

Valley Forge Elementary PTO Guidelines for Club Volunteers

Thank you for volunteering to act as Coordinator for one of our PTO sponsored clubs. The guidelines outlined below have been created to aid you in developing a safe place for children before and after school.

1. Club Registration forms will be collected in the school office. An envelope for each club is set up and is stored on top of the filing cabinet in the corner of the office.
2. As the registration deadline approaches, forms should be collected and reviewed for complete information as well as payment. A payment should accompany each form.
 - a. If a form is received without payment, contact the parent to request the necessary payment or to determine if they are requesting financial assistance.
 - i. Payment can be sent to the office through the student's backpack and should be marked for the appropriate club and made out to the appropriate party.
 - ii. If the check is made out incorrectly (i.e. to the PTO instead of a Vendor) you will need to return it to the parent to have them re-write it to the appropriate party.
 - b. On the final day of registration, collect the remaining forms from the VFE office at dismissal time if possible. It may be helpful to also check back a day after as all forms may not get to the office on time.
3. Several clubs have minimum amounts of students required in order to hold the clubs (found on the registration flyers). If there are not enough students signed up we will need to cancel the club and return the checks to the families.
4. Each club also has a limit to the number of students for each group.
 - a. Languages, Art—20, KidsFit, Drama, Zumba, Running—30
 - b. If more registration forms are received than the maximum for that group, contact the VP Clubs so that a time can be set up to conduct a lottery. To ensure fairness the lottery MUST have the VP Clubs present.
 - c. Upon completion of the lottery, contact the parents of the students that were not chosen for the club and return the registration forms and payments.
5. Enter the information for all of the participating students in the Clubs Registration document (see separate document).
 - a. The first sheet (Roster) is linked to the Attendance and Deposit Form so that you only need to enter information on the Roster and it will automatically populate the others. The Deposit Form will not be needed for the Vendor-run clubs.
 - b. Hand-written forms will not be accepted so if you have questions on entering information (or how to use Excel) please contact the VP Clubs.
6. E-mail the entire completed Clubs Registration document to the VP Clubs.
7. E-mail a copy of the Attendance Sheet only to the club instructor and while doing so ask if they will need a parent volunteer for each of the club meetings.

8. Send a confirmation email (using a bcc: for parent email addresses) to the parents of participating students.
 - a. The email should include drop-off instructions for the morning clubs and pick-up instructions for the afternoon clubs, requests for volunteers, your contact information, and club policies. (see separate document and sample e-mail)
9. After clubs have been running for one week and late registrants or drop-outs have occurred it's time to submit the checks/payments.
 - a. For PTO-sponsored clubs submit the checks/payments with the completed Deposit Form (previously completed in step 5 above) to the VP Clubs.
 - b. For Vendor-run clubs send all checks/payments to the vendor at the address provided by the VP Clubs.
10. If a club meeting needs to be cancelled, contact the VP Clubs and the school office. All parents need to be notified and you must receive a confirmation ensure that each family received the cancelation message. Follow up with the instructor to reschedule the class and then inform the families.
11. All instructor payments and expense reimbursements for PTO-sponsored clubs will be handled by the VP Clubs.