



ISSAQUAH MIDDLE PTSA



IMS Committee Chair Information

Thank you for your service to the Issaquah Middle PTSA. We are grateful for your time and talent and excited to team with you to make our school and our community strong and vibrant for all kids and families. We hope this document will help you navigate the basics of running a committee at IMS. 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 and satisfying for you!

Getting Started

- All IMS volunteers *must* complete the Issaquah School District’s volunteer application process and receive an approval e-mail before they may volunteer at the school. This is a District requirement and is mandatory. The link on the District’s website can be found at: <https://issaquahvolunteers.hrmlplus.net/>.
- All PTSA committee chairs must join the IMPTSA as a member by clicking on ‘Join / Donate’ at: <http://issaquahmiddleptsa.org/Home> (donation not required).

Communications

- **PTSA E-News:** Send your program announcement to the VP of Communications by Friday evening with ‘E-News’ as the subject. The E-News is sent Monday morning. Be sure to include all the relevant information that the reader will need to understand and act upon the information.
- **School E-News:** While the PTSA is permitted to include some program-related announcements in the IMS E-News, there are limits to how much we can publish in the school’s communication. If you think your announcement should be included for the school-wide audience of the IMS E-News, please submit it to the Communications VP by Wednesday morning for inclusion in the Friday IMS E-News.

Budgets, Reimbursements & Collecting Funds

Budget: The budget is available on the PTSA website or by clicking [here](#). If you find 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 are available on the IMPTSA

website, [here](#). You will need to fill out the form completely and attach the original receipt(s). Clearly identify which items are to be reimbursed if your receipt includes personal items. Place completed forms in the treasurer's mailbox.

Collecting Funds: If your event collects money, please download a Deposit Form from the IMPTSA website, [here](#). 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.
- Large deposits (>\$100) must be given directly to the Treasurer. Smaller deposits (<\$100) may be placed in the lockbox outside the health room.
 - 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 our very own supply closet located in the hallway behind the gym. The key (attached to a long metal rod so it is harder to lose) is located in the PTSA mailbox in the teacher workroom, just down the hallway from where the principal's secretary sits. You can keep supplies in this closet. 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 IM PTSA, your name and what event/program the copies are for.

Volunteers

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

Each of you will have access to your list of volunteers online 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, as parents log on to complete the Back to School Check-In process. After this, it will occasionally change as new families move in.

Please reach out to your volunteers and thank them for their interest in your program, even if you will not be contacting them again until the spring. 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 Director of Volunteers and he/she can send out communication for you or suggest additional ways for you to receive help (NJHS/ high schoolers).

Sign Ups

All of our sign ups are online using our PTSA website (with the exception of WalkAbout) rather than using Sign Up Genius. The good news is that our webmaster will handle the creation and maintenance of all of the sign ups. We are streamlining our sign ups so that parents can find all our volunteer needs on one page.

You will need to provide the list of items for the sign up, for example:

- Longer text describing the event or instructions for volunteers
- Item/s or volunteer position needed
- Short description of volunteer position, where applicable
- Quantity
- Time Slot/s
- Any other applicable info

The only thing you will need to do is to manually send a reminder to your volunteers before your event. You can do this through the administrative side of our website, My School Pages. It is easy to both access your list of volunteers as well as email your entire group at once.

To access your list of volunteers:

- Go to issaquahmiddleptsa.org and Sign In
- Click on Admin in the top right corner
- You will see the report/s you have access to
- Click on the report and it will display the list (you can optionally export to Excel if needed)

To send an email:

- 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.
- *Note:* If you do not see what is described here in your Admin account, contact the Webmaster.

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're their point of contact for that event/program.

Support

You will have a Board Member 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 org chart [here](#). However, every member of the board is here to help. Feel free to reach out to any of us, anytime 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 President. 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

- It helps to work backward from the date(s) of your event.
- Please include your VP on any planning emails
- Email all volunteers early and make sure they have the date and time of your event and then remind them again as you approach the actual date
- Ensure that you have appropriate supplies and permissions to use the room at school you are using
- Marketing! It is never too early to send out communications through both the PTSA and IMS publications and social media. These are great tools to encourage volunteer sign-ups, get supplies donated, etc.

Thank You

Please be sure to thank your volunteers during and after your event. You can write an E-News announcement after the event thanking your group, identify specific individuals, or send an email to show appreciation for their help.

Thank YOU for volunteering!