



Frequently Asked Questions

Where do I leave important documents, flyers, etc. for the PTO?

- PTO mailboxes are to the right of the teacher mailboxes in the school office. There is a box for General PTO, PTO Treasurer, and Special Events

How do I make flyers for PTO events or fundraisers?

- All PTO communications are to be printed on the yellow paper stored in the PTO closet. *If yellow paper is running low, email the PTO President to place an order for additional paper.*
- Templates already exist for most events. These documents are posted to the PTO Google Drive. *For access, contact any member of the PTO Executive Board.*
- A list of each classroom and headcount is posted by the mailboxes, or copy machine in the school office
- Leave flyers for teachers in their mailbox. Teachers' mailboxes are below the label with their name.
 - o Making copies is the responsibility of the Committee Chair
 - o Event flyers should be distributed at least 2 weeks prior to the event
 - o The Communications Chair will help proof your flyer prior to running copies/distribution

Where can I find supplies for PTO Events?

- Most PTO supplies are kept in the PTO closet. The PTO closet is located near the back doors of the cafeteria and LGI room. If entering through the LGI room, walk straight across the room and through the door into the back hallway. The PTO closet is immediately on the left. These doors are kept unlocked.
- Some supplies, such as Carnival games, are kept in the school attic. Access to the attic is via the stairwell through the door to the left of the stage in the LGI room. This door is usually locked. Ask the school office or maintenance for access.
- Always check the PTO closet for current inventory before purchasing additional supplies for your event

How do I recruit volunteers for PTO events?

- The PTO Volunteer Coordinator will support your search for volunteers. The Volunteer Coordinator will help create a Sign-Up Genius and distribute it to our email list of volunteers.
- You may also email the Communications Chair to share volunteer opportunities on the PTO Facebook page

Can I post information on the PTO Facebook page?

- To share information on the Noble Crossing Elementary PTO Facebook page, contact the Communications Chair, PTO President, and/or PTO Vice President for assistance

How do I share PTO information in the school newsletter?

- Email the Communications Chair with any information you would like included in the school newsletter. The Communications Chair sends one email weekly to NCE's School Secretary with all relevant PTO information.
- Information for the newsletter must be submitted to the Communications Chair by the end of the day Wednesday to be included in that week's newsletter.

How do I know the budget for my PTO event?

- Contact the PTO treasurer prior to planning your event to understand income and expense expectations
- Plan to attend the transition meeting at the beginning of the school year, to make sure pertinent info is carried over each year.

What items should I submit for reimbursement?

- Each Committee has a budget. Consult the PTO Treasurer if you are unsure about acceptable expenses, and/or you may go over budget. Any overages need approval.

How do I make purchases with the PTO debit card?

- Committees may use the PTO debit card with approval from the PTO President and Treasurer. Email both parties for approval at least a few days prior to picking up the card in case it is already checked out. The card is kept in the safe in the front office. You will be required to properly sign out, and return the PTO debit card.

Note: since Noble Crossing Elementary PTO is a not-for-profit organization, we are not charged taxes on our purchases, so please use this card as often as possible to not incur taxes on purchases. 501c paperwork is in the envelope with the debit card.

When & where do I turn in receipts for reimbursement?

- Submit receipts along with a reimbursement form within one week after your event.
- *Some exceptions may apply* such as with Carnival Silent Auction items.
- Keep open communication with the PTO Treasurer prior to, and after your event
- Email the PTO Treasurer whenever you leave a reimbursement request, letting them know it has been submitted
- Reimbursement forms are found in the school supply closet to the left of the Nurse's office (in the front office), or may be downloaded from the PTO website under PTO Documents and Files.

Other Important Information:

- During PTO events, volunteers should wear a PTO Volunteer badge. Badges are stored in the PTO closet, or may be available at the volunteer event.
- Make sure you have a current background check on file in order to volunteer at the school. This is found at:
<http://www.noblesvilleschools.org/Page/882>