

Chairperson Procedures

Thank you for volunteering your time and effort to help make a wonderful school year for our kids! We hope this will be a rewarding experience for you and are committed to helping you in any way we can. We ask that you please keep notes and copies of fliers to pass on to the next person to chair your committee. Please don't hesitate to contact us if you have any questions.

Promoting Your Event

Approval of All Information for Distribution

You may wish to use multiple methods to promote your event. You options include:

- Placing a flyer in the Thursday Folder (1/2 sheet, black and white only, white paper, family count)
- eNewsletter Announcement
- PTO Website Announcement
- Flyer on PTO Bulletin Board
- Signs around School

Please submit items for approval to the PTO President.

Photocopies

1. Once a Flier has been approved it may be photocopied for distribution.
2. All photocopying must be done at **The UPS Store** in Buckingham Green. The PTO has an account with this company and they will bill us monthly.
3. Only the Committee Chairperson is authorized to make photocopies.
4. You can email the document to The UPS Store at store3831@theupsstore.com and request the number of copies you want as an alternative to making the photocopies yourself.
5. Ensure that you fill out a form at The UPS Store counter when you have completed your copying or when you collect your copies. Make sure that you indicate
 - a. the number of copies made and
 - b. the committee that should be charged for the cost of the copies.
6. You can ask the staff at The UPS Store to bundle the copies into groups of 25 to make distribution easier.
7. Put the appropriate number of family count fliers in each Teacher's mailbox for distribution. The family count for each class is displayed on the Teacher's mailbox.
8. Any additional copies of the flier may be left on the front counter at the office.
9. Put 1 copy of the flier of the notice board in the hallway.

Budget and Expense Reimbursement

Please review the budget guidelines that can be found on the website and make a note of your budget before making any purchases for your event. It is very important that you stay within your budget and follow the guidelines.

1. All requests for expense reimbursement must be supported by a receipt or invoice. **Afterall, you are volunteering your time but should not have to pay for the event too!**
2. Fill in an **Expense Reimbursement Form** and attach your receipt(s).
3. Place your completed Expense Reimbursement Form in the “Treasurers” folder in the PTO filing cabinet in the front office. The Treasurer will email you when the check is available.

Banking/ Checks

1. All checks must be made out to “**Buckingham Elementary PTO**”. This must be clearly stated in any promotional material. Please make sure (and instruct other volunteers to make sure) that the checks are properly filled out.
2. Please reconcile all monies collected and hand-deliver to the Treasurer. The Treasurer will then confirm the amount collected and provide a receipt. Email the Treasurer so that you can make arrangements to turn the monies in.
3. It is important that cash and checks are banked in a timely fashion. We suggest breaking up your bankings into several deposits to achieve this rather than holding all bankings until the end of your fundraiser.

Cash Boxes

1. The PTO has 5 cashboxes. These are kept in the PTO closet.
2. If you require a cash float, please provide the Treasurer with the **total amount** of money you need and the **denominations** you require. Do this at least one week prior to your event.
3. Be aware that the Treasurer requires 1 week’s notice of any cash you require so that the Bank can be sure to have the denominations you require on hand.

Hospitality

The PTO Board will be maintaining a **central supply** of cups, plates, bowls etc to be used by all committees. Before purchasing any supplies for your event, check what is available. You may use any supplies in the PTO closet that are not marked for a specific committee. Always check for paper plates, cups, napkins, utensils, etc., before purchasing them for your event. There are coffee makers available for any committee use. A large percolator is available for serving larger groups or a Keurig and a supply of K cups is available for smaller events. Purchases of hospitality supplies should be charged to **PTO Expenses** not your individual committee.

Setting dates for your event

Event dates are set each year with help of the PTO board and principal. The Committee Chair should submit the choice of possible dates to the PTO board and/or the principal for approval. We recommend dates are reserved at least 1 month ahead of time for small events or 2 to 3

months or more ahead of time depending on the size of the event and the amount of preparation needed.

Reserving space for your event

A Facilities Form (front office) must be filled out and submitted to Doris at least 10 days prior to your event. This will ensure that there is no conflict for the space. Several days before your event, the custodial staff (Scott Thomson) should be alerted to your set-up needs.

Approval to Spend Above \$500

The PTO By-Laws prohibit the Executive Board from authorizing expenditure above \$500. Amounts above \$500 must be voted on at a General PTO meeting. This request must be made in writing and be sent to the Co-President at least 1 week in advance of the PTO meeting. Chairs for both Fall Fest and Secret Shoppe need to seek approval at the time the Budget is approved for the full amount they anticipate spending that is over \$500. This request will form an addendum to the Budget.