

Trillium Creek Primary School- Parent Teacher Association

**Do’s, Don’ts and Suggestions!**

**Do’s**

* Contact your PTA Board Member Liaison (see organizational chart on PTA website or in your binder) with any questions and to invite to meetings
* Contact Principal one month prior to event to review game plan for event
* Turn in Facility Request Form to Dawn Gunther at TCPS front office
* Meet with Custodian (Jose Texta) to verbally go over your facility needs
* Order anything from district (additional tables, additional chairs, etc) one month prior
* Use your binders!
  + Keep notes for next year
  + Make copies of flyers/ or add a flash drive with digital copies and information
  + Fill out the Event Summary
* Any contract valued at more than $500 needs to be signed by two Board members.
* Advertise your event: Utilize the volunteer email (Help Counter) to outreach to and communicate with your volunteers (Amber Craver), Trillium Creek PTA Facebook page (Amanda Stein), & PTA website (Christy Riehm), Trillium Tweet (Alina Egland), Bulletin Board (Julie Fewell), and/or take-home folder flyer (get Board Member Liaison’s approval).
* Consider using Student Leadership and middle or high school student volunteers…talk with Principal
* Request petty-cash check from Treasurers 2 weeks prior to event
* After your event, prepare your financial deposit with your Board Member liaison and co-chair present
* Send a thank you to your volunteers or any donors (we have thank-you cards available to use)

**Don’ts**

* Don’t use latex balloons or any latex products. Don’t use glitter.
* Don’t use bounce houses or blow-up equipment, unless you have a valid Certificate of Liability Insurance with WLWV School District. Assure adult supervision at all times.
* No tape, tacks, or Scotch tape is allowed on any floors or walls (including gyms & exterior of buildings). Painters’ tape is allowed.
* Don’t use hay, straw, or bales in doors. These are only allowed in outdoor spaces and are not to enter buildings.
* No mazes or blocking of doorways allowed
* No pets or animals allowed in buildings without School District consent.
* Don’t go over budget…☺
* Don’t forget to submit your receipts for reimbursement.
* **Don’t send out any communication to the school community (List-serv, Social Media, or flyers) without your Board Member Liaison’s approval.**