

## Monroe School PTO

### Committee Chair Procedures Overview

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*Thank you for chairing a PTO committee this year! Please take a minute to review the information on these pages. It may answer some simple questions and help get you on your way.*

#### **Getting Started**

Your committee volunteers list can be found on the sign-up genius located on the Monroe PTO website. ([www.monroschoolpto.com](http://www.monroschoolpto.com)) Please contact all the volunteers on your committee list, as soon as you can. Please check the volunteer list prior to your event again to check if any additional volunteers have signed up.

Hopefully you have already received your **White Committee Binder** or turnover documents from the previous year's chairperson. If you have not, please let us know and we will help you track them down. The binder and documents contain vital information needed to run the committee. As a chairperson, you are responsible for updating the binder and documents for this year's activities and records.

#### **Communication**

Each committee is assigned a **PTO Board liaison** to facilitate effective communication with the PTO board. Your liaison is listed on your committee form. The board recommends that committee chairs cc: their board liaison on all committee communications and meeting dates/times to avoid duplication of efforts, as well as to establish a thoughtful event calendar for the school year. Your liaison is also an excellent source for troubleshooting any problems that may arise with your committee.

There will be **three PTO General Meetings** (September 21, January 18, and April 19). Please make every effort to attend these meetings, and be prepared to make a short, informal report on your committee's efforts (no more than 2-5 minutes in length). If you cannot attend a General Meeting, please update your liaison and he/she will report for you if necessary.

Monroe **Newsbytes** is our e-mail newsletter, and is our primary correspondence system. Please use Monroe Newsbytes to announce events and updates for your committee. You may also attach any forms or permission slips through Monroe Newsbytes. Newsbytes submissions are made via the PTO website. Forms may also be posted on the **Monroe PTO website**. The PTO board will review and approve any forms or flyers posted in either Monroe Newsbytes or the website. *Please refer to the Newsbyte Submission Guidelines document on the website under the Committee Chair Forms tab for more information. A hard copy of these procedures is also included in your folders.*

In the event that a paper copy of a flyer, or permission slip needs to be sent home through the students' **Friday Folders**, it will need to be approved of by the principal and the PTO presidents prior to distribution. Once it has been approved, you can request a class list from Maria Bush in order to know how many copies each class will need. Often forms are sent home with only the youngest child in each family in order to save resources. Maria Bush also has this list. It is the responsibility of you or your designated committee members to make the copies and place them into the teacher mailboxes. Please let Maria Bush know that you are doing this so she can escort you to the mailbox area.

The PTO cannot reimburse anyone for outside **photocopying** costs. School photocopiers may be used for official PTO business. Locations of photocopiers are in MRC, teacher's lounge, and by the teachers' mailboxes in the office). Please be considerate to Monroe staff needing to use the copier during the day. When possible, please make double-sided copies in order to reduce costs. A paper cutter and electronic three-hole punch are available in the office. Colored paper is also available.

## **Event Planning**

When planning an event, please complete a **Special Event/ Calendar Reservation Request Form** and submit it to Maria Bush in the office, to ensure that your event is registered with the office and placed on the school's Master Calendar. This must be complete at least one week prior to your event and must be approved on the calendar by the office prior to making any firm commitments. Also advise your PTO board liaison of your proposed date. In the special event planning section of the form, please indicate what special needs you may have for your event, particularly those pertaining to the custodial staff (this could be use of extension cords to placement of tables). *This form can be found on the PTO website under the Committee Chair Forms tab.*

All **contracts** from any sort of outside vendors **MUST** be co-signed by a PTO board member to prevent undue liability.

Each committee chair should submit a **final committee report** within 45 days after your event or responsibilities have been completed. Please include copies of flyers, announcements, invoices, contracts, etc.

## **Treasurer Information**

### **CHECK REQUESTS**

Complete a **PTO Check Request Form** for the following:

1. To be reimbursed for expenses (*please attach all receipts*)
2. To receive petty cash to have on hand for a PTO event
3. To request payment to outside vendors (*please attach applicable invoice*)

*A pdf version of this form as well as a **new online version**, can be found on the PTO website under the Committee Chair Forms tab. You may also pick up a hard copy from the PTO mailbox, located in the school office.*

Place the form, with all receipts attached:

1. In the Treasurer/Check Request Folder in the PTO mailbox, or
2. Drop off at Julie Boruff's house (*313 N Washington Street*)
3. If you are using the online form, you may submit everything electronically.

In many cases, vendors will honor Monroe School's **tax-exempt letter**, and will not charge you sales tax. Please provide a copy of the letter to the vendor before making a purchase. *This letter is in your committee chair folder and available in the PTO mailbox.* Note: Treasurers need a one-week advance notice for check requests to pay vendors or to receive petty cash. All reimbursement requests for the current school year must be made prior to June 30<sup>th</sup>. Requests submitted after that time will not be reimbursed.

### **DEPOSITS**

All check and cash **deposits** must be accompanied by a **PTO Cash Receipt Form** and given to the Assistant Treasurer (Marie Stimaitis). Cash deposits should be counted by at least two people and indicated as such on the cash receipts form. Please do not leave cash or check in the PTO Treasurer's mailbox. You will need to contact the Assistant Treasurer to make arrangements to drop off a deposit. *This form can be found on the PTO website under the Committee Chair Forms tab and in the PTO mailbox.*

### **BUDGET**

Please note your **committee's budget** amount. If your committee is self-funded, that means that there will be no reimbursement from the PTO for the committee's expenses. All expenses must be covered by any amounts collected for your events. Please be cognizant of your committee's budget, and keep within it.

*We hope these guidelines help you as you begin your important work with your committee. We greatly value your involvement with the PTO. Thank you for volunteering. We hope you find this a fun and rewarding experience.*