

Caraway PTA  
**Committee Chairs' Frequently Asked Questions**

Topic	Question	Answer
Budget	<p>Do I have a budget?</p> <p>What is my budget used for?</p> <p>How do I get my budget amount?</p> <p>What if I go over my budget?</p>	<p>Yes, all chairs have a budget based on the amount spent in years past, on the recommendations of the outgoing chair and other budget needs.</p> <p>Any items or expenses that you see necessary, including some copy costs that are not covered by the school.</p> <p>Ask your VP</p> <p>Please DO NOT exceed your budget. If you do, you may be responsible for the additional amount. Talk to your VP if you feel your budget is not adequate.</p>
Role of your VP	<p>What is the purpose of the VP?</p> <p>How do I find out who is my VP?</p>	<p>All PTA committees report to one of 3 VPs.            We ask that you:</p> <ul style="list-style-type: none"> <li>• Keep your VP informed by copying on all emails.</li> <li>• Have your VP approve all expenses, and approve all information to go out to the school.</li> <li>• Go through VP for copies.</li> <li>• Have VP help troubleshoot any issues, and serve as a resource.</li> </ul> <p>Contact Lesley Guthrie, check the org chart on the PTA web site or in the PTA room (Rm. 105)</p>
Role of President	<p>What if my VP is not responding to my requests?</p>	<p>Please contact Lesley Guthrie at <a href="mailto:Guthrie_family@hotmail.com">Guthrie_family@hotmail.com</a> or call 512/560-8793.</p>
PTA folders	<p>Do I have a mailbox/folder where people can leave me information, &amp; vice versa?</p>	<p>Yes, all PTA board members and chairs have a folder in the PTA files in the PTA Room (105). We ask that you check it at least once a month or more frequently if you have an event approaching.</p>
Purchases	<p>How do I make purchases?</p> <p>What if I need a check before I make my purchase, or to pay for an event?</p>	<p>PTA <u>cannot</u> reimburse for tax because we are a non-profit organization, so always take a tax exempt form (available in the PTA files) with you when you make a purchase. The only exceptions to this are Sam's and Costco Clubs.</p> <p>After you make your purchase:</p> <ul style="list-style-type: none"> <li>• Fill out a reimbursement form (can be found in the PTA Room)</li> <li>• Attach a copy of your receipt</li> <li>• Submit to your VP for approval</li> </ul> <p>Your VP will sign and submit to the Treasurer.            You should receive your check in one week.</p> <p>Inform your VP.            Fill out a reimbursement form and include the date you need the check.            Submit to your VP for approval.            Your VP will sign and submit to the Treasurer.            You should receive your check in one week.</p>
Copies	<p>How do I get copies made?</p>	<p>Ask your VP for guidance. PTA is "going green" so please try and limit making photocopies. PTA supplies the paper for large copy jobs and colored paper must be ordered in advance. The school provides a limited amount of copies to PTA at no cost. Large jobs go to Global Printing</p>

		Solutions, 5114 Balcones Woods Drive #309. The phone number is (512) 794-9000. Caraway PTA has an account with GPS.
Communication to the School and Staff	<p>What is the process for getting information to all students?</p> <p>Tuesday folders:</p> <p>Flyers posted around school:</p> <p>Information on Website, Marquis, or E News</p>	<p><b>Mrs. Hohmann needs to approve ALL communication that is going out to all students and staff.</b></p> <p>On ALL communication, please put:  <b>SPONSORED BY CARAWAY PTA</b>  <b>For more information, go to the PTA website: <a href="http://caraway.my-pta.org/">http://caraway.my-pta.org/</a></b></p> <p>ALWAYS leave at least 1 copy of any communication you develop/distribute in the PTA Room, and give Mrs. Hohmann and Mrs. Bauerkemper copies.</p> <p>Develop flyer or communication.  Send to your VP for approval.</p> <p>Deadline for Tuesday folders: Friday @ 12 noon prior to the Tuesday.  Once you have approval, request copies, divide into stacks for each classroom based on number of students per class (list available in PTA Room), put in teacher's boxes in the Teachers' Lounge.</p> <p>Once approved, request copies and post (please remove once event is over).</p> <p>Remember to post on PTA Bulletin Board in the front of the school under the UPCOMING EVENTS section.</p> <p>Contact VP with information, and date you need posted. VP will contact the necessary person.</p>
Room Reservations	How do I request a room for a meeting or an event?	Contact your VP who will then work through Pam Bauerkemper, the school secretary. A facility use form must be filled out in advance.
K-OWL News	How can I promote my event on the K-OWL Student News?	Contact Melanie Letendre, the school librarian. It is helpful if you can write a script for the news anchors to read on air.
Volunteers	How do I get volunteers to help out at an event or with tasks for my committee?	Contact your VP
Supplies	Does PTA have any place where I can find pens, paper, cups, napkins, coolers, etc.?	Check the PTA closet first. The closet is located right as you walk in to school on the playground side. A key can be found in Pam Bauerkemper's Office.
Forms	Where can I find extra reimbursement, tax exempt, copy forms?	There are extras in the front of the PTA files in a folder marked PTA FORMS, or download them from the PTA website.
Contact Information:	<p>Lesley Guthrie – President</p> <p>Cindy Hatton – 1<sup>st</sup> VP</p> <p>Suzanne Tappe – 2<sup>nd</sup> VP</p> <p>Gig Winkelman – 3<sup>rd</sup> VP</p> <p>Pam Bauerkemper – School Secretary</p> <p>Shelly Hohmann – Principal</p> <p>PTA Room</p> <p>Caraway PTA Website</p>	<p><a href="mailto:Guthrie_family@hotmail.com">Guthrie_family@hotmail.com</a></p> <p><a href="mailto:cindyhat@austin.rr.com">cindyhat@austin.rr.com</a></p> <p><a href="mailto:suzanne.tappe@aiworldwide.com">suzanne.tappe@aiworldwide.com</a></p> <p><a href="mailto:gigikassay@aol.com">gigikassay@aol.com</a></p> <p><a href="mailto:pam_bauerkemper@roundrockisd.org">pam_bauerkemper@roundrockisd.org</a></p> <p><a href="mailto:shelly_hohmann@roundrockisd.org">shelly_hohmann@roundrockisd.org</a></p> <p>Room 105</p> <p><a href="http://caraway.my-pta.org">http://caraway.my-pta.org</a></p>