

Memorial School PTA



To all chairpersons,

Thank you for being an important part of the Memorial School PTA by volunteering your time as a chairperson for one of our many committees. As we all know being involved with the PTA can become a part time job in itself. I'm hoping that these Committee Chairperson Resource Packets will help make it a little bit easier by keeping everything that you will need to run your event all in one place. Each packet contains the following items.

Budget Statement

This will let you know specifically how much money has been allocated for your event.

Committee Description/position responsibilities

The job description that is on record for the PTA. If there are any additional responsibilities that you find while chairing the committee that are not listed here, please let me know so that it can be updated for future chairpeople.

Funds Tallied Form

Due: No later than two weeks after the event.

The funds tally sheet needs to be filled out whenever money is collected. All money collected should be counted at the end of the event (or the end of each day) the form filled out and the money turned over to the Treasurer or another board member.

Check Request Form

Due: No later than two weeks after the event.

A check request form is used to reimburse any out of pocket money that you spend on a PTA event or function. Simply fill out the form and attach your receipts to it. Then submit the packet to the Treasurer, Donna Magrino. Donna will then cut a check to you for the amount that is owed. Remember, you may submit multiple check request forms for a single event. This is particularly useful when you need to leave a deposit ahead of the actual event.

Reimbursement should never be taken directly out of the funds received for an event. While this is the quickest way to get your reimbursements, it also muddies our financial statements because the PTA has no financial record of what was spent versus what was generated.

Event Summary Form/Committee Report

Due: No later than two weeks after the event.

This form will be used to record what was done for an event. It will be used for things like:

- How did I get this event going?
- Was security used?
- What was purchased, how much, and what was left?
- Were flyers used? What did they say? When were they sent out?
- What vendors, suppliers, and/or sponsors were used?
- Any other comments/feedback that will be useful for next year.

I know that this is extra work but I intend to include copies of these completed forms in next year's Committee Chairperson Resource Packets. This will be a big jump forward for those committee chairs, particularly if they have never run the event before. Even if you run the same event next year, I think it will be useful for you to see a reminder of what you did this year.

So, once the event is done, please fill out this form and send a copy of what you have to memorialschoolpta@gmail.com.

I know that many of you have been a chairperson for several years but here's some reminders for new and experienced chairpeople alike.

Keep Everyone on Your Committee Involved

Let's help new members become more involved. One of the frequent comments we hear every year is that it's hard for new people to get involved. Let's not forget, your committee is made up of people who want to volunteer, so always take them up on it. When you receive your committee directory book, please call everyone on the list, thank them for volunteering and let them know when you will be contacting them. For example if you are running the Mother's day plant sale, you most likely won't be contacting the volunteers until April but this phone call will let them know that you received their form and you will be back in touch with them later on. Let's make everyone feel involved and wanted.

Don't Forget the Teachers

If you are running an event held at the school after school hours, please send an invitation to the teachers to let them know we would love to have them join us as our guests. You can contact them by sending e-mails to their addresses listed on Teacher Web or you can put hard copies in their mailboxes.

Flyers and Announcements

If you need to make a flyer for the event or committee you are chairing, please make sure that *Memorial School PTA* is on the top. Other items that should be included on the form are:

- A contact person's name and phone number. This will let parents know who to call in case they have any questions.
- On the return portion of the form you need to request a telephone number in case there is a change in date or time.
- The teachers' name if we need to send items home with the student.
- And, of course, an area asking for volunteers if you need them.
- If you would like to send out an electronic reminder for an event or for an upcoming deadline, please send your notice to memorialschoolpta@gmail.com. The PTA is attempting to reduce paper reminders in an attempt to save some trees.
- If you are making paper copies of flyers, you need to send a copy to me and to Mrs. Jones (cjones@ebnet.org) to review and approve before taking them to duplication. Once you have Mrs. Jones' approval, there is a photo copying machine in the mail room at the Board of Education office that we are permitted to use for PTA related material. Memorial School PTA's log in code is 1120. Please remember to log out when you are done, so that other copying jobs are not adding to our photocopying bill. Only the committee chair is permitted to use the code, please do not give the code to anyone else. Once the photocopying job is done, please e-mail Kristin Gristina

(kgristina@gmail.com) and let her know the amount of copies that were made and for which committee.

Thanking Volunteers

Volunteers should be called prior to the event to thank them for volunteering and letting them know what time they are needed and what they will be doing.

There's also something new that we are trying this year. If a parent or guardian volunteers to help at an event, their admission will be refunded at the end of the night.

Finally, after the event, don't forget to send a thank you note to your volunteers. It can be by e-mail or snail mail, but it is always nice to be recognized for taking time out of your busy day to pitch in.

Friday Folders

To send information out in a Friday folder, please have the flyers emailed to memorialschoolpta@gmail.com no later than Wednesday morning to have them included in that week's folder.

PTA Committee Description

The Committee List found on the PTA website was created to help parents know what each committee does. I know some of the descriptions could be adjusted. Please take a minute to review the summary for your committee. If you have any changes, please send them to me and I will update the details.

As always, if you have any questions or concerns, please contact me or any of the PTA board members--we are here to help and assist you! I can be reached by e-mail at julierafano@msn.com or memorialschoolpta@gmail.com, or by phone, 732/742-3474. Please feel free to contact me directly if you have any questions or comments.

Thank you again for all you do for the children of Memorial School and for the PTA. We couldn't accomplish anything without volunteers like you.

Julie Rafano
Memorial School PTA President

Memorial Elementary School



COMMITTEE REPORT

(To be completed by Committee Chairs)

Event Name: _____ School Year: _____

Chairperson(s): _____

Best Contact Phone Number(s): _____

Email Address(es): _____

1. TIMEFRAME:

Please describe the timeframe required for this event. For example, exact date(s) for event, how far in advance you should begin to plan the event, timeline, when you should distribute flyers and send emails about the event, how much time is required for various tasks and needed overall to plan event.

2. BUDGET *(refer to your Budget Expense Sheet for details)*

Event Budget: \$ _____ Actual Expense: \$ _____

If you went over budget, explain why. If expenses changed, explain how and why, etc. Please indicate if there were any donations that offset the expenses and who they were from.

3. VENDORS (if applicable):

Vendor Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email Address: _____

3. VENDORS *(cont.)*

Please attach important correspondence (emails, letters, etc.), describe how vendor was utilized, overall outcome, special instructions or notes and vendor satisfaction.

4. RESOURCES:

Please describe all resources and contact information you found to be helpful. For example, a prior chairperson, a website, a magazine article, etc.

5. ADVERTISING & COMMUNICATION:

Describe how the event was advertised to Memorial Families. Indicate if flyers were distributed to all families and were posted around the school, was an article included on our PTA website or Facebook, were emails sent out, did the sign outside the school advertise your event and lastly, did the office announce your event over the loud speaker during school hours? Include hardcopy examples of flyers used.

6. GOALS:

Discuss any goals that were set for this event. For example, how many people would you like to see attend the event? Include attendance goal for both Memorial families and staff members. Also include how much money would you like to raise if the event is a fundraiser.

7. ROOM LAYOUTS/PHOTOGRAPHS:

Please include a diagram of the room layout or written description. Indicate what kinds of equipment and furniture is needed. For example, number of tables and chairs, microphones, outlet accessibility, etc. Include photographs of layout and if possible, people attending the event.

8. APPROVALS:

Please list any approvals that are required in order to put on event. Include their contact information.

9. VOLUNTEERS:

How many volunteers were used for this event? Were Youth Council students used?

10. RECORDS:

Please include/attach any hardcopies or records you feel would be helpful to the future chairperson. (I.e. newsletter articles, flyers, correspondences, meeting minutes)

11. CHALLENGES:

Please describe any challenges you faced while planning or executing this event.

12. RESULTS:

Please describe the results. Include information about how many people attended, if people enjoyed themselves and the overall feedback, both positive and negative. If this was a fundraising event, please discuss profit earned and whether it was above, at or below goal.

13. RECOMMENDATIONS:

What would your recommendations, advice and suggestions for improvement be for the next chairperson?