

PTA Volunteer Procedures

Thanks for all you do for our kids!

PTA Room

1. Door should be kept locked-key is kept at front desk.
2. Committee Folders in the PTA room-Folders should be checked frequently
3. Supplies-Supplies in the PTA room including paper are ONLY for PTA use. If there is a need for an item or we are running low on any items, please let the PTA secretary (Leah Ward) aware so she can restock.
4. Please keep the PTA room clean!

Volunteer Hours

1. Always sign in at the volunteer computer.
2. Name tags are to be worn at all times in the school.
3. Fill out a volunteer form for all your summer hours and Open House hours and put it in the Volunteer coordinators folder in the PTA room or submit online at www.hillsidepta.com.
4. Volunteer coordinator contact is Jaime Yakish. Her email is yakishj@bellsouth.net

Copying and Distribution Procedures

1. PTA logo must be on all PTA correspondence; Lori and your VP must approve all correspondence.
2. When making over 70 copies-use paper in PTA room (only for PTA use-not for personal or for teacher copying). Use such paper in Gestener copier located behind the front desk. You must make a master copy before you begin to copy.
3. When making less than 70 copies-use the copier in the teacher workroom and use the PTA code 1010.
4. Please give two copies of any flyers that are sent home via VIP packs to the front desk.

Communication and Reporting Relationships

1. Please remember that your VP should be aware of what is going on with your committee at all times. Please submit any flyers to be distributed for school events to your VP for approval. She will then help get Lori's approval and initials before the flyer can be sent out.
2. Articles for Pawprint/Husky News must also be submitted to Carol Strultrager (pawprints) stuhltrager@fultonschools.org and Sheila Sillitto (Husky News) sheila@sillittodesign.com no later than Monday of the respective week for publishing. Don't forget to copy your VP and the Presidents on all submissions.
3. We highly recommend placing the neon stickers in communication logs the day before an event. The **committee chair** is responsible for such leg work to prepare stickers. Stickers can be found in the PTA room and should be printed for each respective student.
4. All correspondence going home with students must be in the teacher mailboxes on Wednesdays for distribution on Thursdays. Correspondence should only be sent home on Thursdays.

Business Contributions to PTA programs

1. Donations for PTA programs and events can be solicited from community businesses by committee chairs provided that you follow the recommended procedures.
2. Please check the Hillside PTA website (www.hillsidepta.com) to see if the business you plan to solicit is already a Hillside business partner or patron. If they are listed as a partner/patron then please refrain from approaching the business as they have already donated to our school and we don't want to over solicit. You may contact the business partner chair (see below) to ask for special permission if necessary. If the business is not listed on our website then feel free to approach them for donations.
3. You may need to present our business friend letter with PTA logo upon approaching any business to validate your request. Please email your VP for a copy, if needed.
4. Please notify your VP as well as the **business partner committee chair** of any donations so we can add them to our business partner program list. Alma Dragoje almadragoje@yahoo.com is on the business partner committee and will be keeping track of donations. Terri Davis terri_davis@bellsouth.net is committee chair.
5. Thank you notes are a very important part of the business partner program. Alma Dragoje will be happy to write a Thank You note to our business partners on your committee's behalf. She just needs you to send her the above information.