

## Monroe School PTO

### Committee Chair Procedures Overview

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*Thank you for chairing a PTO committee this year!*

#### **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. You are also responsible for transitioning the information to the new chairs next year.

#### **Communication**

Each committee is assigned a **PTO Board liaison** to facilitate effective communication with the PTO board. Your liaison is listed on your debrief in your folder. 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** (October 11, January 23, and April 17). 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 email 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.*

**Text Alerts** can be used as reminders prior to an event. Text submissions are also made via the PTO website. Remember to keep your message brief. The PTO board reserves the right to approve or modify all text messages.

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 by the principal and PTO presidents prior to distribution. It is the responsibility of you or your designated committee members to make the copies and place them into the teacher mailboxes. We recommend using the Monroe office copier. Class counts are posted by the copier and should be referenced for quantity. All copies must be black-and-white (you may use a different colored paper). The PTO cannot reimburse anyone for outside **photocopying** costs. 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.

## **Event Planning**

When planning an event, please complete a **Special Event/ Calendar Reservation Request Form (Pink Sheet)** and submit it to the Monroe 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). Copies of this form may be obtained from the Monroe office.

All **contracts** from any sort of outside vendors **MUST** be co-signed by a PTO president 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 - Online ONLY**

Complete the **On-Line PTO Check Request Form** for the following:

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

*The Online PTO Check Request Form can be found on the PTO website under the Committee Chair Forms tab.*

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. You may request this letter from the PTO treasurer or assistant treasurer. Note: The Treasurer needs a one-week advance notice for check requests to pay vendors or to receive petty cash. Please try to submit your request for reimbursement in the month the expense is incurred. 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 (treasurer@monroeschoolpto.com). 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 checks in the PTO Treasurer or Assistant 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 and in the PTO mailbox.*

### **DEBIT CARD**

The PTO has a debit card that may be used to pay for higher-priced items or deposits that cannot be invoiced. Before the debit card is charged for an expense/item, a **Debit Card Request Form** needs to be filled out and submitted to the PTO Treasurer and President for approval. This form can be found on the PTO website. The President will contact you regarding your request.

Once the item/expense is paid for, the **receipt** (attached to the request form) needs to be submitted to the Treasurer for bank reconciliation and record keeping purposes.

### **BUDGET**

Please note your **committee's budget** amount. If your committee is "self-funded", the PTO will still reimburse you for your expenses. The expectation is that the committee's sales/revenue generated needs to cover all costs and expenses. 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.*