

Procedure for Holiday Gift Collection 2021:

General Information

- Mountain Avenue PTA oversees teacher gift collections since our PTA oversees Room Parents.
- Room parents are asked to adhere to the following procedure to ensure accountability and transparency of PTA activities.
- The 2nd VP (Chairman of Volunteer Coordination, Wendy Goldsworthy) will oversee this process, including scheduling collection dates and a room parent Zoom/meeting to go over procedures.
- Teacher gift money is usually collected twice each year: holiday (December) and year-end (May/June).
- Currently, teacher gift money goes toward class/group gifts that can be for full-time classroom, Special Education Classroom, Chorus, and Instrumental Music teachers.

Gift Collection:

- Contributions are voluntary and should be made through a payment app: Venmo/PayPal/Zelle. One room parent should be in charge of collecting the money for a given class/group.
- If you are planning to purchase a gift for a classroom aide(s), please use the pre-approved letter that includes gifts for aides. The recommendation is to allocate \$50 for each aide unless the total amount collected for the aide(s) is higher (if parents designate).
- Please discourage cash and checks but if a parent contacts you and asks to drop off checks or cash, it can be left in the office in a well marked envelope which will be kept in the PTA safe. You will need to coordinate with Amelia Lapena to get the envelopes from the safe.
- Checks should be payable to "cash" or the room parent.
 - **TO: PTA SAFE**
 - Re: Holiday/Year-end Gift for [teacher's name]
 - FROM: Student's name
- Room parents email the pre-approved letter on Friday 12/3.
- Once the deadline hits, send out an email to the parents who contribute and let them know that they will be included in the card and the total amount raised. Then send an email to the entire class and let them know that a separate email has been sent to all who contributed and if they contributed and were not notified then to let you know asap. This has helped in the past when a Venmo transaction was not completed or an envelope was still in the PTA safe.

Accounting Donations:

- Room Parents in charge of collections will create a document listing all of the families who donated including the amount. This document will be emailed to the Treasurers (Dora Luna: doraluna100@gmail.com and Adam Hall: ltrain72@msn.com and Amelia Lapena: amlapena.pta@gmail.com and Wendy Goldsworthy GoldsworthyGang@gmail.com
- Also included in the email: photo copy or photo of the receipt for the gift card purchased for the teacher.
- Additional included in the email: a transaction report printed out from Venmo / PayPal / Zelle. This can be done when signing on to the app from a computer.
- Lastly, at least two unrelated parents (with one of them being a room parent) from each class should verify donations for the class by adding up the donations from the Venmo report. If cash donations were received then list all cash contributions on a PTA Cash Verification Form that *both* parents must sign. Then verify the money donated is the same amount as the gift card purchased.