

PIN OAK MIDDLE SCHOOL PTO PROCEDURES

COMMUNICATIONS TO PARENTS AND TEACHERS / STAFF

Charger Chatter:

The Charger Chatter is distributed to every family that registers through the PTO database each through email services. The Charger Chatter is an extremely cost-effective way to disseminate information to the parents, teachers and staff at POMS.

Submissions to Charger Chatter articles must be turned in by noon on Tuesday via the web & chatter link on the PTO website.

The article should be typed using a word processor. If you are distributing a flyer, invitation or order form, please include the teachers and the staff. All teachers and staff members have boxes in the office and they like to be included. In addition, you should arrange to leave a few extra copies of order forms, etc. in the office.

Please include your name and phone number so they can contact you if there are any questions.

Copying Fliers and Other Handouts:

We use a whole school distribution for flyers once a year via the First Day Packets. All other information is distributed through the email system and website. (see above)

If a situation requires a special flyer to be distributed to a specific grade level (for example, 8th Grade Graduation), this flyer must be approved by the PTO administration and the Pin Oak Middle School administration. Copies can be made at school or at Copy Dr. at Wesleyan shopping center where the Pin Oak PTO has an account. Only the PTO executive board has privileges. Please give your flyer to the appropriate executive board member if copies need to be made at Copy Dr. Please remember to ask for a quote before proceeding and compare the cost to the previous year. Copy Dr. is willing to work with us on prices, and if not, then we need to find another source. We are stewards of the PTO's money.

NOTE: If you are distributing a flyer, invitation or order form, please don't forget the teachers and the staff. All teachers and staff members have boxes in the office and they like to be included. In addition, you should arrange to leave a few extra copies of order forms, etc. in the office.

When you get an invoice (whether you paid for the copies or billed them to the PTO) from any copy place, please submit the original invoice and a request for reimbursement form (found on PTO website or in the Treasurer's folder in the blue Rubbermaid container in the front office) according to the procedures set in place (see website). This will help the Treasurer keep track of our copy expenses.

Announcement to the school in the morning announcements

Email your script to Norma Ruiz at nruiz@houstonisd.org at least 5 days in advance.

SCHEDULING USE OF SPACE ON SCHOOL PROPERTY

Scheduling:

Any planned use of school space, whether during school hours or after hours, must be scheduled through Norma Ruiz at nruiz@houstonisd.org

Events:

Events are on the school calendar in advance. A detailed action plan with maps of the facility and outdoor layout must be vetted by the PTO Board and POMS administration. It is essential to include the number of tables and chairs needed in your action plan as we have limited number of tables and chairs onsite. Time needed for set up and clean up must be included for facility scheduling.

If you need extra help in terms of HISD staff (custodian services), you must account for this in your budget and in your action plan.

If you have items that require Principal Graves' approval, please schedule an appointment and meet to discuss plans with all involved. Appointments can be arranged by sending an email to Norma Ruiz at nruiz@houstonisd.org

Coordinate efforts with school administration and make sure to notify the custodians of the event at least 30 days prior and follow up 10 days prior to the event.

Please do not linger inside the building after an event. The PTO pays overtime for custodial help for after-hours events. If you are expecting delivery of goods to the school (school supplies, gift wrap, carnival supplies, etc.), you must notify school administration and the Plant Engineer of any potential delivery as many days in advance as possible. Storage space must be accounted for and must be made ready for delivery.

ACCESS TO THE PTO STORAGE SHED

Please help keep the storage shed neat and straightened. A lot of people need to access the storage shed throughout the year. The doors are locked. To gain access, there is one copy of the key at the front office. When you are done, please return the keys back into the front office immediately. We don't have extra keys.