

JPAT Leadership “Cheat Sheet”

2016-17

Updated November 18, 2016

Most JPAT events and committees require volunteers and publicity within the school; some also require facility reservations, food permits and expense reimbursement. This list provides information you may need in executing JPAT events and committee activities.

Chair/Event Documentation

- Many JPAT events and initiatives have a long tradition and have been finessed over time. Often, previous chairs have tracked processes, roles and timelines to aid future chairs. If you are new to your role, reach out to a previous chair or co-chair to gather any documentation or advice he or she may have. If you are not sure who can be a resource, contact Volunteer Coordinator Jessica DuPont (jessica.hathaway.dupont@gmail.com).
- Along the way, document your own ideas and lessons learned for future volunteers.

Volunteers

- Chairs are responsible for recruiting enough volunteers to run their event. Email Volunteer Coordinator (Jessica DuPont: jessica.hathaway.dupont@gmail.com) to receive a contact list of anyone who has indicated an interest in helping with your event or program through Help Counter online registration; reach out to this group first to solicit help.
- When emailing volunteers, it’s a good idea to remind them that ALL volunteers at Jefferson who interface with students MUST pass a background check. **This includes volunteers from OSU and others who help at one-time events, whether during the day or in the evening.** Background checks are good for two years and can be completed here: <https://www.helpcounterweb.com/welcome/apply.php?district=corvallis>. Please allow at least 2 weeks for background checks to be completed.
- Think about how many volunteers you will need and how you will organize them. If fewer than five are needed, email or personal outreach may be enough. For larger numbers, consider using [Volunteer Spot](#), which enables time- or task-specific sign-ups, and includes automated reminders and volunteer lists.

Publicity and Additional Volunteer Recruitment Ideas:

- **Listserv.** The JPAT listserv reaches almost all Jefferson families. Forward your email as you would like to see it posted to Jefferson-news@listserv.csd509j.net. This is a moderated listserv, so allow a day or two for posting. This is another good way to recruit volunteers. Questions? Contact amykmayfield@gmail.com.
- **Newsletter.** The JagWire, Jefferson’s schoolwide newsletter, is distributed to all families monthly. JPAT chairs are encouraged to send a brief article in to editor Tani Sandler (tanikahan@yahoo.com) by the fifteenth of the month prior to the event.

- **Classroom newsletters.** Classroom teachers typically send home weekly announcements. If you would like to include a brief blurb about your event in all classroom newsletters, send a 1-2 sentence announcement to Joanne.Geissler@Corvallis.K12.OR.US 7-10 days before you would like to go out.
- **Bulletin board.** The JPAT bulletin board is in the school lobby. There is a spot in the "calendar" section where you may post an 8 1/2 x 11" flyer of your activity; please remove your flyer when your activity is over.
- **Facebook.** If you have information about your event that you would like to have posted to Facebook, email your post exactly as you would like to see it appear (including any images) to nina@publicgoodpr.com. Allow 1-2 days for posting.
- **Copying.** Keep in mind the cost and waste involved with sending flyers home; try to make paper announcements half-page. If you are copying up to one sheet per student, it is fine to use the school copy machine. There is no copy code. Flyers that go home on Friday need to be in the teacher mailboxes no later than Wednesday, 8:00 a.m. The list of how many flyers goes to each teacher is by the mailboxes.
- **Printing.** If you have a large number of copies, you can go to Franklin Press at 5655 SW Philomath Blvd., (541) 753-0303. They will complete copy jobs and bill to JPAT. Bring the address for Jefferson (1825 NW 27th Street) with you when placing an order and be clear on the order form which event the printing is for so that we assign the cost appropriately in the budget.

Facilities, Food and Funds

- **Facility use form.** If your activity involves the use of the school building or property, you must complete a facility use [form online](#). Complete the form with plenty of time for it to be approved (it must go through the district office). You will need to create a user ID and log-in information before booking a room. Any questions can be directed to Jefferson's Campus Steward, Mike Washington, at 541-766-4676; he is generally available from 6:30 a.m.-2:30 p.m. on weekdays. The night custodian, Willi, works 4:00 – 8:00 p.m.
- **Food permits.** If your event is open to the public and you intend to serve food (e.g., popcorn and other snacks at the Carnival), you may need to have someone from the Benton County Health Department conduct an inspection before the event. Contact Scott Krueger two weeks before your event to make arrangements: 541-766-6650.
- **Reimbursements.** If you pay for anything out of your own pocket, please contact Amanda Doty (ajdoty02@hotmail.com) for reimbursement. She will need receipts for your purchases, and it is helpful if you put them in an envelope with the total, your name, and your event/program on the outside. The reimbursement form is also [posted to the JPAT website](#).
- **Deposits.** If your event involves collecting money, please contact Amanda to arrange to give her the money and/or deposit all funds collected on the same day (or night) as your event. Count the cash and a total for any checks you collect as well as a grand total. Count money collected immediately after your event ends and have a partner count it as well. Make a note of how many bills have been collected of each

denomination and have both counters sign the final tally. Amanda can also supply you with petty cash for your event; please contact her at least one week before your event (ajdoty02@hotmail.com).

- **Corvallis Public Schools Foundations/credit cards.** If you plan to accept credit cards for your event or activity, and/or if you plan to have funds processed by the Corvallis Public Schools Foundation, you will need to fill out one of the foundation's [Fiscal Sponsorship Application](#) forms in advance of your event.

Event Wrap-up

- Be sure to thank your volunteers during or after the event!
- Jot down what went well and what could be improved next time. Save this documentation for yourself if you will stay on in this role, and for future chairs and co-chairs.
- Think about how you can share the impact of your event or initiatives with the rest of the school community, e.g., a short blurb in JagWire, a quick post on the listserv, or a quick verbal report at a JPAT meeting.

Thank you for your service to Jefferson!