

Forest Road PTO Committee Chairperson Frequently Asked Questions

The PTO would like to thank you for all your efforts in planning your event for our students. The following will help assist you and answer any questions that you may have as the committee chairperson for the school year.

What is my PTO committee folder for?

The folder is a place to keep information that is helpful for new and returning chairpersons, as a reminder of that worked well and what could be improved upon. Please keep all notes, flyers and forms pertaining to your event in your folder. It also contains all the forms you will need for your event. PLEASE RETURN THIS FOLDER TO THE PTO MAILBOX IN THE SCHOOL OFFICE BEFORE THE LAST WEEK OF SCHOOL REGARDLESS OF WHETHER YOU ARE RETURNING AS A COMMITTEE HEAD NEXT YEAR.

What are all these forms for?

Not all events use all the forms in your folder. However, please take a moment to read over what the purpose of each form is so that you will know which forms do apply to your event. Copies of all the forms are included in your folder. If you need extra copies they are available at the school office. The list of forms is as follows:

PTO Event Form is a form filled out by you and turned in with your folder and at the end of the event. It gives a summary of your event.

Building Usage Form must be filled out and approved by the district before your event if your event needs to be held on school grounds. You can turn in your forms to the school office.

Supply Request Form must be submitted to the Inventory Chairperson 2 weeks prior to the event to receive any supplies from the PTO closet. Forms may be turned into the PTO mailbox.

Tax Exempt Letter must be used when purchasing items for your event. If tax is paid, the PTO can not reimburse you for the tax amount.

Check Request Form is used to obtain checks for vendors or to submit receipts to the Treasurer for reimbursement. Request must be made to the Treasurer within one week of your event.

Deposit Form must be used when turning in monies from an event or fundraiser to the Treasurer.

Cash Box Request Form must be turned in to the Treasurer 5 days prior to the event if a cash box is needed for your event.

PTO Letterhead is also included for use as flyers and correspondence.

Where can I get supplies for my event?

Check in the PTO closet, you should also check with the Treasurer to get your budget for the event. Please do not use budgeted monies for items listed on the Inventory Supply Form located in your folder. These items are supplied by the PTO and in the PTO closet. All supplies listed on the form must be requested from the Inventory Chairperson at least 2 weeks prior to your event. Contact the Inventory Chairperson, the PTO President or Janitor if you need access to the PTO

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closet. Twenty-four hour notice via Inventory Chairperson, the PTO President or Janitor is required to arrange access to the supply closet. The Inventory Chairperson will arrange for you to receive your supplies prior to the day of your event. Please DO NOT remove any items from the PTO closet without permission from the PTO Executive Board or the Inventory Chairperson. After your event, return your items and any un-used supplies to the closet immediately. Special items such as decorations, cameras, Santa suit, vases or craft items must be stored in the PTO closet. Supplies are for school wide events only NOT for individual class parties. IF you need to purchase items, remember to use your Tax Exempt Form.

How do I send information home via a flyer or note about my event fundraiser?

All flyers (physical and electronic) must have the Principal's and the PTO Board's review and approval before distribution. Information Distribution Methods are identified below, though not all methods are appropriate for relaying PTO event information. All flyers must either be on PTO letterhead or state that the PTO sponsors the event. (*"This is sponsored by the PTO"* or *"This is a PTO fundraiser"*). Please give a copy of the flyer to the office secretaries and e mail one to the PTO President to ensure a copy is put in the PTO Office Binder.

Information Distribution Methods

FR PTO E News - has the ability to send PTO news to all or specific grade levels to all that supplied their e mail address, you do not have to be a member of the PTO to get PTO E News.

FR PTO Facebook - sends PTO news to all Facebook users the "like" the page.

FR Web Page - can be accessed by anyone and will relay all PTO news.

FR Grade Level Teacher Notices - only sent to relevant grade levels about curriculum and sometimes PTO news specific to said grade level.

FR Office Announcements - verbal notices over the school speaker system can be relayed by the office secretaries to remind students of an event the day of the event. The Office Secretaries need the announcement information by 8:30 the morning of an event.

FR Principal Newsletter - to all that supplied their e mail address only send out SD102 and FR information.

FR Physical Flyers and Newsletters - sent to parents without an e mail address. Flyers need to be in the teacher's mailboxes by Wednesday afternoon to be distributed by Friday. You are responsible for making copies in the school office. Family count and individual student counts are listed by teacher above the copy machine.

FR BASE - to all registered with BASE about FR BASE activities.

SD 102 Website - can be accessed by anyone but only issues SD102 information on homepage, but has a calendar with all school's PTO /PTC/SD/etc events listed.

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How do I get volunteers for my event?

You will receive a list of volunteers collected at registration. Please contact every person on your volunteer sheet. We need to let all our volunteers know that we appreciate their willingness to participate in an event. If you need more volunteers, send out a flyer. If volunteers are still needed as an event draws near, please contact a member of the PTO Executive Board.

When do I report on my event?

You will need to have a report or a short summary to present at the PTO meetings before AND after your event. If you are unable to attend the meetings, please give your report to any Executive Board member prior to the meeting. Your committee will be listed on the agenda so you know when your report is due. If there is a problem or question, contact the PTO President.

Thank you for volunteering your time this year. The PTO Executive Board is here to assist you and listen to your ideas. Please feel free to contact with any questions you may have during the year.

If my event required the Multi Purpose Room kitchen or Multi Purpose Room, what do I need to do?

The Building Use Form must be completed and signed. Indicate on this form that your event will require use of the kitchen and/or Multi Purpose Room. Also, please contact the BASE Coordinator to provide notice of the use of the kitchen and/or Multi Purpose Room. This space is shared with BASE so it is necessary to coordinate use to ensure access on the day of your event.

What do I do if I have to sign a contract for my event?

All Committee chairperson or member shall submit contracts to the PTO Executive Board for review and approval prior to signing any contracts with any company.