

Responsibilities of Committee Chairperson(s)

1. Understand the scope of your event including budget and time frame.
2. Contact committee members 3 months prior to your event.
3. Share your general ideas @ a PTO meeting 2 months prior.
4. Revise plan if needed with input from PTO board, teachers, and Mr. Moyer.
5. Create school wide flyer or email to advertise event and recruit volunteers if needed. Any form of communication must be approved by Mr. Moyer. You can email it or submit a paper copy. Please CC Sandy Frederick and Donna Chobot. Follow copy procedures (attached). Please allow yourself enough time to get the copies back and distributed.
6. Please keep Sandy & Donna informed on all event activity. Communicate requests for custodial help. If event is during school hours, please let them know about volunteers arriving at school and their directions on where to be. Sending them a list of your volunteers would be helpful. Email address: sfrederick@eastpennsd.org & dchobot@eastpennsd.org
7. Submit any information you want included on the website to Melissa Goldstein (goldsteinm@parklandsd.org)
8. Track all expenses and income and submit receipts to the treasurer, Tawan Turnquest (teturnquest@gmail.com)
9. Keep all copies of flyers and action plan to pass on for next year including recommendations for changes, if needed.
10. When your event is complete, email list of volunteers who help along with their mailing addresses to the volunteer Coordinator, Daniela Kompa (danielakompa@gmail.com).
11. Be sure to contact all persons who signed up to volunteer.

Copy Procedures

1. All 1 sheet PTO items can be printed by the EPSD central copy center. All multi-sheets must be printed @ EBC and funded by your event budget.
2. Any flyers, notices, reminders that can be made into a 1/2 sheet(2 per page) or 1/4 sheet (4per page) should be done to save paper and money.
3. Use family count when possible.
4. Email master document to Co-presidents, Susan McNamara or Laura Kohler. Include how many copies are needed and who it is to be distributed to. All masters will be reviewed and approved by Mr. Moyer. It will be forwarded to central or you will be given the okay to make your own copies.
5. You MUST allow for 4 weeks for this process. PTO copies will be the lowest priority for central copying.