

Mellon Middle School PTA

Committee Chair Binder

Each Committee and Officer has a binder and/or access to the PTA Google Drive Committee Folder. These binders/folders must be updated each year.

- If you have a binder, please return it after you are finished with your event/committee to the Historian or drop it off in the Main Office at Mellon. Each binder should contain copies of all correspondence, fliers and any information pertaining to this committee. Please fill out and email the Historian a copy of your Committee Report.
- If you have access to a Google Drive Committee Folder, please upload all pertinent documents to the folder and fill out and email the Historian a copy of your Committee Report.

In order to save on paper, please refer to the MMS PTA Website (<http://www.mtlsd.org/page.cfm?p=634>) for the following:

- Committee Report Forms
- Reimbursement Request Forms
- By-Laws
- Standing Rules
- Budget for the current year
- PTA Event Calendar
- Officer/Committee Chair List