

# West Bay PTO COMMITTEE GUIDELINES AND REFERENCE SHEET



## COMMITTEE MEMBERS:

**Chair:** Each committee will consist of 1 chair. They are responsible for scheduling planning meetings, overseeing plan execution as discussed and completing a West Bay PTO Project Committee Report at the completion of event.

**Co-Chair:** Each committee will have at least 1 co-chair. The co-chair(s) will assist with event planning and execution.

**President:** Per the West Bay PTO bylaws, the President is an ex officio member of all committees except the nominating committee. The PTO President is to be included on email correspondence and plans to aide in the planning process where needed.

- ALL committee communication should go through the PTO President and PTO Community Liaison. If the officers are not able to answer the question, they will reach out to the principal.

## PTO MAILBOX:

The PTO mailbox is located in the office work room. Paper registrations, checks from parents, outside PTO mail, receipts for PTO reimbursement, etc. is placed in the PTO mailbox. The President will check the mailbox weekly but feel free to check the mailbox if you are expecting registrations, checks or mail.

## PTO MEETING ATTENDANCE:

Your role with the PTO is important. Committee updates will be given at each PTO meeting. Please plan to have at least 1 person on your committee attend to share updates related to your committee event/activity. At minimum a committee report should be delivered the month prior to the event, the month of and the month following to wrap up the event/activity.

## COMMUNICATION: (FOLLOW DEADLINES IN COMMUNICATION PLAN SENT BY COMMUNITY LIASON)

**Via PTO Email:** Send an email to [westbaypto@gmail.com](mailto:westbaypto@gmail.com) with the following information to be sent to all families that have signed up to receive PTO emails:

- Date you would like email to be sent out
- Subject of email
- Email contents: Write exactly what you want communicated in the email. Be sure to be brief and specific (include links, website references, dates, pictures and/or flyers to be attached)

**Facebook:** Send an email [westbaypto@gmail.com](mailto:westbaypto@gmail.com) with the following information to be posted on Facebook:

- Date you would information posted on Facebook
- Email contents: Write exactly what you want communicated in the post. Be sure to be brief and specific.
- Attach any pictures or flyers to email you want posted. (must be a .jpg format)

**Newsletter:** The monthly school newsletter is published monthly by the school principal. If you have news to share or announce please send an email to [westbaypto@gmail.com](mailto:westbaypto@gmail.com) with the following information NO LATER THAN THE 25<sup>th</sup> of the month:

- Subject of announcement/news
- Content of information: be specific and descriptive.
- Attach any pictures or flyers you would like included with the newsletter.
- Content will be reviewed by the PTO President and Secretary and modified if necessary to fit the given space.

## VOLUNTEERS:

If your committee needs West Bay teachers/staff, West Bay parents and/or high school students or food donations for the event you are planning, email the Sign-Up genius Chair with those needs. In your instructions include: description of event, date of event, time volunteers needed, quantity of volunteers, time slots (if applicable with description of what the person will be doing in time slots) and/or food needs. Also specify date the sign-up genius must be emailed out (which will be emailed from the West Bay PTO email). You will receive a sign-up genius link for you to "proof" prior to the distribution. The link should be sent to parents **at least 2 weeks prior to event**, so plan accordingly as you put together your volunteer needs.

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## FLYERS:

### **Guidelines:**

- **Prior to distribution**, must send flyer to PTO President, [katy.bode@gmail.com](mailto:katy.bode@gmail.com), for approval **at least one week prior** to date you want to distribute to allow time for changes/updates
- Reference on the Flyer "*Fundraiser (or Event) Organized by the West Bay PTO*" AND "*Questions: Please contact (name) at (email) or (phone number)*" This information is required by the Elkhorn Public School Outside Organization Requirements)
- Include dates/times
- Be brief, specific and clear
- Photocopy on COLORED paper in the office (PTO copy code 92401)

### **Distribution:**

- Flyers must be in teacher's mailboxes by Thursday at 3:00 to be included in Friday Folders
- Photocopies of flyer can be made on copy machine in the office teacher work room (PTO copy code 92401)
- Get copy count ("oldest & only" or "all students") from school secretary (are you including preschool?)
- Get break down by teacher for oldest & only or all students from school secretary (are you including preschool?)
- Count out correct number of sheets by teacher and place in teacher mailboxes in the office work room. NOTE if it is oldest and only or all students.

## SNACKS/FOOD:

**Restrictions:** Must be store bought by the PTO, peanut free and served in the original unopened wrapping. If outside food is brought in for a meal (fall social and spring fundraiser), must verify that they are a peanut free facility.

## EXPENSE REIMBURSEMENT:

At the completion of event go online to [www.westbaypto.com](http://www.westbaypto.com) under Frequently Used Links on the Home Page and click on PTO Expense Reimbursement Form if you incurred expenses. Complete the form in full, attach receipts, choose budget category (i.e. which event does expense apply to), etc. You can also designate how you want check delivered such as mailed, left in the PTO inbox.

## PTO PROJECT COMMITTEE REPORT:

At the completion of your event please fill out the PTO Project Committee Report (see attached sample). Find the blank document at [www.westbaypto.com](http://www.westbaypto.com) under Committees & Volunteers and click on West Bay PTO Project Committee Report. The report should be turned into the Community Liaison within 3 weeks of the conclusion of your event and will aide in planning for future years. The report and any attachments are kept in a binder by the PTO mailbox on the office work room to be referenced by all.

## BUDGET/STARTING CASH:

- Contact the PTO Treasurer prior to your event to verify budgeted profit or budgeted expense allotment for the event so you can plan accordingly. (i.e. individual classroom party chairs can be reimbursed up to \$15 per party for games/decorations and the spring fundraiser is projected to make a profit of \$3,000).
- Email the treasurer to request starting cash 1 week prior to event. Include the cost of items at the event so they can get correct denominations.

**THANK YOU'S:** West Bay PTO events could not be done without the help of volunteers. Be sure to send an email or handwritten personal note to all volunteers within 1 week of the conclusion of your event. (Email addresses can be pulled from sign-up genius page for an easy way to gather volunteer names and email addresses. Just email the Sign-up Genius Chair to request listing.)

**FACILITY USE FORM:** PTO President must submit an EPS Facility Use Form to school principal for events held at West Bay Elementary. Please email the PTO President the date, time, and specific location at school the facility will be used.