

Trillium Creek Primary School- Parent Teacher Association

**Do’s, Don’ts and Suggestions!**

**Do’s**

* Contact your PTA board representative (see flow chart) with any questions and invite to meetings
* Contact Principal one month prior to event to review game plan for event
* Contact Facilities Manager with Facility Set up/Needs: [gibsonj@wlwv.k12.or.us](mailto:gibsonj@wlwv.k12.or.us) 503-716-2529

-Meet with Custodian to verbally go over your facility needs

-Turn in Facility Request Form to Kim Vermillion

* Order anything from district (tables, chairs, etc) one month prior
* Use your binders!
  + Keep notes for next year
  + Make copies of flyers/ or add a CD with information added to it
  + Fill out the Event Summary
* Any contract valued at more than $500 needs to be signed by two board members.
* Advertise Your event: Utilize the volunteer website to communicate with your volunteers (Stephanie Gettel) , PTA face book (post yourself), & Web Page (Christy Rhiem), Trillium Tweet (Wendy Harmon), take home folder flyer (get board member approval).
* Consider using Student Leadership and middle or high school student volunteers…talk with Principal
* Request Pedi-cash check 2 weeks prior to event
* After Event Prepare your financial deposit with your board member and co-chair present
* Send a thank you to your volunteers or any donors (we have thank you cards available to use)

**Don’ts**

* Don’t use latex balloons or any latex products.
* Don’t use bounce houses or blow-up equipment.
* Don’t use glitter.
* Don’t use hay.
* Don’t go over budget…☺
* Don’t forget to submit your receipts for reimbursement.
* **Don’t send out any communication piece to the school community (List serve or flyers) without your board representative’s approval.**