

PTSA Frequently Asked Questions (FAQ)

How do I join the MLWGS PTSA?

The annual PTSA membership fee (\$20 for one student + parents, +\$10 for each additional student) supports teacher and staff appreciation gifts/events and school/student support (hospitality, Fall Festival, landscaping). It also pays for your annual PTSA membership to the Virginia and National PTAs.

It's easy to join online:

- Via Dragon's Lair Store
<https://www.mlwgsdragonslair.com/ptsa-membership#bhVjaq>
- Through the MLWGS Foundation
<https://app.etapestry.com/cart/GSGISFFoundationGovernorsS/default/index.php>

Or write a check made out to MLWGS PTSA and mail it to 1000 N. Lombardy Street, Richmond, VA 23220 or drop it off in Room 100, near the Bluestone Lobby entrance.

When and where are PTSA Board meetings typically held?

PTSA Board meetings are typically held on the 1st Monday of each month at 6pm, September through June. These meetings take place via Zoom or in Room 153, just inside the Bluestone Lobby entrance on Elizabeth Street.

Please try to attend all meetings possible, especially if you are a voting member (PTSA Board officers + VP positions). If you can't make it and have information to share, please contact your VP or the PTSA president by the day prior to the meeting.

How is the PTSA structured?

The **PTSA Board** includes all PTSA officers (President, President-Elect, Secretary, Treasurer, Vice Presidents) and all PTSA committee/chairs and coordinators.

The **General PTSA** includes all people in the school community who pay dues and attend general PTSA meetings (back-to-school night + others throughout the year)

Where do I find contact information for MLWGs families?

The PTSA directory is online (<https://mlwgs.ptboard.com/prf/directory>). You can also download a PDF version of the directory. The online directory is searchable by name or email address. It automatically updates as users add/edit their own contact information.

Edits to the PTSA directory do not transfer to school. Users must update the official school record through PowerSchool – the PTSA does not have the right to make those corrections.

The directory is solely for the use of the Governor’s School students, parents, administration, and staff. Any other use is expressly forbidden and may constitute a violation of individual civil rights. Please see Ecollect forms on Powerschool for opt-in information (under the FERPA regulations).

How do I share information with the MLWGS community?

Smoke and Scales: this weekly newsletter is the preferred method for PTSA communication to the entire MLWGS community.

1. Send a plain text email to smokeandscales@mlwgsptsa.org
2. Photos and graphics must be sent in picture (.JPG, .PNG) format as email attachments.
3. Verify all dates, times, names, contact information, links, and other details. For items mentioning students, please include their home school district and graduation year.
4. Deadline for submissions is 4 p.m. Sunday before publication.

Smoke and Scales reserves the right to edit submissions as needed.

MLWGS Facebook page is managed by the school. Contact Barbara Marshall bmarshall@gsgis.k12.va.us if you have something you would like to have posted there.

PT Board: The PTSA website can send special announcements to all users or to a specific group (e.g., junior class parents, athletic booster parents).

- For group announcements, contact your group leader (class reps, booster leaders, etc.).
- For special announcements to all PT Board users that can’t wait for the next weekly Smoke and Scales publication, contact ptboard@mlwgsptsa.org or a PTSA officer.

How do I get reimbursed for purchases made for PTSA events?

Complete a **check request form** (found in Docs & Photos section of PT Board site) and follow instructions on the form for submission.

Note: requests must be made within 30 days of the event for which the funds were used.