

**DICKERSON MIDDLE SCHOOL PTSA
2009-2010 BOARD HANDBOOK**

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DICKERSON MIDDLE SCHOOL PTSA 2009-2010 MEETING SCHEDULE
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Date	Time	Event	Location
Tues., August 4	6:00 pm	Board Meeting	Waterford Green Subdivision Clubhouse
Tues., August 18	6:00 pm	General Meeting	Dickerson Theatre
Thurs., August 20	6:00 pm	General Meeting	Dickerson Theatre
Tues., September 22	9:30 am	Board Meeting	Dickerson Middle School
Tues., October 20	9:30 am	Board Meeting	Dickerson Middle School
Tues., November 17	9:30 am	Board Meeting	Dickerson Middle School
Tues., December 15	10:00 am	Holiday Luncheon	TBD
Tues., February 16	9:30 am	Board Meeting	Dickerson Middle School
Tues., March 16	9:30 am	Board Meeting	Dickerson Middle School
Tues., May 11	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 Distribution Date
August 19	September 8
September 23	October 5
October 14	November 30
December 9	January 26
February 17	March 8
March 17 April 14	April 12 May 3

Articles should be created in MS-Word format and sent as an email attachment to Sophie Mookerji at sophie.mookerji@gmail.com. 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 Sophie at 770-541-6565 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.

DICKERSON MIDDLE SCHOOL PTSA POLICIES (CONTINUED)
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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 Charlie Brown (charliebrown.school@yahoo.com). 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 member of the Executive Board. 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-school partnerships, visit www.pta.org

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 9th 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

541 No. Fairbanks Court, Suite 1300
Chicago, IL 60611-3396
Phone: (312) 670-6782
Toll Free: (800) 307-4PTA (4782)
Fax: (312) 670-6783
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
www.georgiapta.org
Hours: 9 am to 4:30 pm, M - Th
9 am to 2 pm, Friday

Officer	Title	Email Address
Sheila Cornelius	President	president@georgiapta.org
Donna Kosicki	President Elect	presidencyelect@georgia.org
Larry Perrino	1st Vice President	vicepresident1@georgiapta.org
Karen Hallacy	2nd Vice President	vicepresident2@georgiapta.org
Elida Perez-Knapp	Secretary	secretary@georgiapta.org
Carolyn Briner	Treasurer	treasurer@georgiapta.org
Laura Dobbs	Parliamentarian	gaptadobbs@bellsouth.net
Leslie Cushman	Past President	cushmanl@bellsouth.net

9th District

Director: Patty Yohn 770-941-5415 pattyjohn@bellsouth.net
1st Asst. Director: Karen Carter, 678-641-2860, Karen.carter08@gmail.com
2nd Asst. Director: Lori Sweet, 770-421-9509, lsweet@bellsouth.net
Secretary: Marlene Henderson, 770-993-2645, [mswannhe@bellsouth.net](mailto:mwannhe@bellsouth.net)
Treasurer: Debra Lane, 770-739-7205, lane_tribe@bellsouth.net
Parliamentarian: Terry Fast, 770-592-6894, thefast4@bellsouth.net

Parliamentarian: OFFICERS
www.ecccpta.org

Board of Directors 2009-2010

Executive Committee

Co-Presidents	Annie Fann 2288 Glenridge Drive Marietta, 30062	678-560-6456 President@eccpta.org County mail- Kincaid
	Abby Shiffman 171 Kenley Court Marietta, 30068	770-565-9541 President@eccpta.org County mail-East Cobb
Vice President	Lynne Bitzis 3353 Carluke Court Marietta, 30066	770-971-4800 VP@eccpta.org County mail-Addison
Secretary	Heather Rees 4461 Club Lane Drive Marietta, 30067	770-937-0321 Secretary@eccpta.org County mail-Dickerson
Treasurer	Cindy Brown 4540 Blackland Drive Marietta, 30067	770-984-9015 Treasurer@eccpta.org County mail-Sope Creek

Parliamentarian

**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.):

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

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.



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Dickerson Middle School PTSA

Cash Verification Form

Date _____ Activity _____

Chairperson _____ Budget Category _____

Coins	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
	_____	X	.50	=	_____
	_____	X	1.00	=	_____
Currency	_____	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: _____

For Treasurer's Use Only

Amount Received: \$ _____ Date Received: _____ Date Deposited: _____



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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: _____

Comments/Special Notes: _____

**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 Jamie Justice at 678-277-8892 or jamjustice@gmail.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 2008-2009 TO 2009-2010
Committee Transition Form (2 pages)

(Please turn in your committee folder no later than May 21, 2008 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:

**THANK YOU FOR YOUR TIME, ENERGY
AND TALENTS GIVEN TO BENEFIT THE
ENTIRE DICKERSON FAMILY -
STUDENTS, STAFF, PARENTS AND
COMMUNITY!**