



HICKORY CREEK ELEMENTARY
Parent Teacher Organization

Committee Chair / Member Guide

Thank you for volunteering your time to assist the PTO as a Committee Chair or Member! The below categories will provide you with guidance when planning for and executing your event.

Communication

- **Questions/Guidance.** The PTO's 1st VP is responsible for all non-fundraising committees. The 2nd VP is responsible for all fundraising committees. Both are members of the Executive Board and can assist and provide you with guidance as needed.
- **School Contacts.** Please do not contact school administration or the teachers without first going through the responsible Vice President. All mass emails or flyers to the teachers/students 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 an update (via email or phone) of your committee's progress prior to each PTO meeting.
- **Mailbox.** Please check the PTO mailbox periodically if you are expecting information.
- **Report.** At the conclusion of your event, please complete the HCE PTO Committee Report and submit it to the responsible Vice President.

Your Committee

- Usually consists of 3-5 additional people
- Identify time and location of meetings and provide information to responsible VP so that they may send to appropriate person to promote/advertise
- The first meeting should focus on schedule, time-line, and major tasks to be accomplished
- Additional meetings should be scheduled as necessary
- We encourage the use of email, text messaging, and social media chat groups

Volunteers

- Identify the type of assistance you will need. Tasks can be completed in the weeks leading up to the event (creating flyers, making decorations) as well as the day of
- Please contact the PTO Volunteer Coordinator as soon as you determine the tasks and number of volunteers needed

Getting the Word Out

- Flyers are easiest to distribute via email, Facebook page, PTO Website, and Weekly School Newsletter
- If flyers should be distributed, please submit a request form that includes the number of copies needed (along with an original printout) in the copy room. Include the number of colored sheets under the request sheet. The bulk copies will be left in the PTO mailbox. Someone will need to distribute the flyers to each teacher's mailbox. The number of students per class is listed next to the teacher's name. Inform the responsible VP should you need assistance with distribution of flyers.

Money

- **Two-person Integrity.** All cash transactions must have two PTO members present.
- **Purchases.** Prior to purchasing items for your event, please reference the PTO's inventory sheet to ensure we do not already have items available in our PTO closet. (Examples: serving utensils, table linens, tape, etc.) Please keep the receipt for any items purchased. A completed reimbursement form and the original receipt can be left in the PTO mailbox for the Treasurer. All forms/receipts should be submitted within 30 days of the event. Please contact the President or Treasurer for online purchases as they can be made using the PTO credit card.
- **Sales Tax.** We are a non-profit organization and can provide a copy of our tax exempt certificate prior to your purchase.
- **Deposits.** Please complete the PTO Deposit Form with as much information as possible (number of tickets sold, concessions, etc.) and arrange to turn it into the VP or the Treasurer. If unable to submit the cash to either person on that same day, arrangements can be made to store it in the school safe.
- **Budget.** You must stay within the approved budget. If there are any concerns or questions, please contact your Vice President.

Logistics

- Please complete HCE's Activities Request Form and submit it to the Principal's Secretary. The form includes a section for any setup accommodations that may be needed.
- Should you need access to the building prior to an event please contact HCE's Maintenance Coordinator.