Dear Chairperson,

Thank you so much for volunteering to be a chairperson of a Norridge District 80 PTA committee! Your help is greatly appreciated. Please feel free to contact any one of our executive board members with any questions. We will be happy to assist you!

Norridge District 80 PTA Executive Board Members

PRESIDENT: Athena Kalaras (708) 421-0133 [akalaras@gmail.com](http://akalaras@gmail.com)

VICE PRESIDENT: Amanda McPhillips (312) 256-4102 mcphillips.amanda@gmail.com

VICE PRESIDENT: Jacki Cardamone (847)767-0407 jcardamone@northernbuilders.com

TREASURER: Jennifer Adams (312) 485-4687 - jennifer.adams17@yahoo.com

TREASURER: Kim Tolomeo (773) 519-5166 – kim@mbb.net

SECRETARY: Kacie Bratko (773) 527-9660 - kacie723@yahoo.com

The following are guidelines to help you manage and chair your committee:

1. The Chairperson or someone from your committee should be at all PTA meetings so that the entire board can be informed and updated with committee plans.
2. Any Executive Board Member and Mrs. Guzik, or Ms. Palmar MUST approve all flyers/notifications before they are distributed throughout the school. Be sure to keep in mind there has to be enough time allotted for the copies to be made, approved and distributed on time. All forms can be found on the [norridgedistrict80PTA.weebly.com](http://norridgedistrict80pta.weebly.com/) page or can be obtained from the PTA Secretary.
3. Only the Chairperson should submit receipts and deposits to the Treasurer. If the Chairperson is unable to, the Chairperson still MUST approve the Check Request form or the Deposit Voucher.
4. When completing the Deposit Voucher, two people must count the money and verify the amount deposited. Both individuals must sign the form. The money with the completed voucher MUST be given to an Executive Board Member immediately. Committee/Event money should NEVER be kept at an individual’s house, car, etc. It potentially will create a liability for Norridge District 80 PTA and a safety issue for the individual.
5. When requesting a check, the Chairperson must approve the check request and ALL receipts, invoices, etc, etc, MUST be attached to the request form.
6. The Chairperson’s responsibilities are as follows: staying within the budget and making sure the Committee approves their income goal or it does not exceed their approved expenses.
7. Tax Exemption Letter: If Chairperson needs to purchase items for the committee, please see the Treasurer for a Tax Exemption Letter. This is to be used for school purchases only. Be sure to show the letter to the cashier at the store and they will instruct you as to what needs to be done. The letter allows you to purchase items tax-free and the store does not charge tax on your purchase.
8. We also have a Restaurant Depot account open to use. This is also tax free. When entering the store check in at the desk and state that you are shopping for Norridge District 80 PTA.
9. If your committee uses the PTA kitchen (Leigh School), you are responsible for the clean-up of the area. Please do NOT keep any food items on the counter or in the cabinets. All left over food should be kept in the blue bins or in the refrigerator.
10. Before purchasing any items for your event, please be sure to check the inventory in the PTA kitchen or with a PTA Officer. These could include items such as paper, plates, napkins, cups, utensils etc. etc.
11. Please be sure NOT to store any items for your event in your home. All purchased items (for your event) are property of the PTA and should be stored in the PTA kitchens for the Officers to have an accurate inventory of supply items. We want to prevent buying repeat or unnecessary items.

**We greatly appreciate your commitment to all the students, teachers and faculty of Norridge District 80.**

**We could not do it without YOU!**

**THANK YOU!!!**

**Norridge District 80 PTA**