

Tips for Newport Heights PTA Committee Chairs (updated 8/1/2016)

1. Know your Board Member Lead. Please see our Org chart. If you have information to share to the general PTA membership or Board, please contact your Lead.
2. Know your budget. Request a copy from our Treasurer, Phuong Au at treasurer@nhe-pta.org
3. Coordinate with Anne Wilson and Ronda Woodcox at president@nhe-pta.org to make a room request for the school. All events either during or after school must be scheduled with the office.
 - a. If the gym is being used, please provide a room diagram and communicate to the custodians what tables and areas will be needed.
 - b. Get permission and help with the sound system
 - c. If your event is after school ask for the custodian's phone number and communicate what time you will need to be let into the building.
4. Communicate with School. The office is your friend! They can be your biggest help if you let them. Check with Dana Gleaton, our office manager, 2 weeks prior to your event.
5. Advertise your event
 - a. Dolphin Dispatch- our weekly electronic Newsletter. Please send your submission to Tina Gu and Katie Scott through communications@nhe-pta.org.
 - b. Website- Please send your submissions to Sara Terry (for content) at sara_j_terry@hotmail.com Lisa Hazen for webdesign at lisa@lisahazen.com and copy Katie Scott, our Directors of Communications, at communications@nhe-pta.org.
 - c. A Flyer sent home. All flyers are printed at the District print shop. Please check with office for this procedure.
 - d. Our PTA copy center billing code is: 9401208991
 - e. If you would like to post a sign inside or outside the school, please ask the office for permission.
 - f. Check the PTA office for old signs and materials for your event.
 - g. To contact specific classrooms through our Classroom Liaisons, please contact Shannon Froslan at shantom2@comcast.net.
6. Get Help – Recruit your inner circle and ask them to reach out to their circle, advertise for help in our newsletter and/or do a sign up genius. Post specific job descriptions, dates and times.
7. Find out the PTA procedures for taking money. (Please see Treasurer Tips)
8. Save your Receipts! You must have a copy of the receipts attached to the check request to be reimbursed by the PTA. (Please see Treasurer Tips)
9. Thank your participants, teachers, staff and volunteers.