



MDE PFC COMMITTEE CHAIR 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 or from VP overseeing your committee. To make changes to the roster, contact the PFC President.

JOB DESCRIPTIONS

If you do not have a job description, please ask the VP overseeing the committee. Update the job description or job folder as needed with details of how you did your job and any recommendations you have for the next person to take the job. These types of records are vital to the success of the next person to take on the position. Turn in your folder at the end of the year to the PFC VP.

CALENDAR

Set a date for your event as soon as possible, but with the help of the office manager and the VP overseeing your committee to make sure the event does not overlap with any other major school events. When a date has been set, please add it to the school calendar by contacting the Corresponding Secretary (on the PFC roster).

FINANCIALS

If you have questions about your budget or concerns about reaching your goal, contact the VP overseeing the committee and the Treasurers.

Forms for reimbursements and deposits are available at mdusd.k12.ca.us/mountdiabloelementary/Forms.htm. Please fill them out and deposit them in the “Treasurers” folder in the PFC file box in the Copy Room (Room 10A).

When submitting requests for reimbursement, complete all the information on the form and attach the ORIGINAL receipts. Submit the form for approval by either the VP that you report to –or– by one of the PFC Presidents. Once approved, give the form and receipts to the Treasurers, who will write the check. 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.

If you will need a cash box for your event, please make arrangements with the Treasurers at least 48 hr in advance. Cash withdrawals from the PFC bank account require presence of two people whose signatures have been authorized by the bank (Treasurers and/or Presidents).

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 Insurance committee head (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). ACCOUNT INFO PENDING – please ask the Presidents. If possible, 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 online.

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.

eMAIL

The Student Directory is distributed for the personal use of the families of MDE and is not intended for public or commercial use. Any class, grade, or school-wide email distribution must be approved by the Principal and the PFC President.

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)
- 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, complete a blue Distribution Request Form and place it in the bin near the PFC mailboxes in the Copy Room.

MONDAY MAIL

The Monday Mail is the distribution of all paperwork to the students (fliers, Eagle’s Press, etc.). All paperwork goes home with the students in their folders each Monday. To ensure paperwork gets out in the Monday Mail, place it in the distribution bin (near the PFC mailboxes in the Copy Room 10A) the preceding Thursday.

Please do not place paperwork directly into the teacher “In” boxes.

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 Corresponding Secretary. Submit articles to the Corresponding Secretary the Fri. before the desired distribution date.

Also consider writing up a description of your event and submitting an article to the newsletter. Contact the Corresponding Secretary for more information.

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 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 will be available online soon.