



Standing Committee Highlights

Please visit www.romonapta.org for complete policy and instruction, including Bylaws and Standing Rules. Direct all questions to your VP.

General Rules to Participate

- For liability purposes, all Executive Board Members & Committee Chairs (Regular Board) MUST be Romona PTA members by July 1st of the upcoming school year.
- Executive Board members & Committee Chairs (Regular Board) should be familiar with Romona PTA By-laws & Standing Rules, paying special attention to Standing Rule Issue 5 (Finance & Money Management)
- Committee chairs must complete a Committee Planning Form, including Budget, prior to the school year

Presenting at Executive Board or General Meetings

- Contact the President or Secretary as soon as possible, but at least one week prior to meeting
- Executive Board & General Board meeting dates are posted on the District 39 Calendar

PTA-Sponsored Event

- All committees must submit a Committee Planning Form to their VP online at least 2 months prior to event, to ensure proper approval and support
- All events should be noted that they are PTA-Sponsored Events, either through text or logo

PTA Correspondence

- No Backpack Express is allowed except for Red Gala.
- All correspondence must first be approved by the VP, President, President-Elect and Principal (Romona Review, Bulletin Board, Outside PR, Website, Room Parent Email)
- All correspondence should include PTA reference, either through text or logo
- All correspondence should reference a general committee PTA email address, not personal

PTA Building Rental & Custodial Services

- Reserving school space requires a Rental Application Form to be sent to the MEC and Romona. This form should be completed by a committee member, and then sent to president@romonapta.org who will submit the form.
- Requesting custodial services (\$40.00 per hour) must be noted on the Rental Application Form
- For special assistance with set-up (tables, chairs, etc.), contact the Romona School Custodian at least one week prior to event

PTA General Expenses

- Present the Romona PTA Tax Exempt letter when purchasing approved items for an event (You will not be reimbursed for tax at a later date.)
- If exceeding a budget by \$50.00 or more, a revised budget needs to be submitted for approval no less than 2 weeks prior to event
- Money Management Procedures MUST be followed for every event

PTA Reimbursement Procedures

- Online Expense Voucher Form must be completed in its entirety
- Expense Voucher Form will be approved by your VP then forwarded to Treasurer. Please allow 2 weeks turnaround time
- All original receipts or invoices must be submitted with Expense Voucher Form. Please note that tax will not be reimbursed unless it is a special circumstance (i.e. Costco, Amazon, etc.)
- All submissions become the property of the Treasurer and PTA files, please make copies

PTA Deposit Procedures

- All deposits (cash or check) must be made within 48 hours of event using our Money Management guidelines
- Deposit Voucher Forms must be completed entirely and submitted with all deposits
- All submissions become the property of the Treasurer and PTA files, please make copies

PTA Copy Guidelines & Fees

- Copying fees must be considered when budgeting for an event
- No Backpack Express is allowed
- Romona's copy machine or the MEC copiers are most economical – *See below*

Romona's Resources (1 copy machine, B&W):

- Sign in at the office, let them know you are copying for the PTA
- Use any of the paper in the copy room
- Log your usage in the PTA Log Book, located in the copy room

Charges: \$.006 for B&W, white paper or \$.014 for B&W, color paper

MEC's Resources (2 printers that accept computer memory sticks):

Xerox 4595 High Speed Printer (100 pages per minute)

- B&W only, folds, staples, booklets up to 30 pages, 11 x 17
- Cost with 50% discount is \$.0125 per copy, any paper color

Fiery 242 is a slower color copier (42 pages per minute)

- Color copy \$.075 per copy, any paper color
- B&W copy \$.04, any paper color

NOTE: B&W copies use *Xerox 4595 High Speed Printer*. Color copies use *Fiery 242*.

Other MEC Machines & Supply Fees:

1. Folding machine
2. Postage meter - \$.44 for first class or bulk rate \$.17 (Romona's 4 digit code: **7192**)
3. Construction Paper - \$.10
4. Poster Board - \$.30
5. Posters - \$3.50
6. Laminating Film - \$.25 per foot
7. Paper Squares - \$.30 per square
8. Bulletin Board Paper (on roll) - \$.10

Sign Log Book for all 'purchases' Romona's code: **295382**

Charges are billed annually to the PTA at the end of each school year