



Thank you for volunteering to chair a committee this year. Your time and commitment to our Fernwood community is very appreciated! Here are some useful resources for your reference. Feel free to convene a committee to help you plan and execute your event. Your Board of Directors is also here to help support you. We are excited for a new school year!!

Topic	Important Information	Contact	Notes
Budget	**Confirm your budget. ** Past detailed info for your event may be obtained.	Treasurer, Bobbie Moe bobbie@alpineclean.com	Your budget may not be exceeded without having prior written approval, or you may incur the additional costs.
Communication Options	<ul style="list-style-type: none"> ✓ Include Panther Paw logo & NSD disclaimer. ✓ Have a draft approved by the board. 	Mary Khouzam mary@khouzam.com Karrie Palis karrie_palis@hotmail.com Amy Holstad kubstad@msn.com	Facebook Post Email message to parents Post Fernwood.OurSchoolPages.com Monthly printed newsletter Reader board at school
Take-home flyers/ Printing	ONE send-home flyer per event is permitted by the school. Send draft to Mary, Karrie or Amy for approval. Then send to FW office manager for approval.	The Graphics Center is located at 22105 23rd Dr SE, Bothell, WA 98021. FW Office manager LeAnn Edison ledison@nsd.org	Consider ½ sheets where appropriate. Color posters are also available for under \$1.00.
Volunteers	Obtain list of volunteers to help plan the event or help the day of the event. Use Signup.com for volunteer schedule or donation requests.	Volunteer Coordinator, Susan Tait susantait77@gmail.com	We have a master list of volunteers for you to form a committee and/or have help on the day of the event.
Petty Cash	Submit a completed Reimbursement Form (indicate "Petty Cash") to Treasurer.	Treasurer, Bobbie Moe bobbie@alpineclean.com	Allow one week to process.
Money Handling Procedures	All money collected at events may only be handled by current PTSA paid members.	Ass't Treasurer, Serena Xu sxu8877@gmail.com .	Deposits: Use the Cash Received Form to record the deposit, and have it signed by two PTSA members before turning over to the Ass't Treasurer.
Contracts	Vendor contracts may only be signed by an elected board member.	See board members' contact info below.	
Resources	All forms are available on our website.	Fernwood.ourschoolpages.com	Panther Paw Logo - NSD disclaimer - Letterhead - Cash Received Form - Reimbursement Form
Facility Reservations	The PTSA secretary coordinates all facility reservations. Events listed on the PTSA calendar have already been requested.	PTSA Secretary, Amy Holstad kubstad@msn.com	Please contact the secretary with any additions or changes.
	Chair and table reservations	FW custodian, Deb Livingston d Livingston@nsd.org	
	Food service items, such as coolers & freezers	Food Services at NSD, Michael Shurtlieff mshurtlieff@nsd.org Kitchen reservation \$35 / hour minimum of 2 hours	

Before your event: *check the PTSA shed for supplies such as utensils, napkins, tablecloths, etc. Contact Mary Khouzam for the key.
*notify police via non-emergency number (per WSPTA rules) three days prior to your event. *Kindly return cashboxes promptly for use by other committees.

After your event: Please update your committee binder (located in the credenza in the front office), or hand in any notes that may be helpful for next year's committee.

Fernwood Elementary PTSA - Board of Directors 2017-2018

Mary Khouzam – President Karrie Palis – President-Elect Amy Holstad – Secretary Bobbie Moe – Treasurer
Serena Xu – Assistant Treasurer Stacey Hutchison - 1st VP Membership
Pauline Wray & Tamara Brust – 2nd VP Fundraising Cheri Hardin -Legislative

Fernwood PTSA is a non-profit organization and all donations are tax deductible. # 6.10.16