

Loma Vista PTO - TIP SHEET

Things I Wish I'd Known When I Joined the Board

COPY ROOM/STAFF LOUNGE

- There are PTO mail slots in the copy room. We can leave stuff there for each other.
- Because we're sharing this space with teachers, please try to use the copy room and staff lounge only during these times:
8:15 – 10 and 10:20 – 12:15 and 1:20 – 2:43
- When making copies, use half page flyers whenever possible, and copy back-to-back. The office staff can show you how to use the copiers, or see posted instructions for Riso. There is colored copy paper in the school supply room (office staff have the key). Please only use the Riso when making more than 20 copies or when copying onto card stock or construction paper. Please ask office staff to clear **any** copier jams.

PTO SHED

- There are some supplies here (as well as in the supply room off the MPR). The shed is available to us for meetings or as a work area. The air conditioner works 😊.
- Key is in the school office. Please remember to return it as soon as you're done.

RESERVING SPACE AT THE SCHOOL FOR YOUR EVENT

- Reserve space for your event with the office staff. If your event will be scheduled outside of school hours (before 8:15 or after 2:43), complete a Facilities Use Permit at <http://www.tustin.districtcalendar.org/>
- Be sure to give the custodians advance notice if you need them to set anything up. They have mail slots in the staff lounge and work well with a hand-written note or drawing describing what you need.

FLYERS - ALL flyers must be approved by the Principal (and initialed by the office in the bottom right corner) and translated from the English version by TUSD. (Translation is usually quick but can take two weeks (no rush orders please) so plan ahead – please allow 10 days for approval and translation.)

- Email all English version flyers to the school secretary with the following in the subject line "Flyer for Approval and Translation".
- The flyer must be edited/spell-checked & formatted (ready to send) and in Word or Excel. No PDFs.
- Once the principal approves the flyer, the school secretary will send it in to TUSD Translations.
- When the Spanish version is received, the school secretary will email it to the requestor.
- When distributing a flyer, be aware that most teachers send all flyers home only once per week – some on Fridays and some on Mondays - so it's best to get flyers into teachers' boxes by Thursday.
- Make enough copies for each student in each class, plus a couple extra. A list is posted in the copy room showing the number of students in each class. Put copies in each teacher's mail box. Make 10 extra copies for the school office plus one for the principal's mailbox. Depending on your target audience, make copies for all the other school staff (they have mailboxes in the lounge plus remember copies for office staff.)
- If your copy job is huge, there is a shorter list of students who absolutely require Spanish versions

MAIL

- If you have materials mailed to you at school, ask that they be clearly labeled "PTO" and your name.
- Items mailed out relating to school/PTO business may be left in the school office for postage and mailing (sealed in addressed envelopes).

BANNERS

- Some supplies for making banners are available in the staff lounge. Paint, paint brushes, huge rolls of paper. Old/blank banners and zip ties are in the PTO shed.
- To make a banner last, use clear packing or duct tape to tape the paper to an old/blank vinyl banner. The vinyl will keep the paper from tearing. Use the grommets (metal-ringed holes) in the vinyl to hang your banner. Maybe run an extra piece of tape over the area where the hole will be poked through the paper. Use strong wool/string/zip ties to hang banner on fence.
- Key areas for posting banners (depending on your target audience): gate between MPR and school office facing the teachers' parking lot, kinder fence facing parking lot, kinder fence facing Prospect, fence near gate to back/Church parking lot.
- Take your banners down after your event and return the old vinyl banner (if used) to the PTO shed.

BUDGET/MONEY

- Please be aware that our PTO runs on a tight budget. Be sure you know in advance what is budgeted for your project. See if businesses will give you a discount or donation - never hurts to ask. Loma Vista PTO's tax ID number is 33-0780950.
- If you need to request a check, use the **Check Request forms** in the PTO Treasurer's mail box or at www.lomavistacougars.com. Leave the completed Check Request form in the Treasurer's mailbox and email or text the Treasurer to advise that you need a check. If it is urgent, please text/email the Treasurer. If you are requesting reimbursement, please include original receipts and turn in reimbursement requests within 30 days of the event.
- If you have money to be deposited to the PTO, use the **PTO Deposit Form** (available in Treasurer's mailbox or at www.lomavistacougars.com). Give the deposit directly to the Treasurer as soon as possible, clearly marked so s/he knows what it is for and include your name/number in case there are questions, or leave it with the school office and email/text the Treasurer to advise that the money is waiting to be picked up. When depositing a large amount of coins, coins need to be rolled.
- If the **cash box** is needed, please give 48 hours advance notice to the Treasurer. The cash box comes with instructions and needs to be reset after the event and returned to the Treasurer within 24 hours.

SHOWCASES / E-NEWSLETTER / WEB SITE / CALENDAR ON THE WEB SITE / PACE MESSAGES / FRIDAY

FLAG CEREMONY

- These are all great ways to communicate with our students and families. Contact the folks in charge of each to post news, including any forms and informational fliers for the web site.
- If you would like to send out a PACE message (that's a voicemail message to all Loma Vista families in English and Spanish) please provide a clearly printed script (in English) to the school secretary with as much notice as possible. The secretary will translate to Spanish.