

# *Pennwood PTO Committee Guidelines*

Email: [ptopennwood@gmail.com](mailto:ptopennwood@gmail.com)

**Event Name:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_  
**Committee Chair(s):** \_\_\_\_\_  
**Executive Board Representative:** \_\_\_\_\_  
**Approved Budget for Expenses: \$** \_\_\_\_\_  
**Anticipated Fundraising/Income (if applicable): \$** \_\_\_\_\_

Below are the PTO committee guidelines. Including general, financial and contact information. Thank you for all your time and effort in chairing this committee. Have a wonderful year!

## **General Information**

### **PTO Executive Board Contacts**

Before implementing any plans, please contact the PTO Executive Board Representative to go over your ideas and any questions you may have.

Co-President: Beth McNamara [comansinc@aol.com](mailto:comansinc@aol.com)  
Co-President: Shana Hastings [shana830@gmail.com](mailto:shana830@gmail.com)  
VP Communications: Elaine Koziak [ejkoziak@verizon.net](mailto:ejkoziak@verizon.net)  
VP Fundraising: Carolyn Fogel [fogelch1@outlook.com](mailto:fogelch1@outlook.com)  
Treasurer: Corri Workman [corri.workman@verizon.net](mailto:corri.workman@verizon.net)  
Secretary: Kathy Snyder [ksnyderpto@gmail.com](mailto:ksnyderpto@gmail.com)

### **Committee Information**

Information about how your activity/event was handled in the past is usually available. If you have not received this information, please contact last year's committee chair or the Executive Board. As you chair your committee this year, we ask that you keep notes on how you did things, when you did them, how much you spent, and copies of communications.

Please Email your notes to the Executive Board Representative so we can share them with future committee members and keep them in a file to be passed on.

### **Flyers & Forms**

All flyers, forms or other promotional materials must be submitted to your Executive Board Representative and will then be reviewed by the Executive Board. Once approved, the Executive Board Representative will submit the materials to the Principal for approval. After they have been approved, you are responsible for contacting the appropriate people for advertising. Only select fundraising flyers will be approved for print and distribution.

### **Weekly E-Blast / PTO Webpage/Facebook**

Any notices you would need sent in the weekly E-blast, listed on the PTO webpage or posted to the Facebook page should be e-mailed to the VP of Communications at [ptopennwood@gmail.com](mailto:ptopennwood@gmail.com) **no later than 1 week prior to your event.** If you would like information about your event to be included in the morning announcements you must send an email to [pennwoodtv6@pennsbury.org](mailto:pennwoodtv6@pennsbury.org) and copy Mr. Swanson at [pswanson@pennsbury.org](mailto:pswanson@pennsbury.org) as well as [ptopennwood@gmail.com](mailto:ptopennwood@gmail.com)

### **Sign-Up Genius**

If you need volunteers or donations of food or other items you must use the Pennwood PTO Signup Genius account, not your personal SUG account. Previous years' sign-ups can be found on this account which can be updated as needed so you don't have to re-create them from scratch. Contact the VP of Communications at [ptopennwood@gmail.com](mailto:ptopennwood@gmail.com) with what you would like to say on the sign-up genius and quantity/items needed for your event. Alternatively, the VP of Communications can give you direct access to the Signup Genius account.

## **Financial Information**

### **Budget**

The budget amount for your committee/event is listed on the first page of these guidelines. If it is not listed contact the Treasurer to verify the amount. Should there be a need to spend more than the budgeted amount, please contact the Treasurer before any money is spent. You'll need to provide an explanation and the anticipated additional cost. Additional costs must be reviewed by the Executive Board and presented for vote.

### **Reimbursements**

Each committee has either a budgeted amount to spend and/or a targeted amount of income to generate. Check request (reimbursement) forms are available on the PTO Webpage under

“Forms for Committee Chairs”. This form and any related receipts should be stapled to it and placed in the PTO mailbox, Attn: Treasurer. Or, they can be sent electronically to the Treasurer’s email address. Requests for reimbursement should be submitted to the PTO Treasurer no later than 30 days after the event/activity.

### **Deposits**

Deposit forms are available on the PTO Webpage under “Forms for Committee Chairs”. A deposit form needs to be completed for all money received. Once the form is completed the deposit should either be handed to the PTO Treasurer directly or placed in the safe in the office c/o the Office Secretary. If money is placed in the safe please inform the PTO Treasurer. Under no circumstances is a child/student permitted to transport cash to be deposited. All checks and cash should be deposited within 7-10 days of receipt. Please do not hold on to cash to fund expenses for the event.

### **Advance Checks**

To obtain a check in advance please complete a Request for Payment. These forms are available on the PTO Webpage under “Forms for Committee Chairs”. If a check is needed within a specific timeframe please email the Treasurer. A receipt is required within 7 days of the event to verify the purchase and for our financial records.

## **Closing Duties**

### **Event Summary Information Sheet**

Attached to this information packet is a final summary sheet for your event. Please complete any applicable blank spaces on this sheet to the best of your ability. If you have any questions please contact your Executive Board Representative. Please also attach copies of any flyers, documentation or information which may be helpful next year. The form, any new documents and the event binder should be placed in the PTO mailbox, Attn: VP Fundraising. These items should be returned no later than 30 days after the event.

## ***Pennwood PTO Event Summary Information***

Event Name:	Event Date:
Committee Head(s):	Executive Board Representative:
Budget: \$	Actual Expenses: \$
Fundraising Goal: \$	Actual Amount Raised: \$

Committee Head Comments/Suggestions:
Executive Board Comments/Suggestions:

Approve Event for Next Year? Y / N

Proposed Budget for Next Year \$\_\_\_\_\_

Committee Head(s) Returning? Y / N

If No, suggestions for potential new Committee Head(s):

**\*\*Please attach any documents/paperwork that would be helpful for next year.\*\***