

# MLS PTO COMMITTEE CHAIR FAQ

## How DO I PROMOTE AN EVENT OR ACTIVITY?

Communication	Contact	Notes
Meriwether Matters (weekly email newsletter)	Jerilyn Teahan Jerilyn.teahan@gmail.com	Submit by Monday midnight via e-mail for publication Wednesday.
Wethervane (quarterly print newsletter)	Jerilyn Teahan Jerilyn.teahan@gmail.com	Contact Jerilyn in advance if you have an article in the works. Planned publication months: late September, late December, late March, late May
Backpack Mail	Sue Fortune or Terri Inman MLS Front Office 293-9304	Sent home on Tuesday and Thursday. <b>Allow 48 hours for approval by Principal.</b> Once approved, print 22 sets of 25 copies (see copy info below). Deliver copies to office the day before distribution.
Bulletin Board	Sherri Whitsett swhitsett@gmail.com	Submit materials to Sherri.
Marquee	Tom Zahorik zahorik@gmail.com	Contact Tom with text for the marquee.

**\*\*All communications must be pre-approved by the Principal\*\***

**\*\*All flyers should specify that event or activity is PTO sponsored.\*\***

### HOW DO I GET COPIES MADE FOR BACK PACK MAIL?

MLS has an account at ALC Copies (on the corner of Route 29 and Barracks Road) 295-2679. You can deliver a paper copy or email your document to [alccopies@embarqmail.com](mailto:alccopies@embarqmail.com). Be sure to indicate that the job is for MLS PTO and include your committee's name. Please call owner John Chmil first and tell him your needs. For backpack mail copies, please **get approvals prior to printing**. See above for details.

### HOW DO I SET UP FOR AN EVENT AT SCHOOL?

Contact Terri Inman or Sue Fortune in the main office at 293-9304. They will make arrangements with Mr. Napier for table set up. Be sure to complete the necessary forms for school events and to check the PTO shed for items on hand from previous committees for your event.

### HELP! HOW DO I FIND VOLUNTEERS?

In September you'll receive the list of parents who have expressed interest in helping with your event. You can also contact: Mary Chinn, PTO Volunteer Coordinator  
[maryechinn@gmail.com](mailto:maryechinn@gmail.com)

*To improve volunteer turnout for planning meetings and events, call or send email reminders one week prior to your meeting or event, with a follow-up email a day or two before.*

### HOW DO I GET A CASH BOX & GET REIMBURSED?

Rick Emery, PTO Treasurer  
202-1266  
[remery19@gmail.com](mailto:remery19@gmail.com)

**Need a cash box for your event?** Contact the PTO Treasurer **at least one week** prior to the event. After event, return boxes to the Treasurer with the total final cash count written on a piece of paper, included in the cash box. **For reimbursements**, complete the PTO Reimbursement Request form and leave (along with receipts) in the Treasurer's mailbox in the school office, noting what they were for, your name, and contact information. Reimbursement forms are available in the office. NOTE: Any invoice or request for reimbursement over \$500 must be approved by the PTO Board in advance.

### To directly invoice MLS PTO send invoice to:

MLS PTO  
ATTN: PTO TREASURER  
1610 Owensville Road  
Charlottesville, VA 22901