

LAPTA VOLUNTEER GUIDELINES

Every volunteer is appreciated by the teachers, staff and children, whether you are in the classroom once a week, once a year or even if you can only help out at home. The following guidelines and procedures will help you and the school personnel get the most out of our volunteer organization.

GENERAL REQUIREMENTS FOR ALL VOLUNTEERS:

1. All volunteers must **sign-in and sign-out** at the front office on the Volunteer computer (on bookshelf to left as you enter office). When you are leaving, be sure to log yourself out. This information is reported to Fairfax County Public Schools each year. If you do volunteer work outside the school, record your hours with the volunteer coordinators: Carolyn Bagdoyan (703-255-0808 carolynb2@hotmail.com) or Jennifer Condon at (703-242-8450 jcondon5@verizon.net)
2. Be sure to put on your **Volunteer sticker or nametag** and wear this at all times when you are on school property. This is a Fairfax County Public school regulation.
3. If you will be **late or absent for an activity**, please call and leave a message with both the PTA contacts of your activity and the school office and try to find a replacement if there will be people who are relying on your presence. The children especially will be expecting you and will look forward to your coming. If you cannot make it at all, please give notification in advance so other arrangements can be made.
4. Volunteers must maintain **confidentiality** regarding the work and lives of the faculty, staff and students at all times. This includes students' scholastic records, test scores, grades, behavior issues and character issues.
5. If you don't know an answer to something or are unsure of what to do or if you encounter a problem, feel free to **ask** a teacher or front office staff for help. You can also contact the Volunteer Coordinators, if you have questions regarding your committee or need contact information.
6. Unless you have made specific arrangements with the custodians, it is your responsibility to **clean up after any PTA function**. Please clean all tables, collect garbage, and return tables and chairs to their original places.
7. **Every volunteer is required to have a recent Tuberculosis test** (within the last 2 years) and have a copy of the results provided to the PTA for filing in the front office binder on the PTA shelf. Your primary care physician can perform this test or see the last page of the volunteer handbook for a list of places you can get the test done. This is a Fairfax County Public school regulation.
8. **MOST IMPORTANT OF ALL**, keep a sense of humor, have fun and feel good about what you are doing to make the school an even better place for our kids! **Thank you in advance for all you do!** It does make a difference to all the children!

BASIC PTA PROCEDURE INFORMATION

1. **PTA Meetings** are the second Wednesday of every month. Check the calendar, posted in every newsletter and online, to see if the meeting is a 2:30 or 7:30 pm. We try to alternate afternoon and evening meetings. All parents and staff are welcome to attend. In addition, there are two general membership meetings: Fall (Back to School Night for budget/bylaw approval) and the Spring (Concert/Play for elections of officers).
2. **Membership** in the PTA is a requirement for all chairpersons and is also encouraged for all volunteers. The Membership chairperson is Kelly Henderson Hagen (703-255-3985 Hendersonhagen@verizon.net).
3. **Planning your event:**
 - A. **Coordinate date** with PTA president, Barbara Mackie Franklin (barbmackie@aol.com 703-255-6838). See PTA calendar for scheduled events.
 - B. Make sure the office knows when your **program/event is scheduled/re-scheduled**—i.e. location, days and times.
 - a) See Secretary, Erin Martino (erin.martino@fcps.edu) in the front office to fill out a FCPS room reservation sheet for all recurring or one day events. Mary Lee Loda, Administrative Assistant, (mary.loda@fcps.edu) and Lisa Pilson, Assistant Principal, (Lisa.Pilson@fcps.edu) should also be informed of this date to put the information on the master school calendar. This is greatly appreciated by the office staff to avoid room conflicts and assists them with parent's questions on class offerings. Also if an activity is cancelled or you will not be using the room, contact the office.
 - b) If a classroom is being used, also coordinate with the teacher directly.
 - C. There is a white board next to the **conference room** off the lobby with a calendar in two week increments to sign up to reserve this room only.
 - D. If you need to use the cafeteria kitchen, you must also coordinate use with the food service specialist (an additional fee may be charged for the food service specialist to oversee the event).
4. **Running your event:**
 - A. Most committee chairs have detailed notes or an **After Action Report** on running their event. Make sure you talk to the former chair to get all available information. Also, check your program folder periodically (found on the bottom shelf of the PTA bookcase, facing the front office door as you walk in). Within two weeks after your event, as consistent with our bylaws, please turn in your After Action Report to the Secretary, Carey Sienicki (sienicki.dc@gmail.com 703-242-5785).
 - B. The Volunteer Coordinators will compile a **master list of all volunteers** by PTA activity, including e-mail addresses, phone numbers and child's teacher. A notebook "PTA Volunteer Activities" with this master list is kept in the front office for your use (on bookshelf immediately to your left as you enter office).
 - C. If you are volunteering with children after school, at least **one volunteer must remain with the children** until parents come to collect them.
 - D. There is a **computer set up for PTA use** in the computer pod. Please do not use staff computers in the classrooms or copy rooms.
 - E. There is a **PTA closet** located in the back of the custodial closet on the hallway between the Primary Hallway and the Pod. Please use what resources you find there before purchasing/soliciting new resources and be sure to leave it as you found it, we share the space. The **PTA First Aid kit** is also located here. The key to the room can be obtained in the front office.
 - F. For those volunteers coordinating **before and after school activities**, please respect the fact that teachers and staff are trying to work and hallway noise is extremely disruptive. Please do your best to keep the students quiet—they know how to behave during school hours, and they need to know the same rules apply during before and after school activities.
 - G. For major events (i.e. Book Fair, Reading Expo, Sock Hop, International Night, Variety Show), **children must be accompanied by a parent/guardian** (these are not drop off events) with **proper school attire worn** following FCPS code at all time (especially no bare feet, shoes and socks). If multiple venues are used, volunteers should be available at exits for additional supervision (i.e. main exit, library, gym, cafeteria and playground, etc.)

Please add the following clause to the bottom of each event flyer (see above):

"Each child attending must be accompanied and supervised by a parent or other designated responsible adult, and must act and dress according to the FCPS Students' Rights and Responsibilities guidelines."

GETTING THE WORD OUT

1. There are (4) official LAPTA publications which are helpful in trying to limit the amount of individual fliers that get sent home, to conserve resources:
 - A. The **Sunbeam** comes out every Friday and has a brief one or two sentenced description of the upcoming events. The deadline is Wednesday.
 - B. Contact for the Sunbeam is Renie Richie (703-938-6377 Reniesark@hotmail.com).
 - C. The **SunTimes Newsletter** comes out the Friday one week after the PTA meeting. The deadline for this publication is the day after the meeting. This information is more detailed and can contain photos/graphics if desired. (There is also a LA school newsletter that comes out two weeks later published by the faculty and staff. Contacts for the Sun Times are Ingrida Lusi (Ingrida@tikls.com 703-281-7299) or DeeAnn Franks (Franksfam6@msn.com 703-319-1992).
 - D. The new **PTA website** address is www.louisearcherpta.org. The coordinator is Tracey Zillian (tzillian@att.net 703-938-2233). She will be glad to post information, registration, flyers, etc. for your event.
 - E. The **E-sunbeam** goes out every Friday with the concise important information. The contact for this program is Kelly Henderson Hagen (Hendersonhagen@verizon.net 703- 255-3985).
2. **Banners and posters** can be placed in the hallways on the tack strips and Bulletin boards provided. There is also a public bulletin board outside the school cafeteria for postings. Please do not remove artwork without permission, coordinate use with the Art Teacher Debbie Lord (deborah.lord@fcps.edu). Please do not affix adhesive on the painted school walls surfaces without permission.
3. To place an event on the **marquee outside and the electronic banner** in the lobby send an email to Millie McMahon (millie.mcmahon@fcps.edu) & Pat Stanton (pat.stanton@fcps.edu), as well as Lisa Pilson, Assistant Principal (Lisa.Pilson@fcps.edu).
4. To utilize the **display case** in the front lobby, contact Barbara Franklin (barbmackie@aol.com 703- 255-6838). Priority will go to ongoing/upcoming events. Please be sure to remove items directly after your event.
5. To announce an event on **WLATV**, the closed circuit TV, email Kim Dare, Media Specialist (kimberly.dare1@fcps.edu), who will advertise your event to the students during the morning announcements. The Library is also a great place to put applications for students.
6. Contact Michelle Makrigiorgos (michelle.makrigiorgos@fcps.edu) to coordinate **afternoon announcements**.
7. **Flyers for Friday Folders**. We have permission to use the school copiers. **Use the Youngest or Only copy list**. This saves paper, time and wear on the machine.
 - A. If you are making copies to distribute to all students, there is a list of classes and the current student count per class posted on each photocopier. Make an additional copy for the teacher's reference.
 - B. Copy only one class at a time—it's easier for letting teachers jump in to do their copy jobs.
 - C. Put the copies to be sent home in the teachers' mailboxes—do not bring them to the classrooms. Anything going home in Friday folders should be in the teachers' boxes by the end of the school day Thursday.
 - D. Copies of items distributed to the students should also be given to each person in the front office (two copies should be placed on Mary Lee Loda's desk, one for her, one for the Principal). A copy should also be put in the "PTA Copies" binder (on the bookshelf immediately to your left as you walk in office).
 - E. When you use school paper (the white stuff) to make copies, please give Mary Lee Loda in the front office a copy with a note specifying how many copies were made.
 - F. The PTA has purchased colored paper for use by volunteers—it is stored in the room across from the office copy room (note: pale yellow is reserved for *Sunbeam*).

MONEY GUIDELINES

1. CHAIRPERSONS who handle monies are responsible for **following all cash management policies** (e.g. deposits and disbursement/reimbursement requests) and other **budgeting and financial guidelines** as established by the PTA. Copies of these policies are in the treasurer's folder. All monies collected in connection with PTA programs belong to the PTA and must be spent in accordance with the approved PTA budget. Please contact the Treasurer Terry Bachmann (jaybachmann@hotmail.com 703-319-0696) with any questions.
2. **Deposit forms and Disbursement/reimbursement forms** are located in the treasurers' folder on the PTA shelf. The forms detail the information and approvals necessary to process transactions. The forms are also posted on the PTA website.
3. All PTA expenses must be paid by check. Chairpersons cannot pay for expenses or reimbursements out of cash proceeds received from their event/program."
4. There is a "no tipping" policy for employees of FCPS who are doing their job during regularly scheduled hours (i.e. custodians as they are scheduled to work until 11:00 at night).
5. When practicable, **purchases for PTA committees should be made without paying sales tax.** Chairpersons should contact the PTA treasurer to obtain necessary tax ID information.
6. Chairpersons should not enter into any contract as an individual, but as a chairperson of the PTA. **"On behalf of the PTA" or the chairperson's title (e.g. "Chess Club chairperson") should follow signatures on PTA contracts or agreements** (e.g. purchase orders, facility use forms, etc.).
7. PTA Chairpersons who contract with **third party vendors with regular interaction with students** (e.g. *athletic programs, outsourced music/art programs*) shall help manage insurance liability matters by:
 - Reviewing vendors' **certificates of liability insurance** ensuring that the Louise Archer ES PTA is added to vendor policies as an "additional insured."
 - Ensuring that program applications have appropriate **waiver/release clauses.**
 - Ensuring contracts with vendors and facility use applications completed on behalf of vendors **do not transfer risks or liability to the PTA.**
 - Inquiring of **vendors' background check processes** and documenting this understanding in the program's After Action Report.
8. Committee chairpersons shall administer their programs **without undue advantage to their children** beyond guaranteed enrollment. Committee chairpersons shall pay the full price for fee-based programs unless otherwise approved by the board.
9. Since the PTA is a tax-exempt charitable 501(c)(3) organization, **all donations (monetary or in-kind) greater than \$250 and any quid pro quo donations greater than \$75 must be acknowledged.** Committee chairpersons must notify the PTA treasurer to ensure that acknowledgements are properly made and contributions are properly recorded.