

PTA Committee Chair Guidebook

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General Information

Thank you for volunteering your time and talents as a PTA committee chair. As a *Chair*, you are not only supporting your child's educational experience, but also the entire Floris Community. We want your time as a committee chair to be a rewarding experience, so we've prepared this guide to support your efforts.

The Floris PTA is a local unit that is part of the larger PTA organization made up of the Virginia PTA and National PTA. We operate with a set of local, state and national bylaws. An Executive Board that consists of seven officers leads the Floris PTA. Check out the Floris PTA website at http://www.fcps.edu/FlorisES/pta_main.html for more information on our mission and goals. While the PTA works with the school, we are not part of the school. We maintain our own insurance and bank accounts. While we follow FCPS rules and guidelines, the PTA has procedures and policies of its own.

Committee Chair Requirements

There are minimal requirements based on PTA Bylaws and Fairfax County Public School (FCPS) regulations that you must comply with in order to serve.

- *Complete the Floris Volunteer Orientation.* FCPS regulations require that you attend the school's Volunteer Orientation before volunteering at the school in any capacity. The orientation is typically offered in the fall after a PTA meeting. If unable to attend, please contact the front office to arrange a time to view the recorded session.
- *Become a member of the PTA.* PTA membership gives you the authority necessary to conduct your committee activities including sign legal contracts, spend allotted PTA funds, utilize the tax exempt status to obtain goods, etc. Most importantly, membership extends to you the limited liability insurance coverage needed to conduct PTA business on school grounds.
- *Uphold the confidentiality policy.* Please remember that we follow a strict confidentiality policy as it relates to our students and their performance/behavior. Parent volunteers should not be discussing student's with individuals outside of the program.

Committee Administration

Many positions have a committee notebook, which holds detailed information specific to your activity/event. All information from prior chairs will be found in this notebook. The Committee Chairs are responsible for adding detailed information to the notebook. If your Committee does not have a notebook, please start one for yourself. This will be a valuable resource for you as well as those that assume your role in the future.

Each committee is assigned to a PTA Board member who will serve as your Board contact for support. Your Board contact will be the PTA Vice President of School Affairs, the PTA Vice President of Community Affairs, the PTA President, the PTA Recording Secretary or the PTA Communications Secretary. You can communicate with your Board Contact via email, phone or PTA mailbox at school. PTA Board contact information is available at the Floris PTA section of the Floris Elementary school website.

Supplies & Equipment

There are two locations where the PTA has supplies and equipment stored.

- *Green Workroom*: Located on the main hall, Room 117. The PTA provides blue paper for all PTA related copies and flyers. You will also find the school's laminator and Ellison Press for your use. Please be considerate of school staff, and allow them priority when using any school equipment. The shelves in the workroom can only be used as temporary storage for materials.
- *PTA Shed*: Located behind the school, the shed contains all equipment that does not require climate control for storage including game equipment, signage, and leftover prize items. When planning your event, check here first to determine what you can reuse. A key to the Shed is available in the front office (return promptly).

Notify your PTA Board contact prior to taking any equipment/supplies out of the shed or trailer. If you require additional school equipment, such as tables, see the custodians; water coolers, see the PE Teachers or cafeteria cooler space, see the Cafeteria Manager.

Scholarships & Family Support

The PTA budget includes the *Scholarship* program that provides financial support for families that need it. The guidelines for support are 1) must be for educational purposes, 2) must be verified as a need by the school Principal. Items typically covered include field trips, school supply kits and (in some instances) Before/After School participation fees. If you are aware of a need, please contact a PTA Board member.

Planning An Event Or Activity

Most PTA events and activities are scheduled for certain times of the school year (e.g. Fall Book Fair is usually in November or December, Before/After School activities run sessions in the Fall, Winter and/or Spring, International Family Fun Night is in the Spring). When planning your event/activity the first things to start planning are the location, date(s) and time(s).

Place & Date/Time

Location may be the cafeteria, the entire school building, Little Theater or a few classrooms. Please consult with your PTA Board Contact prior to committing to a date. For large school events propose two possible dates/times before finalizing with PTA leadership and school. If you are planning an event that occurs outside of the school day, you will need to consult the FCPS Community Use calendar online to see what other events are happening at school. This calendar can be found by going to: <http://www.fcps.edu/fts/comuse/>, then clicking on the heading "Request Space within FCPS". This will take you to the online calendar, which you will need to filter for Floris Elementary. Please see "Scheduling an Event or Activity" on next page for additional details about this process.

Pricing

Records from previous events can provide pricing guidance. Check with the PTA Board on event ticket pricing or before/after school activities tuition. Many of these were determined when the PTA budget was set. The goal of most PTA activities/events is to

cover all costs rather than raise funds. Only the yearly fundraiser has the goal of generating funds.

PTA Board Notification

Once the date(s), time(s), place(s), and pricing/budgets are determined, please provide a written proposal to the PTA Board of the important facts. The proposal can be a simple email to your Board Contact. If there are important issues to discuss, ask for a meeting with the PTA Board.

People

Volunteers are crucial to the success of all of sponsored activities and events. Some will require a few people while others require many!

At the beginning of the school year, the PTA distributes a Volunteer Form to all parents on which they can choose what events/activities they would like to help with. The Volunteer Coordinator collects the forms and organizes the lists of volunteers. Committee Chairs will receive their list of possible volunteers with contact information within the first two months of school. Once you receive your list, ***please contact everyone immediately***. A simple e-mail to introduce yourself as committee chair and provide any preliminary information about the activity or event will insure that volunteers feel welcome and appreciated. In addition, your email should include the following:

1. A reminder that we follow a strict confidentiality policy as it relates to our students and their performance/behavior. Parent volunteers should not be discussing student's with individuals outside of the program.
2. FCPS regulations require that you attend the school's Volunteer Orientation before volunteering at the school in any capacity. The orientation is typically offered in the fall after a PTA meeting. If unable to attend, please contact the front office to arrange a time to view the recorded session.

Confirm all volunteers as you get close to the date of your activity. If more are needed, please let your Board Contact know of your volunteer needs. There are many options for advertising for volunteers. Your Board Contact can help you decide the best method, such as emails, Sign-Up Genius, newsletter articles, Tuesday Packet Flyers, etc.

Scheduling An Event or Activity

Once approved, you must reserve space for your event/activity/class. Figure 1 depicts the process for reserving space.

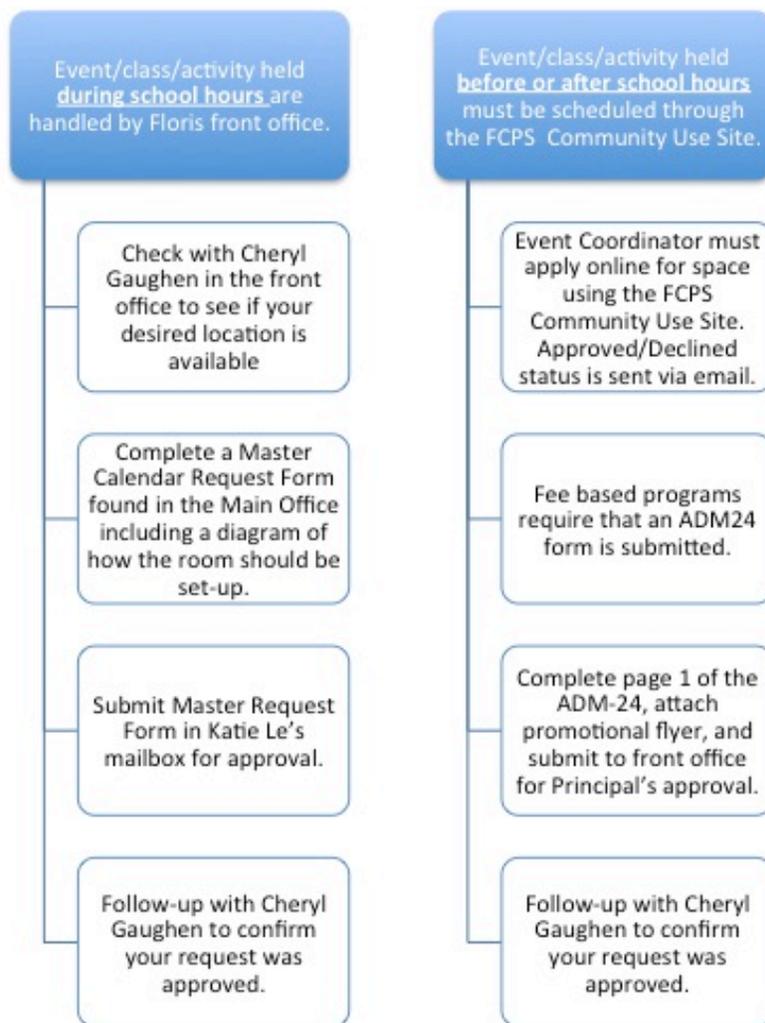


Figure 1

School Calendar

Cheryl Gaughen in the front office is your key contact. Her email address is Cheryl.Gaughen@FCPS.EDU and her phone number is 703-561-2900. Please contact her by email, phone or in person to put your activity or event on the school calendar. Have alternatives if your first choice is not available.

FCPS Building Use Site

FCPS has recently initiated a Community Use online system for reserving all school building space outside of normal school day hours. To use the system, go to www.fcps.edu then click on “Community”, and page down a bit to “Use School Facilities”. Once you’re there, you will be able to request a username and password and can view the User Manual for more detailed information. Ask Cheryl if your event requires custodial or cafeteria personnel and the amount of the fees. Custodial fees are charged when using the building after hours for large events and Cafeteria personnel are required if you use the cafeteria kitchen.

You must also complete a Building Use form. *Form ADM 24* is for fee based activities using outside vendors (e.g. After School Sports, Chess Club, After School Science):

<http://www.fcps.edu/DIT/forms/adm24.pdf>

Any use of classrooms requires the Principal's prior approval before submitting a building use form.

Vendor Selection & Use

Outside vendors are used for most all before/after school activities, school supplies and book fair. DJ's and game companies are used for large school-wide events such as Fall Ball and International Family Fun Night. All vendors employed by the PTA must be on one of two FCPS Approved Vendor lists. All Before/After School Activities Independent Contractors (ICs) or vendors must be on the Community Use Approved Vendor List which can be found at: <http://www.fcps.edu/fts/comuse/boosters.shtml>. If you want to use an IC which is not on the Approved Vendor List, the vendor must first contact FCPS Community Use Office and submit an application to be put on the list.

All other vendors used for one-time events, (i.e. International Family Fun Night), must be on the Risk Management Approved Vendor List, which can be found at:

<http://www.fcps.edu/fs/comptroller/riskmanagement/certifiedvendors.shtml>.

Quotes

A vendor for your committee may already have been selected. However, if you must select a vendor, request quotes from three (3) vendors for comparison. Avoid using a friend's or family member's company for paid services to avoid conflict of interest. However, community members who are willing to volunteer services will be considered regardless of relationships with Floris families. Evaluate the three quotes based on criteria such as price, customer service, ease to work with, etc. The PTA Board trusts its committee chairs to use utmost professionalism when evaluating vendors.

Contracts & Board Notification

Committee Chairs are authorized to sign contracts with selected vendors. Save a copy of the signed contract and selection criteria in your committee notebook so that future volunteers will have that background information.

- **Do** have your Board Contact review the contract prior to signing.
- **Do not** sign a contract that releases an IC, vendor, presenter or program provider of liability.
- **Do** ask your Board Contact if you have any questions about a contract.
- **Do** send a copy of the signed contract to your PTA Board Contact (by email, or hard copy in the appropriate PTA VP mailbox in the Main Office) and include the criteria for selection.

Payment

Vendor invoices should be checked for accuracy, compared against the contract, and submitted promptly along with a *PTA Reimbursement Form* (Attachment 1) to the PTA Treasurer for payment. Indicate the due date on the Reimbursement Form.

Classes and Clubs

Committee chairs that manage before/after school activities, teams and competitions are responsible for groups of our Floris students. Here are specific guidelines and procedures:

PTA Consent and Waiver Form

As part of the registration process, parents must complete the PTA Consent and Waiver Form (Attachment 2). This form provides contact, health and pick up information, as well as informs parents of liability/responsibility for program attendance. **Parents are required to submit a registration form and waiver for each activity and each child separately.** These forms should be kept on file for the school year. The Emergency Contact, medical/allergy, and pick-up information needs to be on-site and available to the instructors.

Participant Rosters

Committee Chairs must maintain a roster of participating students for each session of the program, to include the child's name, teacher and grade, adult contact information, any dismissal instructions, and payment information as well as any other information that the committee chair needs. Insure that the program instructors, and the school's front office have a roster copy. Please provide each Kindergarten Teacher with a list of participants from their class. Be sure to include the day of the week your activity takes place and the start and end dates of your program. Please see Attachment 4 for Sample Roster.

Collecting and Processing Class/Club/Camp Fees

If you collect fees from your participants, please follow the checklist below to help our PTA Financial Secretary process checks more efficiently.

1. Remove all the staples from checks.
2. Verify the checks are made payable to FLORIS PTA, FLORIS ELEMENTARY PTA, or FLORIS ES PTA. Please add the "PTA" on a check that is written to Floris or Floris ES. If a check is made payable to "After School X" and there is not room for you to write in FLORIS PTA, then please request another check from the parent. If a check is made payable to an unfamiliar organization, please request another check from the parent.
3. Verify that the amount of the checks is correct. The dollar number and the written amount must match. Please do not correct dollar amounts on checks. Send the checks back to the parent to be corrected or request a new check. Please make sure the check is for the EXACT amount of your activity/program. Checks above the amount should not be accepted unless there is a written note from the parent that they wish to donate the extra money to the PTA. No change will be given.
4. Verify that the checks are signed. If not signed, please sent the checks back to the parent to sign.
5. Each activity requires a separate check. It is OK to pay for multiple children going to

the same activity at the same time with one check (the registration forms for each child may be stapled together with the one check). However, it is not OK to pay for several activities with one check.

6. Program fees will not be prorated for missed classes. Refunds will not be given after the session begins except in extenuating circumstances. In the event a refund is given, it will only cover the cost of the program fee, not the \$5 PTA activity fee.

When developing your registration flyers/materials, you may want to include a reminder that all checks to the PTA need to be attached to the appropriate activity/program registration form. When checks arrive at the school front office with no documentation attached, staff members do not know what to do with the check, and checks mailed to the school are easily misplaced.

Lastly, parents often attempt to pay for multiple programs/activities with the same check. When this happens, please return the check to the parent and request that they write separate checks for each activity. Separate checks should be submitted with the appropriate registration form or paperwork for each activity because each activity has its own registration procedures and costs.

We hope to offer an electronic option for registrations and payments in the future. In the meantime, we need every parent to comply with our current process.

Instructor Touch Base

Committee chairs are not expected to attend every class and session of your program. However, we recommend that you attend at least the first class and one additional class during the session for monitoring purposes. Consider having a Co-Chair or parent volunteer help you monitor your program on-site. This helps insure that things go smoothly, the movement of students to/from classes is well organized and instructors are of the quality that we expect. Touch base with your instructors on a regular basis to insure smooth operations. Ask specifically about any discipline issues, drop off/dismissal/parent issues and whether school facilities are adequate.

Please follow the recommendation that two adults should be present in each classroom/meeting area. Make sure you are aware of how many instructors are present and identify parents and volunteers as needed to meet the two adult requirement.

Respect the Meeting Environment

All classrooms and meeting rooms **must** be left in the same condition that they are found. The best way to ensure this is not to disturb, rearrange, or move any furniture or other items in a classroom/meeting room. Do not use or touch items on students' or teachers' desks (pencils, pens, scissors, etc.). You are responsible for providing all materials (pencils, scissors, paper, etc) needed for your activity.

Disciplinary Measures

Though rare, there are occasional disciplinary issues. Have instructors notify you when a child becomes a disruption to the program. Keep a written record of disciplinary notifications. Three disciplinary infractions will result in expulsion from the program.

Keep in mind that all participants agree to conduct themselves in accordance with FCPS Rules of Conduct.

Medications and Food Allergies

Medications stored in the School Clinic are not available for Before/After School activities. FCPS does not permit students to carry their own medications, without specific permission by the Principal and parents. PTA Volunteers are not permitted to administer medications to students. Should a student require medications during a PTA sponsored activity, it is the Parents' responsibility to devise a plan to have the medication available or the student will not be able to participate. If an Independent Contractor (IC) or Vendor is in charge of the program, their policy on medication administration, if they have one will apply to their personnel only. It is the Parents' responsibility to obtain the IC's or Vendor's policy and to make necessary arrangements.

If a child carries a prescription medication on their person to a PTA sponsored event or program:

- The Parent must notify the PTA Volunteer in charge, Instructor or Program Coordinator
- The Parent realizes that if the child cannot self-administer the medication, a PTA Volunteer is not authorized to administer the medication.
- If a child needs to self-administer the medication, they need to notify the PTA Volunteer in charge, Instructor or Program Coordinator, who will in turn call the Parent.

All ICs and volunteers should be aware of any food allergies. Food should not be distributed to program participants due to possible exposure to allergens.

Safety and Security

After 4:15pm, the front office does not monitor building access. All volunteers should use discretion when providing access to the building to individuals not associated with your program.

Communications & Marketing

There are many methods for advertising and promoting your PTA activity and/or event. If you have any questions, contact the PTA Communications Secretary.

Tuesday Packet Flyer Procedures

Each Tuesday, students bring home an envelope of papers from the school known as the *Tuesday Packet*. If you would like to include a flyer, please follow these steps:

- Design your flyer: There may be examples from past events that will help with your design. The flyer should include the date, time, location and committee contact information. The flyer should also include the following statement: Limited need-based scholarships may be available. Please contact Mrs. Porter directly for more information. Make it look visually interesting with clipart or graphics! Programs that

require submission of an ADM24 must include a copy of the approved flyer with that submission.

- Submit your flyer for approval: Provide a draft to your PTA Board Contact, the PTA President and school Principal at least one week before distribution.
- Distribute your flyer: Copy the flyer on the blue paper (marked PTA) in the Green Workroom. If possible design your flyer to use half-sheets or double-sided printing. Request from the front office a class count list for the method of distribution (one per student or one per family). Put the appropriate number of copies in each teacher's box in the office mailroom. All flyers to be distributed in Tuesday packets must be in teachers' boxes no later than the prior Friday.
- Inform office staff if forms will be returned so they can create a drawer in the plastic collection bin. You should check that drawer frequently (daily if money is being returned along with forms).

PTA Website

Contact the Communications Secretary to include your information on the website. All documents should be submitted in PDF format to florispta.commsec@gmail.com.

PTA Newsletter

Contact the Newsletter Editor with information and articles to be included. Photos are welcome! The newsletter goes out the third Tuesday of each month, with articles due by the end of the first week of each month. The editor sends a monthly reminder email. Please contact the Newsletter Editor if you are not receiving the monthly request for articles. Please use the Newsletter to promote your program/activity and tell the membership what we do.

PTA Bulletin Board

The PTA bulletin board is located on the main hall just past the front lobby. Please contact the Communications Secretary to include your information on the bulletin board as another great way to promote your program.

School Glass Display Case

The school maintains the glass display cases in the lobby. Occasionally, the PTA uses these cases, (e.g. school supply kits, fundraiser, spirit wear, or International Family Fun Night). If you would like to use this space, please contact the Communications Secretary.

KIT(Keep In Touch)

This FCPS system allows the school principal to send emails to all registered users. The PTA is allowed to send a weekly KIT. Please send all information to be included in the weekly KIT to the Communications Secretary at www.florispta.commsec@gmail.com by Wednesday for the Friday's KIT. Please copy your Board Contact.

PTA Meetings

Your attendance at meetings to publicize and report on your activity is critical! If you are unable to attend a meeting, inform your Board Contact or another Committee member/volunteer so that (s)he can provide a committee update to the membership in your absence.

Signage

Posters and banners are appropriate for certain activities. Choose locations for maximum visibility. Please use the school's thumbtack strips for hanging any signage. No signs should be hung on the wall at the end of the kindergarten ramp. Adhesives that will damage the paint upon removal are not allowed. Remove all signage immediately after your event.

Financial Matters

Budget Process and Procedures

In September, the PTA Membership votes to approve its yearly budget. During the summer months, the PTA Executive Board writes this budget based on known financial needs. Committee Chairs are encouraged to provide input in May/June about required funding for their committee. Each Committee should operate within the approved budget for the fiscal year. If you have any questions or concerns about your budgeted amount, contact your Board Contact. Committee Chairs should notify the Treasurer as soon as possible if they expect to exceed their budget by 10%. Significant budget overages must be approved by a PTA general membership vote. Failure to gain approval for a budget increase before spending can result in a personal financial loss. Leftover funds return to the PTA general fund at fiscal year end (October 1-September 30).

Reimbursement Process

- Insure that you have prior approval for an expense amount and purpose. The PTA will not reimburse for gift cards or other volunteer gifts unless prior approval is received from the Board.
- Complete a *Reimbursement Form* (available in Treasurer's mailbox in main office, on the PTA website or from Treasurer – Attachment 1).
- Attach receipts, invoices or other supporting documentation.
- Obtain Committee Chair's signature on Form. If you are the Committee Chair you may sign your own form.
- Submit to Treasurer via Treasurer's mailbox or electronically within 30 days of the expense being incurred. All expenses must be submitted within one week of the last day of the school year unless other arrangements are made with the Treasurer.
- Allow up to 2 weeks to receive your reimbursement from the Treasurer. The Treasurer will mail your check or issue a check according to Reimbursement Form instructions.

When preparing *Reimbursement Forms*, you must include as much detail as possible. If attached documentation does not match the requested amount, provide an explanation. If you have lost your receipts, talk to the Treasurer. The IRS, National and State PTA can audit the PTA. The Floris PTA goes through a self-audit each year as well. The Reimbursement Request Form is an important part of the audit process. Insure that it is correct, complete and includes all documentation.

Use of Tax Exempt Letter

As a non-profit organization, the Floris PTA is exempt from paying sales tax on purchases. When making purchases on behalf of the PTA, have a copy of the tax-exempt certificate

and ask the vendor or store to honor it. Contact the Treasurer for a copy of the letter and to answer any questions.

Start-up Cash, Cash Boxes or Adding Machines for Events

Large events need a supply of cash for making change. Obtain cash from the PTA Treasurer using the *Reimbursement Form*. Complete and submit the form to the Treasurer two weeks in advance of your event with the exact amount and denominations of cash you require. A PTA Board member will supply it on the day of the event.

The Treasurer can provide cash boxes and adding machines upon request. Cash boxes must be closely supervised at all events, ideally by a PTA Board member.

Custodian & Food Services Fees

Consult with Cheryl Gaughen in the main office to determine if Custodian or Food Services fees must be assessed for an event. These fees must be paid 10 days prior to the event. Food Service personnel are required if you use the cafeteria kitchen. Submit a *Reimbursement Form* to the Treasurer to initiate payment. Plan to provide tips (\$10/custodian or food services worker) after the event. All custodial fees and tips should be included in budgets for large school events.

Submitting Money To The PTA

Direct all questions pertaining to money collection and deposits to the PTA Financial Secretary, florispta.finsec@gmail.com. When collecting money for an event or activity, follow these procedures:

- Transfer all funds collected in person to the PTA Financial Secretary by the Deposit Due Date set by the Financial Secretary. All collected funds should be received by the Financial Secretary within 21 days of a program's start date; or within 7 days of an event. The Committee Chairperson is responsible for contacting the Financial Secretary to arrange for money transfers. The Committee Chairperson is responsible for all collected money until the transfer.
- Do NOT leave money in mailboxes or unattended on school grounds. In certain instances, money retained at the school may be secured in the safe by Front Office Administrative Personnel.
- Do NOT use money collected for an activity/event to pay any expenses associated with the committee or the activity/event. All expenses must be submitted for reimbursement using the *Reimbursement Form – Attachment 1*.
- Remit all collected funds for deposit along with a completed *PTA Deposit Form* (Attachment 3). The Committee Chairperson is responsible for counting all money and signing the *Deposit Form*. The *Deposit Form* contains more detail on exactly how to remit money to the Financial Secretary.
- When submitting money for PTA Before and After School Programs, please include a Roster of Participants with your deposits (See Attachment 4 for Sample Roster).

Debriefing

Record Keeping

Keep all of your committee records organized in a binder. If helpful, include an electronic copy of important documents saved to a CD or flash drive. These records can include (but are not limited to), budgets, vendor invoice copies, plans, subcommittee positions/descriptions and communications such as flyers, newsletter articles, KITs. The binder serves as a history of the committee and will help the person that follows you in the role.

Board Follow-up

Report to your PTA Board Contact after the event or at the end of the school year. Provide your perspective on how things went, what worked, what didn't work, financial perspectives, budget requests and any recommendations for the next time. Your opinions and advice are invaluable!

*Thank you for serving as a leader in the Floris PTA!
Your service is invaluable. We look forward to
working with such a great team this year!*

Sincerely,

The PTA Executive Board

Reimbursement Request

***** ALL REQUESTS MUST BE MADE WITHIN 30 DAYS OF EVENT OR EXPENDITURE *****

INSTRUCTIONS: Sales receipts or invoices and Committee Chair signature required for reimbursement. Place completed request in PTA Treasurer's mailbox in the school office.

Name of Account/Committee: _____ Date: _____

Your Name: _____ Phone Number: _____

Email address: _____

Item Purchased	Purpose	Cost
	TOTAL:	

REIMBURSEMENT INSTRUCTIONS:

Make Check Payable to: _____

Send to: _____

AUTHORIZATION: (For PTA members, approval is required by the Committee Chair. For Teachers, approval is required by the Principal. NOTE: Checks **cannot** be written without authorization by Committee Chair/Principal.)

Committee Chair Principal: _____ Date: _____

PTA Treasurer: _____ Date Received: _____

PTA President: _____ Date Approved: _____

To be completed by PTA Treasurer:

Date Paid: _____ **Amount:** _____ **Check Number:** _____

FLORIS PTA CONSENT & WAIVER FORM

Program Name _____ Session Dates _____
Child's Name _____ Teacher _____ Grade _____
Parent/Guardian Names _____ Email Address _____
Home Phone _____ Cell Phone _____ Work Phone _____
Emergency Contact Name: _____ Phone _____

Please describe any health problems, special needs or conditions that would affect your child's ability to participate fully in the above named program (including severe allergies):

DISMISSAL/EARLY PICK-UP INFORMATION Please initial the appropriate statement(s):

_____ My child will be picked up by myself.
_____ My child will be picked up by the SACC staff.
_____ My child may be picked up by _____ or _____
_____ **Before School Activity:** My child will be dismissed to the school.
_____ **After School Activity:** I understand that my child (participating in an after school program) must be picked up on time and will be removed from the class after three late pickups (15 minutes or later).

PARENT WAIVER AND CONSENT

Whereas, the Floris Elementary Parent Teacher Association (PTA), as a service to its members and students, provides various before/after school activities for the students at Floris Elementary School (FES);

Whereas, the undersigned parent or legal guardian of the above named child, wishes to take advantage of the before/after school program designated above;

In consideration for these services, the undersigned parent or legal guardian agrees and represents as follows:

I am the parent or legal guardian of the above named child. I hereby agree to follow all registration requirements. I understand that my child must adhere to the FCPS rules of conduct and will be removed from the program if he/she fails to demonstrate behavior that is conducive to learning.

I understand that there are certain risks of injury inherent in this before/after school activity and I am willing to assume these risks on behalf of my child. I hereby certify that my child is fully capable of participating in the designated activity and that my child is healthy and has no physical or mental disabilities or infirmities that would restrict full participation. I hereby certify that if my child has or develops any health problems, physical or mental disabilities in the course of this program that I have discussed/will discuss these issues with the program staff and my child has been cleared to participate.

Program staff are not responsible for exposure to food allergens. Children should bring water bottles as needed. If you have any concerns related to food allergen exposure it is the parent or guardian's responsibility to discuss this with the program coordinator and staff. Program staff are neither trained in nor able to administer medication, including Epi-pens or inhalers. Medication kept in the School Clinic is not available to your child or program staff during program hours.

I agree, in taking advantage of this before/after school activity, to release and hold harmless the PTA, including its officers, agents, members and volunteers; FES, including its officers, agents, and employees; and any person or persons in charge of running the before/after school program (the program coordinator), from any and all claims, demands, suits, costs (including attorneys' fees and litigation costs) and charges, in connection with or arising out of the provided before/after school program, including but not limited

to bodily harm or injury to my child. I understand that this release includes any claims based on negligence, action, or inaction of the PTA, FES and the program coordinator.

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the program coordinator or other adult present to seek immediate medical care at any facility that this person deems most suitable. I further give my consent for any and all emergency medical treatment for my child when my child is in this individual's care.

By my signature below, I agree to pay for any medical expenses incurred by my child as a result of participating in this PTA sponsored activity/program and will not hold the school, the PTA, the Program Provider, or its staff or volunteers liable for any reason related to my child's participation in the program.

I have read this release and further agree that no oral representations, statements, or inducement apart from the foregoing waiver and consent have been made:

Printed Name of Signing Parent/Guardian: _____

Signature of Parent/Guardian: _____ **Date:** _____

**FLORIS ELEMENTARY PTA
DEPOSIT FORM**

Complete and remit this form with money for deposit to the PTA Financial Secretary or other PTA Executive Committee member **IN PERSON** by the required due date.

Date: _____ **Committee:** _____

Description of Deposit (please include information such as session, # of participants or registrations, type of items sold and quantities, rates/prices. Attach bills, invoices, and registration/class rosters or spreadsheets.):

CASH			
	Denomination	#	Total
1	100's X	=	\$
2	50's X	=	\$
3	20's X	=	\$
4	10's X	=	\$
5	5's X	=	\$
6	1's X	=	\$
7	Quarters X	=	\$
8	Dimes X	=	\$
9	Nickels X	=	\$
10	Pennies X	=	\$
11	Total Cash:		\$
CHECKS (If more than 25 checks, please attach check listing or spreadsheet with Payer Name, Check #, and Check Amount)			
12	# of Checks:		\$
13	TOTAL DEPOSIT:		

To Be Completed by the Committee Chair:	
Name: _____	Phone: _____
Email: _____	
Signature: _____	Date: _____
To Be Completed by PTA Financial Secretary:	
Date Received: _____	Total Amount Received/Verified: \$ _____
Discrepancies: _____	
Date Deposit: _____	Batch Number: _____ Signature: _____

FLORIS ELEMENTARY PTA DEPOSIT FORM INSTRUCTIONS

1. All funds collected must be transferred to the PTA Financial Secretary (or another PTA Executive Board member) **IN PERSON** by the “Deposit Due Date” set by the PTA Financial Secretary. The Committee Chairperson is responsible for contacting the PTA Financial Secretary to arrange money transfers.

Please contact Renee Williams at florispta.finsec@gmail.com or 703-657-3227 to arrange money transfers.

2. A completed **FLORIS PTA DEPOSIT FORM** must be remitted with the collected funds for deposit. To complete the Deposit Form:
 - a. Enter the Date and Committee Name.
 - b. Description of Deposit – Include as much information as possible as to why the money was collected/received, such as:
 - The description of activity, session, or items sold
 - The number of tickets, participants, registrants, items
 - The rates or prices of the tickets, memberships, items

Attach or include the following information, if available:

 - Registration or order form to show prices/rates
 - Vendor invoices or bills
 - Class/activity roster or spreadsheet
 - c. Cash – Record cash by denomination and total.
 - Sort and bundle cash by denomination.
 - Stack bills in the same direction.
 - d. Checks – Record the number of checks and total.
 - Spreadsheets may be included to list and total checks.
 - If more than 25 checks, please include check information on Committee spreadsheet/roster or separate spreadsheet/listing. Include: Check #, Payer’s Last Name, Check Amount, and Total Amount of Checks
 - Verify checks are complete as follows:
 - o Date: **No post dated checks allowed**
 - o Payable to: **Floris PTA or Floris Elementary PTA**
 - o Numeric amount and written amount must match
 - o Signature
 - e. Total Deposit – Record Total of Cash plus Checks.
 - f. Committee Chair must complete contact information and sign.
3. For questions and assistance, please contact Renee Williams at florispta.finsec@gmail.com or 703-657-3227.

