

## Guidelines and Helpful Hints for PTO Committee Chairpersons

Thank you for volunteering as a PTO committee chairperson. We look forward to working with you!

### Advertising Your Event

You can advertise an event and request volunteers through the Carpenter Courier, at monthly PTO meetings, in the weekly email blasts, on the PTO website, Carpenter PTO Facebook page, local newspaper and by distributing flyers in the teacher mailboxes.

- **Carpenter Courier**

You can include information about a PTO event in three sections of the courier: the calendar portion, in the PTO notes and as a PDF attachment. Email the information to Janet Petrielli (jpetrielli@d64.org) by 10am on the Tuesday before the courier. Janet will have the information approved by the Principal.

- **PTO meetings**

The PTO meetings are another way to advertise your event and request additional volunteers. If you cannot attend the PTO meeting, send the PTO president a committee update by 10 a.m. the Sunday before the day of the meeting. You can email an update to [carpenterptopres@gmail.com](mailto:carpenterptopres@gmail.com) Please check the calendar for specific dates.

- **Weekly email blasts**.

A weekly PTO update will be emailed to parents on Sunday evenings. *If you want to advertise your event or thank your committee/volunteers, send the information to the PTO president at [carpenterptopres@gmail.com](mailto:carpenterptopres@gmail.com) by Friday evening and have the word **BLAST** in the subject line. If you do not include BLAST in the subject line, it is very easy for us to pass over the email due to all of the emails we receive. Thank you!*

- **PTO Facebook Page** Starting this year, you can advertise the event on our closed PTO Facebook group. After the initial membership drive concludes in early Fall, you will have access to post promotions about your events or committees. You will receive an email once access to the FB group is granted. In the meantime, you can email the Carpenter PTO secretary your info to post, or post directly to the FB page at <https://www.facebook.com/carpenterelementaryparkridgepto/>, where an admin will approve the post.

- **PTO Website**. You can advertise the event on our PTO website. Send information to post, along with any wanted images to [carpenterptopres@gmail.com](mailto:carpenterptopres@gmail.com).
- **Teacher Mailboxes**  
District 64 is encouraging the PTO/A's to "go green". Therefore, we encourage you to use paperless communication more often than sending paper home. If participation seems down, you may send copies of an advertising flyer home with the children, after 1st getting approval from the principal. Refer to the class roster document that will be posted on the PTO website to see how many children are in each classroom. You can use the copier in the school office (see section regarding making copies). Please provide all copies, sorted and marked with room number (top of the flier) to Maribeth Aimers and Janet Petrielli so they can place in the mailboxes. Print a few extra in the event they receive any questions.
- **Morning Announcement Request**.  
You may make a request to Principal Balduf regarding a morning announcement. In the School Office on the wall across from Janet Petrielli's desk there is a folder that contains "yellow" pieces of paper that state "To Be Announced" on them. Fill out this paper and make sure you state when you want the announcement to be made and if it should be made on multiple days (include dates). Submit to Janet or Maribeth who will provide to Principal Balduf.

## **Budget**

- Please remember to defer to your Committees' budget when planning. It is important to remain on budget. If you feel you may go over or need to request additional monies, please email [carpenterptopres@gmail.com](mailto:carpenterptopres@gmail.com) or the Co-Treasurers for approval.

## **Cash Box Request**

- Contact the PTO Treasurer [carpenterptotreasurer@gmail.com](mailto:carpenterptotreasurer@gmail.com), at least one week prior to your event and specify the exact denominations of currency you need for your event. Coordinate a time to pick up the cashbox from the Treasurer. Empty cash boxes are in the PTO closet. Please return the empty cash box to the PTO closet after your event. Please coordinate with the PTO Treasurer a pick-up time for any revenue taken in at the event, no less than 3 days post-event. Events that

typically use cash boxes are Fall Family Picnic, Halloween Party, Book Fair and Spring Family Picnic.

### **Committee Descriptions**

- These can be found on the Carpenter PTO website and also on the google drive [COMMITTEE DESCRIPTIONS](#). If you have any questions, please contact the Carpenter PTO Vice-President at [carpenterptovicepres@gmail.com](mailto:carpenterptovicepres@gmail.com).

### **Communication**

- If you have questions regarding your committee or about PTO in general, please contact the Committee Chair (PTO VP) at [carpenterptovicepres@gmail.com](mailto:carpenterptovicepres@gmail.com) or PTO President at [carpenterptopres@gmail.com](mailto:carpenterptopres@gmail.com)

### **Display Case – North Gym**

- If you would like to decorate the Display Case for your event, you will need to reserve it. Please contact Mr. Balduf ([bbalduf@d64.org](mailto:bbalduf@d64.org)) a few weeks prior to determine the availability of the Display case.

### **Expense Reimbursement**

- Use the expense reimbursement form when you need to be reimbursed. All purchases must be accompanied by a receipt. The form is on the PTO website (<https://carpenterptoparkridge.weebly.com/resources.html>) and in the Treasurer's folder in the PTO mailbox. Submit the expense form and receipts to the PTO Treasurer via the PTO Mailbox. S/he will write you a check and put it in your committee's folder in the PTO mailbox. *All expenses need to be submitted within 30 days after the event date..*

### **Event Set up**

- Email a description of how you want the gym set up to Vince Evola, Carpenter Custodian, ([vevola@d64.org](mailto:vevola@d64.org)) four days prior to the event. Event setup may not start prior to school dismissal (3:30 pm). If there should be a reason that setup needs to occur prior to 3:30 pm this must be pre-approved through Principal Balduf.
- Click [HERE](#) for the event set-up form.

## Event Clean Up

- Leave the facilities as you found them. The custodians are responsible for sweeping /vacuuming and removing garbage. Committee members should assist the custodians with picking up garbage and initial surface sweeping after an event. If the event is outdoors, your committee is responsible for picking up any garbage. There could be an additional custodial fee charged to the budget if the custodians work overtime (after 9:30pm).

## Latex

- Please note that due to an allergy, latex products of any kind may not be used for in-school events.

## Making copies in the School Office

- If you need to make copies in the office please be conscious of morning hours before school begins and the lunch hours. These are the times that the teachers are typically making copies for their classrooms. In the event you are using the copy machine and a faculty member needs to use the machine be courteous and pause your job to let the faculty member make their copies.

## Meetings

- Please note that occasional committee meetings will be held, as needed. Typically, these include Committee Welcome meeting (Fall) and Committee Reception (Spring). Please try your best to attend.

## Membership

- *It is strongly encouraged that all Committee Chairs/members are members of the Carpenter PTO.* Each membership fee goes directly towards financially supporting our Committees. Without these fees, many of the Committees, events/activities, field trips, and staff appreciation luncheons could not happen.

Also, as chairs, we encourage you to reach out to your committee volunteers and enlist them to join the Carpenter PTO, as well.

## Need to request assistance from Carpenter Faculty

- If your event should need the assistance of any Carpenter Faculty member or may involve any disruption to the children's class time, please contact Principal Balduf to discuss your needs prior to the event.

## PTO mailbox

- There is a mailbox for PTO correspondence in the school office. Each committee has a folder for communications. Please pick up the mail in your folder frequently.

## Shopping for the Event

- Use the PTO tax-exempt letter whenever possible to avoid paying sales tax when shopping for an event. If you need a copy of the tax-exempt letter please contact the PTO Treasurer at [carpenterptotreasurer@gmail.com](mailto:carpenterptotreasurer@gmail.com), or go to our website: <https://carpenterptoparkridge.weebly.com/resources.html>.

## Supplies

- The PTO closet is located in the basement of Carpenter school at the bottom of the steps leading to the auditorium. You can store any unused items from an event in the closet. Please label any boxes you store in the closet. *Check supplies on-hand in the closet before you purchase new items.* There are 3 buckets in the closet that can be used for chilling drinks for your event.
- There are two 5-gallon water dispensers that you can use for an event. They are stored in the North gym. Please clean the coolers after each use.
- There is a PTO office supply bin in the PTO office. Includes items such as paper clips, scissors, stapler, sticky notes, etc. Please ask one of the office staff for assistance.

## Transitioning Chairs

- In the event of leaving your position as Committee Chair, please remember to update your Committee(s) folder in the Committee Google Drive and/or the black binder provided at Committee Welcome meeting with info needed to assist subsequent chairs in running the committee. Also, please note that new Committee chairs may contact you with any questions regarding the committee.

## **Vendors**

- Past Committee Chairs should have added approved vendors to your google folder, along with any Certificate of Insurance (COI). District 64 is compiling a list of approved vendors, once that information is available, we will share with you. Any vendors used for an event MUST have a valid COI, that first MUST be approved by district. Please email Luann Kolstad at [lkolstad@d64.org](mailto:lkolstad@d64.org) the COI, or with any questions.

## **Volunteers for Event**

- We are encouraging all Committee Chairs to use MySchoolAnywhere (MSA) when enlisting volunteers for your events. As Committee Chairs, you will have Junior Admin status that enables you to create sign-ups for volunteers. It's an easy way to enlist, communicate, and coordinate volunteers. Questions? Contact the Co-Presidents at [carpenterptopres@gmail.com](mailto:carpenterptopres@gmail.com).

Should you, or a member of your committee have any further questions or comments, please contact either the PTO president ([carpenterptopres@gmail.com](mailto:carpenterptopres@gmail.com) or Vice-President [carpenterptovicepres@gmail.com](mailto:carpenterptovicepres@gmail.com)).

Thank you for all you do!



