

HMS PTA Communications Procedures – 2016/2017

In order to manage the amount of messages, consistency and the flow of communications distributed by the PTA the following procedures should be followed.

All communications must be reviewed by the PTA President prior to print and distribution.

1. Backpack Distribution (flyers)
2. PTA Website
3. PTA Monthly Newsletter
4. Email Blasts

1. **Backpack** – All documents reviewed and approved prior to submission to the HMS Secretary for placement in backpacks - stapling and collating is the responsibility of the PTA. Documents must be given to the HMS Secretary by Monday morning of each week for Backpack delivery that week.

Consider printing double sided documents. Recommend 690 copies to ensure there are enough copies for students & staff.

2. **HMS News** – Messages should be short and to the point. Any website links must be checked prior to submission.
3. **PTA Website** - Information must be reviewed and approved prior to submitting to the Webmaster for posting.
4. **PTA Monthly Newsletter** – Documents should be submitted to the PTA President by the 20th of each month for the next month's Newsletter. Messages should be short and to the point. *(1 paragraph max)*
5. **Email Blasts**- Those special emails that are sent out to notify the parents of a special event (restaurant nights, box tops, etc). We don't want to spam the parents with too many messages. We do want to use them for timely messages to parents. *(1 paragraph max)*

HMS Student Population 2016-2017 (as of 08/19/2016)

6 th Grade	182
7 th Grade	207
8 th Grade	206
Total	595
Administration and Teachers 80 - 85	

2015-16 numbers for reference:	
6 th Grade	210
7 th Grade	165
8 th Grade	168
Total:	543

Outer Office

HMS PTA has an account set up with Outer Office. It is located off Route 216 in the shopping center by the Fulton Post Office.

You must submit your print request to the PTA President or one of the Vice Presidents for printing. The Outer Office is not allowed to accept PTA print request from anyone other than the President or one of the Vice Presidents.

Reimbursements

Please verify your budget with the PTA Treasurer before you incur any expenses.

1. Complete an Expense Reimbursement Form located on the PTA Website under Forms.
2. Submit the reimbursement form and a copy of your receipt to the Treasurer for processing.
3. Your expenses will be reimbursed within approximately 2 weeks.
4. Please coordinate directly with the Treasurer if you need a payment to be expedited.

PTA Activity Dates

PTA Activities must be confirmed by 3 calendar days prior to advertisement of an event. You may either attend a PTA meeting or contact the 1st VP or 2nd VP on your behalf to submit your date:

1. Collaboration at a PTA Meeting
2. Confirmation on the HMS School Calendar
3. PTA President must submit a request to the HOCO School Facilities calendar

Confirmation of your request will be given to you or an alternative date will be recommended.

Note: As a member of the PTA Board & Chairpersons we are all volunteers and doing as much as we can to support the efforts of the PTA. We are all working on other activities, with our families and our jobs, which may prohibit us from responding immediately. Please allow 72 hours for a response to your messages or request.