

Guidelines for Committee Chairs

Thank you for volunteering to chair an activity at Douglas School! With your assistance, the PTO can run effectively and can support our children in the classroom. Here are procedures that we hope will help you out during the planning process.

For answers to any questions in this document, please contact the PTO cochairs:

Annie Hamill: 978-429-8215, ptoannie@gmail.com

Tracey Zachary: 978-264-2079, traceyzpto@gmail.com

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Douglas School PTO Communication Guidelines

Sending Notices via Email (Eagle Eye Weekly)

Each Sunday morning, the PTO sends an email to the Douglas Community (the “Eagle Eye Weekly”). This has proven to be an effective way to get information to the Douglas population without having to create and distribute unnecessary paper flyers. Flyers are still welcome and, in many cases, necessary. When possible, however, we encourage you to use the weekly email to communicate with the school about your activity or event.

- 1. Create your email message** in a Word document (or in the body of an email), making sure to include the date and time of the event, details necessary for participating in the event, and a contact name and email address (plus phone number if you’d like). Please make sure that your message is clear and **concise**. The Eagle Eye messages are for brief news / volunteer requests only. For space considerations, it’s possible we will edit your message and/or link to the original version on the PTO website.
- 2. Get approval of your message** by sending it to technology.secretary@douglasschoolpto.org and the cochairs@douglasschoolpto.org. From there, they will get approval from Dr. Whitbeck/Sharen Crooks.
- 3. The DEADLINE for all submissions each week is Thursday morning.** For topics of a timely nature, it is important to submit your message well in advance of the event. If your announcement is pertinent to an *early Monday morning activity*, it should be announced two Sundays prior to the relevant date and followed by a reminder the Sunday before the actual Monday date.

4. The first time your message appears in the Constant Contact, it will be under **Announcements**. If you would like your message repeated in subsequent weeks, it will be placed under **Reminders**, as well as posted on the web. Calls for volunteers will typically appear under **Volunteers**. The cochairs and/or technology secretary will edit it for length before it appears under Reminders. If there are any details to be added at this point, please send them to technology.secretary@douglasschoolpto.org and cochairs@douglasschoolpto.org. If you have any questions about this process, please contact the cochairs, and they will get back to you with an answer. Many thanks for your cooperation!

Sending Notices via Flyer (Backpack Delivery)

Flyers should go out on Mondays. To be included in Monday backpacks home, please have the flyer copied and in the mailboxes any time after 2:00 pm on Friday or before 9:45 am Monday. *Please give a master (white) copy to Laurie Maylander in the office for their records.*

Financial assistance is provided by the PTO for all events throughout the year. Please include the following note on all flyers:

“Confidential financial assistance is available. Please contact Dr. Whitebeck (cwhitbeck@abschools.org) or Hilary Bonnell (hbonnell@abschools.org).”

Approval for Flyers

In an effort to cut down on paper use and expense, please consider if an email can reach your population in place of a flyer. A flyer can always follow if you do not receive enough response.

When considering flyer distribution, please contact the PTO cochairs to let them know before drafting the flyer. They will either put the flyer date on the PTO calendar or recommend an alternate form of communication. Once the flyer is drafted, send it to the PTO cochairs with 24–48 hours notice. They will get approval from the Douglas office (including Dr. Whitbeck), and will get back to you with any edits and the go-ahead to make copies.

Distributing Flyers After copies have been made (see “Making Copies” section for instructions), put them in the teachers’ mailboxes in the office for distribution. Once again, please *give a master (white) copy to Laurie Maylander in the office for their records.*

Making Copies

The **PTO paper supply** is located in the cabinets in the teachers’ lounge along the wall.

The PTO cochairs do their best to replenish paper, but please alert them if the supply seems low.

The “big job” copy machine is across from the school office and should be used for complicated jobs only, such as those with multiple pages, or that need collating, staples, etc. Single sheets, and single double-sided sheets, should be done on the smaller copiers in the hall near the classrooms (lower level near the kindergarten classes or upper level near the 5th grade classes). These copiers are more efficient at double-sided copies, and use of these machines ensures that the “big job” copier will not have people lined up waiting for it.

To save paper, we typically send out flyers on a “One Per Family” basis. The number of copies by class, and in total, are by each copy location, or you may ask the cochairs or the office for this information. Be sure to note whether the flyers are “One Per Family” or “One Per Student” when putting them in the teachers’ boxes.

Collecting Money

If your flyer includes the collection of money (via backpack), please let parents know they should make the check to “Douglas School PTO” and should say what the money is for in the “memo” section of the check (e.g., “Lowell Spinners”).

Please have parents send event money directly to the event chair by putting the chair's name on the envelope. Let the office know who to send envelopes to, in case parents just put the name of the event on the envelope.

Once all money is collected, the event chair should fill out the paperwork included in this document, and get the collected money and the completed form to our assistant treasurer, **Jen Spadano-Gasbarro** (jlsj1023@hotmail.com), who will make the deposit and record the income for the budget.

NOTE: We discourage parents from sending cash payments via backpack in amounts over \$5.00.

Financial Assistance

Financial assistance is provided by the PTO for all events throughout the year. Please include the following note on all flyers:

“Confidential financial assistance is available. Please contact Dr. Whitebeck (cwhitbeck@abschools.org) or Hilary Bonnell (hbonnell@abschools.org).”

If you are contacted about assistance, please direct the family to contact Dr. Whitbeck or Hilary Bonnell directly. There is no need to alert the cochairs or others; this helps ensure the assistance remains confidential.

Posting Information on the PTO Website

The PTO website can be found at www.douglasschoolpto.org, which is a great tool for informing parents and providing them with relevant forms. Please double check that all relevant forms and up-to-date schedules and information have been posted on your event's page. Contact our webmasters at webmaster@douglasschoolpto.org, and copy the PTO cochairs at cochairs@douglasschoolpto.org if you need to make additions or changes. Please note that sponsorship logos are unable to be put on the website.

When you send news of your event to the Douglas community via weekly emails, the webmasters will make links as relevant to information on your event's page, as well as post event details. In addition, the Douglas School website (douglas.abschools.org) will also post event details, and dates on the calendar, as relevant.

Post-Event Thanks

If your event has a lot of volunteers, please send the webmasters a thank-you letter (with names) after the event to be published on your event page.

Articles for the Douglas Digest

The Douglas Digest does not include very many articles about events or long lists of thank yous. The weekly emails should be the first method of communication to parents about an event and can include a link to the PTO website with more details. If you would like to submit ideas for a Douglas Digest spotlight, email the PTO cochairs (cochairs@douglasschoolpto.org).

Posting a Slide on the Lobby Monitor

The lobby monitor is a great way to advertise a Douglas event or to “decorate” during the event. If you would like to create a slide to publicize your event or program, please contact Karen Jarsky (karen@jarsky.com).

Staffing Your Event

Need more helpers? Here are some tips for finding volunteers for your event:

- Get a list from the PTO cochairs of people who signed up in the volunteer survey.
- When you've worked through that list, if you still need more, submit a blurb for the weekly emails (see Sending Out Notice of Event via Email) and a highlight on the PTO website (see Posting Information on the PTO Website).

- If you still need volunteers, work through the Volunteer Coordinator, Anna McHargue (annackahn@hotmail.com), who will distribute your request directly to the room parents.
- You can also post a plea to the Douglas Facebook group, but please remember that not all Douglas families are represented on Facebook.

Event Special Arrangements (venue, kitchen, AV equipment, custodial needs, etc.)

Venue scheduling: Check with Sharen Crooks regarding scheduling of spaces for events held during the school day and be sure to accommodate for the late or early schedule for that year. If the event takes place during non-school hours, ask the PTO cochairs to clear your date with the **Community Education Department** well in advance of your event, as most scheduling is done at the beginning of the school year.

Timing awareness: If your event involves students and will somehow interfere with the normal hours of music, art, or gym, or special teaching time such as reading, library, special education, or computer lab, please notify and coordinate with the specialists in advance.

Kitchen needs: Notify the Douglas office if the kitchen is required. Please note: A member of the cafeteria staff must be present (and should be budgeted for) if the kitchen is used.

Custodial help: Check with the Douglas Office if you need custodial help. It takes 45 minutes to set up for the school lunch hours. Please let Sharen Crooks know how you would like the space set up if you will need their help.

AV equipment: If you need overhead, PA system, or other AV equipment, refer to the Douglas office.

Douglas School PTO Financial Guidelines

Expense/Deposit Procedures: What Do I Do with Checks/Cash Received?

Keep track of all money that you send in for deposit to the assistant treasurer, Jen Spadano-Gasbarro, bundled with a clear description of what budget account (your fundraiser) you would like them credited to (use attached Deposit Form for Fundraisers).

Whenever possible, submit all money in one lump sum.

Keep track of all of your deposits and expenses, and have a record of what you think the fundraiser made so you can compare notes with the treasurer.

Please remove any staples from checks before submitting them.

Be sure each check has your fundraiser listed in the memo section. It would be a good idea to create a listing of either individual checks or groups of checks that you submit for your own records along with the expenses.

Please contact Jen at 978-263-7462 or at jlsq1023@hotmail.com to arrange the transfer of the checks/cash to her. It is okay to leave checks (not cash) in the assistant treasurer's mailbox in the school office. If you do leave any money for deposit at school, please send Jen an email so she knows it is there.

- Expenses: Please use the TAX ID form attached (along with Staples Rewards no. 2124432010 for points) when purchasing items. **You should not pay sales tax on any purchases for the PTO.**

Expense Reimbursement Process: How Do I Get Reimbursed?

Attached you will find an Expense Reimbursement form for your purchases. Please attach your receipts to the completed form and submit to the treasurer, Andrew Chase at 4 Emerson Dr. (978-263-4765, Andrew.chase@schneider-electric.com) or put them in the "PTO treasurer" mailbox in the office. Be sure to make a copy of all receipts prior to submitting them. If you are acting on behalf of one of the PTO committees, please also be sure you have notified your committee chairperson

as they are tracking their total expenses. *Please allow the treasurer up to 30 days from the date of submittal to send a reimbursement check.*

Please note: Douglas School PTO is a tax-exempt organization and **cannot reimburse for sales tax**. Please present our tax-exempt letter included at the back of this document when purchasing items for school.

Follow-up Procedure: My Fundraiser Is Over. What Now?

When your fundraiser/event is complete:

- The PTO cochairs will email you a very brief evaluation form after your event. Please complete the form so we can track how your fundraiser/event went. This should include what did/did not work well and what profit was made. This information will help with future PTO budgeting as well as to help inform future event chairs when they are new to a coordinator role.
- If your fundraiser/event involved other volunteers, please write a thank you blurb and list of volunteers to be posted on the PTO website. Send it to the PTO cochairs and webmasters.

**CAROLYN T. DOUGLAS ELEMENTARY PARENT TEACHER ORGANIZATION
EXPENSE REIMBURSEMENT/CHECK REQUEST FORM**

Douglas PTO board and committee members, parent volunteers, and school staff requesting payment for reimbursable expenses associated with PTO-sponsored activities should complete a copy of this form and return it to the treasurer along with receipts. A paper copy may be left in the treasurer's mailbox at the Douglas School Office.

Today's Date:	
Payment Requested by: Name of the person/entity requesting payment.	
Amount Requested:	\$
Check Payable to: Name of person, company or entity to whom the check should be made payable if different from above.	
Payment for: Brief description of the expense. Include the name of the event and/or sponsoring committee if known. (Examples: auction, ice cream social, cultural enrichment, 6 th grade graduation, Douglas Day, 6 th grade performing arts)	
Mailing Address: Checks will be delivered via interoffice mail/child's backpack for expense reimbursement and US postal service for third party vendors, unless other arrangements are made with the treasurer	
Receipt: Please attach (tape or staple) receipts to this form and leave in treasurer's mailbox at Douglas School Office	

NOTE: Douglas School PTO is a Massachusetts sales tax exempt organization and cannot reimburse for sales tax on your expenses. Please present the sales tax exempt certificate when making purchases to avoid paying sales tax. Many of the local vendors have our certificate on file and will not charge sales tax when you tell them the items are for Douglas School. If the purchase is large, please contact Andrew for a ST-5 Form to be presented along with the tax exempt certificate.

Questions – Please contact Andrew Chase at Andrew.chase@schneider-electric.com or 978-263-4765.

CAROLYN T. DOUGLAS ELEMENTARY PARENT TEACHER ORGANIZATION FUNDRAISER INCOME REPORT

FUNDRAISER NAME: _____

DATE: _____

YOUR NAME: _____

YOUR PHONE #: _____

	<u>COUNT 1</u>	<u>COUNT 2</u>
COINS	\$ _____	\$ _____
\$1	\$ _____	\$ _____
\$5	\$ _____	\$ _____
\$10	\$ _____	\$ _____
\$20	\$ _____	\$ _____
\$50	\$ _____	\$ _____
CHECKS (# _____)	\$ _____	\$ _____
	\$	\$
TOTAL	=====	=====

SIGNATURE: _____

NAME: _____

DATE: _____

NOTE: It is okay to leave checks in the assistant treasurer's mailbox in the school office. If it is a large amount, please alert Jen Spadano-Gasbarro at jlsq1023@hotmail.com or 978-263-7462. Please DO NOT leave cash in the office mailbox but rather contact Jen to arrange the deposit.

If you have a machine tape or spreadsheet, please include a copy as it saves redundant effort.



21 Elm Street
Acton, MA 01720

September 1, 2016

Dear Retailer:

The C.T. Douglas Elementary School Parent Teacher Organization in Acton, Massachusetts, is a nonprofit organization. Our Tax Exempt ID is 22-3079893.

Thank you very much.

Sincerely,

Annie Hamill & Tracey Zachary
CT Douglas PTO Cochairs, 2016–2017

Douglas School Phone: 978-266-2560