ANGP Processes - 2015
Process – Solicit Funds

**ANGP Fund Raising**
- Solicit Donations from Businesses

**Business**
- Sends the check with donation form (with the amount or goods worth an amount)

**ANGP Fund Raising Chair**
- Sends the IRS VA PTA letter, PTA letter on PTSA and a Thank you note to the Business

**ANGP Fund Raising Chair**
- Debra Wah (Acting)
**Process – Incoming funds for ANGP**

**Fundraising Chair**
- Fill out ANGP Deposit slip.
- Leave envelope with donations and deposit slip with Elizabeth West in the Aud Lob.
- Inform ANGP Bookkeeper (Diane Long) of donations.

**ANGP Chair**
- Sign Deposit Slip
- Turn in to PTSA Treasurer

**PTSA Treasurer**
- Receives checks.
- Deposits checks to ANGP account.

**ANGP Bookkeeper**
- Maintains record of all deposits (via shared google doc with Ticket Chairs and Fundraising Chairs).
Process – Expense Reimbursement

ANGP Committee Chair

- Send the Check request to ANGP Co-Chair. Include contract or invoice/receipt for amount requested (Can be left with Elizabeth West in Aud Lob)

- ANGP Co-Chair signs off on check request, then forwards signed check request and contract/invoice to PTSA Treasurer, and informs ANGP Bookkeeper.

- **For contracts only**, ANGP Co-Chair forwards to PTSA President for signature/approval. PTSA President signs and sends back to ANGP Co-Chair.

ANGP Bookkeeper reconciles budget and maintains all documentation

PTSA Treasurer

- Writes out checks based on ANGP Check Request Form
- Confirms the Required Signatures.
Process – Communications

ANGP Publicity Chair
Grace Becker

Send info you want disseminated to the publicity chair. Include content and target date.

ANGP Committee Chair

ANGP Publicity Chair
Determines proper mode:
This week at TJ, Tech cetera, Senior parent email

ANGP Publicity Chair
Process - ANGP Website Updates

**ANGP Website Coordinator**
Lisa Savage

**ANGP Department Chair**
- Send the request to add content to website to Website coordinator
- Include the content and any other details in the above request

**ANGP Website Coordinator**
- Confirm the request
- Update the website
- Inform when done.
Process – Request for Volunteers

**ANGP Volunteer Chair**
Akanksha Nigam

**ANGP Committee Chair**
- Send the request to recruit volunteers to Volunteer Dept. Chair

**ANGP Volunteer Chair**
- Confirm the request
- Recruit volunteers
- Keep the requestor informed of the progress
Process – Request for Logistical Support

**ANGP Logistics Chair**
- Mujahid Hussain

**ANGP Committee Chair**
- Fill out Logistics Request form and submit to Logistics Chair

**ANGP Logistics Chair**
- Confirm the request
- Coordinate with requests from other committees