

# Chairperson Guidelines

1. **PTO VP (Socials, Fundraising, or Volunteer Services) will contact the Chairperson prior to the start of a fundraiser, social or activity to discuss the details, and to pass along any information pertinent to the event.**
  - a. Chairpersons will receive a listing of volunteers assigned to help with the event.
  - b. Detailed instructions, if applicable, will be presented in the PTO Chairperson folder or via email.
  - c. Folder should include available prior year data and instructions.
  - d. Chairperson is responsible for updating the folder throughout the event.
  - e. At completion of the event Chairperson should provide completed folder updated with current year information (and one prior year) to PTO VP.
  - f. PTO VP will be available as a resource to Chairpersons
    - i. If you have questions or issues that need to be addressed, please call your VP to work with you to resolve those issues.
  
2. **Advertising Your Event**
  - a. Make sure the Website Manager has the event details for the calendar and the home page of the PTO website ([www.vfespto.org](http://www.vfespto.org)).
  - b. The Falcon newsletter is issued every other Friday. The deadline for article submission is the Friday before the newsletter is published. A list of the Falcon deadlines and instructions for preparing articles & flyers are under the “forms” page of the website ([www.vfespto.org](http://www.vfespto.org)).
  - c. Sometimes an email reminder will need to be sent to parents the week or a few days before the event. The exact wording of the email with the subject line needs to be sent to the Principal with a copy to the school secretary for approval. Once approved, the secretary will send the email school wide.
    - i. A maximum of 2 email notices can be sent if needed.
  - d. If a backpack flyer is required, Chairpersons should contact school secretary one week in advance for copies related to fundraiser/backpack handouts. Again, prior approval from the Principal must be obtained.
    - i. A maximum of 1 backpack flyer will be copied by the office per event.
  
3. **Treasury/Money Collection (if your event has a monetary aspect)**
  - a. In your advertising, if checks are being collected parents should be told to make checks out to VFES PTO and send the money in via the red folders.
    - i. The PTO provides assistance to families in need. If your event includes an admission charge, please include at the bottom of the flyer: “Financial assistance is available. Please contact the guidance counselor (insert name & contact info) for more information.”
  - b. School secretary collects the money and puts it in an envelope in the school safe.

- c. Chairpersons are responsible for preparing a spreadsheet to track cash and checks that come in during the course of the event
- d. Spreadsheet should contain student's name, amount of check, check number or amount of cash if paid in cash.
- e. Deposits should be made in batches in a timely manner. Please do not let checks sit around your house for more than a few days. Spreadsheets should be turned into the Assistant Treasurer along with the checks/cash being turned in for deposit
- f. Deposit slips are on the "forms" page of [www.vfespto.org](http://www.vfespto.org) or hard copies are in the Treasurer's mailbox in the main office.
- g. Chairpersons should keep a copy of the spreadsheets in the respective Event/Chairperson folder.

#### 4. Requesting a Cash Box For an Event (if applicable)

- a. If you need to collect money & make change at your event, you need to request a cash box one week prior to the event.
- b. Cash box forms are located on the "forms" page at [www.vfespto.org](http://www.vfespto.org) or in the Treasurer's mailbox. Your VP can also send you an electronic version of the form.
- c. Completed requests can be emailed to the Assistant Treasurer at [atreasurer@vfespto.org](mailto:atreasurer@vfespto.org) or left in the Treasurer's mailbox. If you are unsure of how much money to request, the Assistant Treasurer can pull the records from the prior year to help you determine a start-up amount.
- d. At the end of the event, count all of the money (including the start up cash), fill out the deposit slip in the bottom of the cash box and put the money in an envelope in the school safe. **\*\*Cashboxes are not to leave school premises unless approved by the PTO President or the Treasurers.**
- e. Email Assistant Treasurer to inform that money is in the safe.

#### 5. Check Requests or Reimbursements

- a. Check Request/Reimbursement forms are located in the Treasurer's mailbox and on the "forms" page of [www.vfespto.org](http://www.vfespto.org).
- b. Check requests for payments to fundraiser vendors should be completed by the Chairperson with specific instructions, including:
  - i. Name of vendor
  - ii. Address
  - iii. Date needed
  - iv. Mailing instructions
- c. Check requests must be submitted to Treasurer either via email ([treasurer@vfespto.org](mailto:treasurer@vfespto.org)) or hardcopies can be put in the Treasurer's mailbox **ONE WEEK in advance** of date needed.
- d. All reimbursement requests should include copies of receipts for all purchases as well as a detailed description of the items being reimbursed.
  - i. No reimbursements can be made without receipts

- ii. No reimbursements will be made unless your Chairperson/Event folder is updated and turned into your PTO VP contact.
- e. Reimbursements must be submitted **within 7 days of the close of the event**
- f. Reimbursements will only be made by check, **NO CASH**.
- g. Reimbursements are completed within 3 days, unless over \$500 which can take up to 5 days.
- h. Leave completed reimbursement forms in the Treasurer's mailbox.

**6. Food Considerations/Allergy Guidelines (if applicable)**

- a. Please be mindful of district allergy guidelines and encouragement of healthy options. A copy of the district's policy can be found on the VFE school website.

**7. Thanking Volunteers**

- a. Once your event is complete, please send a brief thank you write up listing the Chairperson's name and any other key volunteers to the Falcon editor with a copy to the PTO President ([ptopres@vfespto.org](mailto:ptopres@vfespto.org)) for the newsletter's gratitude corner. Falcon guidelines are on the "forms" section of the PTO website.

*Thank you SO much for all of your hard work and for volunteering to be a Chairperson! Your assistance is greatly appreciated, and the PTO Board would not be able to carry out the fundraisers and events without you!*

*If you have any questions, or need any assistance please do not hesitate to call the Board member with whom you are working on the event.*