

# 2019-2020 Committee Chair Guide



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## **Guidelines for Committee Events and Planning**

Listed below are some helpful hints, suggestions and by-law requirements that will make your planning time more efficient. Please contact the PTO Vice President for additional information and guidance.

### **FIRST STEP**

Contact your co-chairperson(s) and committee members to set up a meeting to talk about your ideas. It is important that you work together. You each bring your own special talents to your committee.

Once your committee has begun planning its event, contact either Vice President to keep her / him updated on your plans.

### **PAST INFORMATION CAN HELP**

The PTO maintains recent electronic records of past events such as dates, times, materials used, financial details, etc. This information can often be found in your committee's Google folder. If you need further information, you can contact the Vice President for help.

### **WHERE CAN I FIND SUPPLIES?**

The PTO has a storage closet in the Multipurpose Room (MPR) hallway. This closet is filled with lots of "goodies" that you can use for your event. The "recycling" of many decorations can help to keep your budget in line.

The key is located in the front office. Please check the closet for materials to see what is on hand. In addition, the PTO keeps colored copy paper in the overhead cabinets on the north wall of the MPR. Please do not use the school's paper when making copies of flyers for your event.

The PTO supplies enough paper for your needs. **Approved** copy quantities greater than 50 should be sent to the District office. Please allow at least 4 days for copying time. Once you have made your flyer and it has been approved by the VP, please send your request to the central office. This request can be done by emailing your copy order to Jesse at [Jesse.Vasquez@ccsd21.org](mailto:Jesse.Vasquez@ccsd21.org). In your request, include the total print quantity and color or paper. Copies can be picked up in the front office; they are sent through inter-office mail from the District office.

Extra copies of flyers should be kept in the PTO file folder located in the main office. **\*\*Please remember that ALL CORRESPONDENCE MUST BE REVIEWED by the PTO Vice President.** Email the VP at [kfreese3@gmail.com](mailto:kfreese3@gmail.com). A great way to communicate with those mentioned above is through e-mail. This includes flyers and any other required attachment.

### **SCHEDULE**

The date range for your event has already been scheduled and is located on the PTO Calendar. Longfellow School has been set aside for use on those dates. **\*\*Contact the PTO President and CC the Vice President in order to change locations, dates, review OR sign any contracts\*\*.**

### **ROOM CONFIGURATION** \*VERY IMPORTANT FOR EVENTS SUCH AS BINGO OR BOOK FAIR\*

After you have designed the arrangement of chairs, tables, microphones, etc. you may contact the school's head custodian through the main office for set-up arrangements. Please turn in a diagram at least one week prior to your event.

## **INTERNAL AND U.S. MAIL**

Mail that is sent to your committee through PTO will be held for you in the main office. Please look in the appropriate committee folder in the rolling cart. The cart is located beneath the teachers' mailboxes in the main office. Please use the school address, **501 S. Arlington Heights Rd., Buffalo Grove, IL 60089**, as the return address for PTO mail and functions. Do not let your committee's mail back up! Please pickup your mail weekly.

## **MONIES**

### **SUB-COMMITTEES**

The best approach to organizing your event is to utilize sub-committees. Divide the responsibilities among chairpersons and volunteers, such as food, prizes, publicity, decorations, volunteers, financial statistics etc.

**It is important that you follow through and make contact with the list of volunteers given to you by the Membership Committee. If you are beginning your work without volunteers, you can recruit them through Sign-Up Genius and a post to our Longfellow Parents Facebook Page. Our volunteers are the backbone of our PTO!**

Make only ONE person in charge of the financial part of your event. This person is required to keep a running record of money issues. The Deposit form is linked [HERE](#), is available on the PTO website and hard copies are in the school office file folders. Please fill out these forms properly. \*\*Deposits are to be made weekly to the Treasurer. Contact information is available in your Google Folder. **Please DO NOT hold deposits for more than one week. \*\*All checks to be deposited MUST be made out to Longfellow PTO.\*\***

### **TAX EXEMPT FORMS**

These forms need to be presented to check out at the store/companies to receive exempt status. The PTO has a special Sam's Club card that you will need in order to receive tax-exempt status. Also, you must use a PTO check with the Sam's Club card. **Melissa Busch** is our 2019 - 2020 Sam's Club Purchaser. If your committee needs any Sam's items for an event, please contact Melissa at [mabusch416@aol.com](mailto:mabusch416@aol.com).

### **BUDGET**

Each PTO event has a budget OR Income Goal that was carefully determined based on an evaluation of prior years' needs and cost increases for the current year. ***It is imperative that your event costs come in on target.*** Events that go over budget negatively impact future events and can dramatically reduce the number of educational gifts that the PTO is able to provide to our school. Please reach out to the Treasurer for any questions.

### **DEPOSITS**

Please use a separate deposit sheet for each deposit. If your committee receives money over an extended period of time please give your cash and checks **weekly** to the treasurer, Ellyn Burnett, with a completed Deposit form. **Please do not hold onto deposits for an extended period of time.** Please have cash sorted by denomination. **Checks to be deposited MUST be written out to the Longfellow PTO**, and not to Longfellow School, as bank cashiers are becoming particular about

endorsements. The Treasurer, **Ellyn Burnett** will verify your deposit and contact you should there be any discrepancy. Please maintain your own financial records for your committee. We suggest you make a copy of all deposit forms, before giving them to the Treasurer. ***This record needs to be turned in with the Event Report.***

### **CHECK REQUESTS/REIMBURSEMENTS**

A separate Check Request (there is a copy [HERE](#), on the PTO website, and in the main office) must be completed for each check needed and attached to your original receipt/bill. **You must have a receipt, voucher or bill in order to be reimbursed by the treasurer.** Make a copy of the receipt, bill or voucher for your records.

**PTO is a tax exempt organization; therefore we do not reimburse tax.** Use the Tax-Exempt Form in your binder. The voucher must be signed by another committee chairperson in order for you to receive reimbursement for personal out of pocket expenses.

The voucher can be signed by just one chairperson to pay another party. Place the completed voucher in the rolling file used as the PTO mailbox. The Treasurer's file folder is located in the front of the cart. You will then be reimbursed with an envelope marked with your name, which will be placed in your committee's event folder in the rolling cart file.

**NO REIMBURSEMENT CHECKS WILL BE ISSUED WITHOUT A COMPLETED AND SIGNED CHECK REQUEST FORM WITH A RECEIPT/BILL ATTACHED!!!** If you need the Treasurer to get you a check before your event, please submit the form two weeks prior to the event. If you are requesting reimbursement for a purchase you made, please submit your form within one week of the event.

### **PETTY CASH**

If you need petty cash for your event, please fill out the Petty Cash form (copy available [HERE](#), in the main office, and on the PTO website). The form should be turned into the Treasurer folder in the front office two weeks prior to your event to ensure that you receive the petty cash.

## **FOOD/BEVERAGE/SAM'S CLUB**

### **PURCHASER**

The purchaser is responsible for purchasing all **paper goods** used at PTO events. Please contact Melissa Busch at least 2-3 weeks prior to your event to tell her of your event's requirements, and she will make sure you have the supplies that you need. Her contact information is [mabusch416@aol.com](mailto:mabusch416@aol.com). The PTO owns large coffee pots, thermoses, punch bowls, serving supplies, and some paper goods. These items are located in the MPR cabinets.

### **FOOD/BEVERAGES**

If you serve food at your event, it is always a nice gesture to invite the custodians to fix themselves a plate before clean-up has begun. Any unopened canned or bottled pop, and/or food should be saved for the next PTO event. Leftover food may be put in the Teacher's Lounge/refrigerator or donated to the local police or fire department. Committees and event participants typically help the custodians by cleaning the tables with the proper cleaning solution.

# COMMUNICATION/ADVERTISEMENT

## FACEBOOK

- PTO has a very active & monitored “closed” (private) group on Facebook for parents of Longfellow to ask questions, provide advice, share information/updates about PTO-sponsored events, etc.
- Group Name: **Longfellow Parents**.
- Simply make the group request on Facebook, then the respective group admin will review to ensure you have a student at Longfellow, then you will be added accordingly.
- Here you can create events, post flyers, and advertise.

## EMAIL COMMUNICATION (EBLAST)

Another great way to publicize your event is an eblast. Please send an email to [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com). Please provide the PTO all the information you would like in your eblast. This can include attachments or specific links to a website.

**\*\***The PTO Vice - President (and the Principal depending on the content) must approve all correspondence/flyers **BEFORE** copying for distribution. Please email [bglongfellowpto@gmail.com](mailto:bglongfellowpto@gmail.com) any flyers, **PRIOR** to printing. They will then forward to Michelle Friedman for approval if required**\*\***

## PUBLIC RELATIONS

Publicity is the key to any successful event. All publicity handled outside of the school goes through our Executive Board Secretaries. Please contact Stefani Schmidt [sschmidt389@gmail.com](mailto:sschmidt389@gmail.com) for assistance.

In the past, we have been able to publicize our events in many local and regional newspapers, and local cable television. The PTO was even listed on the rolling lighted sign outside of Buffalo Grove's village offices. PR is an important aspect of daily life. It is good for our surrounding community to have a sense of involvement with events occurring at Longfellow.

## YEARBOOK

Don't forget to contact the yearbook staff to photograph your event! This year, Chairperson Dyan Bahary ([dyan.bahary@gmail.com](mailto:dyan.bahary@gmail.com)) will coordinate the Yearbook with picture perfect flair. It is always exciting to see the students' pictures in our yearbook.

# OTHER INFORMATION

## SOLICITATION OF RAFFLES

If you chair a fundraising event you are more than welcome to solicit for raffles. An official donation request letter, on PTO letterhead, should be used for solicitation. Please ask a member of the Executive Board in order to obtain this document. Please include the donation list as part of your final event forms.

Each committee has a budget to use for event items. You may purchase any items you wish to raffle, if it is within your budget. Raffles are not necessary at every event. Also, it is recommended that token gifts for all attendees be eliminated. This should lower the cost of your event.

### **RAFFLE TICKETS**

Check the PTO cabinet located in the storage room off of the MPR hallway. If there are no rolls of tickets available, you may purchase them (the dollar store is a great locale). Ticket prices and expenditures by the committee are left to the discretion of the chairperson, provided that the budgetary guidelines are followed. Ticket prices should be communicated to, and approved, by the Executive Board prior to the day of the event.

### **EVENT REPORTS**

Your committee should have a final meeting to review the event after it has occurred.

At this time, you will need to complete the enclosed event report. Attach all documentation to the report including: copies of deposits, vouchers, volunteer lists, and any contracts, etc. and return it to the chairperson binder.

Thank you for taking the time to complete the reports thus enabling the PTO to keep track of its event history and to help the chair people of your event in the future. Your event folder must be turned in 2 weeks (no later than 60 days) after the close of your event to the Vice President.

### **VOLUNTEERS**

We would like you to pay special attention to each one of your volunteers by offering them words of thank you. The chairperson for each event must designate a committee member to make sure that the name and e-mail address of each volunteer is collected at every event. A sign in sheet is helpful when volunteers are checking in (next to name tags by front entrance). An email of thanks should be sent out to those volunteers by the chairperson following your event. **Each chairperson should also submit this list of volunteers with a word of thanks to go into the next newsletter.** We really want our volunteers to feel appreciated! We couldn't accomplish anything without them! It is recommended that all chairpersons regularly attend the monthly PTO meetings. Thank you in advance for all your hard work! Good luck and keep in touch!

Best regards,

*Longfellow PTO Executive Board*