

## COMMITTEE CHAIRS GUIDELINES

1. As Chairperson you need to contact **every** member of your committee. The committee should meet, plan, and divide the jobs for that committee.
2. The Chairperson must maintain contact with the PTO Board Chairperson.
3. The Chairperson of the major committees, for example Spiritwear, Panther Prints, Olympic Days, Children's bingo are invited to attend a Board Meeting prior to the event and report on the progress and any problems. Board Meetings are held on the 1<sup>st</sup> Tuesday of each month at 7:00 p.m. in the Marian Room at the Parish Center.
4. For every event with volunteers working school, each name needs to be verified that they have completed the child protection class and also need to be fingerprinted. Send your list to the school office in advance of the event for their approval.
5. If your event charges an admission price, you must submit a price breakdown for that admission price. It must show how you will cover your projected costs and profit. The admission price must get board approval before any flyers are printed.
6. All flyers and announcements should be reviewed by the PTO board liaison. Please then follow the procedure for information to be sent thru the school as listed on the enclosed pages.
7. At each event where volunteers are working, please provide them with nametags. Nametags should be available in one of the PTO closets. Contact your board member if you need more nametags or access to the closet.
8. For every deposit given to the treasurer, a copy of the total amount of cash and checks should also be sent through the PTO mailbox to the attention of the president. The individual checks need not be listed. But each time a deposit is made with the treasurer, a corresponding summary should be forwarded to the president.
9. After the event is over, please fill out the chairperson's survey and place it in the PTO mailbox to the attention of the PTO president. If possible, please do this immediately after the event so that we can thank our volunteers promptly.
10. If you encounter problems with your PTO board contact, the vice president should be contacted as she presides ultimately over all committees.