

## Procedure for Chairing a Committee

Committee Name: \_\_\_\_\_ Committee Chair: \_\_\_\_\_  
Committee Budget: \_\_\_\_\_

The following is a list of procedures that are to be followed by all chair people to ensure that the organization runs smoothly. **It is imperative that each committee report on the work in progress of their committee at the monthly PTO meeting.** If you cannot attend the meetings, then designate a volunteer to report on the plans of your committee or submit a written report to the Chair Coordinator so that she can deliver your report in your absence.

1. If a parent has expressed interest in your committee, you will receive their name and phone number. Call them immediately, even if your event is six months away.
2. Make a request (either by asking at a meeting or by flyer) for volunteers if necessary. Call all the volunteers on your list. Designate tasks and schedule time accordingly. This process should start at least two months prior to your event. Contact the Volunteer Coordinator to help you attain volunteers.
3. The school principal and the PTO president must approve any event that is part of the PTO committees.
4. Organize pre-event meeting (if applicable) with your volunteers. Prepare your proposal that is to be presented at the PTO meeting. Indicating what your expenses will be, how the money will be spent, vendor selection etc. Delegate necessary tasks for the preparation of the event and the actual day of the event (set-up, sales time and breakdown).
5. Minutes of all committee meetings should be written and a copy sent to the PTO president.
6. Maintain and balance your committee's budget that was approved by the PTO. **YOU MUST STAY WITHIN YOUR BUDGET AMOUNT.** If there is an unforeseen additional expense, the reason for the expense must be presented at the next scheduled PTO meeting. Whereupon a motion must be made and approved to disperse additional funds. Do not assume reimbursement if you are over budget. Any questions, please call the PTO president or treasurer.
7. Acquire a date for your event, if not already scheduled. If off premises, confirm your date at a PTO meeting with your voting PTO members. Also, determine from the PTO president if insurance is needed so it can be obtained from PTO Council. If on school property, obtain the principal and the PTO president's approval of a proposed date before proceeding.
8. Call all vendors; order your items, appeal for donations (if necessary). Set up deliveries to arrive in time for the event date. Confirm delivery dates with principal to ensure there isn't a conflict.
9. Apply for all permits, if necessary. A permit application must be completed and applied for by the chairperson of the fundraising event. Events held in the school that is outside of normal school hours must also have a permit application completed. The application can be obtained from the school office and after completed, it should be returned there.
10. **Flyer/Notice preparation** – See attached sample. Prepare a flyer/notice to promote your event. Be sure to include the words "JFK PTO Funded", if applicable, on top of all flyers. Remember to list the contact person's name, phone number, event's place, date and time on your flyers. **ANY AND ALL NOTICES/FLYERS SENT OUT TO THE STUDENTS AND THEIR FAMILIES MUST BE APPROVED BY PTO PRESIDENT AND THEN THE PRINCIPAL, BEFORE ANY FLYER/NOTICE IS SENT OUT TO BE COPIED OR DISTRIBUTED TO STUDENTS, FAMILIES AND/OR STAFF.**
11. After your notice/flyer is approved and initialed, a "Copy Form" (located in the school office, also attached) must be completed by you, initialed by the principal and sent with your flyer to the Copy Center at the Wayne BOE office. Please make sure you're requesting enough copies (500) for each student and a few extras copies for the flyer holder box in the front school hallway. Allow enough return time for your printing order (about 2 weeks) to ensure delivery to our school.

12. Issue a teacher sign-up schedule sheet, if applicable. For example, if you are chairing the Holiday Boutique, you must arrange for a sign-up sheet to be placed in the front office so that teachers can pick a time of day when they would like to attend this event with their class and not have every class there at the same time. Arrange this with the school secretary. The school secretary has a list of teachers' names, their classroom numbers and the number of students at JFK.
13. During your event make sure each volunteer signs the Chairperson/Volunteers Record. Place this record in the corresponding secretary's mail box in the PTO bin, located in the front office. (copy included)
14. Always notify the Newsletter, Publicity and Hospitality chair people (if applicable), as well as the PTO Corresponding Secretary (who places events on the PTO calendar), prior to the first of the month in which the event is scheduled.
15. Follow-up with the Newsletter and Publicity Committee with an article or brief synopsis of the outcome of the event and always acknowledge the appreciation of your volunteers.
16. Complete the Committee Event Evaluation. This form will be emailed to the chairperson at the conclusion of the event. Notes should include particulars and duties about the committee and, if a fundraiser, information concerning the planning of the event, the actual event and the results of the event. Suggestions on what to avoid or what should be done will be helpful when this folder is passed on to the next chairperson or, if you are chairing the same committee next year, it refreshes your memory.  
**Once your committee/event is complete for the year, return the Chairperson's folder to the Volunteer Coordinator, via PTO mailbox.**
17. If responses or order forms are to be returned to you, then you must check the PTO mailbox daily for them.
18. \*\*\*All check numbers, check amounts, and name(s) on the checks must be recorded on the "Check Detail" form. Total the checks and cash, and record these amounts on the Deposit Cover Sheet and give all the checks, cash, Check Detail form, and Deposit Cover Sheet to the PTO treasurer or asst. treasurer for deposit **within twenty-four hours of collecting the money.** Do not wait until the end of the fundraiser or until all money has been collected before getting forms and money ready for deposit. Each deposit requires the above-mentioned forms. These forms are enclosed and can be found in the main office or ask the PTO treasurer for them.
19. Reimbursement of money spent (within your allotted budget) is given only with the original receipts and the "Check Requisition" form completed and submitted to the PTO president for approval. (Please leave check requisition form in the PTO mailbox – president folder, for signature) The president will forward it to the PTO treasurer. You will find this form in the main office or ask the PTO treasurer.
20. A "Check Requisition" form needs to be completed and submitted to the PTO president for approval for any payment of invoices. The original invoice must be attached.
21. If you request the money (that is within your budget) prior to purchasing any items (ex: \$500.00 deposit for the purchase of playground balls), you must contact the treasurer for the proper procedure/forms and it must be approved by the PTO president.
22. Any profit received by your committee fund raising, will be collected by the treasurer and placed in the PTO's general funds and NOT back into your specific committee budget. You are only reimbursed for the amount in your budget.
23. If you feel your committee needs more/less money allocated to your budget, you must present your reasons why at the following PTO meeting. After stating your request, it will be voted upon.
24. Just remember that ***ALL PTO FUNCTIONS ARE FOR THE BENEFIT AND THE ENHANCEMENT OF ALL THE STUDENTS (NOT JUST A PARTICULAR GRADE OF STUDENTS).*** You should ask the PTO president for any advice or questions you may have.

*Procedure for Chairing a Committee*

You are considered a Committee Chair only when this page is returned to the PTO Committee Coordinator. Please read and return this portion to the PTO Box (Located in the school's main office) in an envelope marked PTO Committee Chair. Thank you so much!

**I HAVE READ AND UNDERSTAND WHAT IS WRITTEN ABOVE. I WILL PERFORM THESE DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITIES.**

Committee's Name: \_\_\_\_\_

Chairperson's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
CHAIRPERSON'S SIGNATURE

\_\_\_\_\_  
DATE