



2020-2021 COMMITTEE CHAIRPERSON PROCEDURES

Thank you again for volunteering to serve in this very important capacity. Please review the following procedures as they are in place to minimize problems and ensure accuracy. If at any time you have any questions, please feel free to contact us...we are **always** here to help you!

****ALL NECESSARY DOCUMENTS/FORMS ARE ONLINE ON OUR PTO PAGE IN A FILE MARKED "CHAIRPERSON'S TOOLKIT".**

- It is your responsibility to stay within your budgeted allocation; please plan accordingly. You will be given a copy of the budget at our first PTO meeting.
- Any communications/flyers must be submitted to one of the PTO Co-Presidents for review and approval. The PTO President will also review with the Principal as well. Please email all communications to: dlwajda@gmail.com or lgloria427@yahoo.com. We will reply with an approval within 2 days.
- All communications/flyers will be electronic unless it is approved through the PTO Presidents. The PTO President will get approval from the Principal. If paper is permitted, you can make copies in the Teacher's Room. No one is permitted in the Teacher's Room during their lunchtime (11:30 – 1:30) and teachers have first priority to use the copier.
 - There is a Class Count list posted above the copier; please make enough copies to include the teachers as well.
 - Please keep each class separated by a sheet of paper indicating the class (e.g. 3M).
 - Notices are to be placed in the teacher's mailbox in the office for distribution.
 - The count of paper used must be documented in your binder!

A Chairperson is not authorized to sign a contract of any kind. A PTO President must sign all contracts.

- **All Committee Chair people are required to attend all PTO Meetings.**
 - You will be expected to present your status report of your respected committee.
 - If you are unable to attend a meeting, please submit a written status report to Noelle Houghton @ hinoelle@hotmail.com
 - Committee Chair people are the only members permitted to vote for any motions presented in a PTO meeting. **Your vote is important!**

- If your committee is collecting money, you must contact Tanya Palumbo - Asst. Treasurer (732-267-3468) to meet and count all monies **within 24 hours**. At no time are funds to be held. Please make sure you have completed a Deposit Register detailing the funds. Fill out both cash and itemized deposit registers and make a copy of each for your binder. *Please provide Tanya with at least a 3-day notice of expected collections to ensure proper arrangements can be made. You are required to stay with Tanya while the monies are counted and will be given a receipt which must be added to your binder.

- If you need to be reimbursed for funds or need a check for payment, you must first complete a Check Requisition Form (available in the PTO Mailbox in the "Deposit/ Check Req" folder) and attach all receipts. If it is a vendor invoice, you will need to make three copies. One for the treasurer's records, one to go back to vendor with payment and one for your binder! Please place the completed form in the "PTO President" folder for approval. If payment is not going to a vendor, make a copy for your binder and submit the original with the request form.
 - **If any expense exceeds \$250.00 you are not authorized to personally charge or pay for this amount and then seek reimbursement.** You must submit a Check Requisition form for direct vendor payment.
 - **If start-up cash is required, a check request must be submitted to the Treasurer, Maureen Machado, at least three days in advance of the event so she can give you a check to cash.**

- Should your committee require volunteers, please include a Volunteer Request Form as part of your communication. Please be as specific as possible as to your needs and be sure to communicate with and utilize all those who volunteer. The volunteers **MUST** be PTO members. You will need to check with the PTO Membership Chairperson Maureen Machado @ jammjm@optonline.net.

- If your committee requires the use of the school building in any capacity, please submit all proposed dates to the PTO Presidents for approval prior to making any

arrangements. If your event will take place after school hours a permit is required from the Board of Education. Please provide the dates to the PTO Presidents at least 4 weeks in advance; the PTO Presidents will complete the Permit Application. Most repeat events have already been given a date by school or district (in some cases) and the PTO Presidents have already acquired the permit.

- Should your event take place outside of school grounds and after hours (e.g. Ice Vault), **a Certificate of Insurance must be obtained from the PTO Council.** Please provide the following information to the PTO Presidents at least 3 - 4 weeks in advance.
 - Date, Time and Place of Event
 - Purpose of Event
 - Approximate Number of Attendees

- If your committee is bringing in any outside vendors during school hours it is required that all vendors provide the PTO with **A Certificate of Insurance and a Hold Harmless Agreement.** The vendor will supply you with their Certificate of Insurance and you will send them the Hold Harmless Agreement to fill out and return before the event.

- Any Certificate of Insurance and/or Hold Harmless Agreement must be printed and with the Committee Chairperson during the event. After the event, put these documents in your binder.

We hope that you find the above outline helpful. Should you have any questions, concerns or require clarification on any matter, please do not hesitate to contact either one of us. The Randall Carter PTO Board is always here to help you!

We look forward to working with you this year and you are GREATLY appreciated. Thank you again for volunteering and working with us this 2020-2021 school year.

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