

KILDEER COUNTRYSIDE SCHOOL

PTO CHAIRPERSON GUIDELINES AND RESPONSIBILITIES

CO-CHAIRPERSONS

1. **Communication is essential.** Meet/talk/email with your co-chairs and designate the financial chairperson coordinator. Talk with your PTO Board President / liaison, confirm your PTO financial goals and meeting date, and contact **Rebecca Bacci** (rebecca.bacci@gmail.com) or **Lauren Zuccaro** (laurenzuccaro@gmail.com) at any time. We are here to help!
2. **All contracts must be reviewed and signed by a PTO President.** Any significant changes to your event, planned or over- budget expenditures, must also be reviewed by the Board. Call your President to discuss any changes.
3. **Carefully review the Financial Procedures.** If you have any questions, contact Melissa Lundeen at mrslundeen@yahoo.com
4. **PTO Membership (\$10) and a signed Conflict of Interest form is required for all Chairpersons.** Contact Rebecca Bacci or Lauren Zuccaro with any questions.
5. **Meet with the co-chairs early** to plan ahead and avoid last minute inconveniences!
6. **Set-Up** (tables, chairs, space reservations) are scheduled with **Jennifer Hagen** (jhagen@kcsd96.org), School Administrative Assistant. Complete the PTO Event Set-up Form and submit to Jennifer. The form can be found on the PTO website. Jennifer needs advance notice to arrange for custodial assistance as needed.
7. **Advertise your event in the PTO Weekly BLOG** at least one month prior to your event. The BLOG is posted the 1st Friday of every Month. BLOG information must be received no later than 3:30 p.m. the Friday BEFORE you want it published for that month. Please email your articles to **Anne Reaven**, Corresponding Secretary, (annereaven@gmail.com) with questions. Contact **Anne Reaven** to advertise via Facebook and Instagram. Contact **Jennifer Hagen** for Morning Announcements, and advertising on lunch room TV screen.
8. **Cash Box Requests** must be made to **Melissa Lundeen**, Treasurer, (mrslundeen@yahoo.com)
9. **Supplies** ~ check the PTO closet first! Jennifer Hagen has the key. If supplies are needed, they are a part of the event budget. **Be sure to use the Tax Exempt form - AS YOU WILL NOT BE REIMBURSED FOR TAXES!** Save your receipts for reimbursement and submit them within two weeks of your event to **Melissa Lundeen**.

VOLUNTEERS

1. PTO Volunteer sign up begins in August of the current school year. A list will be made available to you in the beginning of the year. Please contact **Darci Shaw**, Membership Toolkit Secretary, if you have not received your volunteers list.
2. Please contact all of your volunteers and try to let them know in advance of their schedule. If you cannot use all of your volunteers, please let them know. If you do not have enough volunteers, please contact Rebecca Bacci and Lauren Zuccaro as soon as possible.
3. Provide a list of volunteers to the school office in advance to allow them to pre-print their name tags.

4. Evening or weekend events may allow for use of Stevenson students as volunteers. Please contact Rebecca Bacci rebecca.bacci@gmail.com for more information and how to advertise for student volunteers.
5. Once the event is complete, be sure to send a thank you note via email.

EVENT SUMMARY

Be sure to complete an Event Summary of suggestions, lessons learned and other pertinent recommendations and return them via email or hard copy to **Rebecca Bacci** (rebecca.bacci@gmail.com) or **Lauren Zuccaro** (laurenzuccaro@gmail.com) before the May 5, 2021 PTO General Meeting. This will allow the PTO to transition all pertinent information to the next committee. This should include copies of contracts, promotional materials, flyers, letters, income and expenditure details, advertisements, etc.

Thank you so much for your time, talent and support... We couldn't do this without you!