

Covenant PTF Communication Procedure Guidelines

Communications

- Please copy your **PTF Board Member** on all communications emails
- All communications of any kind **MUST** go first through your appropriate Division Coordinator. In addition, **ALL** fundraising events of any kind must be given approval by the Advancement Director.
- All school lists can be found in the current Directory or with the PTF President.
 - If those fail, you may submit a specific request to your Division Coordinator after checking first with the PTF President.
- School-wide communication channels:
 - **Covenant Copy** – Email requests to Communications Director 2 weeks prior to publication for initial approval, then week of submit image/content by EOD Monday the week of publication for inclusion in Thursday's Copy
- Grammar School Communications channels:
 - **Monday folders** - submit documents to Division Coordinator by Wednesday at noon for the next week's folders
 - **Emails from room moms** - submit requests through PTF Grammar School Chairman and Room Mom Coordinator to be included in monthly email. Must be submitted 10 days prior to the end of the month
 - **Living History Day emails** may go directly to that grade's Room Moms (since they already have approval from the binders) but copy PTF Grammar School Chairman
- Logic Communication channels:
 - **Emails through Grade Sponsors** – submit requests to PTF Logic School Chairman and Logic School Room Mom Coordinator. Requests must be submitted 10 days prior to end of the month.
- Rhetoric Communication channels:
 - **Emails through Grade Sponsors** - submit requests to PTF Rhetoric School Chairman and Logic School Room Mom Coordinator. Requests must be submitted 10 days prior to end of the month.
 - **Spirit Chairman**– coordinate directly Heather Roberts copying PTF Rhetoric School Chairman

Supplies:

- For copying and printing, you may use the black and white printer (Big Beauty) in the teachers' lounge. Be sensitive to the time of day you are in there...avoid busy times. If you are in question, check with the Office Manager.
 - To use the printer you may also connect your device using the PTF Wifi (*only available in and around the ADMIN building*) to gain access, contact your PTF Board representative for current passwords
- The school prefers us not to make color copies. If it is necessary, ask Office Manager for instructions
- Large quantities of office supplies – coordinate with PTF Board Treasurer to order
- PTF event supplies (tables, tablecloths, decorations) - Contact your PTF Chairman for a complete list and check out procedures
- Review the Hospitality Closet Guidelines found in the Red Folder email sent to each PTF committee member in June

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Expenses:

- Confirm budget with PTF Chair, also included in Red Folder email sent to each PTF committee member in June
- Use the “Texas Sales and Use Tax Exemption Certificate” found in the front office or your Red Folder email sent to each PTF committee member in June
- Turn in all expenses via the “PTF Reimbursement Request Form” to PTF Treasurer **within 30 days** of purchase. Final submission deadline for any reimbursement is June 1.
- The Treasurer has an Amazon account for Amazon purchases where tax is automatically excluded and cost is billed directly to PTF, if you choose, you may submit a Purchase Request form to the Treasurer to place Amazon orders
- For large purchases you or your committee prefer not to put on personal credit cards which would require reimbursement (this includes deposits) you may submit a Purchase Request Form to the Treasurer to purchase on PTF Credit Card
- If a company has existing account with Covenant, obtain approval from the PTF Treasurer, who will coordinate with the vendor for billing directly to school. Remember this for park deposits

Final Report

- Within 30 days of an event or by May 1 (for year long assignments) submit the Final Report (to your PTF Chairman or Vice President)

DIVISION STAFF CONTACTS/COORDINATORS:

ADMISSIONS	Mary Katherine Plagens (mkplagens@covenantdallas.com)
ATHLETICS	Liz Traeger, ltraeger@covenantdallas.com
DEVELOPMENT	Katie Mizell (kmizell@covenantdallas.com)
FINE ARTS	Michael Attaway (mattaway@covenantdallas.com)
GRAMMAR	Allison Wedeberg (awedeberg@covenantdallas.com)
LOGIC	Kristen Dow (kdow@covenantdallas.com)
RHETORIC	Jennifer Tompkins (jtompkins@covenantdallas.com)

Charity Feeney cfeeney@covenantdallas.com will be the main point of contact for the following All School events only:

- Opening Chapel
- Christmas Chapel
- Grandparents Day