

# GAYMAN HOME AND SCHOOL ASSOCIATION EVENT PROCESS



To help improve communication, streamline processes, and to have success of every event the following process must be followed:

1. A Chairperson is nominated for event/committee by the GHSA President.
2. Information about each event/committee is communicated by the GHSA Board via email and website to all Gayman families requesting volunteers.
3. Volunteers information, including interested committee members, is provided to the Chairperson and a committee is in place.
4. The Chairperson calls a meeting and notifies the President of the Executive Board of meeting date and time.
5. The Event Approval Form is completed at the first event/committee meeting. Then the approval form is sent to the President of the Board from the Chairperson. The Event Approval Form will be returned to the committee within 1-2 weeks of receipt or earlier if feasible.
6. If the committee needs help with communication the VP of Communications will assist in creation. All public committee communications are sent to the President for approval. Once approved, communications are sent to the Principal's Secretary for the Principal's final approval.
7. Once approved by the Principal, communications can be sent or posted.
8. All reimbursement requests are to be submitted to the VP of Finance on the Executive Board within two weeks' time.
9. The Chairperson writes a 'thank you' to all committee members and volunteers of the event.