MDE PFC BOARD & COMMITTEE POSITION GUIDELINES

Thank you for volunteering your time and your talents!

GENERAL

PFC ROSTER
Please check the PFC roster to make sure your contact information is correct. The roster is available online on the PFC website. To make changes to the roster, contact the Parliamentarian.

JOB DESCRIPTIONS
These can be found on the PFC website. Keep record of how you performed your responsibilities and suggestions for following years. Submit these notes to your VP or at a PFC meeting following the completion of your event(s). These types of records are vital to the success of the next person to take on the position.

CALENDAR
The calendaring of events will be done in partnership with the PFC board and school administration. The planning of the next school year’s calendar will commence at the end of the prior school year and will be finalized at the start of the new school year.

FINANCIALS
VPs to establish budgets for each event in partnership with the treasurers. Each PFC VP is responsible for managing the budget for each event that they oversee. Committee members must gain VP approval prior to purchasing items on behalf of the PFC. All PFC purchased items should be stored at the school (we have 2 PFC closets and two storage containers available for storage).

If you are leading an event where there will be a cash box needed, please contact the treasurer(s) to secure their time at least two weeks in advance (although as soon as possible is always best). A Treasurer or President must be available to work the cash box at PFC events (not necessary for grade level fundraisers). In addition, a Request for Cash Box form must filled out at least two weeks in advance, as two of us are needed to be present at the bank to withdraw money and we will need time to coordinate schedules.

When submitting requests for reimbursement, complete all the information on the form and attach the ORIGINAL receipts. The treasurer(s) will verify that prior approval of the expense was given by either your VP or President. Please make sure to complete the section labeled “ACTION” on the Expense Requisition Form so the Treasurers know where to direct the check once it has been written. Forms for reimbursements and deposits are available on the PFC website. Please fill them out and deposit them in the “Treasurers” folder in the PFC file box (Room 10A).

Anyone making a deposit must fill out a Deposit Verification Form and attach a spreadsheet with cash and check detail (one deposit verification form should be submitted per twenty-five checks), prior to submitting to treasurers. The Deposit Verification Form can be found on the PFC website.

CONTRACTS and INSURANCE
Please have any contracts reviewed by the PFC Presidents and Treasurers prior to signing. If your event requires an insurance certificate, please contact the VP of Operations (on the roster).

USE PERMITS
If your committee plans to use school premises in the evening or on the weekend, you will need a Use Permit. To reserve a room (for example, the library or MUR) for a meeting or other PFC-sponsored event, fill out a Facility Use Permit through the MDUSD website (permit.mdusd.k12.ca.us/Permits/Pages/Instructions.aspx). Committee Heads are responsible for submitting the permits for their event. Each user must create and account, be sure to select Group 1 when you register. Get account codes from the treasurer(s). You must submit your request 30 days prior to the event.
FINGERPRINTING/TB TESTS  
All school volunteers must be fingerprinted and TB tested. You need to be fingerprinted once (cost $32) and TB tested every four years. Instructions and the fingerprinting form are available on the school website.

COMMUNICATION

COMMITTEE FOLDERS  
The PFC mail crates are located in the copy room, room 10A. All Board members and committee chairs have a file folder in the crates for PFC-related mail. You may leave notes, forms for PFC members in these crates. Outside mail for the PFC is also received by the office and distributed to the mail crates in Room 10A daily. Check and remove mail regularly, especially when you are expecting cash donations.

KONSTELLA  
Any school-wide message distribution must be approved by the Communications Secretary or PFC President.

Process to submit for school-wide Konstella messages:

1. Create content for Konstella post (word for word)
2. Provide any attachments
3. Provide the date range when you would like it posted (no sooner than, no later than)
4. Email materials to the Communications Secretary, the PFC President and copy to your VP

FLIER DISTRIBUTION  
Before posting or distributing fliers or other documents to students or parents:

- Make sure the document includes contact information (name and email or phone number of contact)
- Gain approval by the Communications Secretary or PFC President
- Submit the document for approval by the Principal by placing it in the “For Principal’s Approval” bin in the front office. Pick up approved items from the “Approved” bin. Allow several business days for approval

To distribute materials, for example in Monday Mail, make copies and put the correct number in each teacher’s box. Class size numbers are in the Communication Secretary’s folder in the copy room.

ENEWS, WEBSITE, NEWSLETTER, MARQUEE, FACEBOOK  
We encourage all committees to use the eNews, website, marquee, and Facebook options as a source of communication. eNews, the school electronic newsletter, is sent every Sunday or Monday evening. Items in eNews may also be publicized on the school website, marquee, or Facebook page at the discretion of the Communications Secretary.

Please stay on top of due dates and release dates to make them work for your event. Only articles directly related to MDE will be considered for inclusion.

PFC MEETINGS  
Meetings are typically held on the third Tues. of each month, at 7 PM in the MUR or Library. We encourage all committee members to speak at PFC meetings to describe their events and ask for help, etc. Contact the PFC President or your VP to ask to be placed on a meeting agenda.

PFC LETTERHEAD  
A PFC letterhead with address and tax ID information is available online.