



2019-2020 PTA GUIDELINES

The mission of the Bunker Hill Elementary PTA is to foster a volunteer partnership between parents, staff and community in an enriched environment that provides an exemplary and outstanding learning experience for students.

PTA MEETINGS

- PTA meetings are held monthly (with the exception of December and March) on Fridays at 9:30 am in the Community Center Room. Meetings for the 2019-2020 school year will be:

September 6, 2019
October 4, 2019
November 1, 2019
January 10, 2020

February 7, 2020
April 3, 2020
May 1, 2020

- If you are a committee chair and have a report to give at a meeting, please let the President, Emily Paulson (bheptapresident@gmail.com) know by the Tuesday before the Friday meeting so that you may be included on the agenda.

COMMITTEE CHAIRS

- As chair of a committee, please recruit volunteers as needed. The back-to-school coffee and grade level luncheons provide excellent opportunities to find volunteers. We will use Sign Up Genius again this year and parents will be able to sign up via computer at these events if they haven't done so already. A detailed email was sent to you earlier this week on how to submit your sign up.
- The PTA President is an ex-officio member of every committee and should be invited to attend meetings and be kept apprised of committee plans and progress.

SCHOOL FACILITIES

- If you need to reserve a specific room for your event (Community Center, Science Lab, Cafeteria, etc.), please email Principal Dana Johnson, Kat Juarez (dana.johnson@springbranchisd.com, kat.juarez@springbranchisd.com) and CC: Tammy Holley (tammy.holley@springbranchisd.com) to determine availability. They all have access to the master calendar and can reserve the appropriate space for your event.
- The PTA workroom is the location where PTA mail and other communications are distributed. Please label a basket for your committee anytime that you expect to receive forms, information or payment.

- Coordinate with the VP Long Range Planning, Cathy Schuetze (bhebudgetvp@gmail.com) if you plan to use the lock box located in the PTA workroom for payment collection.
- Please respect the artwork and other displays in the school foyer and hallways when decorating for events. Do not remove any artwork without first obtaining permission from the art teacher.

BUNKER HILL BLAST & WEBSITE SUBMISSIONS

- Each Monday, an email “eBlast” is sent to all Bunker Hill families with information pertaining to that week. **Requests are due the Thursday before the Monday eBlast.** *Requests submitted after the deadline will go in the next week’s eBlast.*
- If you have information for the eBlast or the website, go to the PTA website at www.bunkerhillpta.com and click on the “Submit Article” to fill out a form.
- Unless you want to include a committee logo, there is no need to send clip art images.

CHECK REQUESTS/REIMBURSEMENTS

- All check requests must be made by completing a check request/reimbursement envelope located in the Treasurer’s box in the workroom. Place the invoice, receipts and supporting paperwork inside the envelope and return it to the Treasurer’s box. *Please do not seal the envelope.* The check will either be mailed directly to the vendor, or if the check is a reimbursement made payable to you, it can be found on the check tree on top of the mailboxes within a week. Please email the Treasurer, Michelle Rigo (bhetreasurer1@gmail.com) with any questions.
- Please use the Bunker Hill PTA sales tax exemption form found on the PTA website when purchasing taxable items. **We cannot reimburse you for sales tax.** The only exception is on items purchased from Costco and Sam’s; we will reimburse sales tax for those items only.

DEPOSITS, EXPENDITURES AND BUDGET

- Deposit forms can be found in either the VP Long Range Planning’s box or on the PTA website. Please complete and sign the form and place it in the VP Long Range Planning’s box or lock box in the workroom.
- Please do not hold checks or cash for more than a few days.
- Contact the VP Long Range Planning, Cathy Schuetze (bhebudgetvp@gmail.com) to alert her of large deposits left in the lockbox box or if you have a large cash deposit that may need delivery directly to her.
- All committee chairs are responsible for making sure their committee does not spend over the approved budget amount. **If you see that you are going to spend over the amount allotted, you must advise the Treasurer and President for Executive Board**

approval. The PTA will NOT pay expenses over the budgeted amounts, unless they have been approved in advance.

- Please remember that all unused funds in a particular budget will be absorbed back into the general fund and can be used for other items to benefit the school, such as CIC expenditures. In other words, please spend your budgeted money wisely and resist spending it on unnecessary items just because there is money remaining in your budget.

DONATIONS AND SOLICITATION OF GOODS AND SERVICES

- If you plan to ask businesses or BHE families to donate money or services, you must first contact the VP Underwriting, Callie Ezell (bheptaunderwriting@gmail.com). She will advise you of our underwriting/donation guidelines and inform you of any previous solicitations as well as the appropriate recognition levels.
- Effective July 2014, Texas PTA will allow PTAs to purchase gift cards, but must meet the following requirements: 1) any gift cards purchased shall **NOT** exceed \$25, 2) gift cards must be retail specific, i.e. branded cards of restaurants, stores, etc., 3) generic cards (Mastercard, Visa, etc.) are **NOT** permitted. Please contact Emily Paulson (bheptapresident@gmail.com) or Michelle Rigo (bhetreasurer1@gmail.com) if your committee is planning to purchase gift cards.

Thank you for all you do to make BHE a GREAT school!