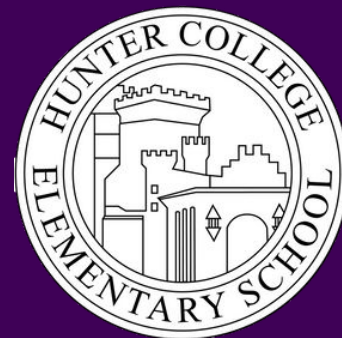


HUNTER COLLEGE
CAMPUS SCHOOLS
CITY UNIVERSITY OF NEW YORK

2023-2024

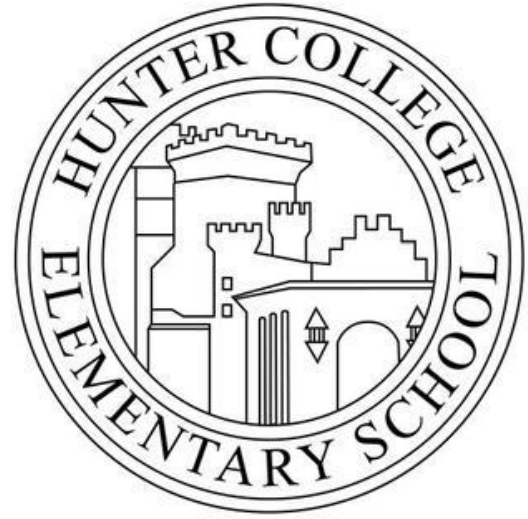
HCES PTA PRESENTS

VOLUNTEER ORIENTATION



AGENDA

- Committees & Groups
- Events & Initiatives
- How to Volunteer
- What to Consider
- After an Event
- Relevant Links
- Key Contact Information



COMMITTEES & GROUPS

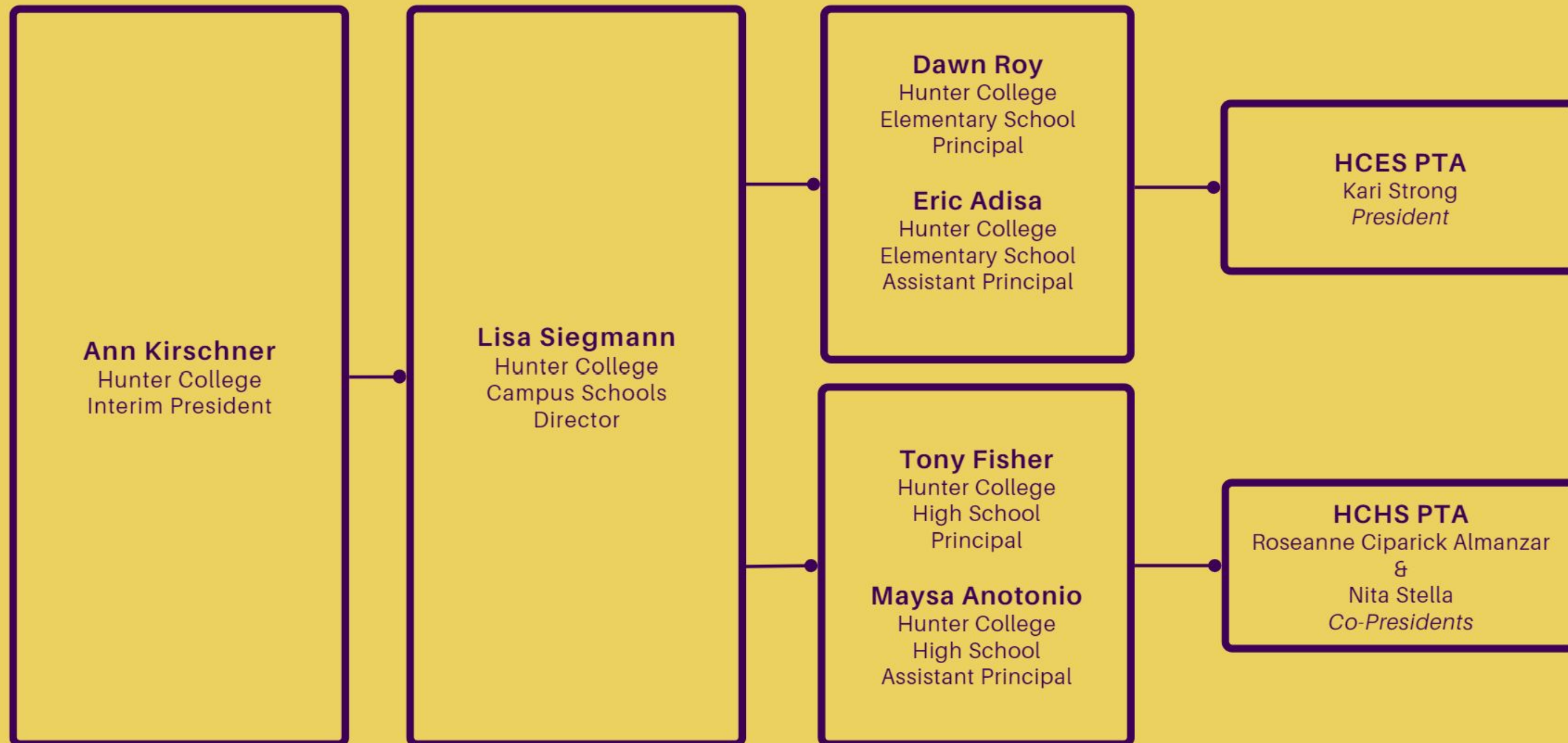
- Administration
- PTA Board
- Committees
- Affinity Groups
- Class Reps

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**HUNTER
COLLEGE
ELEMENTARY
SCHOOL PTA**

HCCS Administration



PTA Board

2023-2024 HCES PTA Board (board@hcespta.org)

Kari Strong, President (kari@hcespta.org)

Karin Paredes, Co-Vice President (karin@hcespta.org)

Carly Burton Baharian, Co-Vice President (carly@hcespta.org)

Vanessa Nadal, Co-Secretary (vanessa@hcespta.org)

Gopika Sidhu, Co-Secretary (gopika@hcespta.org)

Rob Bruns, Co-Treasurer (rob@hcespta.org)

Ana Recinos Feldman, Co-Treasurer (ana@hcespta.org)

Mark Andrews, Director of Fundraising (mark@hcespta.org)

Miral Sattar, ICT Director (miral@hcespta.org)

EVENTS & INITIATIVES

- Affinity Group Events
- Book Fair
- Carnival
- Chess Tournaments
- Faculty Appreciation
- Halloween Hop
- Spring Benefit
- And more...



EVENTS & INITIATIVES



School Events



We all organized some wonderful events for our community this year!

26 On-Campus PTA Events:

Parent Welcome Coffee, Movie Night, 3 Parent Potlucks, Picture Day, Halloween Hop, Week-Long Book Fair, World Cup Viewing Party, WNBA Clinic, 81-Act Talent Show, Faculty Appreciation Week & Luncheon, 12-Booth Carnival, Library Inventory, Merch Pop-Ups, 10 Monthly Birthday Lunches with Principal Roy

15 Off-Campus or Virtual PTA Events:

8 General Membership PTA Meetings, Incoming K Party, Ice Skating Outing, HCCS PTA Mental Health Panel, Camp Auction, Spring Benefit, MLB Outing, WNBA Outing, End-of-Year Picnic, Volunteer Party

PTA Fundraising Events:

Annual Fund, Camp Auction, Ron Brown Playground Paddle Raise, Spring Benefit, Teacher Giving Tree, Teacher Raffles

10 PTA-Affiliate Events:

ALHFA Potluck in the Park, PAAC Black History Bulletin Board & Reading Challenge, PAAC Jazz Dinner, PAAC Family Picnic, POCA Potluck, POCA 2e Learner Expert Panel, Mosaic Welcome Cookout, Mosaic DEI Coffee with Teachers, Mosaic Cocktails & Mocktails



EVENTS & INITIATIVES

Parent Volunteers

THANK YOU to all the parents who help make the Hunter Community great.

Over **7,500** reported hours contributed by over 150 parent volunteers!

Volunteer Ranges

Volunteer opportunities each year range from a one-time experience, such as a field trip chaperone, all the way to an ongoing commitment, such as a Board Member. Either way, everything makes a difference!





HOW TO VOLUNTEER

- Check out our Special Edition Newsletter: [We Volunteer](#) to learn more about different opportunities

- Then complete the [HCES Volunteer Form](#) to to volunteer for other HCES Committees or groups

WHAT TO CONSIDER

01

**Coordinate With Relevant
Groups/Committees**

02

Budget & Funding

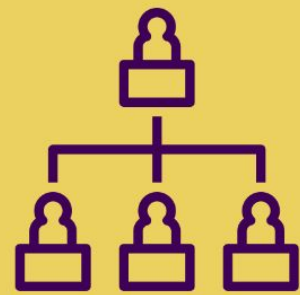
03

Communications

04

Deadlines & Timelines

1. COORDINATE



RELEVANT GROUPS

Proactively engage with relevant parties throughout your planning, execution, and follow-up for seamless coordination.

Kindly coordinate all facility-related emails or space requests at the school through Principal Dawn Roy (droy@hccs.hunter.cuny.edu) to streamline processes.



HCES PTA

We are here to help! Please check in with us (board@hcespta.org) as expected or, if a new committee or group, to confirm questions you may have about the new school-wide initiative you are planning.



CONTRACTS

Sometimes your event or initiative will require a contract. Please do not sign any binding agreement before first consulting with the PTA Board. We will assist you with this process.

1. COORDINATE



RELEVANT GROUPS

- Whether you are a new Co-Chair or regular volunteer, you always want to make your Committee is updated and activated!
- Make sure you know who your Co-Chairs are, review to-dos and timelines with them, and understand who the relevant groups are to your Committee or event.
 - Finally, make sure to update your HCES alias with your Volunteer Coordinators!

1. COORDINATE

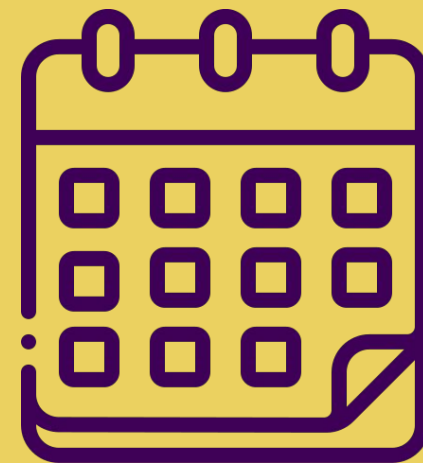


HCES Volunteer Coordinators

Make sure your Committee is also activated with your Volunteer Coordinators! They can help you update your alias to include all necessary volunteers. Also, if you find yourself in need of volunteers for your event, call on our Volunteer Coordinators to mobilize your very own group of HCES Parents!

Email volunteer@hcespta.org.

1. COORDINATE



HCES Calendar

To maximize community participation, please review [the HCES Calendar](#) on the PTA site for potential event conflicts and consult with us (board@hcespta.org) to identify any pending events not yet listed.

Remember to first log into hcespta.org in order to access the HCES Calendar on the PTA site.

1. COORDINATE



HCES Merch

To optimize value, consult the Merch Committee (merch@hcespta.org) before considering branded items for your event. Collaborating may yield cost savings as well as enhance quality. Also, the Merch Comm sometimes has enough HCES merch that you can buy from them directly.

2. BUDGET & FUNDING



Track Cash Flow

- FIRST visit the [Treasurer's Corner](https://hcespta.org/) on the PTA website (<https://hcespta.org/>) to access the latest approved budget for your annual event or committee. If you still have any inquiries, such as addressing a change in your budget, please email your Co-Treasurers (treasurer@hcespta.org).
- Track all your actual revenues and expenditures in real time so these can be reported transparently to the PTA.

2. BUDGET & FUNDING



Track Cash Flow

- Most vendors are willing to take checks, which is handled by our Co-Treasurers. However, volunteers are able to use their personal credit cards if vendors do not accept checks by mail or on the day of the event.

Please Note: **Reimbursement can take 3-4 weeks.**

- It will take about 3-4 weeks to be reimbursed. Please save all receipts to submit using our [Reimbursement Protocol](#).
- We are a non-profit organization so please refer to our [Tax Exemption for Expenditures](#) section to learn more about how to save when making purchases on behalf of the PTA as some may be tax-exempt.

2. BUDGET & FUNDING



Stay in the Know

- For new initiatives seeking funding assistance, please submit a proposal to the Board outlining event details, objectives, and budget considerations.
- We continually seek to enrich the HCES Community with engaging and educational experiences, so we encourage you to submit your proposal.

3. COMMUNICATIONS



Select The Most Effective Channel

Channels include: HCCS Director blasts (from Lisa Siegmann), Principal blasts and the *Principal's Message* (from Dawn Roy), the *Counseling Connections* (from Danielle Bocchino), PTA Blasts, the PTA biweekly newsletter, and Class Parents. If unsure about what to choose, ask us what we think!

3. COMMUNICATIONS



PTA BLASTS

The PTA routinely emails the entire HCES community about the wonderful HCES initiatives taking place. We are often juggling requests from several committees, so please follow these [Blast Guidelines](#) to help us help you. Most initiatives begin by submitting their information to the newsletter to be featured in the school calendar etc..



PTA NEWSLETTERS

Our bi-weekly newsletters are a great way to begin announcing your event. Even if you don't have your flier ironed out but you have a date set, submit it to the Newsletter! To feature your initiative, please submit information following [Newsletter Guidelines](#). For inquiries about the newsletter, email newsletter@hcespta.org.



CLASS PARENTS

While not organized by the PTA, parent WhatsApp groups can serve as a valuable tool for sending reminders. Class Reps can assist in communicating with their respective groups through coordination with the Class Rep Coordinator crc@hcespta.org.

3. COMMUNICATIONS



PTA BLASTS

We recommend email blasts in the following scenarios:

- To communicate extensive information, such as details about events like the Talent Show.
- To provide timely reminders for events like Picture Day or the Book Fair when the newsletter is not imminent.
- During emergencies, typically coordinated by the PTA Board.

3. COMMUNICATIONS

SOME PTA BLAST EXAMPLES:

2023-2024:

- Mosaic Cookout: <https://mailchi.mp/hcespta.org/2023mosaicwelcomebackcookin>
- Fundraising: <https://mailchi.mp/hcespta.org/2023-24annualfundblast1>
- ALHFA Zoom: <https://mailchi.mp/hcespta.org/2023alhfhmzoom>
- POCA Potluck: <https://mailchi.mp/hcespta.org/pocapotluck923>

2022-2023:

- Volunteer Survey: <https://mailchi.mp/hcespta.org/2023volunteersurvey>
- WNBA Outing: <https://us7.campaign-archive.com/?u=2b56658841959c889c2844482&id=76e1c4ba15>
- End-of-Year Picnic: <https://mailchi.mp/hcespta.org/2023hcesendofyearpicnicupdatenewstarttime>
- Benefit Reminder: <https://mailchi.mp/hcespta.org/2023benefittomorrow>

3. COMMUNICATIONS

SOME PTA BLAST EXAMPLES:

2022-2023:

- PAAC Family Picnic: <https://tinyurl.com/2023PAACFamilyPicnic>
- Carnival: <https://mailchi.mp/hcespta.org/2023carnivalupdate>
- Skating Party: <https://mailchi.mp/hcespta/iceskatingparty2023blast1>
- Halloween Hop: <https://mailchi.mp/hcespta/halloweenhop2022>
- Picture Day: <https://mailchi.mp/hcespta/pictureday2022>
- Movie Night: <https://mailchi.mp/e1963610df46/movienight2022blast1>

3. COMMUNICATIONS



PTA Newsletter

- We encourage you to think ahead – 6 weeks ahead.
- Your first announcement should be made in the bi-weekly newsletter approximately 1-4 weeks before a deadline or the event – that may mean you have to write and submit a blurb 5-6-weeks in advance!
- This information and more can be found in the [Newsletter Submission Guidelines](#).

3. COMMUNICATIONS



Photo Submissions

Please seek parental permission if a child is easily recognizable in a photo you are submitting for a blast or the newsletter.

If you would like to change the selection you made regarding the privacy of photo submissions of your child, please reach out to Principiapl Dawn Roy (droy@hccs.hunter.cuny.edu)

4. DEADLINES/TIMELINES



PLEASE PREPARE ACCORDINGLY

We understand that life happens so we try to be flexible under extenuating circumstances. However, deadlines and timelines enable us all to move gracefully in sync, fostering effective coordination and mutual support. Your understanding and collaboration to adhere to expressed deadlines/timelines are truly invaluable and appreciated.

AFTER AN EVENT

01

Thank Your Volunteers!

02

**Update Your Volunteer
Feedback Form**

03

**Submit Your Updated Budget
and Your Volunteer List to PTA
for Volunteer Party**

04

Prepare For Next Year

RELEVANT LINKS



1. [Current HCES PTA Board](#) (log in to hcespta.org in order to access)
2. [HCES PTA Site](#)
3. [HCES PTA School-Wide Blast Guidelines](#)
4. [HCES PTA Newsletter Submission Guidelines](#)
5. [Special Edition Newsletter: We Volunteer](#)
6. [HCES PTA Approved Budget for 2023-2024](#)
7. [HCES PTA Volunteer Feedback Template](#)
8. [HCES PTA Committee Form](#)
9. [HCES PTA Reimbursement Protocol & Tax Exemption for Expenditures](#)
10. [HCES PTA Volunteer Hours Survey](#)
11. [HCES PTA By-Laws](#)

KEY CONTACT INFO

Contact:

Annual Fund

Association of Latin and Hispanic Familias y Amigos (ALHFA)

Benefit Committee

Birthday Lunch

Book Fair

Carnival

Chess Committee

Chinese-American Parents Association (CAPA)

Class Rep Coordinator

Debate Class (Grades 3/4)

Halloween Hop

Jewish Affinity Group (JAG)

Korean-American Parents Association (KAPA)

Merchandise Committee

Mosaic (K-12 Parent Equity & Inclusion Comm.)

Email:

annualfund@hcespta.org

alhfa@hcespta.org

benefit@hcespta.org

birthdaylunch@hcespta.org

bookfair@hcespta.org

carnival@hcespta.org

chess@hcespta.org

capa@hunterpta.org

crc@hcespta.org

Hccs-hawksnest@hccs.hunter.cuny.edu

halloweenhop@hcespta.org

jag@hcespta.org

kapa@hunterpta.org

merch@hcespta.org

mosaic@hcespta.org

KEY CONTACT INFO

Contact:

Movie Night Committee

Parents of African-American Children (PAAC)

Parents of Children with Accommodations (POCA)

Picture Day

PTA Volunteer Coordinators

South Asian Affinity Group (SAAG)

Sports Outings / Ice Skating / Bowling

Talent Show

Teacher Lunch

Volunteer Coordinators

Administration:

Dawn Roy, *HCES Principal*

Eric Adisa, *HCES Assistant Principal*

Lisa Siegmann, *HCCS Director*

Email:

movienight@hcespta.org

paac@hcespta.org

poca@hcespta.org

pictureday@hcespta.org

volunteer@hcespta.org

saag@hunterpta.org

sport-outing@hcespta.org

talentshow@hcespta.org

facultylunch@hcespta.org

volunteer@hcespta.org

droy@hccs.hunter.cuny.edu

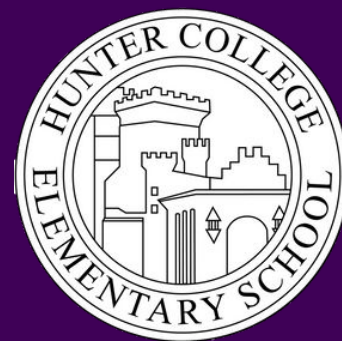
eadisa@hccs.hunter.cuny.edu

lsiegman@hccs.hunter.cuny.edu

HUNTER COLLEGE
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CITY UNIVERSITY OF NEW YORK

THANK YOU

FOR VOLUNTEERING!



HCES PTA Board • board@hcespta.org