

Committee Chair Event/Program Checklist

Thank you for volunteering to chair a committee! You are a critical component to the success of our school. The work you do for PTA improves and enhances the education in our classrooms.

Our job, as the Board, is to support your efforts. Please don't feel overwhelmed by your commitment and ask for help if you need it. We want you to remain happy and involved throughout your child's years at Briarwood.

Below we have compiled some helpful information about overseeing your event. Please share these guidelines with your committee (if applicable). If you ever need help, please contact the Board with any questions, concerns or problems.

Generally speaking, the Chairperson's Responsibilities are the following although not all items apply to all programs/events:

Pre-Event:

- Become a PTA Member and Submit Application for ISD Volunteer Background Check (minimum of 2 weeks before the event if onsite during school hours) if you haven't already.
- Read Briarwood PTA Volunteer Code of Conduct (available on website)
- Connect with your VP and review your budget.
- Set location/day/date/time of event/program and seek approval if not already set.
- Plan the event or program, including set-up and take-down.
- Make a supplies/concessions/prizes plan.
- Make a communications plan with the VP, Communications (minimum of 3 weeks before the event/program).
- Make a volunteer plan and solicit volunteers (minimum 2-3 weeks before the event/program).
- Make a plan with the Treasurer for a cash advance or petty cash using the Cash Advance Form (available on website) &/or cash box(es) & handoff of proceeds. (minimum of 2 weeks before the event/program).
- Designate someone to take a few photos of the event to be used in social media posts & the yearbook.

Post-Event:

- Complete and submit the Event/Program Wrap-Up Document (available on website) to help future chairs be successful
- Thank your committee members and volunteers
- Forward the names & emails of your volunteers to the volunteer coordinator so that they may be included in the End of Year Volunteer Appreciation Celebration
- Email photos to briarwoodpta@gmail.com & yearbook.briarwood@gmail.com
- Turnover any proceeds for the event to the Treasurer using the Money to Treasurer Form (available on website) & submit for reimbursement using the Request for Check or Reimbursement Form (available on website)

The Details:

Become a PTA Member and School Volunteer

If you haven't done so already, please be sure to submit your required Issaquah School District Background Check forms ([Volunteer - Issaquah School District 411 \(isd411.org\)](#)) and sign up to be a PTA member ([Membership \(briarwoodelementarypta.org\)](#)) as soon as possible. You must be approved by the ISD to volunteer on campus during the school day. Also, you must be a registered Briarwood PTA member to do any job where you might handle money. It is also important to make sure that any of your volunteers who handle money are PTA Members. Please check with your VP if you have questions about this.

Code of Conduct

Please read Briarwood Volunteer Code of Conduct (available on website). Please keep time spent visiting with staff to a minimum during school hours. Please do not visit classrooms or areas that are not directly related to your program or event as this is disruptive to the teachers.

Connect with your VP

All programs and events at Briarwood fall under the heading of a Board Member who will be able to guide you and provide you with resources including documentation/files from previous events (if applicable).

Schedule Event and/or Reserve Space

Some events and activities already have their dates scheduled and rooms reserved before the year begins. Please check with your VP to see if any further action is necessary. If you need to change a date or need additional space, please check with your VP; they will advise how to proceed.

Budget/Treasurer

All programs have an allocated budget, which was voted on/approved in the spring of the prior school year. You are responsible for adhering to this predetermined amount. If you foresee that you need additional funds, please contact your board liaison to discuss the details before going over budget. Please keep receipts for all expenses. Expenses incurred without prior approval may become a personal expense and not reimbursed by the PTA.

Cash Advance: If you need petty cash/change for an event, the treasurer must be informed at least one week in advance. Submit a Cash Advance Request Form (available on website). When taking possession of the cash, the chairperson needs to count the money immediately and sign off on the bottom of the form.

Submitting Cash to the Treasurer: Money must be counted by two people (the chairperson and one other PTA member) before turning the money in to the treasurer. Please complete the Money to Treasurer Form (available on website) and have both people who counted the money sign the bottom of the form. Money must be turned in on the same day as the event so please make arrangements with the treasurer prior to the event for the handoff. PTA policies state that under no circumstances can money be taken home or placed in the school safe.

Reimbursement: To be reimbursed for out-of-pocket expenses, fill out a Request for Check or Reimbursement Form (available on website), attach original receipts, and submit to the Treasurer in person, by email, or placing it in the Treasurer's box in the school workroom. Reimbursements will **not** be issued without the proper paperwork. All receipts must be submitted with the form by June 15 of the current year in order to be reimbursed. (Carnival is a possible exception.)

If you have any questions, please contact the Treasurer.

Communications/Getting the Word Out

There are several ways that you can get the word out about your program/event and most of them involve the help of the VP, Communications. To ensure that you are giving Briarwood Families enough time to plan and giving the VP, Communications enough time to get the work done, please initiate a conversation with the VP, Communications 3-4 weeks prior to the event. Current forms of approved communications include:

- Stand-alone email blast (min. 1 week notice to VP, Comm)
- Article in the PTA's periodic Bear Blast Newsletter (min. 1 week notice to VP, Comm, depends on distribution schedule)
- Social Media postings (Facebook & Instagram) (min 1 week notice to VP, Comm)
- Request sent to the Principal that he/she/they can forward to Teachers to email to parents. (Please work directly with the PTA President for this option. We try to work hard to consolidate all messages that go out this way so as to not overwhelm the staff with messages.)

Please plan to write all of the copy as you'd like to see it published and forward it to the VP, Communications and include any images for publication. For inspiration, you may ask the VP, Communications if they have any copy from past events that can be reused/repurposed. No need to reinvent the wheel!

Also, we'd love it if you come to a PTA meeting and give a brief update about how the planning is going. It is very low-key, no official presentations necessary. If not possible, please brief your VP so that they may present updates at the meeting.

Volunteers

Generally speaking, the Briarwood PTA has a list of parents who are eager to assist you with planning and helping at your event. Ask your VP and/or the VP, Communications for access to this list along with emails.

For events that require more than a couple volunteers, work with the VP, Communications to use the website tool or the Sign-up Genius to allow folks to choose their preferred volunteer time and activity.

Once the event/program concludes, please remember to thank your volunteers. A quick email is all that is necessary however, we'd be happy to include a summary of the event and thank the volunteers in our periodic Bear Blast Newsletter &/or a mention on social media. Please connect with the VP, Communications to coordinate.

Additionally, please provide volunteer names and emails to the volunteer coordinator so that we may invite them to the End of Year Volunteer Appreciation Celebration.

Work Room

There is a Volunteer Work Room on the bottom floor of the school – across the hallway from the library. There are the following tools available for PTA use: copy machine, die-cut machine, paper cutter, and smaller office tools. Teachers take priority over PTA jobs; please be mindful and considerate while using the space.

Copies – As PTA strives to go paperless, please discuss your copying needs with your VP. The PTA copy code is 810. There is a list of class sizes posted on the workroom wall.

Signing a Contract

If you are contracting with a vendor, all contracts require the signature of two elected PTA board members with one of them being the president. Second signatures can come from the Vice President, Secretary or Treasurer. You may give your contract to the PTA Board Member overseeing your committee to initiate approval.

It's over! Now what...

A big thank you for all your hard work! Everyone at Briarwood benefits from your time and talent. People giving their time and energy to Briarwood is what makes our school great.