

# How To...Work with the School Staff and Make Use of Work Spaces

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## Office Etiquette:

- Be sure to take a name badge when you sign in at the office.
- When you are in the office talking with any of the secretaries please keep in mind that the students take precedence.
- If you need to get the cooperation of the teachers you can contact them by voicemail or email. Please remember that their first priority is to maintain the best learning environment for our children. We ask that you do not disturb them in their classrooms or in the staff lounge unless you have made prior arrangements to do so.
- If you have an idea you would like to run past the Principal, we ask that you please contact your designated VP or the President to make sure that it fits within the parameters of what the PTSA has slated for this year. The President may review the idea or issue at the weekly meeting with the Principal.

## PTSA Room Rules:

- The key to PTSA storage rooms is kept in a drawer by the office secretary. Please make sure the room is locked when you are done and return the key to the office so it is available for other volunteers.
- The PTSA room has a limited amount of cabinet and drawer space that can be locked if necessary. Please contact your designated VP if you have need for locked space.
- Storage space is at a premium. Supplies can be stored in the room prior to an event in as neat a manner as possible. After the event, your designated VP can help determine the best way to store left over items.
- Any item stored in the PTSA room is available to any committee. This especially refers to napkins, cups, plates, envelopes, etc. If you do not wish to share supplies, you must very clearly mark your items with the committee name and inform your designated VP.

## Workroom/Copying guidelines

- Staff takes precedence. Find a logical stopping place for what you're doing to let a staff member use the copy machine, binding machine, etc.
- There are two workrooms at the school. One is on the second floor in the office area and the other is on the first floor behind the library checkout desk. When you use these rooms we ask that you please leave them neater than you found them in the spirit of "Cooperation & Teamwork."
- There are different copy codes for PTSA programs and activities. Please check with your designated VP to find out which code is appropriate to use under which

circumstances, then only use that copy code for that purpose. This allows the PTSA and the office staff to monitor and adjust our copying expenses.

- If your committee needs a large supply of a certain material, e.g., card stock, please purchase that material separately rather than using stock on hand in the workroom.
- Laminating is to be done by office staff.

## **Room usage**

If your event requires use of school facilities outside of school hours, you must fill out a Facilities Use Form (see the Appendix for a copy) and send it to the district for approval. The only areas available are the stage, cafeteria or gym. If this is for a family event, thought should be given as to what entrance will be used and how the open hallways will be monitored.

The rooms available for use during school hours are:

- Conference room – 10-12 people; schedule on calendar located just outside the room
- Library – 20 people at tables and chairs; must schedule with the Library Specialist for meetings during school hours.
- Stage – 20+ people – lots of chairs, custodian can bring in a table; must schedule with RoeJean. Time constraints when in use for the Coyote Club and for overload music or PE.

## **Volunteer Training**

Training about how to use the copier and other office equipment, check out books from library, etc. will be offered to volunteers on a regular basis or by contacting your VP. Your VP will let you know when these brief training sessions are scheduled.