

# **2023-2024 Butler Elementary School PTO**

## **CHAIRPERSON INFORMATION GUIDE**

Thank you in advance for your hard work and dedication to Butler this year. The Chairperson Information Guide provides information that will be helpful to you as a PTO Chairperson. The entire PTO Executive Board is at your disposal to help, answer questions, provide additional details, and most of all support you, our volunteers!

### **RESPONSIBILITIES**

- Plan and run the event.
- Work with the previous chairperson to get pass down information about the event. Maintain detailed records so you can also pass on information.
- Contact volunteers as soon as you are sent the list by the Volunteer Coordinator, and also when the event is near. The initial contact with the volunteers is to acknowledge their interest and to let the volunteers know when you will next contact them to begin planning. Please use all parents interested in volunteering.
- Attend the General PTO meeting prior to and after your event to discuss details as well as results and suggestions after the event. You may also provide these details to be shared by your PTO Executive Board contact.

### **BUDGET & REQUESTS FOR FUNDS**

- Each event has a line item in the PTO budget. Contact the Treasurer to determine the budget for your event. The budget is also posted on the website. If an item is not included in the scope of the PTO budget, it must be approved at a PTO meeting.
- Funds are requested through the PTO Treasurer. A Check Request Form for reimbursement can be found on the PTO website. You can either request funds in advance of the event or be reimbursed after the event. Original receipts must be submitted to the Treasurer. Please allow 2 weeks for your requested advance or reimbursement.
- You can email the Treasurer or use the PTO Treasurer folder in the front office for correspondence. Please email the treasurer to notify if you place an item in the folder.
- As a nonprofit organization, the PTO must keep accurate and auditable records of all finances. All Chairpersons shall maintain complete and accurate documentation to validate and track spending against the line-item budget and for reimbursement. Information will be shared with the PTO as requested, including at the PTO meeting after the event.

### **MONEY COLLECTION**

- At some PTO events, monies will be collected. For events that generate a substantial amount of cash, the Treasurer or an Executive Board member will collect the funds at the conclusion of the event or each business day of the event. If possible, the Treasurer will count all monies in the company of another PTO member. A deposit slip, which is on the PTO website, should be used to keep track of incoming cash. Cash should only leave the school in the hands of the Treasurer, Assistant Treasurer, or other Executive Board member. All monies should be given with a completed deposit slip.
- It is required that all money collected must be deposited in its entirety. Any reimbursement due will only be made by check through the Treasurer with a Check Request Form. You are not allowed to take your reimbursement from money collected at or through an event.
- Whenever possible, collecting money electronically is preferred, either through MyPaymentsPlus or another online platform. Please discuss these options with your Executive Board contact well in advance of the event.

### **EXECUTIVE BOARD COMMUNICATION**

- Please refer to the Chairperson list which was shared with you and is also included as part of the Directory. It includes emails, phone numbers, and your Executive Board contact for questions. For example, if you are Chair of a committee that is part of Family Programming, please contact the Family Programming Chair.

## EVENT COMMUNICATIONS

- All flyers to be sent home must be reviewed and approved in the following order:
  - You send to (1) your Executive Board contact, who then sends to (2) the PTO President(s), who then sends to (3) the Principal(s) for final approval. Allow at least 1 to 1 1/2 weeks for this approval process.
- Flyers can be sent home **Family Count** (oldest in family).
- We encourage information be distributed via the weekly e-newsletter first. If your event requires a response or is for a major event such as the Spring Fair, a flyer can be sent home in the Wednesday Folder. Please talk to your Executive Board contact for information about the Wednesday folder if needed. You will be responsible for contacting the office to determine the best time to make copies. Chairs are responsible for making their own copies at school. Unless pre-approved, you will not receive reimbursement for making copies off-site.
- SignUpGenius (<http://www.signupgenius.com>) is another great tool that can be used to collect donations and organize events. Links can be included in the e-newsletter. All correspondence needs to be reviewed and approved in the same manner as flyers.
- Information for the weekly e-newsletter must be sent to the PTO President(s) and e-newsletter coordinator ([ButlerPTOnews@gmail.com](mailto:ButlerPTOnews@gmail.com)) by the deadline, the Sunday before the Wednesday of publication. All information will be approved by the PTO President(s) and the Principal prior to being sent out. It is expected that you (or another committee member) write the information that should be included. The e-newsletter coordinator may make minor changes for sizing or clarity.

## EVENT ROOM REQUEST

- For an event that needs to use school property (i.e.: gym, library, cafeteria, etc.), an Event Form must be completed and given to the front office staff at least 1 month prior to the event. This should include Chair contact info, room requested, setup and resource needs.

## PTO STORAGE CLOSET

- PTO supplies are stored in the PTO Closet located at the back of the stage. Do not leave perishable items in the closet. There is typically access to the PTO closet from the stage during normal school hours, but you should plan ahead to access the closet for supplies, storage, hospitality items, etc. It is recommended that you contact the front office staff to ensure access to the stage when you need it. The PTO closet key can be requested through the front office staff.
- Please note that everyone is responsible for the cleanliness of the closet. Please do not leave items on the floor or at the entry of the door. Return all items to their proper location. The PTO closet has been cleaned and organized. Each shelving unit has a list of items. Please use those lists to locate items. All materials need to be returned to the same place they were originally stored. Please do not re-organize the closet. This makes it difficult for the next person to find their materials. If you have questions about items in the closet, or if you find it a mess, please contact a member of the Executive Board.

**Again, thank you for all that you do for Butler and its students! We look forward to a fun year. Do not hesitate to contact any member of the Executive Board with your questions or concerns.**