



COMMITTEE CHAIR PLAN OF WORK CHECKLIST

Program/Event: _____

Date: _____ Time: _____

Chairperson(s): _____

Board Liaison: _____

Check your folder in the workroom often. Mailbox is sorted under YOUR board contact and by committee name.

Items to Complete Immediately:

- Create budget for approval (**Due 8/17**)
- Has your date been approved? Confirm you have SIGNED calendar request form, or submit one ASAP. Place requests in YOUR board member's PTO folder. You will be notified via calendar invitation via email – please check that all information is accurate.
- If you need volunteers, discuss with your Board Liaison.
- Contact Holley Stacy (ccesptopres@gmail.com) if thinking of accepting PayPal for payments.

Items to Complete at least 90 Days in Advance:

- Vendor/Plan approval from Board Liaison
- Complete Facility Use Form & secure janitorial (if applicable)
- Obtain donations (if applicable)

Items to Complete at least 60 Days in Advance:

- Submit On-Line Set Up Form to Melissa (ccesvolunteer@gmail.com) to set up SignUp Genius for day of volunteers. Once the SignUp Genius site is set up, YOU promote/publish the link to recruit if to parents. Melissa will publish the link if requesting teacher volunteers.
- Promote Program by creating a flyer! Submit details of your event to your Board Liaison. Your flyer must be approved by your Board Liaison. Flyers not approved will NOT be distributed.
- Make copies of approved flyer and put appropriate amount in teacher mailboxes for parent distribution. Please make sure you give an extra copy to the teacher, as well as all staff members.
- Put one colored copy of your flyer in the Bulletin Board mailbox. Attach post-it with the date you would like the flyer to be displayed.
- Submit a detailed write up about your program or event. Dates, times, deadlines to pre-register, location, cost, etc. to your Board Liaison. The Communications board member is in charge of electronic making sure your program is promoted through our various sources (bulletin board, website, PTO newsletter, emails, school newsletter, announcements, and a call home).

Other sources: Posters - give Kathi Mogalian at least 24 hours notice to process. Specify what color paper and/or ink **and** if the poster will be laminated (to determine the type of paper it is printed on).

Laminating - Submit to Judy Francisco in the Media Center at least 48 hours in advance

Items to Complete at least 30 Days in Advance:

- Determine petty cash needs (if applicable) and submit Request for Petty Cash to your Board Liaison. Store CASH in school safe- NOTE only a few staff members have access- get your CASH the day of before office closes.
- Make Collection Box and put in Lobby (if applicable) - you must empty box every **NIGHT**. Coordinate with your Board Liaison so that **NO monies go home**. Can be stored in the safe in the front office.
- Determine Vendor Checks you will need and submit Request for Funds to your Board Liaison
- Coordinate with Shannon Joes at shjones@pvlearners.net to obtain access to building (if applicable)

Items to Complete after Program:

- Complete appropriate Deposit Forms (if applicable) and submit all monies, including petty cash to Treasurer via treasurer mailbox within 24 hours.
- Complete Request for funds form and submit with receipts to Board Liaison (if applicable).
- Submit thank you article to Megan McPherson (ccesptocomms@gmail.com)(cc your Board Liaison) for newsletter listing all volunteers who helped with the event. Feel free to write personal thank yous to volunteers as well.
- Put away remaining items in PTO workroom (if applicable)- within a week of program ending- please help our room stay neat.
- Recap program and give all documentation to your Board Liaison- within 2 weeks- likes? dislikes?
- Print out copy of SignUp Genius, verify the teachers who signed up volunteered at the event, sign and submit to TREASURER- required for the teachers to get credit for their grant monies