

Guidelines for PTO Committee Chairs for the 2010-2011 School Year

These guidelines have been established to assist you in understanding what your role and responsibility is as a Chair of a PTO Committee. Please note that committee ideas, events, questions and concerns should be discussed with the PTO Executive Board members prior to proceeding with any action. We are here to support you in your committee chair position and communication is important for all involved parties.

Committee Volunteers

The list of volunteers that have signed up to serve on your given committee is supplied to you in mid to late September. When the list is received please contact ALL the volunteers and introduce yourself. You should plan a meeting in the near future to meet the members of your committee and to discuss the plans for the year. Please note: too many times we have heard parents say they signed up for a committee and no one ever called them. Communication is very important. Make sure you get in touch with the willing and able volunteers even if your event isn't for a while. Make contact to let them know you have their information and you will be getting back to them soon.

If you are holding any meetings at the school, you must have the meeting approved by the board, then schedule your meeting with the office. They will need to know the date, time and place you wish to hold your meeting. You must also let the office know if a custodian is needed for your event. Once the arrangements have been made, then contact your committee.

Communication with TJ Families

Flyers/Notices

If your committee needs to send out a flyer to the TJ families, it must be emailed to the PTO Executive Board members (that includes the principal and vice-principal) for approval prior to printing and distribution. This includes flyers that were approved in a previous year. Please submit your notices one week in advance of sending out the flyer in order to ensure there is enough time to review them. Please send anything home with the oldest only student unless it is absolutely necessary for all students to receive a copy. A current oldest and only list can be requested from the front office at the school. Please be aware that teachers have first priority when using the school's copiers.

**** Please note that all flyers going home require that an extra flyer be placed in the PTO mailbox (located in the Teacher's Lounge) so that it can be place in the PTO's Master Binder for future reference.****

The Flyer

A Monthly school/PTO newsletter is made available on the school website. Please try to use the newsletter to share information with the TJ families. The information for the newsletter must be emailed to the newsletter editor (Adrienne Callahan) generally no later than the 20th of each month and should be typed in Arial, font size 10. If you happen to miss the deadline, please email the newsletter editor directly for a possible exception to be made.

Budget/Financials

Each committee has a designated budget for the year. Each committee's budget is determined by the actual expenditures of the prior year, or by a request from the chair for additional funds before the budget is approved. Our fiscal year runs from July 1 to June 30 and our annual budget is approved at the September PTO meeting.

PTO is tax exempt –

The PTO has a tax exempt number. The Treasurer can provide you with a copy of this letter to use for your PTO related purchases.

Deposits/Reimbursement of Funds

The PTO Executive Board members must approve spending in excess of the budget, in advance. Please, also remain mindful of our focus and purpose when committing PTO funds, avoiding expenditures for things that might otherwise be donated or available at a discount. We have found that it is surprisingly easy to get items donated and/or discounted by simply asking.

The PTO Treasurer will provide you with the written process and forms for depositing and requesting expense reimbursement from the PTO. A few forms are in your folder and extras are located in the PTO file folders in the main office at the school. No cash or checks collected and submitted to the Treasurer will be accepted without one of these forms. Please double check any amounts and keep a copy of all receipts and reimbursement forms submitted to the treasurer. Please allow **5** days for reimbursement of funds.

The Chair is responsible for understanding and complying with their budget, advising their committee members and for submitting the expense reimbursement reports and/or signing off on them before they are submitted to the Treasurer. If there are Chairs for a committee, only one of the chairs should be designated as the person responsible for expense management. This is important to follow especially when the committee is large and there are multiple members incurring expenses.

If you require a cash box for an event, please let the Treasurer know at least 5 business days before the event. Please also indicate how much cash you will require and what bill denominations and coinage are preferred. When events are held at Thomas Jefferson please request to have a Board Member to assist with the cash handling the day of the event.

If you are running a PTO event/fundraiser, please make note that all checks must be made payable to the Thomas Jefferson PTO.

PTO Meetings

As a committee chair you should plan on attending the general PTO monthly meeting for two purposes; 1 – To be an informed PTO member, and 2 - To give a brief report about your committee, the events being planned, and the results of the event after it is completed. If you cannot attend the meeting, you may send a committee representative to provide an update. This should be done two weeks in advance of the meeting. Each committee chair will be given a brief amount of time during the meeting to present. Only up and running committees need to report. Please bring a copy of your report to file with the Secretary. For example, the Spring Dance committee will not need to report until the winter. The meetings are slated to begin at 7:00pm on the first Tuesday of the month.

Record Keeping/Process Development

Each committee chair must develop and maintain a binder or folder with information regarding their committee and the events they sponsor. The table of contents should include: number of committee members needed, who they are for that given year, events planned, timeline to follow the details (even down to bring scissors, tape and the amount of food needed) that need to be covered, contact people (names, phone #, address), income and expense information.

Basically, the chair must record what s involved with the job. This provides for an effective continuation of the communication of the committee each year and the new chair will be able to understand what is required and not have to reinvent the process. Each chair should revise or adjust the process, though, as is necessary and be sure to record those specific changes and why they were necessary. This information should be available in written form and available in an orange folder or another file folder. If you are unsure of what the information binder should consist of, please see the executive board to discuss this further.

****Please note that the outgoing chair must provide the incoming chair with the binder and any other helpful information gained from experience.****

The PTO Board truly appreciates all of you taking on this responsibility. Your commitment to the PTO is what makes this organization so successful and a great asset of Thomas Jefferson Elementary School.

We look forward to working alongside all of you throughout the year. If you have any questions or we can be of assistance to you, please contact us by phone or email. We welcome your comments and suggestions for improving these guidelines.

PTO Financial Guidelines

PTO Financial Forms:

Blank "Request for Funds" forms are kept in the PTO bin located in the main office. These forms are used to reimburse committee members for their expenses. Once they are filled out and the appropriate documentation attached, they are to be placed in the PTO's mailbox marked Treasurer. Remember to keep a copy for your committee folder.

Blank "Funds Collected" forms are kept in the PTO bin located in the main office. They are to be used if your committee collected funds. Place the complete form and any funds collected in a sealed envelope. Remember to keep a copy for your committee folder. In addition, ALL Monies and checks are not to leave the school, so please make arrangements to give the cash to an Executive Board Member.

Reimbursement/funds collected policies:

*Reimbursement forms are available in the PTO bin in the school office. Please fill out this form completely and enclose in an envelope with ALL of your receipts for reimbursement. Please make sure that your committee has approved your purchases. Whenever possible, do not mix personal items with items for reimbursement on the same receipt. If you are submitting receipts for items that fall under different budget items (i.e. Yearbook and Literacy), you must separate your receipts and fill out separate reimbursement forms. Please remember receipts must be collected for **ALL** expenses.

*Requests for reimbursement must be made within **30 days of the date of the event**.

*Expenses must be contained to the budgeted levels. If an average is anticipated, contact the executive board for assistance prior to additional funds being spent.

*Funds collected forms are available in the PTO bin located in the school office. No cash or checks submitted to the Treasurer will be accepted without this form. Please double check the amounts submitted.

*If you require a cash box for an event, please let the Treasurer know at least 5 days before the event. Also indicate how much cash you will require and in what denominations are preferred.

*If your event is held at Thomas Jefferson please let the Treasurer know at least 5 business days before the event to schedule a Board Member to assist with collecting funds.

Please make sure that you make copies of your receipts and forms for your committee folder.

Checks:

*If you are running a PTO event/fundraiser, please note that all checks must be made payable to **Thomas Jefferson PTO**

*Do the amount and words match? If not send it back to the person who wrote the check to amend and initial the changes before including in the deposit.

*Is the check signed?

*The checks should be counted and totaled. Then make a copy of all the checks (please make sure that the whole check can be seen and is not cut off).

Cash:

*Cash should be counted and separated by denomination. All bills should face the same direction. Please note the dollar amount included in each bundle. Please make arrangements to give the cash to an Executive Board Member.