

Making Copies for PTO Activities:

The Volunteer brochure is the one of the few items we pay for Staples to copy - because of its size (12 pages). We also pay for copying of the newsletter because it's a special ledger size, and for the directory because of its booklet format. All other handouts are xeroxed by each committee/area head at the Coffin School on colored paper purchased by the PTO and stored at the Coffin School. (We can use the school's paper if the copies are on white, but we generally try to do color to draw attention.) Just ask Linda Mills to show you where the storage closet is. The Xerox machine is adjacent to the library. It works really well.

You're not allowed to make copies during the lunch hour as that's when teachers need the machine.

Don't be afraid to ask for directions or help from Linda. She's great.

Coordinator/Supervisory Responsibilities

When someone is in charge of an area - like Volunteer Coordinator, or a fundraiser, or an event - you plan your strategy, consulting with your contact(s) on the officer team, write the memos to the community, and email them to the communications coordinator for proofreading and approvals (currently we are looking for a Communications Coordinator, please contact Beezee Honan or Peter Schalck if you are interested). We adopted a communications coordinator role so that we could make sure communications are known about before they go out, are generally error free and so that memos carry our logo, etc. Next, you then make enough copies for both schools and deliver them to Joanne at Gerry and Linda at Coffin for backpack distribution (Both Joanne and Linda can tell you how many students are at each school.. a few extras are a good idea, also). You generally need to get Mary and Linda the memos in the AM if you want them out that day.

If you can't do the copying and distribution leg work, the secretaries can often help you out. You'd email them the document and give instructions on how many and when to distribute. But we usually try not to weigh them down with every mailing..it's too much - they only handle the overflow when others can't handle it.

When you are in charge of something that requires paying for copies, after the thing is approved, you go to Staples, specify the copying and then pay for it on your Visa card. You submit a check request with a receipt to the treasurer (there are forms in the Coffin School Treasurer's mailbox at Coffin main office) and the Treasurer gets you a check - usually within a week or so.
(this can be part of the tour)

The revision/input and approval process for all memos makes it important that we all have MS Word loaded up on our computers and that we all check our email pretty regularly.