August 2016

Dear Committee Chairs:

Thank you for volunteering to chair a Central PTO committee for the 2016-17 school year!  Below is a list of important things to know. File this in case you want to refer back to it later!

Here’s what you need to know:

* Please confirm the dates of your Program or Event with the school calendar.
* Know the budget for your event and STICK TO IT! If something comes up, you need to get prior approval from the PTO presidents to go over the scope of the budget.
* Do not sign any contracts yourself: all contracts with outside vendors need to be signed by the PTO presidents
* Most outreach to teachers and parents will need prior clearance with the PTO presidents and/or Mr. Gatz (e.g., you wouldn’t send out a school wide email about an event without getting prior clearance, but you likely wouldn’t need approval to contact a teacher individually to ask a question). If in doubt, just check with your PTO presidents.
* Consider the attachments here to be your electronic folder (most of these can also be accessed via the PTO website too):
* Committee Chair and Volunteer List:  The attached list includes the names and contact information of those who volunteered to be on your committee.  In some cases, we did not have full contact information.  If you need more volunteers,  please feel free to recruit additional committee members yourself, or contact a member of the Board so that we can help gather those interested in working on your projects
* Building Usage Confirmation:  If you wish to use school facilities for your event, a “Building Usage Confirmation” must be completed and returned to Pearl Cervante at [cervantesp@district96.org](mailto:cervantesp@district96.org) as soon as possible.   A “Building Usage Confirmation” form is attached for your convenience
* Sales Tax Exemption Letter:  Attached is a Sales Tax Exemption Letter for the Central School PTO, for your use in making purchases for your event.    Make copies as needed.   It expires June 1, 2018
* Deposit Cover Sheet:  All deposits from fundraisers or events must be accompanied by a Deposit Cover Sheet, located on the PTO website.  All cash and checks must be given to the Treasurer within 5 days of receipt.  No amounts are to be paid with cash receipts to vendors or anyone who needs to be reimbursed.  Whenever possible, all payments for PTO business should be in the form of a check drawn on the PTO’s checking account.  Include a detailed electronic spreadsheet listing all receipts with name, check number, and check or cash amount, with electronically tabulated totals
* Check Request/Expense Reimbursement:  All requests for reimbursement must be accompanied by a Check Request/Expense Reimbursement form, which also is on the PTO website.  Please submit your request for reimbursement within 14 days of receipt of your expense
* Publicity:  Attached is a Publicity Questionnaire if you are interested in publicity for your event
* Event Evaluation/Planning Form:  Please complete the attached evaluation form within two weeks of the conclusion of your event.   The information you provide will help us avoid re-inventing the wheel each year.   ***If you have a new idea regarding your event, or have an idea for a new program, please contact the President(s) or First Vice Presidents to discuss***. Update the folder, include this form, and email everything to the First Vice President(s) as you wrap up your duties for this school year
* We sincerely appreciate all your time and effort in coordinating your program or event.  Once a final budget is confirmed for the school year, we will also be sending that out to you as well so that you can plan accordingly. Should you have any questions, please do not hesitate to contact us.

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First Vice-Presidents, 2016-17