



## North Beach Elementary PTA Teacher & Staff Reference Sheet

### Check Requests

- Please submit receipts as they come in via the check request form (Attached and available at [northbeachelementary.org](http://northbeachelementary.org)). Email to [treasurer@northbeachpta.org](mailto:treasurer@northbeachpta.org) or submit to the PTA Treasurer mailbox in the office.
- All check requests are due no later than two weeks prior to the end of the fiscal year (June 15th) or your purchase is considered a donation to the PTA.
- All checks are signed by two authorized signers so processing requests takes a minimum of one week - please be patient!

### Teacher Stipends

This yearly stipend is used for classroom supplies.

- 1st year teachers - \$500
- Teachers - \$350
- Special Education Team - \$700 This is in addition to the individual classroom teacher allotments of \$350 each and can be used by all Special Education staff.
- Please submit receipts as they come in via check request form (Attached and available at [northbeachelementary.org](http://northbeachelementary.org)). Email to [treasurer@northbeachpta.org](mailto:treasurer@northbeachpta.org) or submit to the PTA Treasurer mailbox in the office.

### Mini-Grants

Classroom Mini-Grants help provide additional resources, empowering teachers to enhance the learning experience for their students. Mini-Grants are capped at a total of \$2,500 for the 22 - 23 school year.

- \$800 maximum per teacher/classroom (multiple teachers are welcome to work collaboratively to raise the cap)
- Mini-Grant applications are considered during PTA Board Meetings starting in October. Board Meetings are the second Tuesday of each month.
  - Applications are due to the PTA Treasurer's Box or email one week before the PTA meeting when grant will be considered
  - Upon review and approval by the PTA Board you will be notified if your grant has been approved, at which time you can purchase your supplies/software/etc., and then submit for reimbursement afterwards.
- Please submit receipts via check request form (Attached and available at [northbeachelementary.org](http://northbeachelementary.org)), include a copy of your mini grant application and indicate on the reimbursement form that this is for a mini grant. Email to [treasurer@northbeachpta.org](mailto:treasurer@northbeachpta.org) or submit to the PTA Treasurer mailbox in the office.

### Want the PTA to help with an event or issue?

- For financial sponsorship of a school event or need please submit a proposal to the PTA.
- Volunteers
  - The PTA can arrange help planning and for parent volunteers during the event

### Room Parents

- The PTA recruits Room Parents to help out in the classroom
  - Arrange for class parties (historically Halloween and Valentine's Day)
  - Arrange for in classroom volunteers or special classroom needs
  - Can help communicate to class and hype up classroom events or needs

### Where the PTA can use your help

- Volunteer and/or show up for events. Parents LOVE the sense of community our school has and you are the rock stars of the school!
- Help hype up the PTA, especially when it comes to fundraising.
- Reach out to the PTA when you need support or have noticed something we can help address.



## 2022 – 2023 PTA CALENDAR

\*Events **bolded** below are where we ask for support from our amazing teachers and staff.

\*\* *Dates and events may change. Please consult Konstella for the most up to date information.*

*PTA General meetings are held online via zoom.*

### September

- 6 Popsicles on the playground 5:00-6:00
- 7 First day of school for grades 1-5
- 11 NBE at the Mariner's 1:10
- 12 First Day of School for kindergarten
- 17 LGBTQ+ Meetup 1:00-3:00
- 20 PTA General Meeting &  
Principal Chat 6:30
- 27 Curriculum Night  
Two sessions: 6:30-7:00 & 7:05-7:35

### October

- 11 PTA General Meeting 6:30  
Presentation from Seattle SPED PTSA
- 14 No school
- 28 Harvest Carnival 6:00

### November

- 7 The Big Give begins, 7th-18th
- 8 PTA Board Meeting, 6:30- - SPED PTSA?
- 10 Veteran's Day Assembly
- 11 Veteran's Day, No School
- 21-23 Conferences, no school
- 24-25 No school
- 28 Giving Tree Begins, 28th - 9th

### December

- 1 Giving Tree through the 9th
- 2 North Beach Special Education Day
- 13 PTA General Meeting &  
Principal Chat 6:30
- 16 1 hour early dismissal
- 20-2 Break, no school

### January

- 1 Break, no school, through the 2nd
- 10 PTA General Meeting &  
Parent Education TBD 6:30
- 16 No school

### February

- 2 No school
- 10 Book Exchange BINGO 6:30
- 13 PTA Board Meeting, 6:30  
\*Monday\*because of Valentine's
- Day
- 20-24 Break, no school

### March

- 14 PTA Board Meeting, 6:30
- 25 Rain or Shine Garden Party 11-3
- 27-30 5th Grade Camp

### April

- 4 North Beach Autism Awareness Day
- 10-14 Break, no school
- 18 PTA General Meeting &  
Principal Chat 6:30
- 22 Auction - North Beach Rocks!

### May

- 1-5 North Beach Appreciation Week
- 9 PTA General Meeting &  
Principal Chat 6:30
- 26 Talent Show
- 29 No school

### June

- 13 PTA General Meeting &  
Principal Chat 6:30
- 19 No school
- 20 Walk-a-Jog-a-Field Day
- 26 5th grade promotion
- 26 Last day of school, 1 hour early dismissal



## North Beach Elementary PTA Check Request Form

Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone and/or E-mail: \_\_\_\_\_

Please make check payable to: \_\_\_\_\_

In the amount of: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Budget Category: \_\_\_\_\_

How would you like this check delivered? (check one)

- Placed in teacher/staff mailbox in school office
- Kid Mail – List child's name and teacher below

\_\_\_\_\_

- Check to be mailed to the vendor listed on attached invoice or address below

Mailing address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have any questions, please contact Vanessa Petersen,  
treasurer@northbeachpta.org.