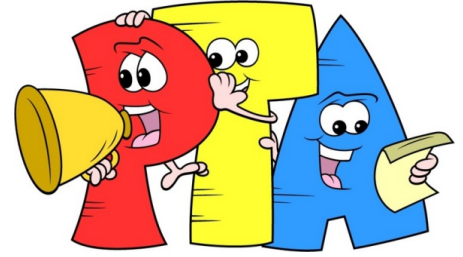


# FLOCKTOWN-KOSSMANN PTA

## FAQS



### 1. How may I get my flyer out to the student body?

All flyers must go through the "Flyer Approval Process" prior to going out to the student body.

#### Flyer Approval Process:

1. Please create flyer in Microsoft Word
2. Email flyer to Michele Ruppert [mtrupe@gmail.com](mailto:mtrupe@gmail.com) for approval.
3. Michele will add F-K PTA footer and send it to Mrs. Fichot (Kossmann's Secretary), Joanne Butkus and Kelly Weinert (our photocopiers).
4. Once approved, a copy will be at the school and finished copies are left at the school for distribution.
5. Please allow ample time (2 weeks prior to flyer being needed) to get this process completed!
6. Approved flyer will be submitted to our website via Liz Stolarz, [stolarzlizabeth@yahoo.com](mailto:stolarzlizabeth@yahoo.com)
7. Michele will also post approved flyer on our Facebook Page

### 2. Can a Chairperson sign Contracts with vendors?

No. According to our bylaws, President, Michele Ruppert and Vice President, Danielle Mungiglio must sign contracts between vendors and PTA. Please fill out contracts and give them to Michele at a meeting or arrange a drop off time.

### 3. How do I book a room for a PTA event?

All room requests must be done via our Secretary Rita Brzozowski at [ritaski5@yahoo.com](mailto:ritaski5@yahoo.com). If you are planning an event you MUST fill out a room/space request.

### 4. How do I get reimbursed for money I have spent for PTA functions?

You can be reimbursed based on your approved budget. You must keep your RECEIPTS. We cannot reimburse you if you don't have a receipt. Go to our website [fkpta.com](http://fkpta.com). Go to Main Menu, click on [flyers/forms](#). Scroll down to Treasurer Forms; [Financial Vouchers](#). Fill out form and attach receipt. Give the form/receipt to Kelly Weinert, our treasurer.

**5. How do I request a cash box for my PTA event?**

Go to our website [fktpa.com](http://fktpa.com). Go to Main Menu, click on [Flyers/Forms](#). Scroll to [Cash Box Request](#) under Treasurer Forms. Print, fill out and submit it to our treasurer, Kelly Weinert.

**6. How do I get a PTA event on the school calendar?**

Submit the date to Michele Ruppert who will then email it to Mrs. Fichot. When it is approved, Mrs. Fichot will add it to the calendar.

**7. How do I get a meeting with Mr. Craver regarding a PTA event?**

Once the event has been discussed and approved by the PTA board, email or call Louise Fichot to schedule a meeting with Mr. Craver. Please let Michele Ruppert know in advanced if you need her to attend.

**8. Can flyers be sent home in backpacks?**

Since our school has adopted a paperless policy, the number of flyers sent home is VERY limited. Flyers may be sent in backpacks if they have a tear off/return section on the bottom of the page. Flyers sent home must follow the [Flyer Approval Process](#) (see #1).

**9. How do I get something photocopied for the PTA?**

If your Flyer has been approved by our "Flyer Approval Process", then our photocopiers, Joanne Butkus and Kelly Weinert will be notified by Michele Ruppert.

**10. How can I purchase items for the PTA using a Tax Exempt form?**

Contact our treasurer, Kelly Weinert for a Tax Exempt information. You can't be reimbursed for sales tax so if you are buying for our PTA use a tax exempt form.

**11. How can I communicate/advertise my event to the school families?**

You may request that your event be included in the monthly eblasts, which are sent out on the first and fifteenth of the month. If you want to add something to the eblast you must email your write up to Rita before the 1<sup>st</sup> & 15<sup>th</sup> of each month. Rita sends out the eblasts via room parents so members and non PTA members will receive this info. You may also submit your info to be posted on our Facebook page via Michele Ruppert. You can also write a blurb in our PTA monthly newsletter, *The Pack Press*. Please email blurb to [fkptanewsletter@gmail.com](mailto:fkptanewsletter@gmail.com)