

2016-2017 General Tips for PTO Committees

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Although many of you have served as committee chairs in the past and have great experience in coordinating events, these guidelines are for the purpose of creating consistency and to provide guidance for new chairs for next year when we expect a fair amount of committee chair turnover. The guidelines will hopefully facilitate coordination of all events.

I. Maintaining a Folder:

The PTO would greatly appreciate it if Committee Chairs would maintain a folder that contains these guidelines, financial tips, and forms, for the purpose of creating a record of your event. Please try to create a list and timeline of responsibilities so that the incoming committee chairs will have an understanding of how to proceed. Please maintain copies of forms used, flyers, vendor costs, contact lists etc. and any other useful notes. The idea is to “hand off” this folder at the end of the year so that the incoming chair will be able to coordinate the event thanks to your notes.

II. Committee Description:

Each year, both new and returning parents comment that they do not have full understanding of many PTO events and what they entail, so we are requesting that you draft a short paragraph that describes your event. A copy of the description should be kept in your folder and one copy forwarded to the President so that it can be posted on the website.

III. Volunteers:

The “Volunteers” Committee Chair is Kerry Pilek. Kerry is compiling volunteer lists as she receives the volunteer forms that were sent home on the first day of school and she will be forwarding lists to committee chairs as soon as possible. Upon receipt of your list, PLEASE contact your volunteers to let them know that their forms have been received and that you will be in touch with them. If you have any questions about volunteers or you are in need of volunteers please contact Kerry at kpilek@nycap.rr.com.

IV. Letters/Notices:

All letters and notices you wish to send home with the students must first be reviewed by Mrs. Bonacquist.

V. Copies:

If you need to make copies of flyers or forms for your event or program, **please do not ask the school staff** to make copies for you. You must make a request to Central Copy. **Simply complete the request form along with the documents to be copied.** These forms are kept in the school’s main office by the sign-in/sign-out sheets. Leave the request with the front office staff and you will be notified when the copies are ready. You must allow for 7-10 business days for copying to be completed.

VI. PTO Mailbox:

Every committee has a hanging folder in the Main Office. It is located on the left when you walk in under the student sign in/sign out clipboard. Please check that folder periodically, especially at the beginning of the year, as there may be mail or notices left for you.

VII. Room Request Forms:

If your event takes place in a room at the school building or any district building, you must reserve the room by completing a "Room Request" form which can be obtained from the main office.

VIII. PTO Blasts:

If you wish to have a blast announcement about your event sent to the membership, please draft and send your announcement to slingerlandsppto@gmail.com **AND** hmswteach@gmail.com. If there are order forms or flyers, be sure to include them in an attachment. Forms are often lost and additional ones are requested. Heather White, Corresponding Secretary, will be overseeing the blasts.

IX. Facebook:

We have a Slingerlands PTO Facebook page. If you would like any information regarding your committee posted there please feel free to post it yourself or forward the information to Heather White.

THANKS SO MUCH FOR YOUR HELP AND SUPPORT!