![an01547_[1]]() **Eden Park School**  **Parents & Teachers as Partners**

**Committee Chairperson Guidelines**

The purpose of this document is to outline some of the basic expectations for the Committee Chairperson role. It also covers some general guidelines and procedures.

As Chairperson, you have indicated an interest in getting more involved in volunteering and we are very appreciative of your time and efforts. Thank you for helping to make a difference.

**INFORMATIONAL BINDER**

You will be given an Event Binder for your event. Please use the hard copies provided. If this is a reoccurring event, you will receive any prior year’s vendor contacts, volunteers and chairperson information that we have available.

At the end of the event, it is mandatory that you return your Event Binder back to the PTP Board for review and or so that it can be passed on to the upcoming chairperson(s). Ideally any information that you can provide will be greatly appreciated!

**VOLUNTEERS**

We could not exist without volunteers! The PTP Board will provide a list of volunteers (you may know of other Eden Park Family members that would like to participate and we encourage you to involve them). All attempts must be made to contact all volunteers and try to utilize their services. While we understand it may not be possible to include everyone, (due to the fact that we have enough volunteers or that they may not be available during that given time) it is imperative that we follow thru with them. Don’t forget to thank them and ask if they’d be interested in other events happening throughout the year.

All Volunteers must have a volunteer form filed in the School Office. If they do not, please have them contact the School. Prior to volunteer involvement, please provide the Eden Park School Principle the attached Volunteer Form identifying anyone interested in volunteering. Please record all donations. (Please see **FORM #1).** It is important to identify all volunteers and their services. Please include any donations from outside sources. Make sure to include their name, address, title, business, dollar value and/or item/service donated. This list serves as a great resource for the following year.

**FUNDING**

Committees will be allotted money to fund their event. The money allotted is determined by the previous year’s actual cost and the number of students enrolled. If for some reason, you would like more money allotted to your budget, you must come to a PTP meeting and request an increase to your budget BEFORE SPENDING THE MONEY. This increase must then be voted on by all voting members in attendance. Any money spent over your budget amount prior to a vote CAN NOT BE REFUNDED.

There are certain events where the PTP can control the prices charged. Although we may make money on these events, we want to keep the profit to a minimum and offer these events as a service to our school community. Should the current chairperson feel a price increase is necessary, they need to come to a PTP meeting prior to the event so that a change in price can be voted on.

Should any chairperson want to change vendors they must present their reason and provide information on a new vendor versus old vendor to the PTP President(s)

**CONTRACTS**

No contracts may be signed on behalf of the PTP without prior written approval.

**EVENTS HELD ON SCHOOL GROUNDS**

All school events held on school grounds may only happen when the PTP Board receives permission from the Eden Park Principal.

A Building and Use Form may be needed for after school activities. These forms are available from at the Eden Park School Office. The form must be returned no later than 7 days prior to the event. The Eden Park School Principal will review, sign, make a copy and submit. The copy should be retained and filed in the Events Binder.

**PURCHASES & CHECK REQUEST/REIMBURSEMENT**

A Tax Exempt Form is available for all event purchases. Please note that the PTP is not allowed to refund tax amount. Tax Exempt forms can be obtained from the PTP treasurer(s).

Please retain all receipts from any purchases made for your event. These receipts must accompany a check reimbursement fund form. To be reimbursed, the expense must have been approved prior to the expenditure. (Please see **Form #2**)

Reimbursement checks are distributed the first week of the following month. If you would like to make other arrangements, please contact the PTP treasurer(s). Every effort will be made to ensure reimbursements are made in a timely manner.

Checks may be requested in advance to pay vendors by submitting a PTP Check Request Form. All request must accompany a receipt/signed contract/proposal or description of the expense. (Please see **Form #3**)

**CASH BOX & REGISTER REQUEST**

If cash is needed for an event, please give the PTP Board seven (7) days notice.

The PTP has three (3) cash boxes and one (1) cash register for PTP Events. A cash box/register request form must be completed for each requested. At the end of the event, cash boxes/register must be replenished with starter money and all profits must be recorded on a Cash Statement Form. Any money raised or collected will be deposited by an appointed PTP Board Member. (Please see **Form #4 & Form #5**)

**COMMUNICATION**

Please attend the PTP meeting immediately following your Chairperson acceptance to give members an overview of what will be taking place, when and where, how many volunteers you will need and any money that you will need to spend etc.

While planning the event, please keep the PTP Board updated on all progress and any problems that may arise.

When planning anything involving food, (menu or gift items) please keep into consideration some children have food allergies. Should you have any questions, please feel free to contact the School Principal.

Please provide flyer information to the Corresponding Secretary (a minimum of 2 weeks prior). All flyers will be presented to the Eden Park School Principal for approval. Once approved, copies may be made at the school for distribution. Please see a Board Member for copier use information.

Please attend the PTP meeting after your event has taken place to give an overview of what took place, it successes and/or failures. If you are unable to attend either of these PTP meetings, please contact a Board Member and give them an overview of the event prior to the meeting

At the conclusion of an event/committee/fundraiser, please fill out a Event Summary Report. Please send a copy to the PTP President(s) for review and include a copy in your committee folder. (Please see **Form #6**)

If you have any questions, please feel free to contact any Board Member

*Eden Park Board Members*

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*Thank you for your support*