

**DICKERSON MIDDLE SCHOOL PTSA  
2011-2012 BOARD HANDBOOK**

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<b>DICKERSON MIDDLE SCHOOL PTSA 2011-2012 MEETING SCHEDULE</b>
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<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Tues., August 17	6:30 pm	Board Meeting	Cheryl Miller's Home
Tues., August 23	6:00 pm	General Meeting	Dickerson Theatre
Thurs., August 25	6:00 pm	General Meeting	Dickerson Theatre
Tues., October 18	9:30 am	Board Meeting	Dickerson Middle School
Tues., December 13	TBD	Holiday Brunch	TBD
Tues. January 17	8:00am	General Meeting Nominating Com. Vote	Dickerson Middle School
Tues., February 21	9:30 am	Board Meeting	Dickerson Middle School
Tues., March 20	8:00am	General Meeting Election of Officers	Dickerson Middle School
Tues., May 8	11:00 am	Luncheon	TBD

- A reminder email will be sent to all Board members one week prior to each meeting.
- If you wish to be included on the agenda for an upcoming meeting, please notify your assigned Vice President one week prior to the meeting.
- Committee Chairs are expected to report to the Board on a regular basis to update progress on the committee's activities. During periods when your committee is "active," please be prepared to attend the scheduled Board meeting. If you are unable to attend, please provide your assigned Vice President with an update to report on your behalf.

**DMS TRIBUNE**  
**ARTICLE SUBMISSION DEADLINES**

Article Deadline	Target Email Distribution Date
August 19	August 26
November 4	November 11
February 10	February 17
April 27	May 4

Articles should be created in MS-Word format and sent as an email attachment to Kelli Evertsen at [kellievertsen@comcast.net](mailto:kellievertsen@comcast.net) A copy of your article should also be forwarded to your assigned Vice President.

If you need to submit a paper copy, place it in the "Newsletter Editor" folder (located in the PTSA file cabinet in the school's front office) and please call Kelli at 770-612-8577 to let her know that it is there. (Also place a copy of the article in your assigned VP's folder.)

- Community news will be sent out via eNews instead of publishing in the newsletter. This saves important space for Dickerson events and helps reduce the cost of the newsletter.

PLEASE NOTE THAT ARTICLES ARE DUE  
 BY NOON ON THE DATES LISTED

## DICKERSON MIDDLE SCHOOL PTSA POLICIES

The Dickerson Middle School PTSA operates in accordance with the terms outlined in its Georgia PTA Local Unity Bylaws. Supplemental policies have been developed, in conjunction with the bylaws, to insure consistency across committees and programs, as well as to protect the association and its membership.

Following is an overview of policies to which each Committee Chair is expected to adhere and communicate to the other members of his/her committee. This listing is *not* all-inclusive; please contact your assigned Vice President if you should have any questions or concerns about conducting the operations of your committee.

### Financial Policies

- All funds collected by a committee on behalf of the PTSA must be turned over to the Treasurer on a timely basis. No funds will be held longer than seven days.
- At no time will any committee member make use of income received on behalf of or generated by the committee, other than to execute the activities of the committee.
- Each committee is authorized to spend within its specified budget. If additional funds are determined to be required, advance approval by the Executive Board is necessary. **Any unauthorized spending overruns may result in non-reimbursement.**
- Conversely, if a committee does not require all of the funds allocated for a particular year, it is not necessary to spend its entire budget in order to "reserve" the same level of funding for the following year. At the end of each school year, the Executive Board will ask each Committee Chair to provide an outline of anticipated expenses for the coming year, so that variations in expenditures can be accommodated.
- Each committee's budget is to be spent to buy supplies necessary to carry out the projects undertaken by the committee. Expenditures not deemed appropriate to the operation of the committee will not be reimbursed.

Potential areas of concern include, but are not limited to:

- Rewards and/or food for students or parents.
- Gratuities for food deliveries by restaurants or other vendors, beyond a nominal amount.

Whenever possible, committees should seek to utilize donated resources of time, expertise, and goods, making use of the talents of both adults and students, not only within Dickerson, but also reaching beyond into the local community.

<b>DICKERSON MIDDLE SCHOOL PTSA POLICIES (CONTINUED)</b>
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**COMMUNICATIONS POLICIES**

- Any publication (newsletter, newspaper, etc.) or externally directed communication (calling post, e-news, board-wide email, etc) generated by a committee must be reviewed approved by its assigned Vice President, prior to distribution.
- All issues requiring input or approval by the Administration will be brought to the attention of a Co-President or to the Vice President assigned to the committee, who will contact the administration

**PTSA E-news**

- Email your request to Sara Holmes (sholmes4@bellsouth.net) *by Sunday night by 5:00 PM in order to get it on the e-blast for the following week.* All announcements will be broadcast in one e-blast at the beginning of the week, unless prior arrangements have been made. Announcements must be presented in text format OR email Sara and ask about the protocol for sending attachments or graphics.

**PTSA Website**

- Email your request to Sara Holmes (sholmes4@bellsouth.net) and copy both Paulette Farley (paulette.farley4@gmail.com) and Paty Holdmeyer (holdmeyer@comcast.net). All information must be received by Sunday night in order to be posted on the website the following week.

**PRIVACY POLICY**

- All personal information made available to committees (for board members, committee volunteers, school employees, students, etc.) will be used solely to conduct the work of the committee and will not be distributed to other parties or used for other purposes.

**CONTRACTS POLICY**

- All contracts must be approved and signed by a Co-President. Committee members are not authorized to execute contracts on behalf of the PTSA.

## **DICKERSON MIDDLES SCHOOL PTSA TREASURER'S PROCEDURES**

### **REIMBURSEMENTS/VENDOR PAYMENTS:**

Complete, in its entirety, the "Check Request Form" for both reimbursement of expenses incurred by you or for payments to vendors. (There are also copies of this form on the web site as well as copies in the PTSA file cabinet marked Check Request Forms.)

You must attach receipts for expenses incurred by you for reimbursement. If you would like the check mailed to your home, attach a self-addressed, stamped envelope to the form. **ALWAYS KEEP A COPY OF YOUR COMPLETED FORM FOR YOUR NOTEBOOK.**

If you are paying a vendor, either attach the invoice to this form or note that the vendor is mailing us an invoice under separate cover, so that the Treasurer can match up the purpose of that invoice when received. Either way, we must have this form completed in order to make a payment.

Once you have completed the form, put it in the Check Request folder in the PTSA file cabinet with all attached receipts. **DO NOT GIVE DIRECTLY TO THE TREASURER** as it will slow down the procedure. When you turn in a check request form please email your VP and let them know the amount and what the request is for so that they can help keep up with the budget, etc. for your committee.

Once all approvals have been signed, a check will be written and placed in your PTSA folder (unless other arrangements have been requested.)

### **COMMITTEES THAT RECEIVE FUNDS:**

After Meet & Greet, there are several committees that will continue to receive orders/money into the school year, via teachers, and it is important that each committee collects all monies first. As teachers turn these into PTSA, they will be put into that committee's folder. Please check your folder often. You will then complete a "Money Collection Form" (There are also copies of this form on the web site as well as copies in the PTSA file cabinet marked Check Request Forms) to keep track of orders and serve as back-up for the Treasurer. Each committee should fill out this form as monies are received. Periodically, total the form, make a copy, and turn it in with the money to the Treasurer for deposit. Your copy should be kept for reference.

Please call or email the Treasurer when you turn in this form/money in the PTSA Treasurer's folder, so that she can be at the school on that day to pick up. The school cannot be responsible for any money left overnight in the front office, so it is imperative that you do not leave money without arranging pick-up with the Treasurer.

Do not put any checks or cash in the PTSA Treasurer's folder without a completed "Money Collection Form" attached.

**DICKERSON MIDDLE SCHOOL PTSA  
COPY PROCEDURES**

Flyers and handouts (more than 50) may be copied at school in the copy room located in the Media Center. All copying will be done by the Copy Crew and you should allow one week lead time.

To request copies, complete a Copy Request Form (available in the copy room) and attach it to the master. Please make sure that your name, PTSA committee and phone number are on the form, in case there are any questions. All copies will be printed on white paper, unless you specify otherwise. Yellow paper is available if you would like your material printed on colored paper. Completed copies may be picked up on the PTSA shelf in the copy room.

Copies for other documents can be done at FEDEX Kinko's (show your PTSA membership card for a 25% discount on all services): Office Depot offers a discount to PTA members; and, if you wear your PTA name badge or tell the clerk at Copy Max (next to Office Max) that you are making copies for PTA, they will almost always offer you some sort of discount.

**Sample Copy Request Form:**

Name \_\_\_\_\_ POD PTSA

Today's Date \_\_\_\_\_ Need by \_\_\_\_\_  
Be specific - NO ASAP

# of Masters \_\_\_\_\_ # of Copies Needed \_\_\_\_\_

Directions: One Sided Only  
Front & Back  
Sorted & Stapled

Special Instructions \_\_\_\_\_  
Include Committee Name and phone number

**APPENDIX:  
PTA RESOURCE PACKET**

# PTA's National Standards for Family-School Partnerships

**Standard 1:** Welcoming all families into the school community—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

**Standard 2:** Communicating effectively—Families and school staff engage in regular, meaningful communication about student learning.

**Standard 3:** Supporting student success—Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

**Standard 4:** Speaking up for every child—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

**Standard 5:** Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

**Standard 6:** Collaborating with community—Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

For more information about the National Standards and PTA programs that promote family-schoolpartnerships, visit [www.pta.org](http://www.pta.org)

[http://www.pta.org/documents/National\\_Standards.pdf](http://www.pta.org/documents/National_Standards.pdf)

National PTA is divided into eight regions.  
Georgia PTA is one of seven states in Region 3.

Georgia PTA is divided into 13 Districts.

Dickerson PTSA is a member of the 9<sup>th</sup> District of Georgia PTA, which includes  
Carroll, Cobb, Douglas, Haralson, Paulding and Polk counties.

Cobb County includes the Eastern Cobb County Council of PTAs, South Cobb Council of PTAs,  
Jessye Coleman Council of PTAs, Marietta City Council of PTAs, and the  
Tom Tathis, Sr., Council of PTAs

The Eastern Cobb County Council (ECCC) PTA includes  
Lassiter/Kell, Pope Sprayberry, Walton and Wheeler High School clusters

#### **NATIONAL PTA**

1250 N. Pitt Street  
Alexandria, VA 22314  
Toll Free: (800) 307-4PTA (4782)  
[www.pta.org](http://www.pta.org)

#### **GEORGIA PTA**

114 Baker Street, NE  
Atlanta, GA 30308  
(404) 659-0214 or 1 (800) PTA-Today  
Fax: (404) 525-0210  
Email: [gapta@bellsouth.net](mailto:gapta@bellsouth.net)  
[www.georgiapta.org](http://www.georgiapta.org)  
Hours: 9 am to 4:30 pm, M - Th  
9 am to 2 pm, Friday

Officer	Title	Email Address
Donna Kosicki	President	<a href="mailto:president@georgiapta.org">president@georgiapta.org</a>
Rita Erves	President Elect	<a href="mailto:presidenceselect@georgia.org">presidenceselect@georgia.org</a>
Sonia Scott	1st Vice President	<a href="mailto:vicepresident1@georgiapta.org">vicepresident1@georgiapta.org</a>
Carolyn Briner	2nd Vice President	<a href="mailto:vicepresident2@georgiapta.org">vicepresident2@georgiapta.org</a>
Cheryl White	Secretary	<a href="mailto:secretary@georgiapta.org">secretary@georgiapta.org</a>
Richard Jones	Treasurer	<a href="mailto:treasurer@georgiapta.org">treasurer@georgiapta.org</a>
Laura Dobbs	Parliamentarian	<a href="mailto:gaptadobbs@bellsouth.net">gaptadobbs@bellsouth.net</a>
Sheila Cornelius	Past President	

## 9th District

**Director:** Lori Sweet, 770-421-9509, [lsweet@bellsouth.net](mailto:lsweet@bellsouth.net)  
**1st Asst. Director:** Kiddada Asmara Gray, 770-256-2698, [kq2educate@gmail.com](mailto:kq2educate@gmail.com)  
**2nd Asst. Director:** Jeri Godhigh, 404-713-5294, [sisterjeri@msn.com](mailto:sisterjeri@msn.com)  
**Secretary:** Irene Barton, 678-778-5496, [irenebarto@gmail.com](mailto:irenebarto@gmail.com)  
**Treasurer:** Carol Lindstrom, 404-731-7922, [catlind@bellsouth.net](mailto:catlind@bellsouth.net)  
**Parliamentarian:** Marlene Henderson, 770-993-2645, [mswannhe@bellsouth.net](mailto:mwannhe@bellsouth.net)

### ECCC

[www.ecccpta.org](http://www.ecccpta.org)

#### Board of Directors 2011-12

#### Executive Committee

<b>Co-Presidents</b>	<b>Irene Barton</b> 3684 High Green Drive <a href="mailto:irenebarto@gmail.com">irenebarto@gmail.com</a> County mail- East Side	678-778-5496 Marietta, 30068
	<b>Beth Russell</b> 2697 Long Lake Ter. <a href="mailto:Baps.russell@gmail.com">Baps.russell@gmail.com</a> Roswell, 30075 Hightower Trail	404-824-4303 County mail-
<b>Vice President</b>	<b>Stephanie Daniels</b> 3853 Bluffview Dr. <a href="mailto:stephanielandaniels@bellsouth.net">stephanielandaniels@bellsouth.net</a> Marietta, 30062 Mill	770-565-8053 County mail- Garrison
	<b>Beth Anderson</b> 4331 Riverhill Lane <a href="mailto:beth.anderson@live.com">beth.anderson@live.com</a> Roswell, 30075	770-518-4147 County mail-Mabry
<b>Secretary</b>	<b>Pamela Kent</b> 1734 Blackwillow Ct. Marietta, 30066	770-516-3544 <a href="mailto:pmkent@bellsouth.net">pmkent@bellsouth.net</a> County mail-Keheley

**DICKERSON MIDDLE SCHOOL PTSA  
ROOM SET-UP REQUEST**

Please complete this form for all PTSA events that require any additional facility set up at the school. All requests should be submitted to Rita Janik, in the front office at least 3 days prior to the event. She will contact the custodians.

Today's Date: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Set up date: \_\_\_\_\_ Time: \_\_\_\_\_

Take down date: \_\_\_\_\_ Time: \_\_\_\_\_

For questions, contact: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Supplies needed and quantities of each (tables, chairs, etc.):

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Audiovisual and electrical needs (outlets, extension cords, etc):

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Additional information: \_\_\_\_\_

If applicable, please draw a diagram on the back of this page indicating how the room is to be set up. Attach additional pages if needed.

Dickerson Middle School PTSA



# Cash Verification Form

Date \_\_\_\_\_ Activity \_\_\_\_\_

Chairperson \_\_\_\_\_ Budget Category \_\_\_\_\_

**Coins**

_____	X	.01	=	_____
_____	X	.05	=	_____
_____	X	.10	=	_____
_____	X	.25	=	_____
_____	X	.50	=	_____

**Currency**

_____	X	1.00	=	_____
_____	X	\$1.00	=	_____
_____	X	\$5.00	=	_____
_____	X	\$10.00	=	_____
_____	X	\$20.00	=	_____
_____	X	\$50.00	=	_____
_____	X	\$100.00	=	_____

**Total** \_\_\_\_\_

**Checks**      How many? \_\_\_\_\_      **Total**      \$ \_\_\_\_\_

**Grand Total**      \$ \_\_\_\_\_

**Verification:** (Signature of counters)

We (I) the undersigned certify these funds were received for PTA activities and were properly accounted for.

Signature: \_\_\_\_\_      Signature: \_\_\_\_\_

<b>For Treasurer's Use Only</b>	
Amount Received: \$ _____	Date Received: _____ Date
Deposited: _____	



## Dickerson Middle School PTSA

# Check Request Form

Date of Request: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Make Check Payable to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Check: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Signature of Requester: \_\_\_\_\_

Note: If the item has been purchased, please attach receipt(s) to this form. If the expense is for a vendor's services, please attach the vendor's invoice. Approval must be obtained on all purchases. Failure to obtain approval may result in the purchaser having to incur the expenses. Signature of the PTA president is required before the treasurer will issue the check.

Executive Officer Approval \_\_\_\_\_ Date \_\_\_\_\_

### For Treasurer's Use Only

Date Issued: \_\_\_\_\_ Check

Number \_\_\_\_\_

Charged to what

account: \_\_\_\_\_

**DICKERSON MIDDLE SCHOOL PTSA  
ANNOUNCEMENT REQUEST FORM**

Please complete this form and give it to Rita Janik in the front office.  
Please submit your request at least 24 hours in advance.

Name/Committee: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_

**ANNOUNCEMENT**

(Please provide the exact wording you wish to have read)

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**Please Read: (Check all that apply)**

Monday  Tuesday  Wednesday  Thursday  Friday

A.M. only  P.M. only  A.M. & P.M.

**DICKERSON MIDDLE SCHOOL PTSA  
SCHOOL SIGN REQUEST FORM**

Please complete this form and place it in the "School Sign" folder (in the PTSA file cabinet located in the front office)

Name/Committee \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_


NOTE: Each punctuation mark requires a separate box

**Please call or e-mail Michelle Morea at 770-993-4750 or michelle.morea@yahoo.com if request is made within 48 hours of the date that the sign needs to be changed.**

Approval: \_\_\_\_\_

(Note: A representative from the School Sign Committee will obtain the necessary approval for your request.)

**Dickerson Middle School PTSA 2011-2012 TO 2012-2013**

**Committee Transition Form (2 pages)**

(Please turn in your committee folder no later than May 24, 2012 or at the end of your committee program)

Committee Name: \_\_\_\_\_

Chair(s) with phone numbers and email addresses:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Brief description of committee and overall goal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget:\$\_\_\_\_\_ Actual Expenditures:\$\_\_\_\_\_

Are there any budget recommendations/changes for next year?

\_\_\_\_\_  
\_\_\_\_\_

Please put an X by any of the resources you utilized to accomplish goals: admin. \_\_\_\_\_,  
teacher(s)\_\_\_\_\_, community\_\_\_\_\_, donations\_\_\_\_\_, parent volunteers\_\_\_\_\_, student  
volunteers\_\_\_\_\_

Suggestions for improving the function/quality of the committee and/or advice for the next  
person to chair this committee (what would you suggest to do differently?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a monthly time-table for committee's activities (if applicable):

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

List phone numbers and emails for any vendors, contacts, etc. that would be helpful to the next chairpersons: