Providence Elementary PTA Chairperson Information

2014-2015 Executive Board Members
President: Jenni Mabrey
VP Fundraising: Lanna Bell
VP Membership: Melissa Ankeney
VP Programs: Laurie Pearson
Treasurer: Laurie Pelzel
Secretary: Dee Fields
Parliamentarian: Angela Jennings

Who do I report to?
Your VP is the first line of contact for any needs you might have. When your event is in the planning stages, you are welcome to attend the Executive Board meetings if you have questions, concerns or need any assistance in the planning of your event.

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<td>Spirit Wear</td>
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Budget Procedures
For reimbursements:
Complete a check reimbursement form within 14 days and attach all invoices/receipts to the form. A check cannot be cut if invoices/receipts are missing. Sales tax is not reimbursable. Tax Exempt forms are available through the Treasurer. Check Reimbursement forms are available in the PTA room or through the Treasurer.

After Event/End of Year:
Provide the following:
A. An account of any income and expenditures for your committee. The Treasurer needs this for the annual audit.
B. An account of the planning and execution of your event/program. List companies used, contact information, advice for future chair, volunteer needs, suggestions for next time, etc. Add this information to www.dropbox.com. A link will be sent to you for your use.
Opportunities for advertising your event:
Be sure to have your advertisements approved by your VP before submitting!
A. Newsletter
B. Morning Announcements – Submit to Mrs. Bolz or Mrs. Bolte.
C. Copies for Wednesday folders – Information can be submitted to district to be printed.
   Treasurer will reimburse. Signs by Design may also be used, but they are usually more costly.
D. Bolte Broadcast – Check with your VP if this is possible.
E. Social Media – The Providence Elementary PTA page on Facebook should be used for PTA related events only. Use to promote your event, drum up volunteers, etc.

Printing:
Contact your VP for the okay to print resources to distribute at school. Susan Ramsey is the contact at the district. There are two options for printing:
A. Pick up from the publications office at Central Services and pay with cash or a PTA check.
B. Have it delivered to the school via Intercampus mail and pay by invoice.

Other:
Newsletter:
Each six weeks, PTA produces a newsletter that is sent out to all families. This is an excellent way to promote your event, generate excitement, hunt for committee volunteers or give a recap of the event. The Newsletter chairperson will send out an email with deadlines for submissions. Each committee is expected to put something in the newsletter around the time of their event.

Meeting Attendance:
A. Plan to attend the PTA General Meetings (approximately 5 per year).
B. Attend Executive Board Meetings as your event is approaching for help, guidance or to get questions answered.

Acquiring Volunteers:
Contact the Volunteer Coordinator to communicate your volunteer needs. She will assist you in finding volunteers for your event through the Volunteer Spot online. The chairperson must take an active role in securing volunteers for their event.

Volunteer Hours:
Be sure to sign in when you are volunteering at school. The Raptor software calculates the hours each volunteer serves. If you are able to track your hours outside of school time, send them to the Volunteer Coordinator and she will log them.
### Executive Board Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jenni Mabrey</td>
<td><a href="mailto:Jenni_mabrey@yahoo.com">Jenni_mabrey@yahoo.com</a></td>
</tr>
<tr>
<td>VP Membership</td>
<td>Melissa Ankeney</td>
<td><a href="mailto:Mgl802@aol.com">Mgl802@aol.com</a></td>
</tr>
<tr>
<td>VP Fundraising</td>
<td>Lanna Bell</td>
<td><a href="mailto:burdiebell@yahoo.com">burdiebell@yahoo.com</a></td>
</tr>
<tr>
<td>VP Programs and Events</td>
<td>Laurie Pearson</td>
<td><a href="mailto:Lauriepearson85@yahoo.com">Lauriepearson85@yahoo.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Laurie Pelzel</td>
<td><a href="mailto:Laurie5573@aol.com">Laurie5573@aol.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Dee Fields</td>
<td><a href="mailto:fffieldsfam@yahoo.com">fffieldsfam@yahoo.com</a></td>
</tr>
<tr>
<td>Parliamentarian</td>
<td>Angela Jennings</td>
<td><a href="mailto:Jennings1327@hotmail.com">Jennings1327@hotmail.com</a></td>
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### Standing Committees

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<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Email</th>
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<tbody>
<tr>
<td>Healthy Lifestyles</td>
<td>OPEN</td>
<td></td>
</tr>
<tr>
<td>Newsletter</td>
<td>Melissa Withaeger</td>
<td>mwithaeger@hotmail</td>
</tr>
<tr>
<td>Reading Counts</td>
<td>Dee Fields</td>
<td><a href="mailto:fffieldsfam@yahoo.com">fffieldsfam@yahoo.com</a></td>
</tr>
<tr>
<td>Reading Counts Co-Coordinator</td>
<td>Sheri Stuart</td>
<td><a href="mailto:stuartmommy@gmail.com">stuartmommy@gmail.com</a></td>
</tr>
<tr>
<td>Room Parent Coordinator</td>
<td>Dee Fields (interim)</td>
<td><a href="mailto:fffieldsfam@yahoo.com">fffieldsfam@yahoo.com</a></td>
</tr>
<tr>
<td>Room Parent Co-Coordinator</td>
<td>Danielle Meanor</td>
<td><a href="mailto:Danielle.meanor@gmail.com">Danielle.meanor@gmail.com</a></td>
</tr>
<tr>
<td>Sponsorships</td>
<td>Katie Scott</td>
<td><a href="mailto:klaud@hotmail.com">klaud@hotmail.com</a></td>
</tr>
<tr>
<td>Staff Appreciation</td>
<td>Candice Taylor</td>
<td><a href="mailto:taylortribe@ntin.net">taylortribe@ntin.net</a></td>
</tr>
<tr>
<td>Volunteer Coordinator</td>
<td>April Austin</td>
<td><a href="mailto:aprilnaustin@yahoo.com">aprilnaustin@yahoo.com</a></td>
</tr>
<tr>
<td>Volunteer Co-Coordinator</td>
<td>Candace Smith</td>
<td><a href="mailto:Csmith1127@gmail.com">Csmith1127@gmail.com</a></td>
</tr>
<tr>
<td>Watch DOGS</td>
<td>Greg Pearson</td>
<td><a href="mailto:Greg_k_pearson@yahoo.com">Greg_k_pearson@yahoo.com</a></td>
</tr>
</tbody>
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### Special Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bids and Bites</td>
<td>LeeAnn Hudson</td>
<td><a href="mailto:missmaesbowtique@hotmail.com">missmaesbowtique@hotmail.com</a></td>
</tr>
<tr>
<td>Bids Coordinator (Silent Auction)</td>
<td>Erica Hill</td>
<td><a href="mailto:Ericaann04@hotmail.com">Ericaann04@hotmail.com</a></td>
</tr>
<tr>
<td>Bites Coordinator (Food)</td>
<td>Amber Tankersley</td>
<td><a href="mailto:amberkristina@att.net">amberkristina@att.net</a></td>
</tr>
<tr>
<td>Book Fair</td>
<td>Melissa Ankeney</td>
<td><a href="mailto:Mgl802@aol.com">Mgl802@aol.com</a></td>
</tr>
<tr>
<td>Box Tops</td>
<td>Kim Petit</td>
<td><a href="mailto:patnkim@suddenlink.net">patnkim@suddenlink.net</a></td>
</tr>
<tr>
<td>Capri Sun</td>
<td>Harmony Balantine</td>
<td><a href="mailto:harmnbj@yahoo.com">harmnbj@yahoo.com</a></td>
</tr>
<tr>
<td>Family Dance</td>
<td>OPEN</td>
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<tr>
<td>Holiday Shop</td>
<td>OPEN</td>
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</tr>
<tr>
<td>Patriot Fair</td>
<td>Kimber Surratt</td>
<td><a href="mailto:kimbersurratt@yahoo.com">kimbersurratt@yahoo.com</a></td>
</tr>
<tr>
<td>Reflections</td>
<td>Tracy Palmer</td>
<td><a href="mailto:tkipalmer@cebridge.net">tkipalmer@cebridge.net</a></td>
</tr>
<tr>
<td>Restaurant Nights</td>
<td>Ashley Voll</td>
<td><a href="mailto:vollclan@gmail.com">vollclan@gmail.com</a></td>
</tr>
<tr>
<td>School Supplies</td>
<td>Anna Marie Kamiser</td>
<td><a href="mailto:amkluvsvu@gmail.com">amkluvsvu@gmail.com</a></td>
</tr>
<tr>
<td>Spirit Wear</td>
<td>Tammy Pugh</td>
<td><a href="mailto:Tammy.pugh@gmail.com">Tammy.pugh@gmail.com</a></td>
</tr>
<tr>
<td>STARR Picnic</td>
<td>Executive Board</td>
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<tr>
<td>Student Directory</td>
<td>Jennifer Mellick</td>
<td><a href="mailto:jennifermellick@sbcglobal.net">jennifermellick@sbcglobal.net</a></td>
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### Executive Board Meetings Dates:
September 16, October 21, November 18, January 20, April 21 and May 26.
Meetings are held at 6:00 at Jenni Mabrey’s house, 1006 Providence Blvd

### General Meeting Dates:
September 18, November 20, January 22, April 23, and May 28.
Meetings are typically held at 6:00 in the Providence Elementary Cafetorium.
Fall Events

Spirit Wear Committee  Chairperson: Tammy Pugh and Hope Parks
Coordinates the ordering, money collection and distribution of spirit wear. Orders are taken when school starts and distributed within the first weeks of school. Committee members aid chairperson.

School Supplies Committee  Chairperson: Anna Marie Kamiser
Oversees the ordering and distribution of school supply packs. Supplies are distributed at Meet the Teacher night. Committee members aid chairperson.

Student Directory Committee  Chairperson: Jennifer Mellick
This committee compiles a school directory using district information.

Restaurant Night Committee  Chairperson: Ashley Voll
Communicate and secure Spirit Nights with local restaurants. Promote these nights through school flyers, social media and with staff at school.

Book Fair Committee  Chairperson: Melissa Ankeney & Laurie Pelzel
Assist the chairperson in setting up, taking down, and working various times when the Book Fair is open. This committee serves twice per year.

Staff Appreciation Committee  Chairperson: Candace Taylor
Work with the committee chairperson to organize the Staff Appreciation lunches, which happen twice each school year, and assist with Teacher Appreciation Week in May.

Patriot Faire Committee  Chairperson: Kimber Surrat
Chairperson: Secure a committee to provide a themed family fun event complete with outdoor activities, games, prizes, music, food and FUN! This is our main fall fundraiser for PTA.
Committee members will assist the chairpersons in this event by attending all planning meetings and working the afternoon of the event.

Reflections Committee  Chairperson: Tracy Palmer
Each year the National PTA holds an Art in Education contest and every PTA must provide a chairperson who promotes the program at the school, organizes all the entries, delivers the entries to the district offices and communicates the results to the school.

Holiday Shop Committee  Chairperson: OPEN
Each December the PTA sponsors a Holiday Shop where the students can shop for small gifts for their family and friends. This committee is responsible for working with the company liaison to secure merchandise, setting up/breaking down of the shop, working during various shop hours, and assisting students with purchases and wrapping.

Spring Events:

Family Dance Committee  Chairperson: Harmony Balantine
This committee organizes a night of family fun. Planning, set up, decorating, and break down are part of the duties of this committee.

Bids and Bites:
Silent Auction (Bids)  Chairperson Silent Auction: LeeAnn Hudson
The Silent Auction committee works with room parents to theme, promote, collect, and assemble baskets to be auctioned at our annual Bids and Bites night.

Food Committee (Bites)  Chairperson Food Committee: OPEN
This Food Committee will work with the Silent Auction team to make this night a success by providing the food and drink needed for this Spring fundraiser. Securing the food and drink, set up/break down, and obtaining donations from local businesses are part of the responsibilities of this committee.
Ongoing Activities

**Box Tops Committee** Chairperson: Amber Tankersly
Responsible for collection, counting, trimming and mailing of Box Tops and Labels for Education. Tracking by class and providing rewards are additional duties of this committee.

**Reading Counts Committee** Chairperson: Dee Fields & Sheri Stuart
This committee provides the incentives for the students who meet their reading goals set by the teachers. Each six weeks an incentive can be earned by the students. Committee communicates with the teachers and handles the ordering, tracking and distribution of rewards.

**Capri Sun Recycling Committee** Chairperson: Kim Petit
Oversees the collection, packing and mailing of Capri Suns and other recyclables to the appropriate companies. Communicate with Terra Cycle to secure information for submitting recycled juice pouches. Pouches must be collected and shipped in a timely manner for sanitary purposes.

**Newsletter Committee** Chairperson: Melissa Withaeger
Each six weeks PTA provides a newsletter to parents containing updates, pictures, and events at the school. This committee communicates with other PTA Chairpersons to compile, set up, order, and distribute the newsletters. Chair should expect to email all committee members for newsletter information and picture. Compiling the information using PUBLISHER, sending off to printer, organizing and distributing the finished product are part of this job.

**Watch Dogs Committee** Chairperson: Greg Pearson
Chairperson: Organize a calendar of DADS at the beginning of the year to serve a day at the school, schedule two pizza dinners (September and January), and order t-shirts for new volunteers, if necessary.
Committee Members (Our Cool Dads) – Give ONE day a school year to be on campus and serve in whatever capacity needed whether in the cafeteria, on the playground, or in a classroom.

**Room Parent Coordinator** Co-Chairperson: Dee Fields (Interim)
Co-Chairperson: OPEN
Co-Chairs will work together to secure Classroom Room Parents at the beginning of the school year and be in communication with them regarding upcoming events and PTA needs. Monthly emails should be sent out regarding upcoming events so room parents can communicate with parents. *(Potential Room Parents will sign up in their child’s classroom at Meet the Teacher.)*

**Sponsorships** Chairperson: Katie Scott
Secure a committee to solicit local businesses for donations. Donations will be needed for various events throughout the school year.
2014-2015 Calendar of Events

August
5th Executive Planning Meeting
19th Denton ISD Back to School Bash
21st Meet the Teacher
25th First Day of School
26th Parent Meeting K & 1
27th Parent Meeting 2 & 3
28th Parent Meeting 4 & 5

September
12th Grandparents Day
15-19 Book Fair
16th Board Meeting
18th Hot Dog Social
18th General Meeting
19th 4th Grade Pirate Day

October
1st Watch DOGS Pizza Night
6-10 Early Release
10th Patriot Fair
21st Board Meeting

November
6th Multi Cultural Night
18th Board Meeting
20th General Meeting
24-28 Thanksgiving Holiday

December
8-12 Holiday Shoppe???
17th Awards K, 2, and 4
18th Awards 1, 3, and 5
19th Polar Express Day
22-1/5 Winter Holiday

January
6th Back to School
20th Board Meeting
22nd General Meeting
23rd Career Day

February
13th Family Dance
16-20 Book Fair
26th Fine Arts and Black History Program

March
5th Open House
16-20 Spring Break

April
17th Bids and Bites/Movie Night?
21st Board Meeting
23rd General Meeting

May
15th Field Day
26th Board Meeting
26th Bump it up Day
28th General Meeting

June
3 STAAR Picnic
4 Last Day/Early Release