students on Thursdays. ConnectEd calls must be recorded at least 1 week prior to the message being delivered.**

- **For PCES only communications:** Create an English version of your flyer/Connect Ed message and email it to Ms. Houston [Cynthia\\_A\\_Houston@mcpsmd.org](mailto:Cynthia_A_Houston@mcpsmd.org) by Monday of the week prior to distribution, CC Ms. Booker [Cheryl\\_E\\_Booker@mcpsmd.org](mailto:Cheryl_E_Booker@mcpsmd.org) on ConnectEd emails. Use a free English to Spanish translation website in Google to create a Spanish version of your approved document. Email the English and Spanish versions of your flyer/ConnectEd message to Maria Lucia Lopez [Maria\\_L\\_Lopez@mcpsmd.org](mailto:Maria_L_Lopez@mcpsmd.org). Once you receive the edited Spanish document from Maria Lucia, make copies and put them in the teacher mailboxes and/or contact Ms. Booker about recording the ConnectEd message. Also, put a copy of the flyer in the Linkages mailbox. (For example: If you want students to bring home your flyer on Thurs., Sept. 10<sup>th</sup>, you need to email Ms. Houston by Mon. Aug. 31<sup>st</sup>. And your approved flyer must be copied and put in the teachers mailboxes by Tues., Sept. 8<sup>th</sup>.)
- **For MKES only communications:** Create an English and Spanish version of your flyer/Connect Ed message. Use a free English to Spanish translation website in Google to create a Spanish version of your document and email it to Mr. G [Bertram\\_Generlette@mcpsmd.org](mailto:Bertram_Generlette@mcpsmd.org) and CC Lillian Gascon [Lillian\\_E\\_Gascon@mcpsmd.org](mailto:Lillian_E_Gascon@mcpsmd.org) by Monday of the week prior to distribution. Also, CC Mrs. Clark-Harrison [Arienne\\_M\\_Clark-Harrison@mcpsmd.org](mailto:Arienne_M_Clark-Harrison@mcpsmd.org) on ConnectEd emails. Lillian will

send you the edited and approved Spanish and English documents. Make copies and put them in the teacher mailboxes and/or contact Mrs. Clark-Harrison about recording the ConnectEd message. Also, put a copy of the flyer in the Linkages mailbox, and Maria Lucia Lopez's mailbox. (For example: If you want students to bring home your flyer on Thurs., Sept. 10<sup>th</sup>, you need to email Mr. G and Lillian by Mon. Aug. 31<sup>st</sup>. And your approved flyer must be copied and put in the teachers mailboxes by Tues., Sept. 8<sup>th</sup>.)

- **For MKES & PCES communications:** Create an English and Spanish version of your flyer/Connect Ed message. Use a free English to Spanish translation website in Google to create a Spanish version of your document and email it to Ms. Houston [Cynthia\\_A\\_Houston@mcpsmd.org](mailto:Cynthia_A_Houston@mcpsmd.org), Mr. G [Bertram\\_Generlette@mcpsmd.org](mailto:Bertram_Generlette@mcpsmd.org) and CC Lillian Gascon [Lillian\\_E\\_Gascon@mcpsmd.org](mailto:Lillian_E_Gascon@mcpsmd.org) by Monday of the week prior to distribution. Also, CC Mrs. Clark-Harrison [Arienne\\_M\\_Clark-Harrison@mcpsmd.org](mailto:Arienne_M_Clark-Harrison@mcpsmd.org) and Ms. Booker [Cheryl\\_E\\_Booker@mcpsmd.org](mailto:Cheryl_E_Booker@mcpsmd.org) on ConnectEd emails. Lillian will send you the edited and approved Spanish and English documents. Make copies and put them in the teacher mailboxes and/or contact Mrs. Clark-Harrison and Ms. Booker about recording the ConnectEd messages. Also, put a copy of the flyer in the Linkages mailbox, and Maria Lucia Lopez's mailbox. ((For example: If you want students to bring home your flyer on Thurs., Sept. 10<sup>th</sup>, you need to email Mr. G and Lillian by Mon. Aug. 31<sup>st</sup>. And your approved flyer must be copied and put in the teachers mailboxes by Tues., Sept. 8<sup>th</sup>.)

Contact the Corresponding Secretary, [beccajwilson@gmail.com](mailto:beccajwilson@gmail.com) Becca Wilson, with your event communications plan. Also contact Becca to reserve a room for your event. 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.
- **Newsletter:** bimonthly, sent via email and printed every other month (July/Aug, Sept/Oct, Nov/Dec, Jan/Feb, March/April, May/June).
- **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)

**PTA Logo and Newsletter:** The PTA logo or name is required on all flyers is required for PTA-sponsored events. Send monthly updates to the Corresponding Secretary, Becca Wilson [beccajwilson@gmail.com](mailto:beccajwilson@gmail.com) on the 1<sup>st</sup> of the month regarding your committee's events. You can say that there's nothing new to report or simply list the events/activities that your committee will be doing for the upcoming month. These are used to update our community about events sponsored by the PTA. Contact the Corresponding Secretary for the PTA logo.

**Social Media:** Please plan to post updates about your program/event to the PTA online media (listserv, private Facebook page, website) or coordinate with the Corresponding Secretary. Please cc Becca [beccajwilson@gmail.com](mailto:beccajwilson@gmail.com) 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, email them to Becca.**

**After the Event**

After the event, please email any photos and a short 2-3 sentence report to Becca Wilson at [beccajwilson@gmail.com](mailto:beccajwilson@gmail.com). Becca 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!**