

## **Salt Creek PTO**

### **Tips on Chairing a Committee**

The guidelines below are intended to help you plan, organize and implement your event or activity.

1. **Getting started** - Don't hesitate to ask questions. Consult with the prior chairperson, a person who has experience running a similar committee or an Executive Board member.
2. **Set a date** - Certain annual activities have dates set far in advance. Consult the calendar for these dates. If you have a new activity, consult the calendar for open dates and choose one. Have your choice approved by the principal and the Executive Board. Once approved, reserve space for the event or activity.
3. **Planning** - Hold a committee meeting to set a timeline and delegate responsibilities. If applicable, decide on a food menu and pricing structure.
4. **Communications** - Create communication pieces for the event announcing the date, time and location. There may already be prior communication pieces in place that just need to be modified. Announcements can be made through student backpacks, Bridges Newsletter, school sign, SC News and PTO website. All communications need to be approved by the Principal and Co-Presidents. Once approved, forward a copy to the translator. Allow 7 to 10 days for translation. Once translated, forward to the Administration Building for printing. Allow 7 to 10 days for printing. Do not forget to distribute materials to all staff members as well.
5. **Volunteers** - If volunteers are needed, either contact the Vice President Chairman or send a letter to the parents asking for help. Have the communication piece approved by the Principal prior to distribution. Do not forget to ask all staff members if applicable. Send the request 2 to 3 weeks prior to the event.
6. **Notify** – Notify volunteers at least one week in advance of the event. Inform them of the time they will be working, in what area and their responsibilities.
7. **Order Supplies** - If supplies are needed, make sure to order in advance. Inform the Treasurer of any need for funds i.e. a cash box, receipt books or a check. Retain all receipts for items purchased. Use the Tax Exempt Letter when making purchases, as sales tax will NOT be reimbursed. If shopping at Wal-Mart or Sam's Club, see the Treasurer prior to shopping, for the Tax Exempt Id Card required by these stores.
8. **Setup** - Consult with the custodial staff regarding school materials and setup if needed.
9. **Advertise** - Advertise with posters around the school. If appropriate, notify local media. See the Press & Publicity information sheet.

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10. **Reminders** - Send out a reminder notice 2-3 days before the event.
11. **Communicate** - Update the Executive Board with progress, issues and resolution.
12. **Completion** – When your event is done, update your committee procedures if necessary. Also complete the Committee Summary Report. The report can be found online on the PTO website or contact an Executive Board member for a copy. Once completed, forward to the appropriate Executive Board member.

Remember to keep things simple and have fun. Everything we do is for the students and they appreciate your efforts!