

Groveland PTA Helpful Information_____

PTA Closet

It's not much, but we call it home! It's the door just around the corner from the TV monitor in the entry, on the left just before you enter the Teachers' Lounge. There you will find mailboxes for the PTA Executive Board members. The room is stocked with supplies you might need while working at school. There's also a phone. You are encouraged to use these, rather than work out of the Groveland office area. We also have access to the West Workroom, located in the first grade hall.

Making Copies

More than 15 copies: Please arrange to have this done through the District Service Center. Use the following process:
Fill out the Print Shop Order form. A copy is included in this electronic binder and it is also available on the Minnetonka web page under "Administration" - "District Forms" - "Internal" - "Purchasing". **Please remember to note the name of your committee somewhere near the top of the request form.** Attach your original that you need copied. Put the form and the information to be copied in the wire basket in the workroom/copy room in the school office. You'll need to allow two days to get this completed. Jobs in by 1:00 p.m. are usually returned on the second day by 3:30 p.m.

You have been provided with a few forms and an example of how the information should be filled out. Additional forms are located in the office workroom and PTA closet. When the job is returned, place the returned print shop form in the Treasurer's box. We use this to reconcile the District copying charges.

Less than 15 copies: You may use the copier in the Office area. Please be respectful of teacher needs (if the copy room is busy) and remember to return the copier settings to their original mode.

Getting Something Included in the Monthly Newsletter or as an Attachment

If you have information for the newsletter, e-mail it to Tammy Ravine at grovelandnews@hotmail.com by the dates she has emailed previously. Newsletters will be sent home electronically the on the 1st Wednesday of each month.

If you have a special announcement that gets sent home in the backpacks you will need to have it in the office the Tuesday morning before the distribution date. If you are sending something home with the youngest child only you will

need 550 copies. If it is to go home with every student you will need 660 copies.

PTA Typeface

The Groveland PTA typeface is Trebuchet. If you have access to this, please use it for all memos, announcements, and correspondence.

Tax ID#

Our PTA is allowed to make purchases tax-exempt. If you have not used our tax id number to make your purchase, you will **NOT** be reimbursed for the tax amount. There is **NO** exception to this policy. Phone ahead to the retail store you plan to shop at to see what they need for tax-exempt information.

Extra Copies of Various Forms

Additional copies of most forms can be found in the PTA closet.

To Reserve Space for an Event

This pertains primarily to the lunchroom and the gyms. **Events on the calendar for this year have already had the space reserved.**

Meet with principal and/or PTA to set date.

Fill out a district "Request for Facilities" form. Mail form to Facilities Coordinator at the District Office. Keep a copy for yourself. The PTA President completes "Request for Facilities" forms for all major PTA events and will provide you with a copy. Do not duplicate these requests.

Fill out a "Work Request" form. Give this to Charlie in the Groveland office. Place all information on calendar with the help of the Groveland office. The PTA President works with the principal to set up the Groveland calendar during the spring/summer. Please verify dates and do not duplicate dates that have already been set.

Call or put a note in the mailbox of the person you may be displacing (such as gym teachers or Explorers Club) to be sure they are aware of your request.

Plan for clean-up.

Ensure Groveland custodians are aware of your event.

To Reserve Gazebo or Outdoor Classroom

If you intend to use the Gazebo area or the Outdoor Classroom for any reason, please contact Charlie in the Groveland office at 401-5600 to reserve these. There is a separate sign up for each area.

To Order Refreshments

Talk with Claudia Sundberg (952-401-5580) about light refreshments, additional needs, or questions you have about the kitchen area at Groveland. For larger food orders call Jane Bender at the District Food and Nutrition Services office at 952-401-5048.

Kitchen Use and Food Preparation

Please be aware that there are rules regarding the use of the kitchen facilities mandated by the State Board of Health. Contact Claudia Sundberg if you plan on using Groveland's kitchen.

School Board Meetings/Broadcast Times

The Minnetonka School Board meetings are held the first Thursday of every month beginning at 7 p.m. in the District Service Center (near Clear Springs Elementary/north of Hwy. 7). These meetings are taped and re-broadcast on Time Warner Cable (Channel 17) on Fridays at 7 p.m. and Saturdays at 4 p.m.

Groveland Note Cards

Groveland Elementary fold-over note cards are available for you to use. They are located in the lower cupboard of the office workroom. These may be helpful for writing thank you notes to suppliers, corporate contributors, your committee members, etc.

Publicity Needs

Remember to plan ahead. You should allow at least three weeks for **advance** coverage in the local newspapers. Information usually doesn't appear in print until approximately one week after the paper's deadline. Unless the public is invited to an event, coverage **after the fact** is usually better. Then you can include a photo and highlight the results. If you have publicity needs, please contact Tammy Ravine at grovelandnews@hotmail.com.

Photos Needed

Please remember the Yearbook Committee is always looking for good photos of Groveland events, students, teachers, parties, etc. If you have any photos, please pass a copy on to that committee. The electronic Groveland Newsletter might also be able to use photos from key PTA and school events.