Welcome to the Grover Middle School PTSA! Thank you for donating your time, talents and creative energy to benefit the students at Grover Middle School. We hope that this handbook is helpful. Please let us know of any changes, additions or suggestions.

If you are chairing a committee, that is great! Delegation, follow up and communication is important to make your job run smoother. At your first committee meeting, describe the committee’s duties, identify priorities, and delegate responsibilities. Your main job will then be to coordinate and stay in touch with your committee members and your Executive Board contact person. We will provide each committee with a list of PTSA members who have expressed an interest in helping with your committee.

**Procedure Binder**

It is vital to the next committee chairperson that you keep good notes and records to pass on to them. Your Procedure Binder is the key to success! Please keep it up to date and make sure each co-chair adds their input. Binders must be returned when your program/event is completed. If your committee is year-round, your binder needs to be returned at the end of the school year so it can be updated. If you do not have a binder, please start one. **We are also trying to go digital so please send or upload your forms to our [www.groverptsa.org](http://www.groverptsa.org) website. Email our president Laura Feng for help at groverptsa678@gmail.com**

As with any organization there may be some confusion and things might not always run as smoothly as hoped. We need to remember to be patient, flexible and have a great sense of humor!

**This binder can store several years of information. Information that should be included:**

- Copies of all contracts ***
- Copies of all flyers ***
- Copies of order forms, invoices, and fund submission forms. ***
- Copies of press releases and news articles/clippings related to your programs.
- Copies of all committee check requests with copies of receipts & invoices attached ****
- **Final Report** (including evaluation of year/event and suggestions for the future) (see addendum)
- Names, phone numbers, & email addresses of co-chairs and contacts (on final report)
- Vendors, companies or people that were helpful with contact information
- Vendors or companies that should be avoided
- What you ordered and how much was left over
- Where materials and supplies are kept
- Per unit or per person costs, if applicable
- Timetables (what you did and when)
- Notes from any committee meetings
- Copies of correspondence
- Number of volunteers used, did you need more, what worked and what did not
- Anything else that you learned or feel is important for the next chair to know
Top 20 Things You Need to Know as a PTSA Chairperson

1. **All PTSA flyers must be first approved** by the PTSA president and then by the principal. Send flyers by email to groverptsa678@gmail.com for fast approval, by the PTSA president. She will forward the flyer to the Principal for approval. Once your flier is approved, we will post it on the website and include it in any email blasts to our members.

2. **The president is the only person who is authorized to sign contracts for the PTSA.** (NJPTA rule). Please contact Laura Feng at groverptsa678@gmail.com if you have a contract that needs to be signed.

3. **All contracts must be in the name of the Thomas R. Grover Middle School PTSA, Inc.** not in the school name or committee volunteer name, at the school address, 10 Southfield Road, West Windsor 08550.

4. Our insurance company requires us to have all vendors (i.e. DJs) to name NJ PTA/Thomas R. Grover MS PTSA as an additional insured on their $1,000,000 liability insurance policy.

5. To set a date or reserve a room, first check with Michele Wolf in the main office regarding availability and then get an “OK” from the PTSA president. This will ensure that your event doesn’t conflict with another PTSA or school event. **Complete a building use form and submit to Ms. Wolf at michele.wolf@ww-p.org (see addendum)**

6. **Be familiar with your committee budget and financial procedures.** Direct any financial questions to the PTSA treasurer or president.

7. Communication is very important! **Please keep the president/officers updated on your committee’s activities and progress.** Email is our primary form of communication. Prompt replies are always appreciated. See the committee list for information on which VP is responsible for which committee (initials by the committee name).

8. **Volunteers should NEVER be in classroom areas** unless absolutely necessary. Never interrupt a class!

9. Utilize volunteers who offer to help. We’ll provide a list of interested volunteers. Reach out via our website, flyers & email blasts.

10. Attend PTSA General Membership Meetings to support the PTSA, represent your committee and give a report for your committee, if needed. Contact the president at groverptsa678@gmail.com to get on the meeting agenda.

11. Check your committee folder in the PTSA drawer on a regular basis for mail, notes, etc.

12. Complete a final report on committee activities and update your binder. Wear a Grover Visitor sticker while in the school and at events. Have volunteers wear name tags at events.

13. Thank your volunteers in person and in writing. Even a quick email is appreciated. Please do the same for any businesses that make donations to the PTSA (we are a nonprofit charitable organization).

14. Respect volunteers’ personal time by not calling after 8 p.m. and avoiding weekends.

15. Respect differences in opinions and styles. Be open to new ideas

16. Don’t be afraid to ask for help! That is what the officers are here for.

17. **Maintain a sense of humor and have fun!!**
PTSA Policies and Procedures

The following is based on our bylaws, Grover Middle School office procedures, NJPTA operating requirements & guidelines, insurance regulations and good common sense.

1. **Meetings General Membership** - General membership meetings are held every other month during the school year. The purpose of the annual meeting in September is to adopt the budget and approve the audit, hear reports and conduct other business. The May meeting is for election of officers.

2. **Executive Board** - The Executive Board generally meets every month during the school year. The executive board is the governing body of the PTSA. The Executive Board consists of the officers of the PTSA, standing committee chairs and the principal. Chairpersons of special committees (short-term committees) may be invited to attend Executive Board Meetings when their committee is active and/or have information to share with the Board.

3. **Attendance at Meetings** - Attending General Membership and Executive Board (if applicable) Meetings is a vital aspect of your job. If you are unable to attend, please ask a co-chair to take your place. It is important to have at least one representative from each committee at the meetings in order to ensure we meet our quorum. If your committee cannot find a representative to attend, please let the president or your VP know, and give her your committee report to be presented at the meeting.

4. We cannot stress enough the importance of attendance at all meetings. As the leadership of the PTSA we must be active and involved. This is what separates us from the other volunteers. Our presence is needed to make decisions on behalf of the children in our school.

5. **Volunteers** - All volunteers must be members of the Grover PTSA. There are no exceptions to this rule. Only PTSA members are covered under our liability and bonding insurance.

6. **Recruiting** - In September, we send home with students a Welcome/Resource Packet for parents that includes a PTSA Volunteer Form. This form lists our committees & areas where volunteers are needed. Committee chairs will receive a list of parents who are interested in helping on their committee. In addition, we will have a list of volunteers who are available on an “on-call” basis or can do work from home. Our Volunteer Coordinator is responsible for gathering this information and assisting you in this area. Jennifer Sung is our volunteer coordinator this year. Her email is jennifer.sung@gmail.com.

   If you are responsible for a large event needing many volunteers, we suggest that you send out information from your committee specifically asking parents to sign up to help at certain times, etc. We can also post on our website or send an email blast to members. You just need to ask for help in recruitment.

   It is suggested that you include on the flyer a line stating that “All volunteers must be PTSA members because of insurance regulations” and include an “I am a member” check off. This will save you time later.

7. It is important to let your volunteers know at least a week ahead of time, what time their shift is, where they report and what they will be doing. It is also a good idea to do this by email so they have it in writing. It is suggested that you have volunteers report at least 10 minutes BEFORE their shift begins, especially if they are the first shift of the event. Another good idea is to always over schedule by at least one volunteer just in case there is a cancellation or “no-show”. This will ensure you will be covered.

8. **Name Tags** - Please have all your PTSA volunteers wear name tags while in school helping at PTSA events and activities. Name tags are kept in the PTSA drawer.

9. **Respect Family Time** – We are all volunteers and we need to respect our volunteers’ personal and family time. Please make every effort not to call volunteers after 8 p.m. in the evenings and avoid the weekends, if you can. This is a just a suggestion.
10. **Thank you** - Saying thank you is so important. Please take the time to say thank you to your volunteers for their time. If someone was extremely helpful send a thank you note. It only takes a minute and can really brighten up someone's day. Volunteers are essential to our success, so treat them well!

11. **PTSA Mail Bin & File Drawer** – Our PTSA file drawer is located in the main office, behind the main counter on the bottom left. Each committee has a file folder for mail and flyer returns. We have a PTSA closet located in the 8th grade wing.

12. Please also check the PTSA mail bin in the main office. This is below the teacher/staff mailboxes. Please check regularly, especially after your information was posted or sent out in an email blast. All return tear-off portions of flyers or correspondence should be directed to the “PTSA/Your Committee Name”.

13. We keep name tags, the “for deposit only” stamp for checks, adding machines and miscellaneous office supplies in the file cabinet. Space is limited.

14. **Make sure you have “Thomas R. Grover School PTSA” or “Grover PTSA” on ALL flyers.** Use our Flyer Preparation Checklist (see addendum) to help make sure your flyer is complete. Please make sure that return portions of flyers are clearly identified and are labeled with PTSA/your committee name.

15. **Visitor Badges** – Please sign in at the main office upon arrival at the school, and wear a Grover Visitor sticker badge. Please remind your committee volunteers to do the same. This is an important aspect of school security.

16. **Teachers and staff have priority when using the copiers and other office equipment.** If a teacher or staff person is using the copier, please wait for them to finish. Please respect their time because it is limited. Please respect confidentiality while you are in the office or teacher work rooms.

**Program Planning**

**Reserve a Date** – Check proposed dates for an event first with Michele Wolf in the main office. This is to make sure that the date is good and does not conflict with other scheduled events or activities. The date must be then be approved by the PTSA president.

**Reserve a Room** – Check with Michele Wolf first to check on room availability. To reserve the room, you must submit a Grover Master Calendar/Building Request form to Michele. This must be submitted no later than 15 days prior to the meeting or event. A copy of this form is in the addendum and is available by email from the president.

**Approval of Flyers** - For the fastest approval please send a copy of your flyer to the President at groverptsa678@gmail.com. Once you have the President’s approval, she will forward it on to the Principal and copy you for final approval. It will be your responsibility to follow up with the Principal if it is not approved in a reasonable amount of time.

**Flyer Design/Preparation** - Please make sure you have “Thomas R. Grover School PTSA” or “Grover PTSA” on ALL flyers. Use our Flyer Preparation Checklist (see addendum) to help make sure your flyer is complete. Please make sure that return portions of flyers are clearly identified and are labeled with PTSA/your committee name.

**Visitor Badges** – Please sign in at the main office upon arrival at the school, and wear a Grover Visitor sticker badge. Please remind your committee volunteers to do the same. This is an important aspect of school security.
Contracts
The president is the only person who can sign contracts for the PTSA. This is to protect our volunteers from liability and is required by the New Jersey PTA. Please keep this in mind when you are going to use a DJ, vendor, or any contractor.

All contracts must be in the name of the Thomas R. Grover Middle School PTSA, Inc., not the school or committee chair name. The contract must have the school address, not the home address of the committee chairperson. The school and PTSA are two separate legal entities for accounting, legal and insurance purposes.

Insurance Requirements Our insurance policy is with Fireman's Fund Insurance Company through RV Nuccio & Associates Insurance Brokers, Inc. We are covered for general liability, bonding and director & officer’s liability. The insured is “NJ State PTSA/Grover PTSA”. The insurance policy and basic guidelines have been placed in all committee binders.

The PTSA is required to have the following policy: All vendors, concessionaires and independent contractors with which we do business to facilitate production of our events must name us as the additional insured on their $1,000,000 liability insurance policy for the day of the event. NJ PTA/Grover PTSA must appear as an additional insured on their Certificate of Insurance, which they must provide to us as proof of their insurance. Failure to do so will jeopardize our insurance. Please contact the president if your committee is affected by this policy.

Please notify the president immediately if anyone is injured at a PTSA sponsored meeting or event, or while donating time/volunteering for PTSA.

Legal and Tax Exempt Information

The Grover PTSA is a nonprofit organization and we are exempt from NJ State Sales Tax. Copies of our NJ State Sales Tax Exemption Form ST-5 are in the PTSA file drawer in a folder “Treasurer Forms”. You can copy this form and give to any shops or vendors. The ST-5 is to be used only when purchases are made for Grover PTSA. We are registered as tax-exempt at both McCaffrey’s and Staples. Please let us know if you register the PTSA at other stores so we can have them on file.

McCaffreys: Our NJ ST-5 is on file at the customer service desk. Just tell the cashier when you check out that it is a tax-exempt purchase for the Grover PTSA and our paperwork is on file.

Staples: The PTSA’s tax exempt customer number is: 5000684091. Please ask the treasurer or president for our Staples Tax Exempt Customer Card. This number is linked to the Staples Reward Program so we receive points for our purchases. Please give them this number with every STAPLES purchase.

All donations made to the PTSA are tax-deductible. If you are requesting donations of money or goods from local businesses for your event, please give them our IRS EIN (tax-exempt ID number): 22-3664419. Please copy the president on all correspondence in which you are soliciting funds, goods or services.
The PTSA website is intended as a source of information for the entire Grover Middle School community. Our focus is on PTSA activities. This site has become more important over the years as we try to go “green” and produce less flyers. Please email the president, Laura Feng, at groverptsa678@gmail.com, if you have something for the website.

Any email attachments should be in Microsoft Word and clip art should be in JPEG format. We strongly suggest that you do not include your phone number on the flyer which you are posting. We can include a link to your email address.

Photos of children will not be posted. This is a N.J. state law that pertains to schools.

Financial Procedures

All financial forms can be found in the PTSA drawer under “Treasurer’s Forms”. You can also have the forms emailed to you upon request. Forms are also available on groverptsa.org under Chairperson’s resources. Please see addendum for copies.

Important: Please request that parents write separate checks for each committee and do not combine payment for multiple purchases on one check (e.g. Clothing, membership & directory sales). This will make the bookkeeping easier!

Budget – The budget is developed in August/September and reviewed by the Executive Board at their first meeting. It is then adopted by the membership at the annual General Membership Meeting in September.

Making PTSA Purchases/Check Request System - The PTSA uses a check request system for its expenditures. When making purchases for the PTSA, always present our NJ Sales Tax Exempt Organization Certificate, Form ST-5, to the merchant. Personal and PTSA purchases should be kept separate.

PTSA CANNOT REIMBURSE FOR SALES TAX! Use our tax exempt form for purchases.

When requesting funds for your PTSA purchases, please complete a Check Request Form and submit it to the treasurer. Place in the Treasurers File in the file drawer. Original receipts, invoices and order forms should be attached to the form in order to document the expenses. Under “explanation”, describe your purchase in detail and list the items you purchased. The Check Request Form should be submitted and signed by the chairperson who made the purchase. Keep a copy of the form and all receipts for your committee binder and in case anything gets lost. Check request forms need to be submitted within 30 days after the end of your event or activity. Please include a stamped addressed envelope if you would like the check mailed to you or the vendor. Otherwise, the check will be placed in your PTSA committee file. Important: Expenses should never be paid with the cash from the activity.

If you need the check quickly for a vendor, there is a place on the form to include a “date needed by”. Email the treasurer to let her know that it is in her file. However, please allow at least a week for the treasurer to write the check and have the president co-sign. Please submit all committee expenses as soon as possible after the completion of your event.

For large purchases or contracts, it is preferable that the expense is paid directly to the vendor/merchant with a PTSA check. Please contact the treasurer for more information.

Cash Advances - If you are requesting cash funds in advance to have change for the cash box, please complete a Cash Advance Request Form. Clearly indicate the committee it is for under “Committee/Budget Category”.
Please submit the cash advance request at least two (2) weeks prior to the event for which cash is needed. A PTSA check will be made out to the person requesting the cash. Note: Cash advances must be submitted for deposit separately from the program’s cash/check receipts for deposit. Make a copy for your committee binder.

Handling Collection of Funds - When collecting money for PTSA events and sales, please ask parents to write the child’s name and home phone number on the check. Checks are always preferable to cash and should be made payable to Grover PTSA.

At least one week prior to your event, please request a cash box from the treasurer for collection of funds. There is a check off on the Cash Advance Request Form. An adding machine with a register tape and a bank deposit stamp will be included (based on availability). Please make sure you return these to the treasurer or PTSA bin/drawer when your event is completed.

Submit a Funds Submission Form when submitting checks and cash to the treasurer for the bank deposit. Attach a register tape of the checks (make a copy of it for your files) and the total amount of money given for deposit. Important: Please make arrangements with the treasurer to deposit the money in the bank as soon after the conclusion of the activity as possible (see below). Do not leave cash & checks in the PTSA drawer unless arrangements have been made with the treasurer.

Please stamp all checks with the “For Deposit Only – Grover PTSA” stamp prior to submitting to the treasurer.

The chairperson is responsible for seeing that the treasurer receives all revenue immediately after completion of the activity. The chairpersons should count the money received and both should sign a statement verifying the amount on the form. If a co-chairperson is not available, an officer must count the money and co-sign the form before submitting it to the treasurer. A receipt/copy of the form should be given to the chairperson for the entire amount. Even if your program/sale is on-going, the money should be deposited in the PTSA’s bank account by the treasurer NO LATER THAN 2 business days after you collect the funds. This is a NJ PTA policy. Any questions, please contact the treasurer.

Never deposit any money in anyone’s personal account, in the school account or leave money in the school building or in someone’s home or car.

Communication

Communication is extremely important! Please keep us updated on your committee’s activities and progress. E-mail is our primary form of communication so please check it regularly and reply.

When All Else Fails…. Ask for help! Contact any of the officers on the Executive Board. It is our job to help you and answer any questions you may have. We greatly appreciate your time, energy, dedication and expertise to benefit the children of our school.

Thank you!
Addenda

- By-Laws – A “Spark Notes” version
- Flyer Preparation Checklist
- Committee Report Form
- Check Request Form
- Funds Submission Form
- Cash Advance Request Form
- Decorating Do's and Don'ts at Grover (for 8th grade dance and other events)
- Grover Master Calendar/Building Request Form (please see Michele Wolf in main office.
- NJ State Sales Tax Exemption Form (ST-5) – (in binder)
- Insurance Company Guidelines (in binder)
- By-laws (in binder)
- PTSA Calendar (in binder)
- PTSA Board & Committee list (in binder)

Bylaws -A “Spark Notes” Version

- Our official legal name is the Thomas R. Grover Middle School PTSA, Inc.

- The Thomas R. Grover Middle School PTSA is organized and chartered under the authority of the New Jersey Congress of Parents and Teachers (New Jersey PTA), a branch of the National Congress of Parents and Teachers (the National PTSA). Our purposes and objectives are the same as the National and New Jersey PTA. (See Mission & Objectives). Our bylaws cannot conflict with the bylaws of the National PTSA or the New Jersey PTA.

- As a branch of the New Jersey PTA we are a tax-exempt organization under the Internal Revenue Service. We were incorporated in New Jersey as a private nonprofit, corporation on June 2, 1999.

- Only current members of the Grover PTSA are eligible to serve as officers, board members, chairpersons or members of committees.

- The Executive Board shall consist of the officers of the Grover PTSA, chairmen of standing committees and the principal of the school.

- Only Grover PTSA members who have paid dues for the current membership year may vote and participate in the business of the PTSA.

- Each local PTA collects dues from its members and remits a portion of the dues to the New Jersey PTA and National PTA. (Our dues are $6 a year. Of this, $2.25 is National PTA dues and $1.75 is NJPTA dues)

- Every individual who is a member of the Grover PTSA is automatically a member of the National PTA and the New Jersey PTA. Every member will receive a membership card.

- The officers of the Grover PTSA shall be a president, three to four vice presidents, recording secretary, corresponding secretary (one person can function as both recording & corresponding secretary) and treasurer. The executive committee is made up of the officers.

- The executive committee appoints the chairpersons of standing committees and their term shall be for one year.

- The chairpersons of standing committees shall present work plans to the executive board for approval and no committee work shall be undertaken without the approval of the executive board.

- The president shall be ex-officio member of all committees except the nominating committee.
• The PTSA at a regular membership meeting will elect a nominating committee of three (3) members, at least two months prior to the election in May. The committee shall select one eligible person for each office to be filled and report at the meeting in April. The nominating committee brings the slate of officers to the general membership meeting in May. Members of the nominating committee are elected by the general membership.

• Officers shall serve 1 year or until successors are elected. Officers shall assume their officials duties at the close of the meeting in June.

Please see complete set of official bylaws for more information. These bylaws were updated in 2015 as required by NJPTA.
Thomas R. Grover Middle PTSA Flier Preparation Checklist

Copies of flyers from past years should be in your procedure binder. We also have all flyers from last year electronically. Please make sure you ask for these so you don’t start from scratch!!

- Did you…: - Pick a **large, bold, easy to read font for the title**?
- Keep information basic and use black and white clip art or graphics (we found this works best)
- Include that the event/program/sale is sponsored by the Grover PTSA?
- Include the PTSA email address (groverpts678@gmail.com) and website: www.groverptsa.org
- Include a brief description of the event/project?

- Make sure the following are incorporated in some manner:
  - **WHO** is this flyer intended for? (Student, parent, or entire family)
  - **WHO** do they contact for more information (committee chairs, phones & email)?
  - **WHEN** is the event to take place?
  - **WHEN** is the deadline to respond?
  - **WHAT** time will the event begin and end?
  - **WHERE** will the event take place?
  - **WHY** are we doing this? (i.e. to raise money to support programs for children)

If you are including a tear off portion that needs to be completed and returned to school, **you must include in the flyer**: “Please return tear-off or order form and check in an envelope marked ‘Please return to PTSA/name of your committee’. “

Tear-off replies that do not require payment do not need to be returned in an envelope. Make sure the event title is on the reply tear-off.

Note on the flyer that “Checks are made payable to Grover PTSA.

On the tear off portion, did you request and leave enough room for:
- Student’s Name?
- Parent’s Name?
- Phone Number?
- Student’s Team/Homeroom Teacher
- Email address?
If a cost is involved, did you include:
- A price per ticket/item?
- How many tickets/items are requested?
- A total amount enclosed?

- If you are including a “volunteers needed” sign up, make sure you include a statement that volunteers must be PTA members and a check off saying “Are you a PTA member?”
- Ask parents to write child’s name and home phone number on all checks.
- Next step is to email the flyer to the PTSA president for approval. It will then be sent to Principal for approval. President or Website Chairperson will post flyer on the website.
DO’S AND DON’TS OF DECORATING @ GROVER

DON’TS
✓ No duct tape on any surface
✓ No foam two-sided tape on any surface
✓ No tape of any kind on any sheetrock surfaces (soffit areas)
✓ No tape of any kind on any column (main entrance, lobby, commons)
✓ No flammable materials (paper, plastic, cloth) wrapped around any light fixtures
✓ No open flame of any kind

DO’S
✓ The use of theatrical gaff tape or 3M Command strips (www.commandadhesive.com) is recommended – they stick well but do minimal or no damage to surfaces. Scotch tape on glass.
✓ Items may be temporarily suspended from lights provided they are located a safe distance from the fixture.
✓ The proper use of only commercial grade UL approved extension cords is required.
✓ All life safety items (ex. fire alarm devices, exit lights, emergency lights) must be fully exposed and operational.
✓ All thermostats and light switches should be fully exposed.
✓ Use proper safety measures when working on ladders or lifts. Read all labels concerning cautions and warnings.
✓ Properly secure any free-standing helium tanks used for inflating balloons.
Date Submitted: ____________ Committee Name: ____________________________________________

Committee Responsibilities:

General Description of Program/Job:

Date & Time of Event (if applicable): ____________________ Number of volunteers needed: _________
Did you have enough? __________

Supplies and quantities needed: (please list):
1. ________________________________
2. ________________________________
3. ________________________________

Where did you purchase supplies? Special vendors? (Note what you bought and where)
1. ________________________________
2. ________________________________

Did you have left-over supplies? Where are they stored? ________________________________

Number of attendees: No. of adults: ____________ No. of children: ____________

Amt charged per person: ____________
Did you receive any donations of money or goods? Please list donors and what they donated.

Total Income: $ _______________  Total Expenses: $ _______________  Profit: $ _______________

Is there anything you would change next year or do differently?

Committee Chairpersons, Phone # and Email addresses:

Other comments & suggestions (use back for more space):

Timetable (what you did and when): Attach on separate sheet or insert here.

Please attach flyers, press releases and coverage, etc.
### Check Request Form

*Please print information*

**Date of Request:** __________

**Submitted by:** __________________________________________________________

**Name**

**Committee:** ____________________________________________________________

**Phone:** ____________________ **Email:** _____________________________________

**Signature:** _____________________________________________________________

**Amount Requested:** $ ____________________ **Date Needed By:** __________

**Make Check Payable To:** _________________________________________________

**Mail Check to:** _________________________________________________________

**Self-addressed Stamped Envelope must be included for check to be mailed.**

**Explanation of purchase:** (Receipts or invoice must be attached.)

____________________________________________________________________

____________________________________________________________________

Please submit check request, documentation, and a *self-addressed, stamped envelope to:*

Angela Young, GMS PTSA Treasurer  
Phone: 609-462-1749  
Email: amayoung94@gmail.com  

You can leave your request in the Treasurer folder in the file drawer, but please **email her to let her know this.** Checks will be mailed to payee address listed above within 10 business days, unless otherwise noted. Please keep a copy of completed form and receipts for your records.

**********For Treasurer Use Only**********

**Check #:** _______________  
**Amt Paid:** $ _______________  
**Date:** _______________

**Budget/Committee Category:** ________________________________________________

**Account:** (supplies, fees, entertainment, equip. rental, etc.) ________________________
Thomas R. Grover Middle School PTSA

Fund Submission Form

Date Submitted: _______ Date of Event: _______ Committee: _________________

Name of Event/Sale: __________________________________________________________________________

Submitted by: (Two persons must count the money)

1. Name: ______________________________________ Phone #: ______________________
   Signature: _______________________________ Email: __________________

2. Name: ______________________________________ Phone #: ______________________
   Signature: _______________________________ Email: __________________

Amount Submitted:
   Cash: $____________________
   Checks: $__________________  # of checks: _____
   Total: $____________________

Submit funds with back-up documentation & calculator tape within one business day after event.
Please call or email the treasurer to submit funds:
Angela Young, Treasurer
Phone: 609-462-1749
Email: amayoung94@gmail.com

NOTE: This cash advance amount must be submitted separately from the check/cash received at the event. Please keep a copy for your records.

**************************************************************************For Treasurer Only**************************************************************************

Funds Received By: _____________________________ Date: __________
Recipient’s Signature: ________________________________
Date Deposited: __________________ Amount Deposited: ________________

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Thomas R. Grover Middle School PTSA

**Cash Advance Request Form**

This form is used to request a cash advance for a cash box for sales or an event. Please print information.

Date of Request:_________  Amount Requested $_________

Requested by: ______________________________________________________

(Check will be made out to person requesting cash advance)

Committee/Event: ___________________________________________________________________

Phone: ___________________________  Email: ________________________________

Signature: _________________________________________________________________

Reason for Cash Advance: ___________________________________________________________________

# of calculators needed: _______  # of cash boxes needed:_________

Date of Event: _____________________  Time: ____________________________

Committee/Budget Category: ______________________________________________________

Please submit cash advance request **at least one week in advance of the event** for which cash is needed to:

Angela Young, Treasurer
Phone: 609-462-1749
Email: amayoung94@gmail.com

**NOTE:** This cash advance amount must be submitted separately from the check/cash received at the event.

Please keep a copy for your records.
### Grover Middle School
#### Calendar 2017-2018

**School Event Request Form**
*Please submit to Michele Wolf at michele.wolf@ww-p.org for Administrator Approval*

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Name</td>
<td></td>
</tr>
<tr>
<td>Phone Contact</td>
<td></td>
</tr>
<tr>
<td>School Event Title:</td>
<td></td>
</tr>
<tr>
<td>Date Requested:</td>
<td></td>
</tr>
<tr>
<td>First Choice</td>
<td></td>
</tr>
<tr>
<td>Second Choice</td>
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</tr>
<tr>
<td>Requested Times (total)</td>
<td></td>
</tr>
<tr>
<td>Actual Event time</td>
<td></td>
</tr>
<tr>
<td>Set-Up/Clean Up</td>
<td></td>
</tr>
<tr>
<td>Requested Room(s):</td>
<td></td>
</tr>
<tr>
<td>Grade/Team:</td>
<td></td>
</tr>
<tr>
<td>Estimated # Participants:</td>
<td></td>
</tr>
<tr>
<td>Event Description/ Special Set up needs</td>
<td></td>
</tr>
<tr>
<td>(e.g. microphones, portable screen, electrical cords, seating arrangements – include a sketch)</td>
<td></td>
</tr>
</tbody>
</table>
Administrator Signature: ________________________________