



Issaquah High PTSA Committee Chair Information

You are an amazing and wonderful person! We love that you want to make your school and community a better place for all kids. We recognize that your time and talents are valuable, and we are so grateful that you choose to use them at Issaquah High.

We hope this document will help you to navigate the how-to's of running a committee at Issaquah High. Please know that at any time, you have the entire board of directors at your disposal. Feel free to email or call with any questions or concerns.

Most importantly: We value your commitment and effort as a volunteer. Although we do not anticipate that you will have any difficulty with a volunteer, parent, or staff member, please let a board member know right away if something comes up. You do not get "paid" enough to deal with conflict; it falls under our job description. We want to make this fun for you as we are grateful for your hard work.

Two things...

- Please be sure you've completed the district's volunteer application. This can be found at: <https://issaquahvolunteers.hrmpplus.net/> .
- Please be sure you've joined the IH PTSA as a member by clicking on the 'Join Today' button on our website: <http://issaquahhighptsa.org/Home> (donation not required).

Communications

- Please submit requests for School Weekly Bulletin, Facebook, Twitter, Instagram, iVision, Readerboard by traffic light, etc. to https://docs.google.com/forms/d/e/1FAIpQLSc4Tn3fEuiOTXTMxwpWYSwzGQ1_KR2hWEH4SCB_ALNqUimnDcg/viewform
- Communications (IHPTSACommunications@gmail.com) sends Weekly Bulletin info to the school Monday night. Your content may be shortened to fit the space requirement.
- Peachjar – Upload your Word/PDF document. If you need help with a flier, just ask but allow a couple of weeks for turnaround. Fliers should have an email contact, website URL, picture, and few words. QR code is a plus and can be obtained from your VP.
- School Fliers – Have your fliers stamped for approval by the ASB Director. Fliers may be left at the front desk with a note for the ASB Director to please stamp the fliers and return it to the PTSA mailbox. Please leave your name, email, or phone number to be notified when the fliers are there. You may post fliers anywhere in the school with blue tape except for the glass panes. There may be extra blue tape in the PTSA mailbox.

Budgets, Reimbursements & Collecting Funds

Budget

The budget is available on the PTSA website under /PTSA Info/Meetings & Financials (<http://issaquahhighptsa.org/Page/Pta/Meetings>). If you find that you are going to need more money, PLEASE come to your VP first. We will need to vote in any budget overages. In order to be reimbursed outside of your budget, we need to have a vote recorded.

Reimbursement

When purchasing supplies or items for your event/program, please save receipts and submit a reimbursement form. Reimbursement forms (a.k.a. PTSA Check Request forms) are available on the IH PTSA website under /PTSA Info/IH PTSA Forms (<http://issaquahhighptsa.org/Page/Pta/Forms>).

You will need to fill out the form completely and attach/scan the original receipt(s). Clearly identify which items are to be reimbursed if your receipt includes personal items. Place completed forms in the PTSA mailbox or mail/email to the current treasurer on the form.

Collecting Funds

If your event collects money, please download a Deposit Form from the IH PTSA website under /PTSA Info/IH PTSA Forms (<http://issaquahhighptsa.org/Page/Pta/Forms>). A few items of note when handling PTSA funds:

- Money should only be handled by PTSA members.
- Two PTSA members (not of the same household) must count and sign each deposit. The Treasurer will verify the deposit amount.
- Deposits must be given directly to the Treasurer and not placed in any mailbox or lockbox.
 - For ongoing events, deposits should be handed off weekly.
 - For one time events, deposits should be handed off the same day.

If you need our tax id to solicit donations, please contact our Treasurer (we do not publish it to keep it safe).

Supplies & Copies

We have supply cabinets in a room inside the IHS library. Please clearly label anything that you would like to be used only for your program. We also have some supplies that can be shared, such as forks, knives and spoons.

While we do our best to be a 'green' school and community, we realize that copies are sometimes necessary. If you need to make copies, we have an account at the Mail Clinic on Gilman Blvd. Please be sure to tell them you are with the Issaquah High PTSA, your name, and what event/program the copies are for. Cheaper copies can be made at FedEx (use the PTSA id number: 052088-2103). King County library card holders may print up to 75 units per week for free. One B/W page is one unit; one color page is 3 units.

Volunteers

We really want parents to feel invited, included, wanted and appreciated.

Each of you will receive a list of volunteers who have signed up to be contacted because they are interested in helping with your event or program. It will change regularly at the beginning of the school year. After September, it will occasionally change as new families move in.

Please reach out to your volunteers as soon as you get the list, and thank them for their interest in your program, even if you will not be contacting them again until the spring. They have already taken the

step of volunteering by signing up to be on the list; it is important to acknowledge them and their willingness to serve. Community building is an important goal of the PTSA and can take place as we do good work on behalf of the school.

If you find you need more volunteers, please contact the Volunteer Coordinator (ihptsavolunteers@gmail.com) and he/she can send out communication for you or suggest additional ways for you to receive help (high schoolers who need volunteer hours, National Honor Society).

Sign Ups

You may create your own signup or you may ask the Volunteer Coordinator (ihptsavolunteers@gmail.com) to help you. If you create your own signup, please ask your VP or the VP of Communications (ihptsacommunications@gmail.com) to post your volunteer signup on the PTSA website.

If you want the Volunteer Coordinator to help you, please allow for a two-week turnaround time. You will need to provide the following information for the sign up:

- Blurb describing the event or instructions for volunteers
- Item/s or volunteer positions needed
- Short description of volunteer position, where applicable
- Quantity
- Time Slot(s) of volunteers
- Your contact info
- Any other applicable info

Please monitor your own signup and ask the Volunteer Coordinator to resend the sign-ups or broaden the volunteer category if you do not see enough sign-ups. It typically works best to ask for volunteers 6 weeks in advance (for the working parents) and then 2 weeks in advance.

The Volunteer Coordinator or your VP can send you your list of volunteers. If you prefer to access your list of volunteers, by yourself:

- Go to issaquahhighptsa.org and Sign In
- Click on Admin in the top right corner
- You will see the report/s you have access to. If you cannot see any reports, then please let your VP know.
- Click on the report and it will display the list (you can optionally export to Excel if needed)

To send an email:

- You can send out an email from your personal account. Please BCC your volunteers and copy your VP.

Or you can:

- Send an email out from Sign-up Genius.

Or you can:

- Follow the directions to access your list of volunteers
- Check-mark the individuals you'd like to email or select all at the top
- Click on 'send email'
- At the top of the email form, please change the 'From email address' to your own email account where you'd like individuals to reply to.

- Compose your email and click on Send.

The PTSA has a limit to the number of emails that can be sent out this last way. Hover over the “Send email” button to see what is remaining.

Remember: All these individuals have volunteered to be contacted so please let them know if and when they can be of help. Even if your event isn't for months, feel free to contact them to thank them for their interest and that you are their point of contact for that event/program.

Support

You will have a VP who is directly assigned to help you. You should be contacted by that person early in the fall. You will also find them on the roster under the PTSA Info button. However, every member of the board is here to help. Feel free to reach out to any of us, any time you have a question or concern. In the RARE event that you have to deal with a difficult parent, volunteer, child or vendor, please reach out to the Presidents. You are a valued and important volunteer, who does not have to deal with less than lovely people. That is our job and we are happy to intervene.

Planning and Execution

- It helps to work backward from the date(s) of your event.
- Please include your VP on any planning emails.
- Reserve any rooms with Laura Couty (CoutyL@issaquah.wednet.edu), the Athletic Secretary with a list of preferable dates, times, and any tables/chairs needed. Reserve early since there are many competing programs, and you may have to choose a different date.
- Email all volunteers and make sure they have the date and time of your event. Remind them again as you approach the actual date.
- Market early through the VP of Communications (ihptsacommunications@gmail.com) (a save-the-date, 6 weeks before, 2 weeks before, 1 week before).
- Ensure that you have appropriate supplies.
- Take a photo of your volunteer group and send it to your VP and the Presidents (ihptsapresidents@gmail.com) so that your volunteers may be thanked at meetings and on social media. Please make sure the group has given permission to share this publicly.
- Keep receipts and turn in PTSA check request forms within one week of your event.
- Fill out the Evaluation Form on your program/event or do a verbal report with your VP. The form can be found under /PTSA Info/PTSA Forms (<http://issaquahhighptsa.org/Page/Pta/Forms>).

Thank You

Please be sure to thank your volunteers during and after your event.

- 1) Thank them in person during the event.
- 2) Thank them as a group (email to volunteers with photos of the event).
- 3) Thank them socially via our VP of Communications (Facebook, Instagram, Twitter, E-News).
- 4) Thank them with a written card.

Thank YOU for volunteering!