

Maple Hills Elementary PTA 2.6.15

2009-2010

15644 204th Avenue SE
Renton, WA 98059
President – Jennifer Wildermuth



Maple Hills PTA Committee Chair Guidelines

The following Committee Chair Guidelines has been developed to be used as a guideline to facilitate committee records. Please use this information to help your committee run smoothly.

Committee: _____ **Committee Chairperson:** _____

Program Type: _____ Fundraiser - make more money than you spend _____ Break even - make same amount of money you are budgeted to spend

Budget amount: _____ (must pay for janitor out of budget)

Overseeing Director/Board Member: _____

Phone Number: _____ E-mail Address: _____

If you have questions regarding your committee, please contact the Director/Board Member listed above, or if you have additional concerns, please contact the President.

Committee Members: make a list of the members of your committee.

Meetings: record committee meetings and emails of committee members.

Calendar/Timeline: set up a calendar/timeline to accomplish committee's goals so nothing is left until the last minute.

Volunteers: record number of PTA volunteers involved; in what capacity; number of hours involved per volunteer.

Costs: keep an accurate account of funds expended even if you do not ask for reimbursement. Fill out proper reimbursement form for Treasurer.

Supplies: keep an accurate record of any items/supplies donated and from whom. Be sure to send thank you letters to donors and volunteers.

Resources: list all publicity used and copy of all printed publicity.

Written Materials: include copy of all handouts, flyers, etc. in file folder

Evaluation: it is very important to evaluate the committee's work at the end of the event and to make recommendations for next year. Please fill out the evaluation form provided in your committee file folder.

Checklist: complete the checklist below to make sure you did not forget something. Not every item will apply to every committee. Most of these items need to be done well in advance of the event.

- ___ reserve room through office (may have already been done, check with President first)
- ___ reserve kitchen through office (may have already been done, check with President first)
- ___ reserve janitor through office (may have already been done, check with President first)
- ___ get cash box and beginning money from Treasurer
- ___ price items ahead of time
- ___ reserve rental items (check with Board to see if equipment has already been purchased)
- ___ give janitor instructions on table and/or chair setup
- ___ reserve reader board through office (most events are already on the master list verify with Patti first)