

## *To Lester PTA Committee Chairs:*

Thank you very much for volunteering your time to lead a committee of the Lester PTA. The amazing things we provide our students would not be possible without great parents like you! We are all very excited to begin a new school year at Lester, and we hope you are too!

We are encouraging that all chairs use our PTA Website, [www.lesterpta.com](http://www.lesterpta.com), our Twitter account (@LesterPTA) and our PTA Weekly e-Blasts to convey information to Lester families. We realize that some of our communication pieces will need to be sent home in paper form and there are families who do not have access to the Internet. Included in this packet is contact information for submitting your media needs.

Until our new web site is up and running, our current web site will be for posting purposes only. Registration will not available through the web site. Instructions for sending out information hard copy are in this packet under **Communication Guidelines**. Any communication that is distributed to Lester families either electronic or paper needs to be approved by our principal Carin Novak, [cnovak@dg58.org](mailto:cnovak@dg58.org) or our Assistant Principal, Justin Sisul, [jsisul@dg58.org](mailto:jsisul@dg58.org).

**New!** PTA Committee Chairs will need to fill out the **Lester Event Planning Form** one week prior to your event/program. A copy of this form is included in this packet.

This PTA Chair Packet includes:

- **PTA Budget** – please look for your committees’ budgeted amount for 2011-2012
- **Helpful Information**
  - ✓ LesterPTA.com Email Addresses
  - ✓ Volunteer Check-In/Check-Out Procedures (New Form)
  - ✓ Workroom
  - ✓ PTA Bulletin Board & PTA Closet
  - ✓ Parent Information Center
- **Communication Guidelines**
  - ✓ PTA Website & Weekly eBlast
  - ✓ Longfellow Center, Hard Copy Distribution
  - ✓ Lester Life/Publicity
- **Treasurer Guidelines**
  - ✓ Deposit Voucher Guidelines
  - ✓ Expense Voucher Guidelines
  - ✓ Copy of Deposit & Expense Vouchers

## *The Lester PTA Board*

Tricia Pautsch, President	<a href="mailto:President@lesterpta.com">President@lesterpta.com</a>	630-969-1147
Jacqueline Gargiulo, President-elect	<a href="mailto:PresidentElect@lesterpta.com">PresidentElect@lesterpta.com</a>	630-971-9488
Tricia Tokash, Treasurer	<a href="mailto:Treasurer@lesterpta.com">Treasurer@lesterpta.com</a>	630-960-0259
Amy Olson, Secretary	<a href="mailto:Secretary@lesterpta.com">Secretary@lesterpta.com</a>	630-624-4709
Jenny Hodonicky, VP Membership	<a href="mailto:VPMembership@lesterpta.com">VPMembership@lesterpta.com</a>	630-541-5888
Diane Crisp, Co-VP Programs	<a href="mailto:VPPrograms@lesterpta.com">VPPrograms@lesterpta.com</a>	630-271-0865
Tracy Driscoll, Co-VP Programs	<a href="mailto:VPPrograms@lesterpta.com">VPPrograms@lesterpta.com</a>	630-737-0283
Sophie Bowerman, Co-VP Fundraising	<a href="mailto:VPFundraising@lesterpta.com">VPFundraising@lesterpta.com</a>	630-541-3386
Melissa Bell, Co-VP Fundraising	<a href="mailto:VPFundraising@lesterpta.com">VPFundraising@lesterpta.com</a>	630-541-5645

## Lester PTA Committee Chairs 2011-2012 - EMAIL LIST

Committee	Chairperson(s)	Contact info
Art Awareness	Melissa Bell	ArtAwareness@lesterpta.com
Audit	Denise McCann / Andrea Radigan	Audit@lesterpta.com
Authors Fest	Amy Olson	AuthorsFest@lesterpta.com
Birthday Bulletin Board	Mary Drobny	BirthdayBulletinBoard@lesterpta.com
Box Tops-Soup Labels	Jenny Hodonicky	BoxTops-SoupLabels@lesterpta.com
Butter Braid	Tabled for 2011	ButterBraid@lesterpta.com
Classroom Party Money	Vicky Japlon	ClassroomPartyMoney@lesterpta.com
Clothing Resale	Denise Hall / Eileen Logan	ClothingResale@lesterpta.com
Dist 58 Rep	Eleanor Thompson	Dist58Rep@lesterpta.com
Environmental Awareness	Ann Sobczak / Michele McCool	EnvironmentalAwareness@lesterpta.com
Expressions Art Show	Robyn Bican	ExpressionsArtShow@lesterpta.com
Fall Book Fair	Jenny Leckie	FallBookFair@lesterpta.com
Family Night	Kathy Johnston	FamilyNight@lesterpta.com
Field Day	Denise McCann	FieldDay@lesterpta.com
Fun Fair	Denise Kwityn / Denise McCann	FunFair@lesterpta.com
Fun Run	Diane Crisp / Ann Cummins	FunRun@lesterpta.com
Home/School Communications	Mary Peters	Communications@lesterpta.com
Hospitality-Refreshments	Nicole Prepejchal	Hospitality-Refreshments@lesterpta.com
Hot Food	Judy Gilman / Mandy Pawlik	HotFood@lesterpta.com
Lester Gardens	Vicki Featherstone	LesterGardens@lesterpta.com
Lester Life	Brian Sutton	LesterLife@lesterpta.com
Lester Spirit Wear	Sue Mancuso	LesterSpiritWear@lesterpta.com
Literacy Programs - Breakfast with Books	Jodie Arndt / Jacqueline Gargiulo	LiteracyPrograms-BWB@lesterpta.com
Literacy Programs – Family Reading Night	Jenny Laffey	LiteracyPrograms-FRN@lesterpta.com
Memorials	Andrea Radigan	Memorials@lesterpta.com
Money That Matters	Karen Schneider / Lisa Higgins	MoneyThatMatters@lesterpta.com
Nominations	Jacqueline Gargiulo	Nominations@lesterpta.com
Reflections	Vicki Featherstone	Reflections@lesterpta.com
Registration (Website)	Tabled for 2011	Registration@lesterpta.com
Room Parent Coordinator	Diana Heppner	RoomParentCoordinator@lesterpta.com
School Directory	Cindy Berlin	SchoolDirectory@lesterpta.com
School Supplies	Rini Collo	SchoolSupplies@lesterpta.com
Science Olympiad	Tricia Tokash	ScienceOlympiad@lesterpta.com
Sixth Grade Party	Kathy Johnson	SixthGradeParty@lesterpta.com
Spring Book Fair	Lara Vazquez	SpringBookFair@lesterpta.com
Summer Math Club	Anna Wanderer	SummerMathClub@lesterpta.com
Teacher Appreciation	Janet Reynolds / Kisa Kaiser	TeacherAppreciation@lesterpta.com
Teacher Support	Billi Geist	TeacherSupport@lesterpta.com
Trivia Night	Sophie Bowerman / Sue Mancuso / Kim Peters	TriviaNight-Auction@lesterpta.com
Wrapping Paper	Tammy Crosson / Candie Roberts	WrappingPaper@lesterpta.com
President	Tricia Pautsch	President@lesterpta.com
President Elect	Jacqueline Gargiulo	PresidentElect@lesterpta.com
Secretary	Amy Olson	Secretary@lesterpta.com
Treasurer	Tricia Tokash	Treasurer@lesterpta.com
VP Membership	Jenny Hodonicky	VPMembership@lesterpta.com
Co-VP Programs	Diane Crisp / Tracy Driscoll	VPPrograms@lesterpta.com
Co-VP Fundraising	Melissa Bell / Sophie Bowerman	VPFundraising@lesterpta.com

## LESTER PTA 2011-2012 VOLUNTEER COMMITTEE DESCRIPTIONS

The following committees depend on parent volunteer help. When considering a committee to help, please keep in mind that for the safety of all our children, when volunteering during school hours, non-Lester children ARE NOT ALLOWED at school.

Art Awareness (During School Hours – Once a Month) Melissa Bell 541-5645  
Volunteers present prepared material about artists and their works to the students in the classroom.

Audit (During Summer) Denise McCann 728-3350, Andrea Radigan 769-9151  
Committee of three that handles the end-of-year audit of PTA account.

Author's Fest (During School – Once Every Other Year) Amy Olson 624-4709  
Authors visit Lester School every other year to share published works. Volunteers needed to greet authors and to set-up pre-arranged lunches for the authors' visits during the 3-day event.

Birthday Bulletin Board (During/After School – Once a Month) Mary Drobyny 241-4298  
This committee maintains the hallway birthday bulletin board to acknowledge staff and student birthdays each month.

Box Tops & Soup Labels (After School – As Needed) Jenny Hodonicky 541-5888  
Box Tops & Soup Labels are collected and redeemed for cash or products used in school.

Breakfast with Books (During/After School – As Needed) Jacqueline Gargiulo 971-9488, Jodie Arndt 852-5689  
Coordinate Fall Literacy Program.

Butter Braid (During/After School ) Tabled for 2011-2012  
Tally orders, order items, and sort products for distribution for customer pick-up.

Classroom Party Money (After School – Start of School Year) Vicky Japlon 960-0065  
Responsible for collecting student party money at the beginning of the school year.

Clothing Resale (During/After School – In September) Eileen Logan 725-9198, Denise Hall 541-8056  
Volunteers register sellers, receive and sort clothing, set up and take down racks, work at the sale, tally seller sales tickets.

District 58 Representative (After School – Twice a Month) Eleanor Thompson 344-9336  
A representative attends D.G. Grade School District 58 meetings to keep Lester PTA informed of district information.

Environmental Awareness (During/After School – As Needed) Ann Sobczak 515-0216, Michele McCool 395-9691  
Volunteers organize various environmental education programs throughout the year and Earth Week in April.

Expressions Art Show (During/After School – Spring) Robyn Bican 969-5210  
Prepares student art work and displays art at Spring Open House.

Fall Book Fair (During/After School – In the Fall) Jenny Leckie 963-3019  
Volunteers organize, set up/take down, and work at the book fair.

Family Night – Kane County Cougars (During/After School – In the Spring) Kathy Johnston 271-1741  
Ticket orders are taken in late winter for a Lester PTA outing to a Kane County Cougars game in May or June.

Family Roller Skating Night – (During/After School – In the Winter) Kathy Johnston 271-1741  
Volunteers coordinate and help manage the event at Lombard Roller Rink. Scheduled with the TV Free week in March or April.

Family Reading Night (During/After School – As Needed) Jenny Laffey 434-2429  
Coordinate Spring Literacy Program.

Field Day (During School – Last Week of School) Denise McCann 728-3350  
Volunteers supervise students in various games /activities per Mrs. Brown's instructions and help distribute lunch food.

Fun Fair (After School – In the Spring) Denise Kwityn 852-3059 or Denise McCann 728-3350  
Volunteers run games and hand out prizes, as well as set-up and clean up after the fair.

Home/School Communication (Weekly) Mary Peters Email: [communications@lesterpta.com](mailto:communications@lesterpta.com)  
Coordinates information and sends electronic newsletters to families, updates website with current information.

## LESTER PTA 2011-2012 VOLUNTEER COMMITTEE DESCRIPTIONS CONT'D

Hospitality/Refreshments (After School – As Needed) Nicole Prepejchal 852-0147

Volunteers bake for staff birthdays, Teacher Appreciation Week, and other PTA events as needed.

Hot Food (During/After School – Twice a Month) Judy Gilman 460-1909 or Mandy Pawlik 963-8042

Tallies student orders; orders food; coordinates volunteers to help serve pre-ordered food to students during lunch hours at school.

Lester Gardens (After School – All Year) Vicki Featherstone 852-5627

Volunteers are needed year-round to help plant, weed, mulch and water all the beautiful gardens around Lester School.

Lester Life/Publicity (After School – As Needed) Judy Wika, Lester Clerk 719-5855 Email: [LesterLife@lesterpta.com](mailto:LesterLife@lesterpta.com)

Publish and distribute the Lester Life monthly home/school newsletter and notify local newspapers about upcoming PTA sponsored events.

Lester Spirit Wear (During/After School – Fall & Spring) Sue Mancuso 810-1216

Sweatshirts and sweatpants are sold in the fall and t-shirts are sold in the spring to promote school spirit.

Memorials (After School – As Needed) Andrea Radigan 769-9151

Volunteers work with student/staff families who have lost an immediate family member to select a book for the LRC in the loved one's memory.

Money That Matters (Twice Year – during/after school) Karen Schneider 512-0839 or Lisa Higgins 964-6241

Sale of gift cards on a pre-ordered basis. Tallies orders, orders cards, sorts products for distribution.

Nominations Jacqueline Gargiulo 971-9488

Receive nominations for incoming PTA board members.

Reflections (During/After School – Late Winter) Vicki Featherstone 852-5627

Students are encouraged to create a fine art, literature, or musical project for the "Reflections" contest sponsored by the National PTA.

Room Parent Coordinator (After School – Start of School Year) Diana Heppner 964-8566

Organizes head room parents for each classroom, who contact volunteers for classroom events.

Running of the Leopards – FUN RUN (Fall – weekend event) Diane Crisp 271-0865 or Ann Cummins 353-1353

Designates route, venue, collects donations, manages event and volunteers.

School Directory (After School – First Weeks of School) Cindy Berlin 241-4393

Information is compiled, typed, and printed for the Lester School Directory, then distributed to each family.

School Supplies (After School – Week Before School) Rini Collo 891-2925

Volunteers sort, label and distribute student school supplies from orders taken in the spring.

Science Olympiad (After School – Late Winter) Tricia Tokash 960-0259

Event planners, Event Supervisors and team guides needed to assist student groups with hands-on science activities.

Sixth Grade Party (After School – End of Year) Kathy Johnson 271-1741

Collects/coordinates pictures for disk sale, books DJ, plans event and coordinates volunteers for after school party.

Spring Book Fair (After School – In Spring) Lara Vazquez 434-8705

Volunteers organize, set up/take down, and work at the book fair. Held in conjunction with Family Reading Night.

Summer Math Club (end of year, summer, first week of school) Anna Wanderer 297-1272

Coordinates distribution of Summer Math Folders to participants and supervises one collection day at the library.

Teacher Appreciation (During/After School – In the Spring) Kisa Kaiser 241-2780 or Janet Reynolds 541-3297

Volunteers coordinate daily appreciation activities/events during Teacher Appreciation Week.

Teacher Support (During School – As Needed) Billi Geist 493-4483

Volunteers help teachers with various classroom duties.

Trivia Night (After School – Late Winter) Kim Peters 241-2550, Sophie Bowerman 541-3386, or Sue Mancuso 810-1216

Solicit products for auction gift baskets, supervise raffle and auction during event.

Wrapping Paper Sale Tammy Crosson 434-0366 or Candie Roberts 769-0192

Tally orders received and sort products for distribution during customer pick-up.

## Helpful Information – PLEASE READ!

**Set Up Your Lesterpta.com Email Address:** In order to better communicate with parents, we have implemented committee chair and board member addresses. We will no longer use our personal email address when we print forms/flyers or when we have information online. This will reduce SPAM to your personal email address, it provides parents (and other chairs) an easy-to-remember email address, and it will also enable a smooth transition as new chairs come on board and old chairs leave.

**Use the information that was sent in the sign-in instruction email to set up your account for the first time** (this email message is sent to your personal email account). AFTER that is completed, you can use our [online instruction guide](#) to automatically forward to your personal email or set up in Outlook (Document is located at [www.lesterpta.com](http://www.lesterpta.com) - under the 'PTA Flyers' tab, the name of the document is: **Gmail instructions for Chairpeople**). You DO have to login and create your new password BEFORE attempting the next steps. If you are still experiencing problems, please contact Jacqueline Gargiulo @ [PresidentElect@lesterpta.com](mailto:PresidentElect@lesterpta.com).

Thank you for setting up your email promptly. Parents and board/chairpersons will be using your lesterpta.com email address to communicate. All 'hot links' on our website will also use this address to contact you. We hope you find value in having an easy and consistent way to reach everyone.

**Volunteer Check-In/Check-Out:** PTA Volunteers need to check-in at the office. Sign in the visitor's book and make a name badge. When you are done with your activity, remember to stop in at the office, sign out and remove your name badge. Committees that are hosting events at Lester will need to fill out a **Lester Events Planning Form**. The form is included in this packet, can be found on the website and is available in the school office. The form needs to be filled out one week in advance of the event.

**Workroom:** All committees have a folder in the PTA file box, located in the workroom between the front office and the teacher's lounge. In the workroom is a large red file box, labeled "PTA file box". Inside this box are files for all board members and for each committee in alphabetical order by committee name. This box is where you can drop off items for the board or another committee member, or collect order forms for your own committee that have come in from students. Also located here are the Lester PTA by-laws, standing rules, and general PTA information. This box also contains all forms needed to seek reimbursement for out-of-pocket expenses on behalf of the PTA. See treasurer instructions for more on this. Since the workroom is adjacent to the teacher's lounge, please respect teacher's space, and do not enter unless invited.

**PTA Bulletin Board and Parent Information Center:** The PTA has their own bulletin board in the main hallway of the school next to the gymnasium. Any committee member who has a legitimate posting can use this space. It is to promote PTA-sponsored activities only. The PTA can use the wall slots located in the main hallway across the school office for extra copies of flyers, forms, brochures, Lester Life and Parent Education information. Please remove your documents once your event has passed to make room for other flyers.

**PTA Closet:** The door to the PTA closet is located in the northeast corner of the gym. Access is available after school hours (2:45 to 4 pm), and if the door is locked you must see Mrs. Mochel to unlock it. Once you enter this door, proceed forward to another door on your left side - this is the PTA closet. Light switches are on the far right wall **inside** the closet. Inside can be found: art supplies, paper/plastic goods for parties, signs for many activities, seasonal decorations for activities and bulletin boards, Christmas/holiday decor for anyone to use. If it is marked with one committee name only - it is only for their use. The metal closet labeled "clothing resale" is for resale only. The reams of paper located outside the closet are **not** ours - those belong to the school. Please put things back the way you found them. If you would like to store items there for future use - please put items in a container **with a lid** and label it for committee use or general use. And when leaving the closet, please turn off the lights behind you.

Lester School  
Special Event Request and Planning Form

*This form must be submitted to the office at least one week prior to the event date.*

Event: \_\_\_\_\_

Space Requested: \_\_\_\_\_

Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Set-up time needed? \_\_\_\_\_ If yes, beginning when? \_\_\_\_\_

Event end time: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Person email: \_\_\_\_\_

Materials Needed: \_\_\_\_\_

\_\_\_\_\_

Special Set-up needs (may attach map) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----Office use only below this line-----

Event Approved (Principal/ Asst. Principal) \_\_\_\_\_ Date \_\_\_\_\_

Space Assigned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Copies of completed form to Custodians, Principal/Asst. Principal, Office, and Contact Person*

# Communication Guidelines

Any item that is communication to Lester families must be approved by Mrs. Novak, [cnovak@dg58.org](mailto:cnovak@dg58.org) or Mr. Sisul, [jsisul@dg58.org](mailto:jsisul@dg58.org).

All forms, flyers, etc. should include the following information top and center:

- Name and date(s) of Event or Activity
- The phrase “Sponsored by Lester PTA” or name the appropriate group
- Basic description of Event or Activity
- Contact person or people, phone number(s)/email address(es)

## **Weekly Newsletter, PTA Website, & Twitter**

The PTA newsletter is sent electronically each week on Monday. If there is no school on Monday, the newsletter will be sent on Tuesday. To be included in the newsletter, you will need to provide Mary Peters, [communications@lesterpta.com](mailto:communications@lesterpta.com) a brief paragraph; be sure to include contact information with chair email addresses or phone numbers. The deadline to be included in the Monday newsletter is the Friday before. If you have an (approved) flyer that you would like to link to your article, please provide the file in pdf or MS Word format. All approved flyers should be sent to Mary for Web posting (even if you do not have a newsletter article). Please email an attachment in pdf or MS Word format. She will post the flyer on the Lester PTA Website, [www.lesterpta.com](http://www.lesterpta.com) on the ‘PTA Flyers’ page. If you have an approved Tweet, please also send to Mary Peters, [communications@lesterpta.com](mailto:communications@lesterpta.com).

## **Longfellow Center**

The copy center at Longfellow is a great resource to make copies needed for an event. Copy center hours are school days from 8 am-4:30 pm. Longfellow is located at 1435 Prairie Ave. Phone: (630) 719-5867. Unless you bring your own colored paper, the copies will be made on white paper which is supplied to Longfellow from each PTA in the district. Please **allow 2 school days** for your copies to be made. This is a free service to the PTA, so please be considerate of this when requesting copies. Paper cutters and Ellison Die Cuts are also available.

If you need to send out hard copies, **please have 351 copies made** at Longfellow Center. That number will cover the youngest/only children for each family at Lester. Each student does not need a copy, just each family. The counts for each classroom are included in this packet. **Please make a few extra copies** for the school office and the Parent Information Center in the main hallway of the school. If you would like each Lester staff member to receive a copy, please email Tammy Mochel at [tmochel@dg58.org](mailto:tmochel@dg58.org) and she will send it electronically. If you are not sending out hard copies to families, please still provide a few copies for the school office and Parent Information Center.

## **Distribution**

Once your copies are made, bring them to the school office. If distributing to the youngest/only children, please refer to the counts for each classroom, which will be provided to you in the next couple of weeks. Please place copies for each classroom in the teacher’s mailbox located in the school office. Totals for each class also will be provided to you shortly.

Please give Tammy Mochel extra copies for the school office, and please put extra copies in the Parent Information Center slots outside of the school office. Don’t forget to email your approved flyer to Mary Peters, [communications@lesterpta.com](mailto:communications@lesterpta.com), so we can post it on our Lester PTA Website, [www.lesterpta.com](http://www.lesterpta.com), on the ‘PTA Flyers’ page. Please send your file in pdf or MS Word format.

## **Lester Life/Publicity**

If you want your **approved** event or activity write-up included in our monthly school newsletter, *Lester Life*, please send to the editor: [lesterlife@lesterpta.com](mailto:lesterlife@lesterpta.com) **before** making copies. If you want your **approved** event or activity write-up included in the local newspapers, please make that request when contacting the Lester Life editor. *Lester Life* will also be housed on the PTA website.

## Hard Copy Distribution Counts Per Classroom

CLASSROOMS	YOUNGEST /ONLY	ALL
KUAM	18	19
KY AM	18	19
KY PM	20	20
1N	24	26
1R	25	26
1S	23	26
2C	20	24
2L	19	23
2R	19	25
3B	12	24
3P	19	24
3/4F	16	25
4B	13	23
4BK	12	23
4C	14	23
5A	15	24
5F	11	26
5K	17	26
6K	13	23
6S	10	24
6T	13	23
<b>TOTAL</b>	<b>351</b>	<b>496</b>

**Also:**

Extra Copies for School Office

Extra Copies for Hallway

# Treasurer Guidelines

A critical part of every Lester PTA committee is good communication with the treasurer. To know what funds are available to you, and to avoid unnecessary expenditures, it is important to be familiar with the procedures for handling money at all PTA functions. The 2011-2012 PTA Budget has not been approved yet. Once it is approved, we will send you a copy – most likely in September.

Please contact PTA Treasurer, Tricia Tokash, [treasurer@lesterpta.com](mailto:treasurer@lesterpta.com), 630-960-0259 if you have questions.

## Deposit Voucher Guidelines

**All checks** must be stamped on the backside with the Lester PTA “For Deposit Only” stamp. Stamp only in the area marked - near the signature line. The stamp is in a bag with extra ink in the PTA file box in the workroom (behind the school office). Please make sure to return the stamp to the file box.

All monies must be counted and a Deposit Voucher completed **within 10 days** of the event. You may leave the money in the treasurer file of the PTA file box in the school office or call the treasurer to make other arrangements if the deposit is a large amount.

## Expense Voucher Guidelines

All cash box, reimbursement, and other check requests must be submitted to the treasurer file on a completed Expense Voucher **at least 3 days before needed**. Telephone calls will not be accepted! Blank forms are in the treasurer file in the PTA box in the workroom.

## Lester PTA Expense Voucher

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

<u>Budget Category</u>	<u>Itemized Expenses - Include Receipts If Available</u>	<u>Amount</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Check Payable To: \_\_\_\_\_ (Total\$) \_\_\_\_\_

===== For Treasurer Use Only =====

Voucher#: \_\_\_\_\_ Date: \_\_\_\_\_ Check#: \_\_\_\_\_

Authorized By: 1. \_\_\_\_\_ 2. \_\_\_\_\_

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## Lester PTA Deposit Voucher

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

<u>Budget Category</u>	<u>Coin</u>	<u>Cash</u>	<u>Checks</u>	<u>\$ Total \$</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

(Total Deposit) \_\_\_\_\_

===== For Treasurer Use Only =====

Deposit#: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Authorized & Verified By: \_\_\_\_\_