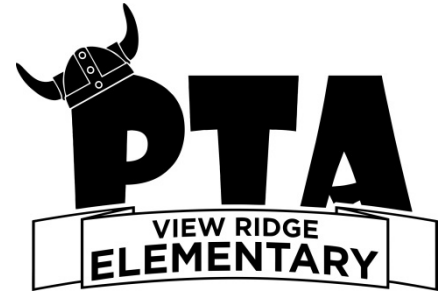


Name _____ Committee _____ Budget _____

2018-2019 View Ridge PTA Board

Co-President	Leslee Hammer	425-350-4822	lhammer5@yahoo.com
Co-President	Jen Brunni	425-870-7263	brunniac@gmail.com
Co-Vice Pres	Amanda Cabana	425-754-3499	aruddell52@gmail.com
Co-Vice Pres	Jen Campbell	616-638-4090	williamsj77@hotmail.com
Secretary	Becky Peterson	425-409-4119	bradyandbecky@frontier.com
Treasurer	Amanda Keith	425-231-4165	amkeith3@gmail.com



First of all THANK YOU!! We cannot hold events for View Ridge without the time and help of all of our Committee Chairs.

The following is a list of helpful information to enable you to have a successful event. Please feel free to contact your board with any questions.

- Each committee should have a binder. This will have information on your event from previous years. (If you do not have the binder for your committee, please let Leslee or Jen B. know.)
- The PTA drawer is located in the office. This has folders for most events, as well as forms for reimbursement (receipts must be turned in within 60 days), cash box advances and deposits. The key for our PTA closet is in this drawer as well.
- The PTA closet is straight down the main hall on the right, just before the cafeteria.
- The PTA has a safe in our closet for all deposits. To deposit funds please have 2 PTA members count, and sign the deposit form. Put the form and all money in an envelope/bank bag and deposit into safe.
- If your event needs starting cash, please fill out the appropriate form and leave in the Treasurer folder at least 1 week in advance of your event. You will receive a check in your name for the total amount and then you will need to go to the bank and get the starting cash you need.
- All notices/flyers that you want to send out need to be approved by Cindy H or Torie W in the office.
- Once approved, please e-mail your flyer to lhammer5@yahoo.com and brunniac@gmail.com. We will forward this to all students we have e-mails for, as well as post on our FB page. Please then copy flyers and put in teacher mailboxes.
- Our PTA copy code is 5591.
- Becky Peterson creates our newsletter and manages our website. If you would like an announcement in the newsletter please e-mail her at bradyandbecky@frontier.com by the 22rd of the month. Please include "PTA (month) Newsletter" in the subject line.
- Each committee has a budget, please know what your budget is and spend wisely. Don't hesitate to ask for donations! We are a 501c3 charity, so people who donate can write off their donations.
- Contact Leslee or Jen if you need a sample of a donation request letter.
- For carnival, holiday store, holiday wrap, book exchange, and field day, you have supplies/storage on the 3rd floor. Please get the elevator key from Cindy or Torie in the office. You must have the key to get to the 3rd floor. Please make sure to turn the light off when you are done, and return the key to the office.
- All contracts need to be signed by 2 board members, if you have a contract for something with your event, please make sure you get them signed correctly.
- Don is the janitor during the day, and Clint is our night Janitor. They are very helpful when needed, please thank them when they assist us for any PTA event.
- Aimee Wilson is our volunteer coordinator. Please contact her for a list of people who have signed up to volunteer for your event aimeek60@hotmail.com

Once again, THANK YOU! Your time and effort are appreciated! It takes a village, and everything you do, is so that the kids at View Ridge have awesome opportunities and experiences!