

HCE PTO COMMITTEE GUIDE

THANK YOU for volunteering your time to assist the PTO as a Committee Chair or member! Please provide any feedback on this guide to the President or one of the Vice Presidents of the PTO.

COMMUNICATION

Questions/Guidance. Many questions may be answered in the PTO By-laws, found on the PTO website. The PTO's 1st Vice President is responsible for all of the non-fund raising committees. The 2nd Vice President is responsible for all of the fund-raising committees. Both are members of the Executive Board and can assist you and provide guidance as needed.

- Non Fund-Raising Committees: Summer Reading; Auditing Committee; Appropriations Committee; Back to School Bash/Picnic; School Directory; In-house Field Trips; Fingerprinting Clinic; Math/Reading Night; Nominating Committee; Chili Cook-Off; Teacher Appreciation; Ice Cream Social and Art Show; Birthday Wishes; Mentoring Program Liaison; Art in Action Liaison; House Kitchens and Playground Equipment; Copy Room Liaison; Welcome Breakfast; Hickory's Heart
- Fund-Raising Committees: Carnival; Art to Remember; Holiday Shop; Boosterthon Fun Run; Gator Bowl Tickets; Garage Sale; Informal Dinner and Auction; Triathlon; Family Nights; School Supply Boxes; Spirit Wear; Box Tops/Labels

School Contacts. Please do not contact school administration or the teachers without first going through the responsible Vice President. The PTO president meets monthly with the principal, so please forward any questions or concerns for that meeting. All mass emails or flyers to the teachers must first go through the president and be approved by the principal.

Meetings. All committee chairpersons are encouraged to attend our monthly PTO meetings, especially leading up to your event(s). At a minimum, please contact the Vice President in charge of your committee and provide them an update (via email or phone) of your committee's progress prior to each PTO meeting.

Mailbox. Each committee has a folder located within the PTO box at the school. Please check it periodically if you are expecting information. If it is something important, your Vice President will email you that it's there. Please leave the folder in the box so we can put things in there throughout the year.

Notebook. Each committee should have a notebook that can be passed on to the committee next year. Please include points of contact, donations, volunteers, any flyers or forms created, schedules, timeline, expenses, etc. Notebooks should be turned into a Vice President at the end of the event or school year.

Report. At the conclusion of your event or the school year, please prepare a final report. This report should be given at the next PTO meeting and filed in the committee notebook.

YOUR COMMITTEE

- The PTO Volunteer Coordinator will help you get the rest of your committee members (usually 3-5 additional people.)
- You should identify your key members as soon as possible, find out their schedules and set up planning meetings.
- Your first meeting should focus on schedule, time-line and major tasks to be accomplished. Divide and conquer.
- For large events, you may want to consider setting up sub-committees.
- Great ideas can be found on [PTO Today](#), numerous other websites and message boards such as Pinterest. Here are a few good articles to get you started:

- <http://www.ptotoday.com/pto-today-articles/article/190-chairing-a-committee-the-basics>
- <http://www.ptotoday.com/pto-today-articles/article/201-good-committee-management>
- <http://www.ptotoday.com/pto-today-articles/article/393-figuring-finances-for-events>

VOLUNTEERS

- We are utilizing the web-based program, [Sign-Up Genius](#), to reach our volunteers. Please contact the PTO Volunteer Coordinator to send out a volunteer request.
- Please try to include working parents as much as possible. We want everyone to be able to help. If you have some tasks that can be done from home or after-hours, please try to identify them and publish the requirements as early as possible
- Consider utilizing middle or high school students. The volunteer coordinator can help reach them, but you should prepare a “service hours” letter to hand them at the completion of the event.
- It’s best to be very specific about the task you want done, including time, date, place.
- In order for HCE to get credit for our volunteer hours, you must log them in upon entering the school. Any work done from home may be logged and turned into Ruth at the front desk. You may call, email or drop it off—she’s very flexible.

GETTING THE WORD OUT

Bulletin Board. The PTO has a bulletin board as you walk into the school. You are welcome to decorate it prior to and after your event. Please coordinate with your Vice President.

Constant Contact is a web-based program that allows us to create and send invitations and flyers via email. Coordinate with your Vice President. Please prepare what you want it to say, be specific with details and when you need it sent out. Try to give at least a week’s notice when possible.

PTO Newsletter is distributed monthly. Please send any input to the Correspondence Secretary by the date requested each month.

School Newsletter is distributed at the end of each month. Please forward any input to the appropriate Vice President no later than the 20th of each month.

Web Page. Please forward anything for the webpage to the Correspondence Secretary.

Copies. We are trying to go paperless as much as possible, but if you need copies made, you may put them in the basket located in the copy room. Please mark your flyer “PTO” and how you want it distributed (one to each child.) Pick the paper you want and place it with your copy. The PTO paper is marked and located in the cabinets to the right as you enter the copy room.

Public Relations

- Please contact the Historian regarding your event to take photos if available. You should also ask a couple of committee members to take pictures during the event.
- PTO has a Snapfish site to download all photos. Your photographers must create an account, download photos and request to join our group room.
- Please submit a summary to Public Relations Coordinator to be included in the CreekLine newspaper.
- Please also submit a summary to the Correspondence Secretary to be included on our website and Facebook pages.

MONEY ISSUES

Two-person Integrity

- All cash transactions must have two PTO members present, one being a member of the Executive Board.
- Cash should be counted at the end of the day (at a minimum) by two persons and recorded on the deposit form. Chain of custody on the form must be followed.

Purchasing

- It's recommended that one person on your committee volunteer for purchases.
- PTO has a credit card that can be used for on-line purchases. Please contact the Treasurer or President to make credit card purchases.
- Other purchases are done by reimbursement.

Reimbursements

- You must have a receipt for reimbursement. Print off and fill out the reimbursement form from the PTO website, attach the receipt and place it in the PTO mailbox for the Treasurer. She will get the check to you as soon as possible.
- Please turn in all forms/receipts within 30 days of the event.

Sales Tax

- HCE is a non-profit organization. The Vice Presidents each have a copy of the tax exempt certificate.
- Each merchant is a little different. Wal-mart requires each shopper to bring a copy of the form and get their own card. Other local businesses have our number on file. The certificate states that "purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization." Different stores interpret that differently. Some will require you to use a check or credit card from the PTO bank account. Otherwise, if you are a member and acting as the organization, you should be able to purchase for the PTO and get reimbursed. You could also use cash.
- It's very important that the person shopping for the items understand the rules. You may only purchase items directly used by the PTO with the tax exempt certificate. Unlawful purchases could jeopardize our non-profit status. The certificate also states "It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of an individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate."

Depositing Money. Please use the form on the PTO website to prepare a deposit. Please include any paperwork that determines where it came from (# of tickets sold, concession, etc.) and arrange to turn it into a Vice President or the Treasurer. If cash can't be deposited that day, please make arrangements with the PTO President to store it in the school safe.

Budget. You must stay within your published budget. If there are any concerns or questions, please contact your Vice President.

SCHOOL BUILDING

School Calendar. The school is usually open until 9 pm on week nights. It is not open on weekends.

Cathy Bright (brightc@stjohns.k12.fl.us) handles all reservations with the school. The form to reserve a room is on the PTO website.

Janitor assistance. If our event is going to cause extra work for the janitorial staff at the school, we generally give them a \$10 gift card as a thank you. You should include that in your budget as needed.

Storage. There is some storage space available in the school for our inventory. Please ensure everything is packed neatly and clearly labeled "PTO" and the event name. You should ensure all boxes/bins are stacked neatly and out of the main walkways. An inventory of the items should be included in your binder.