



## **CHAIRPERSON GUIDELINES 2015-2016**

Thank you for volunteering to be a chairperson. We hope that the following guidelines will help you in planning, organizing and running your activity.

### **EXPECTATIONS:**

- Be present at your activity. If you are unable to fulfill your duties as chairperson, please notify the PTA Executive Board.
- All contracts should be signed by the PTA President (or school VP if President unavailable.)
- Issues/questions always arise, when in doubt please reach out to PTA officers to assist with problem solving.

### **FOR ACTIVITIES DEALING WITH MONEY:**

- Cash box available in each school's office. Please notify the secretary when cash box is needed.
- Verify that it contains \$50 in small denominations before removing it from the school and when returning it. Notify the secretary if there is a discrepancy.
- **Cash box should be returned within two days of activity.**
- If you need startup money, please send a request at least two weeks before the event to the Treasurer ([jguardino@lumbertonpta.org](mailto:jguardino@lumbertonpta.org)).
- If accepting checks, verify that it is made out to the **Lumberton PTA. \*Phone number and what the check is for should appear on the check.**
- You are responsible for all money. Count money together with a co-chair and sign a receipt with amount documented. **This protects everyone involved. A deposit form is attached to this document and MUST be submitted with money.**
- Do not assign counting of money to a parent volunteer.
- Under **NO** circumstances are students to handle money.
- Make arrangements to give the completed deposit and money collected at the event to the Treasurer ([jguardino@lumbertonpta.org](mailto:jguardino@lumbertonpta.org)) **within three days of your event.** **If money is collected prior to event please hand it in ASAP.**

### **VOLUNTEERS:**

- In holding with our mission to keep childrens' needs first and in compliance with BOE Building Use Rules and Regs Revision 4, No. 13 "**Propping of external doors or posting children in charge of accessing participants is forbidden**".
- The following safety measures are the responsibility of chairpersons/adults in charge of any PTA event/activity occurring in our buildings:
  - Doors to buildings remain locked at all times. An adult volunteer **must** be assigned to the front door to admit participants.
  - Please report any concern or issue to an available PTA officer. Any immediate concern, such as door not shutting correctly, door ajar or unlocked upon your arrival, should be brought to the custodian's attention. ~Thank you for your cooperation as we keep safety a priority for our entire district community.
- A list of volunteers for each event is available from our Membership Chair ([lumbertonptamembership@gmail.com](mailto:lumbertonptamembership@gmail.com)). Make contact a month prior to your event.
- Please e-mail your volunteers with ample time prior to the event in order to have full coverage for your event.
- **Contact the Membership Chair ([lumbertonptamembership@gmail.com](mailto:lumbertonptamembership@gmail.com)) if you are having difficulty securing volunteers for your event.**
- Remember to e-mail the volunteer the day before the activity to remind them of their duties.
- **Please note** that any volunteer contact information that you receive as part of your chairperson duties (names, phone numbers, email addresses) is for PTA purposes **ONLY**.
- Please do not add any volunteers for a PTA event without first checking with the membership chair to verify that they are PTA members and have completed the district required volunteer affidavit. For insurance reasons, only PTA members may work at PTA events.
- More than one parent volunteer needs to remain with students until all have been picked up from event.

### **ROOM RESERVATIONS:**

- Room reservations for recurring PTA events/activities have been made with the district building use coordinator, Tracey Adams.
- If any changes are needed to this reservation, please email the PTA President ([lumbertonptapresident@gmail.com](mailto:lumbertonptapresident@gmail.com)).

### **ADVERTISING:**

- Advertise or share information about your event on the PTA website and PTA Facebook Page. To do this, email the announcement to the Webmaster ([siteadmin@lumbertonpta.org](mailto:siteadmin@lumbertonpta.org)) and copy the President ([lumbertonptapresident@gmail.com](mailto:lumbertonptapresident@gmail.com)).
- Advertise or share information about your event in the District Connections Bulletin. Email bulletin write-ups to PTA Recording Secretary ([jesslove0917@gmail.com](mailto:jesslove0917@gmail.com)).

- Flyers/permission slips can be sent home with students if needed. **Have the information approved by the President ([lumbertonptapresident@gmail.com](mailto:lumbertonptapresident@gmail.com)) before submitting the flyer.**
- Send flyers to Central Copy for copying and distribution by e-mailing Tracey Adams ([TAdams@lumberton.k12.nj.us](mailto:TAdams@lumberton.k12.nj.us)) with the flyer as an attachment along with instructions for paper color, size, number of copies, distribution information and any other special instructions. Please copy the PTA President on the submission of any flyers ([lumbertonptapresident@gmail.com](mailto:lumbertonptapresident@gmail.com)).

#### **SUPPLIES & EXPENSES:**

- We expect certain activities require the need to purchase items for the event and these have been included in the budget for the year. If you have any questions on whether to buy something for an activity, please contact either the VP of the school or the President.
- For drinks/snacks, please use the Hospitality Committee chaired by Helen Matheis ([mhmatheis@comcast.net](mailto:mhmatheis@comcast.net)). Please give at least a week's notice to purchase the snacks.
- Save receipts for any expenses incurred for the activity.
- All bills and receipts need to be submitted to the Treasurer ([jguardino@lumbertonpta.org](mailto:jguardino@lumbertonpta.org)) in a timely fashion for reimbursement. Prior approval for large purchases must be obtained from PTA Board, and a tax exempt form must be used. The PTA is not able to reimburse for tax fees. **The Treasurer is available at all PTA meetings. Please include your address on any receipts so that a check can be mailed to you.**

#### **FOLLOW-UP:**

- After your activity is completed, **remember to prepare and send a brief summary to the PTA President ([lumbertonptapresident@gmail.com](mailto:lumbertonptapresident@gmail.com))**, including any suggestions you have that you feel would make the activity better. Send a "thank you" email to your volunteers.
- Attend the PTA meeting following your event to share your experience with the membership. Please advise the President ([lumbertonptapresident@gmail.com](mailto:lumbertonptapresident@gmail.com)) if you will or will not be attending.

#### **REMEMBER:**

- All of our functions reflect on the PTA as an organization. When you are chairing or helping with an activity, you are representing the PTA and our schools.

#### **THANK YOU:**

- *All of our children benefit from your time and talent. We sincerely THANK YOU and hope you have FUN while making a difference for our children!*

**WE CAN DO IT WORKING TOGETHER!!!!**

Chairperson's Guidelines 2015-16