

Caleb Greenwood Event + Committee Chairs!

First off, thank you all for your willingness to serve our school and students by taking on the role as chair/co-chair for one of our events/committees for the 2017-18 school year! I cannot stress enough how thankful we are for your commitments.

I want to take this opportunity to provide you all with some important information to hopefully assist you in planning for the year and answering many of the questions you may have moving forward. Please read over these procedures carefully and feel free to contact me with any questions.

Executive Board Interaction

We ask that all of our **event chairs** attend one executive board meetings in advance of the event. When you attend the advance meeting, please be prepared to present the specifics of your event budget. Our treasurers, Kerry Youker and Gina Nelson, have created a template that can be found on the school's website under Support Your School > Important Documents > Event Budget Template

To assist the PTSO in planning for next year's events/fundraisers, please complete the Post Event Evaluation Form also found on the Important Documents page of the school's website and attend the next PTSO executive board meeting after your event has occurred.

****Please bring at least 10 copies of all documents to meetings****

In between executive board meetings, Brendon Wonnacott, our PTSO vice president, serves as the committee/event liaison. If you are unable to attend an executive board meeting or have a question that needs to be resolved in advance of a meeting, please contact him and he will work with the rest of the executive board to get your matter resolved/present the details of your event in your absence. Brendon can be reached at wonnacott@gmail.com. Our executive board meetings will be held in the school library on the following Wednesdays at 6pm:

Sept 6th
Oct 11th
Nov 8th
Dec 6th
Jan 10th
Feb 7th
March 7th
April 4th
May 2nd
June 6th

Finances

A reimbursement request form is located on the Important Documents page of the school's website. Reimbursement request forms should be submitted electronically to calebptsotreasurer@gmail.com with photos of your receipts attached. Requests received between the 1st-15th of the month will be paid on the 1st of the following month and those received between the 16th – 31st will be paid by the last day of the following month.

For invoices received from vendors requesting payment, do not have your vendor contact the treasurers directly because our treasurers do not know what amounts have been agreed upon. Forward these invoices to the treasurers once you know they are correct and payment will be made as per the above timeline. **This includes all district invoices, never assume we get an invoice just because it is coming from the district.**

To avoid comingling of school and PTSO funds we are asking our event chairs to no longer rely on Rosie in the front office to collect funds for events. In addition to the existing folders various chairs have placed in the PTSO mailboxes, the PTSO has purchased a **red locked drop box** that has been hung on the wall in the office where families can securely place checks/cash. We will provide event chairs with the extra key to this box for the duration of an event to allow for the daily collection required. Please be careful with this key as we only have one extra copy.

Please coordinate with the treasurers Gina (calebptsotreasurer@gmail.com) and Kerry (kerry_youker@yahoo.com) regarding payment options for your event. Aside from cash and checks made payable to Caleb Greenwood PTSO we also have the ability to accept PayPal and credit cards. All funds raised through your event must be collected and given to the treasurers for deposit within 3 days of receipt. Make sure you have itemized your cash and checks received prior to handing them over for deposit.

If you require petty cash for your event, please complete the Petty Cash Request Form located on the Important Documents page of the school website and submit to the treasurers a week prior to your event.

Incentives + Supplies

In alignment with our school-wide Wellness Policy, all events must offer a **balance** of healthy food choices, and no food items should be distributed as prizes or incentives. Please contact Wellness Chair Andrea Mummert (amummert@vt.edu) to discuss the food options for your event.

When ordering for an event off Amazon, please remember to use Amazon Smile so that Caleb Greenwood benefits from the transaction: <https://smile.amazon.com/ch/47-0944786>. If you do not want to use your own funds to purchase, make a wish list on Amazon and email the link to our treasurers. They will order directly using the PTSO credit card.

Please make sure you look in the PTSO supply closets before your event to avoid ordering something that we may already have in abundance. Also, please help us in keeping these closets clean and orderly (this includes the popcorn machine). Each chair is responsible to ensure any unused supplies kept in the closets for an event are labeled and stored.

Communication

All flyers for distribution in Wednesday Folders for **any event or committee** must be provided to the president (calebgreenwoodptso@gmail.com) and principal (erin-hanson@scusd.edu) for approval **prior** to dissemination. ****This is very important so that we space out our different events appropriately so as to not inundate families with too much information.**** Once approved, copies should be placed in class sets and given to the

front office staff the Monday before the desired Wednesday folder. Office staff will place the sets in the teacher boxes.

If you would like something highlighted in the Cougar Chronicle or Sunday Call, please work directly with Erin Hanson via email at erin-hanson@scusd.edu

We are using Remind.com this year to send text reminders for important school/PTSO events. Please email Tiffany Lichtig at calebgreenwoodptso@gmail.com to request a text reminder for your event.

Requests to post event information to our Facebook page should also be submitted to: calebgreenwoodptso@gmail.com

To have an email blast sent in advance of an event (with prior approved content/dates for dissemination), please email Brett Jones at brettjones@sacrp.com

Volunteers

If you require volunteer assistance with either an event or committee, please contact our volunteer coordinator, Claire Cervantes-Thompson at ccervantes1004@gmail.com. Claire will assist you in determining your specific volunteer needs and then create electronic sign-ups through the school's Signup.com page to disseminate to our school families.

Permits and Custodial/Kitchen Services:

Please note that all after-hour events at the school require a permit with minimal fee that is issued through the district directly. The turnaround time for permits is at least a month so schedule accordingly. Permit applications can be found here: http://www.scusd.edu/sites/main/files/file-attachments/civic_permit_form_2.pdf

Custodial or Kitchen fees are \$23.08/hr and OT (Sat/Sun) is \$34.61/hr with a minimum of 4 hours. **Please factor these costs into your event budget.**

Again, any invoice you receive from the district must be forwarded to the treasurers to be paid.

Thank you again for your service to our school!

**Tiffany Lichtig
PTSO President**