

# Accompsett Elementary PTA Chairperson Guidelines

## **Volunteers:**

Included in each committee folder is your volunteer list. Please contact ALL volunteers for your committee prior to your event. Even if you have more volunteers than you feel are necessary, PLEASE contact everyone and thank them for signing up. Please let them know that you currently have all the volunteers you need but if anything changes you will let them know. Having backup in case of a change in someone's availability is always a good idea! If your event takes place over a long period of time (i.e. Book Fairs, Class Pictures, etc.) please keep in mind our motto of "Just One Hour" when scheduling people to help you throughout the event. If you have a lot of volunteers who would like to help with your event please schedule them in one hour increments, so that you can get more people involved in helping.

Most folders also include a list of "general volunteers" which you should use if you can not get enough people to cover your event from your own committee list. In the event that you still need additional volunteers, please be prepared to ask for that at the upcoming PTA meeting with a sign-up sheet ready to pass around.

## **Form B:**

If your event is being held before or after school hours, or on a Saturday, a building use "Form B" is needed. This form may or may not have already been filled out for you. If so, a copy is in your committee folder. If not, it will be filed for you prior to your event. Once it has been approved by both the Principal and the school district, a copy will be returned to you for the committee folder.

## **Going Green:**

In an attempt to "go green" and cut down on the amount of paperwork that gets sent home in the backpacks, we will be sending out ONE monthly flyer with all the details of upcoming events for the month. All flyers will also be posted on our website, [www.accompsettelementarypta.com](http://www.accompsettelementarypta.com). We will need your help in ensuring this runs smoothly. All pertinent information needs to be submitted to the President the month prior to your event so that the information is included in the monthly flyer.

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## **Correspondence and Copying:**

Any and all correspondence being sent home, including but not limited to: flyers, notices, requests for volunteers or donations, etc, must first be approved by the President and then by the Principal. **NOTHING WILL BE SENT HOME WITHOUT THIS DUAL APPROVAL.**

You may either leave a copy of the correspondence in the PTA mailbox and notify the President or email a copy of the form to the President. (Email is preferred.) Please be aware that changes to your document may be required by either the President or the Principal. Again in an attempt to cut down on the paperwork please try to limit anything that needs to be sent home to no longer than  $\frac{1}{2}$  sheet of paper.

After the document has been approved by the President, it will be forwarded for you to the Principal for approval. Once both approvals have taken place, you will be notified.

Copying will be handled for you. Distribution will be done for you as well, unless you need to attach your flyer to a vendor's flyer, (i.e. Book fair, class pictures, fundraisers). In that case, you will be notified when you can pick up your copies up in the main office. At that point, you can attach your documents and distribute them. Any sorting, counting, etc. must take place off school premises.

***Approval, copying, and distributing take time; allow at least 2 weeks for this process. Please plan accordingly!***

## **Use of Facilities:**

If your event involves seating, tables, garbage cans, or the use of the stage, you must submit that request in writing prior to the event. A general floor plan can also be helpful. This request can be left in the Custodian's mailbox, located in the Main Office. You will also need to leave a copy of this request in the Main Office for Mrs. Minarik, as well as the PTA mailbox for the President.

## **Reporting:**

Reporting to the membership at PTA meetings is required both before and after your event. Please be prepared to discuss your event, including any request for additional volunteers. If you cannot attend a PTA meeting, please email a brief status report to the President and two Vice Presidents at least 2 days prior to the PTA meeting.

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## PTA Mailbox:

The PTA Mailbox is located in the Main Office. If your event will generate a large amount of mail, a separate box will be set up to gather mail for your event. It is your responsibility to retrieve that mail. Please do not remove mail from the PTA mailbox that is not addressed to you or your event! When you arrive at the school you must *always* check in with the greeter prior to going into the Main Office.

## Collecting Money/Checks:

If your event requires money to be sent in, your flyer should indicate that only checks will be accepted. Checks should be made out to "Accompsett Elementary PTA". If your event is something that will actually take place at the school (for example, the Carnival) then cash is acceptable and you will need to request a cash box or boxes for the event. All committees dealing with cash **MUST** get a cash box from the Treasurer prior to your event.

Any monies collected must be submitted for deposit to the Treasurer within 1 week of your event ending. Keep in mind that our fiscal year runs from July 1<sup>st</sup> through June 30<sup>th</sup>.

**No monies or receipts should be held after June 30<sup>th</sup>.**

## Cash Boxes:

If your event requires one or more cash boxes, you must request that from the Treasurer at least 2 weeks prior to the event. That request should include the number of cash boxes needed, the type of money needed (for example, quarters vs. singles), and the date of the event. Please plan to pick up the cash boxes from the Treasurer prior to the event. If pick up is a problem, please notify the Treasurer at least 2 days prior to your event and it will be delivered for you.

When you receive the cash box (es), you must review the money in that box and confirm with a signature that you have received the amount stated on the form inside the box. (Each box will have a separate form that must be signed.)

At the end of the event, all money will have to be counted by 2 people (from separate households); each one must sign off on the amount in that cash box. That money must be turned over to the Treasurer or other board member immediately. No cash boxes/money should ever be taken home by a chairperson for any reason.

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## **Budget/Spending:**

The budget for your event is documented in your committee folder. **You may not exceed the amount budgeted without prior Board approval.** Please plan accordingly! As a chairperson, you are allowed to use the tax-exempt form for PTA related purchases. Some vendors require that they keep a copy of the form, so have an extra copy when shopping.

Please keep all of your receipts, which must be submitted for reimbursement within 30 days. (Please also keep personal expenses separate from PTA expenses, on separate receipts.) Fill out the "Expense Reimbursement Form" with receipts attached. Any receipts exceeding the 30 day time limit may not be paid. As a reminder, our fiscal year is from July 1<sup>st</sup> through June 30<sup>th</sup>. Any reimbursement requests handed in after the end of the fiscal year may be denied.

## **Completing an Event:**

Please keep all documentation related to the event in your committee folder. Fill out a "Committee Report" and leave it with the folder in the PTA Mailbox. Even if you are planning on doing the same committee the following year a committee report and folder **MUST** be handed in at the end of your event. If you haven't already done so, finalize any monies or reimbursements. If this is your last year with Accompsett Elementary, please document as much of your event as possible so that new people can pick up where you left off.

## **Questions:**

Any questions or concerns related to your event should be brought to the attention of the President or applicable board member.