

## St. Mary School PTO Committee Chairperson Guidelines 2017-2018

### **Volunteer List:**

The list of individuals who signed up to help with your committee is attached to the e-mail you received. Feel free to get in touch with them before the school year swings into gear. Please don't forget to thank them for volunteering! If you think it would be beneficial to have a meeting with your committee, please don't hesitate to do so.

### **Money Collections:**

When your committee collects money from parents, it must be turned in to the PTO Treasurer (Katherine Mulligan) within 7 days of receipt. We have a responsibility to deposit checks written to us in a timely manner. The Treasurer's mailbox is in the school office; please place items in a labeled envelope before leaving it for Katherine. If you are collecting a significant amount of checks, bills and/or coins, please use the **PTO Deposit Form** attached to the e-mail you received; two volunteers should be present when the money is counted and recorded.

### **Budget:**

The PTO sets a budget for the school year with amounts allotted to the various committees. Once the budget is approved by General Membership at the PTO General Meeting, you may begin spending money. Please review the approved budget closely to ensure that you know your allotted amount before your committee spends money. If anyone on your committee will be making purchases, please forward this e-mail to them so they are aware of the money protocol. **If you are in a position where you think you might exceed the budget, please contact your PTO Board Liaison to discuss before incurring additional expenses.**

### **Expenses:**

Requests for reimbursement must be submitted within 14 days of incurring the expense. Please complete the **PTO Payment Request Form** (attached to the e-mail you received) and attach corresponding receipts. Hard copies of this form are also available in the Treasurer's mailbox. If any of your volunteers are requesting a reimbursement, they should seek your approval of the expenses prior to submitting their request.

### **Wednesday Notice:**

Please use this notice to get the word out about your committee, request help or thank committee members! Forward your announcements to the PTO Corresponding Secretary (Ariel Pusateri). All White Envelope contents must be approved by Miss Rosemond. Please forward your e-mail to her requesting approval prior to sending it to the PTO Corresponding Secretary by Monday at 6 pm.

### **Flyers:**

Please feel free to use the White Envelope to advertise or communicate details about your committee's event(s). If your committee needs to include a flyer in the White Envelope, please refer the flyer to Miss Rosemond for her approval. The approved flyer must be in the PTO Corresponding Secretary's (Ariel Pusateri) mailbox in the school office by 6 pm on Monday to be copied for the White Envelope. Or, you can choose to e-mail the approved flyer to her. If you need additional assistance with marketing or "spreading the word" about your event, please contact Julie Coyne (PTO Public Relations Secretary) at [juliecoyne0107@gmail.com](mailto:juliecoyne0107@gmail.com).