



Kenmore Elementary PTA

Making every child's potential a reality.

Kenmore Elementary PTA: 2021-2022 Committee Chair Responsibilities

General

- Please make every effort to attend all **PTA General Membership Meetings**. Notify the Presidents with agenda items for meetings via email. If you are unable to attend the General Meeting, please provide your committee update to a Board of Directors member or someone else who can present it for you as needed.
- For an activity to be considered a “PTA activity”:
 - It must be planned, managed and operated under the direction of the PTA.
 - It must be clearly advertised as a PTA activity.
 - All contracts and/or vendor agreements must be signed by the PTA.
 - Contracts require **two** signatures from executive board members (President, Vice President, Treasurer, Secretary)
 - PTA collects all monies and deposits in their account.
 - A PTA member needs to be present at the event.
 - The above all apply to Zoom/Virtual events.
- To extend our PTA's General Liability insurance policy to a PTA event:
 - The event must be voted on by the PTA.
 - The event must be approved by the PTA.
 - The event must be scheduled by the PTA.
 - The event must be planned by the PTA.
 - The majority of the manpower must be provided by PTA members.
- Outside organizations frequently request to have a presence at PTA-sponsored events.
 - It is the policy of the Kenmore Elementary PTA to allow organizations such as Girl/Boy Scouts, Hopelink or other non-profit groups to have a table available at such events.
 - It is the responsibility of each individual organization to bring a table, to provide its own signage or advertising materials, and to staff the table with representatives from their organization.
- **Room reservations** are requested by the Kenmore Elementary PTA Vice President through NSD for the various PTA activities.
 - This is done in June prior to the start of the new school year.
 - If a new event is scheduled after this time, please email the presidents in order to assure room availability and that a room is scheduled.
 - **COVID Room Restrictions (subject to change):**
 - Cannot use any classroom space until 6pm

- Limited space after 6pm (example: Gym or Library) due to cleaning protocols
 - NO space after 9pm
 - Weekend use may be limited & will incur custodial overtime fees
 - MUST have Principal approval of event BEFORE submitting application
 - Outside events are permitted if they do not use classrooms past 6pm
 - **At our school:** The library is considered a classroom and the gym is used by the YMCA until the evening.
- **Tables and chairs** are requested through the Vice President from the NSD Warehouse.
 - Please allow at least two weeks to schedule delivery. Generally the drop off date for the items is scheduled for the day before the event and pick up for the day following. <https://www1.nsd.org/our-district/departments/warehouse>
 - **Zoom events** are scheduled on the PTA professional account via the Presidents, who will give you the link information to disseminate.
 - Our current account includes Zoom meetings, with 100 participants, with no time restrictions.
 - Additional capacities (such as webinar, translation services, or more participants) are available for additional fees.

Communications

- Emphasize **inclusiveness**. Reach out your hand and introduce yourself to new people. Invite people to help with your committee or another committee. Write thank you notes or emails to all volunteers for your event. The relationships we make with each other are as important as the work we do for the kids.
- Let others know what you are planning! Communicate early and often with the Board of Directors, other PTA members, and people who may want to volunteer.

There are many ways to publicize your PTA event and request help from volunteers:

- **Cub Notes:** Distributed weekly in email on Sunday. If you'd like an article, reminder, etc. to appear in Cub Notes, email it to the Vice President no later than the Thursday evening before.
- **KE PTA Facebook:** Posts to this page are managed by the Vice President. Please note that due to privacy concerns, you may only request to post pictures of your children, or for those with parental approval. Please see Facebook Policy on the KEPTA website under Resources > Committee Chair Documents.
- **KE PTA Website:** Posts to your page are managed by the webmaster and the Presidents.
- **Print Flyers:** ALL fliers which will be distributed to families must have the NSD disclaimer on them and be submitted for approval by the school principal 3 school days before copying. Include your contact info. (Write to KE secretary: Megin Herron, mherron@nsd.org)
- **PTA Bulletin Board:** Information is changed each month. Contact Bulletin Board Chair or Presidents.

Policy for Distribution of Flyers in the Northshore School District:

- Only flyers promoting PTA or school-sponsored events may be distributed to all school families. These flyers can be from not-for-profit groups or for-profit groups. For-profit groups would only be allowed if they were sponsoring a fund-raiser, such as Sally Foster Gift Wrap, Cookie Dough and so on.
- All flyers need to be approved by the school principal. Not-for-profit organizations may not send flyers home, but may post one on the school district website for the community to access. Five copies of the flyer can be on-site and will be placed in the school office for those who are interested. Examples: Boy Scouts, Girl Scouts, Little League.
- For-profit businesses may not send flyers home nor can they post on the school website. These organizations would need to mail their information directly to families or post on community bulletin boards.
- The following disclaimer must be included on all flyers for PTA-sponsored activities:

“These activities are not sponsored nor endorsed by the Northshore School District or any of its schools. The district assumes no responsibility for the conduct during or safety of the activities. Northshore School District shall be held harmless from any cause of action, claim, or petition filed in any court or administrative tribunal arising out of the distribution of these materials including attorney's fees and judgments or awards.”

Spanish: “Estas actividades no son patrocinadas por el Distrito Escolar de Northshore (Northshore School District) o ninguna de sus escuelas. El distrito no es responsable por las actividades realizadas o seguridad de las mismas. El Distrito Escolar de Northshore se considerará inocente en cualquier causa de acción, reclamo o petición presentada ante cualquier corte o tribunal administrative que surja de la distribución de estos materiales, incluyendo honorarios de abogados, sentencias o premios. Si tiene preguntas acerca de esta actividad, por favor llame a Alvaro Parra al número 425-408-4863.:

Copies

We are not allowed to use the copier in the Staff Workroom. All copying must be done at the NSD graphics center or off-site.

If you need help designing graphics and layout, please have all content/copy ready 3 weeks before you need the hard copy prints in hand. This allows time for creation, printing, and approval by the PTA Presidents and Principal. Contact the Presidents for graphic support.

The Graphics Center for Northshore School District: (in Canyon Park)

22105 23rd Drive SE

Bothell, WA 98021

425-408-7830

<https://www.nsd.org/our-district/departments/graphics>

Hours: 8am - 4pm for drop-off work; 8am - 3pm if you are using the walk-up copier yourself.

Complete a form for each job and retain a copy. Bill to Kenmore Elementary PTA. Printer Code: 99005

Easiest way to print is to order copies from the center ahead of time! Plan ahead (5-7 business days in advance).

1. Go to <https://graphics.nsd.org/>
2. Login (ask Presidents for username and password)
3. Choose **Submit a Print Request (Upload Artwork File)**
4. Choose your file (must be PDF, Word, Excel, PPT, PNG, or JPG)
5. Choose a **Order Name**
6. In the cart, select **Preview / Change Options**
7. Choose your **Print Options**. (Color or B&W, white paper or color, single-sided or double-sided, etc.) There are also **Finishing Options**, such as folding or stapling.
8. Back in the **Cart**, you will see a place to put your **Quantity**.
9. Click **Place Order**.
10. For **Select a Shipping Method**, choose **Intradistrict Mail**. It will be sent to Kenmore Elementary. *No cost for delivery!* They will send a bill for the copies to Kenmore Elementary PTA.
11. Click the **Place Order** button at the bottom.
12. User Guide:
https://resources.finalsite.net/images/v1632260857/nsdorg/nsozlnijeyocyoooyummj/No_rthshore_End_User_Guide.pdf

If you are using the walk-up copier yourself, please allow time in case there are others waiting. You can bring a hard copy to print or you can use a USB drive. Here are the details when using the USB.

1. Insert a removable memory device into the media slot.
2. Press the [Printer] key to display the printer screen.
3. Press [Print from Memory Storage Device].
4. If necessary, select the removable memory device that contains the file you want to print.
5. Select the file you want to print.

Off-Site - Printing at Kenmore UPS Store:

6830 NE Bothell Way STE C
Kenmore, WA 98028
(425) 489-2808

1. Send an email to: store1933@theupsstore.com
2. Attach a PDF of the document you'd like printed.
3. Request copies made on #20 paper (this is the cheapest weight).
4. Tell how many copies you'd like.
5. Tell if you'd like them on white paper or color paper (slightly higher cost).
6. Tell if you'd like the text and images to be in color or black-and-white
7. Tell them if you'd like the copies to be single-sided or double-sided.
8. **Let them know that it is for the Kenmore Elementary PTA, as we have a discounted rate.**

9. Turn around time is generally within a few hours to one day. Payment must be made at pick-up. Please save the receipt and submit it for reimbursement.

Reimbursements

- Turn in receipts within 30 days of the event for which expenses were incurred. Reimbursement forms are found on the PTA website. Complete a reimbursement form, staple receipt(s) to it, and place in the Treasurer's folder in the filing cabinet in the staff room or email an electronic copy to treasurer@kenmorepta.org. Please include photos or scans of receipts.
- Please DO NOT reimburse yourself out of income collected! We must account for all receipts for IRS tax filing and record keeping.
- Payments are made within a week of receipt.
- Contact the Treasurer with any questions. (treasurer@kenmorepta.org)

PTAs should not accept money for paid advertising. "Income generated in this way is likely subject to UBIT (unrelated business income tax)."

NonProfit Status/Fundraising

Kenmore Elementary PTA is a 501(c)(3) nonprofit. Federal tax ID # 91-1029973

We serve a Title 1 school. This means that we serve a significant proportion of low-income and homeless students. (Around 40%)

Food Worker Permit

A "food worker" is defined as anyone who works with unpackaged food, food equipment or utensils, or any surface where people put unwrapped food.

Anyone working with Popcorn Thursdays, Bake Sales, or any event handling unwrapped food or food equipment should have a King County Food Worker Card.

An online training class can be taken at your convenience for free:

<https://www.kingcounty.gov/depts/health/environmental-health/food-safety/food-worker-card/web-based-training.aspx>

The permit cost \$10. You can request reimbursement through KEPTA for the cost. They are valid for 2 years if this is the first time you are getting a card.

Volunteering in School or at PTA events

Anyone who would like to volunteer in person either during the school day or at PTA events should apply with the Northshore School District online. This application is done yearly, but applies for all Northshore schools.

<https://www.nsd.org/get-involved/volunteer/become-a-volunteer>

This year, the application includes orientation, a background check, and proof of COVID vaccination.

Additional COVID Information

- We need to follow both Washington State Guidelines as well as Northshore Guidelines for events.
- Volunteers must be COVID vaccinated and upload proof of vaccination to the district (and be approved) before any event **during school hours**.
 - <https://airtable.com/shrCSc7qKe36xz8Tv>
- **Masks are required for any PTA event on campus.** (During school and after school.)
- The PTA cannot purchase PPE for students or teachers.
- **Please try to be flexible and plan for contingencies!**
 - If your committee is in charge of an event, have a back-up plan or consider alternatives, in case we cannot hold the event as we normally would.
 - If you are using vendors, please establish a final go-no go date. Do not sign any contracts that require non-refundable or transferable deposits for this year.
- If you have questions on what we can do, please contact the Presidents.