

PINES LAKE PTO

Committee Chair Roles and Responsibilities

What helps to make Pines Lake such a great, supportive community?

Our parent volunteers of course! We appreciate the great pride you take in Pines Lake by showing your support and volunteering to be a Committee Chair. Your time, talents and energy do make a difference!

Frequently Asked Questions about volunteering as a Committee Chair

What kinds of files exist and what kind of files should I keep?

Each committee should have a folder from the previous year(s) that includes a bunch of information pertaining to your committee. You should always try to meet with the person who ran the committee before you and then give the same courtesy to the person taking over your committee when you are done. When your event is completed please take the time to fill out an end of year report and leave in the folder.

What are the basic responsibilities of chairs?

- Keep binder/folder up to date
- Attend PTO meetings, especially around the timeframe of your event so you can update the Executive Board and PTO members at the meeting on the progress being made as well as a forum to bring up any questions, comments and/or concerns. If you are unable to attend a meeting, but still have an update, you should email the President with your committee report to be read at the meeting. Only committee members are permitted to vote for any motions presented in a PTO meeting. Your vote is important.
- Help recruit and train your successor

How much money may I spend?

All PTO committees have a budgeted amount of funds. If you are unsure about what yours is please reach out to the Treasurer. If you think you may need to spend more than your budgeted amount, you must contact the President.

Tax Exempt Forms

When purchasing items for your committee, you must use the Tax Exempt Certificate so you will not be charged tax. If you don't use the form and you do pay tax, the Treasurer will not reimburse you the tax.

Collecting Funds and Reimbursement

See Treasurer Procedure Sheet

Donations

Making them

Some PTO volunteers choose to pay for things related to their roles out of their own pocket and/or donate materials and supplies from home. It is important that you document how much you spent of your own money/materials and place it in the notes you hand over to your successor so the PTO knows the real cost of events and programs and the following year's budget may be adjusted accordingly.

Seeking them

Go ahead. Just make sure that you write a thank you letter to the donor or donating company from the Pines Lake PTO. Please be sure to email the Secretary this information as well so that it can be announced at the PTO meeting. Again, please make a note of any donations you receive in your committee folder.

Going green

As you are aware, we want to minimize paper copies. We email a Pines Lake PTO newsletter every week, if you wish to have a document attached, please email it to the president to be ok'd who will then forward it to the secretary to be included in the newsletter. If you must make paper copies, (still have your flyer ok'd by the president!) the PTO has a

stash of paper in the main office. If you don't know where it is please ask Mrs. Kimmel. Mrs. Kimmel also has a binder with the class count. Please include an extra copy for the teacher as well.

Supplies

The PTO does have 2 storage closets (one in the kitchen and one in the hallway near the nurse's office). Please be sure to check these closets for items you need for your event before purchasing anything new. We also have supplies, staplers, scissors, tape, paperclips etc., in the main office in the grey cabinets to the right of the copy machine.

Volunteers

If your committee requires volunteers, please be mindful of this at the beginning stages of your planning. Contact the Volunteer Chairperson who will put out for volunteers. Please give them specific information on how many volunteers you need, time, what they are needed for, etc. The Volunteer Chairperson is Debbie Sheffield debkane77@hotmail.com

Permits

In school building

If your event requires the use of the school building in any capacity, it is your responsibility to submit all proposed dates to the President for approval prior to making any arrangements. A permit application needs to be submitted, by the president, to the Board of Education at least 4 weeks in advance.

Outside of school

Should your event take place outside of school grounds and after hours (ie: Ice Vault), a Certificate of Insurance must be obtained from the PTO Council. Please provide the following information to the President no less than 4 weeks prior to your event: date, Time and Place of Event, Purpose of the Event, Approximate number of attendees.

Use of a Vendor

If your committee is bringing in any outside vendors during or after school hours it is required that all vendors provide the PTO with a Certificate of Insurance. In addition, any vendors that supply services such as "inflatables" or a DJ must provide a Hold Harmless agreement to the Board of Education for approval with the permit. These forms must be submitted to the BOE at least 4 weeks prior to the event. Again, please give this information to the President so it can be submitted in enough time.

Raffle License

If you need a raffle license for your event you need to contact the President.

Questions

The Executive Board is always available to you for any questions or support you may need. Please do not hesitate to email or call any of us if you need us.

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