



Committee Chair Guidelines 2023-24

Welcome and thank you for chairing a committee this year! We appreciate the time and effort you are putting forth to serve the children and our schools. We are looking forward to a terrific PTO year.

“Volunteers are not paid --- not because they are worthless, but because they are priceless!”

1. Executive Board (EB) Points of Contact

- Introductions of EB – Points of Contact – these are your liaisons for help and guidance, and any questions you have about your committees.
(see last page of guidelines)
- Please keep in contact with them regularly regarding plans for the event and your progress.

2. Binders

- You will be given a binder for your event. This holds the necessary information about your committee and event/activity.
- Please keep copies of important documents related to your event – they help serve as a point of reference and it is the “history” of your event.
- Please add documents such as receipts and invoices that you collect this year to further help us and future chairs.
- Read through and let your EB contact know if you have any questions.

3. Your Committee

- After the PTO registration period closes, you will receive a comprehensive list of all PTO members who signed up for your committee.
- You are also listed as the committee chair on the PTO website, and may receive emails from people interested in volunteering for your committee during the year. All volunteers must be PTO members (this is for insurance purposes).
- We recommend you set up a group email list with all these names.
- Please feel free to contact your committee at any point.

4. Budget

- If you do have a budget for your event, the dollar amount will be indicated on your “Committee Chair – Important Information” form that you receive today.
- The PTO works hard to raise money, ensure that our budget is fair and that there are adequate funds to support all committees. **You must adhere strictly to your budgeted \$ amount – there is no room for going over budget with any committee.**

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- Do not accept donated money outside of your budget unless approved by your EB Contact.
- If you feel that there were inadequate funds to support your committee, then please let your EB contact know so that we can improve the process for the following year. **Again, going over budget is not an option.**
- You should have “history” in your binder of what was spent in prior years. If this is not the case, please email the Treasurer at treasurer@coltsneckpto.org and he/she can give you a rundown of the expenses for the prior year.
- The PTO is a Tax Exempt organization. When we purchase goods or services for a PTO event, we should not pay sales tax. Many times you will need to prove our tax exempt status. Please email your EB Contact to get a copy of the PTO’s **Tax Exempt Form**. Please help us save PTO money, **use the form**.
- Please try to be organized and order your needed supplies early enough so that you are not spending money on excess shipping costs.
- You need to have all your expenses cleared by your EB Contact, ESPECIALLY FOOD.

5. Expenses/Monies Received

- The financial procedures are attached – please familiarize yourself with them. We will not be able to reimburse you without the **original** receipt or invoice. All reimbursements for your committee are due before the end of our fiscal year, June 2023. Please submit them to our Treasurer, no later than June 25th. Use the proper PTO Reimbursement Form, which is available on the PTO website.
- You must use a **spreadsheet**.
- DO NOT hold onto reimbursement/money received paperwork until the end of your event. We ask that for larger events that you bring your deposit, with the completed paperwork, and return any cash boxes to our Assistant Treasurer within three days of the event.
- *Contact Treasurer for:* Reimbursement, Contracts, Purchases, Tax Exempt, Start up cash
- *Contact Assistant Treasurer for:* Cash and Checks received, Cash/Cash Boxes

6. Scheduling Events

- Before scheduling an event, please check: PTO Calendar
School Calendar

Dates must then be approved by your EB contact.

- All student activities dates must be approved by the Student Activities Director.
- Once your event is approved, email the Communications Director at webmaster@coltsneckpto.org so it can be added to the PTO Calendar.

7. Facilities

- If you need to use any of the school buildings or the associated properties (outdoor areas) for your event, you must request permission to use the space.
- Please do this well in advance of your event – the school is used by other organizations as well and space fills up fast.
- To request school space, email your Board Contact and she will schedule the event using the school’s on-line system. Please provide the date, beginning and end time of the event, any extra time you need for setup, and your contact number. A week prior to the event, you should contact the district’s facilities manager

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(moretta@coltsneckpto.org) to confirm your setup needs for the room (e.g., tables, chairs, etc.)

8. Forms

- All the necessary PTO forms can be found on our website www.coltsneckpto.org under the FORMS tab.
- If a form is missing from the website, please let us know ASAP by emailing your EB contact. The PTO website is always a work-in-progress.

9. Publicizing Your Event

- The PTO has several ways to help you get the word out about your event. Please create a digital flyer for your event. From this flyer we can then use the PTO newsletter, social media, e-blasts, website, and outside press coverage using the information provided.
 - **Flyers** - Digital flyers are the best way to publicize our events. **Flyers must be approved before distribution.** Please forward your flyer to your EB Contact for review and approval. Your contact will then forward it to the Superintendent for approval. When it has been approved, it can be distributed electronically to all district families. Your EB Contact will have Phil Capasso distribute your flyer via email.
 - Approved flyers can also be posted on the PTO website for parents to access.
 - When creating a flyer, please include the PTO logo. The PTO logo is available on the PTO website under “FORMS.”
 - Please make sure you include your preferred contact information on the flyer.
 - **PTO Newsletter** - Emailed to membership bi-weekly on every other Wednesday. Submissions are due Friday of the week before publication. Send requests to your EB Contact, along with your flyer and a brief writeup. After the event has taken place, you should submit a follow-up recognizing your committee’s accomplishments, event sponsors, volunteers, and donors in the PTO newsletter.
 - **Social Media** - The PTO uses Facebook, Instagram, and Twitter. Only certain PTO events will be advertised on social media. For the safety of our children, the PTO will not advertise Student Activities on social media. The PTO can, however, post follow-up photos of events. Information you would like to see on social media should be sent to your EB Contact.
 - **Eblasts** - These are done on an as-needed basis and can be directed to parents in a specific grade. Send requests to your EB Contact, along with your flyer and a brief writeup.
 - **Website** - Your event/activity can be listed on the website or a whole page can be created for your event. For further information, contact our Digital Media Director at digitalmedia@coltsneckpto.org or our Communications Director at webmaster@coltsneckpto.org.

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- **Press Coverage** - For events outside of the school community, the PTO can assist with press coverage, such as preparing press releases to local print magazines, newspapers or online media or arranging press coverage for your event. Please contact the PTO secretary at secretary@coltsneckpto.org for assistance. All press releases need to be approved by the PTO President before submission. Please give ample notice since most print deadlines for the upcoming month fall around the 15th of the previous month.

10. Committee Review

- At any point in time, feel free to contact any EB member with any questions you may have - - we are here to help and guide you.
- At year end, you will be contacted by your EB contact to review the year. Please be prepared to give them feedback on any aspects of the committee that need to be changed or modified for the coming year.
- PLEASE TAKE GOOD NOTES AND WRITE DOWN AS MUCH AS YOU CAN SO WE CAN CONTINUE TO IMPROVE.

Again, we thank you for volunteering to chair a committee; you are invaluable to the organization. Best wishes for a great year!

Kim Kaufman
 CNPTO President
president@coltsneckpto.org

2023-2024 Colts Neck PTO Executive Board

Feel free to contact anyone with questions or suggestions

President	Kim Kaufman	president@coltsneckpto.org
Vice-President	Samantha Amato	vp@coltsneckpto.org
Fundraising Director	Joanne Passalacqua	fundraising@coltsneckpto.org
Sponsorship Director	Amy Linquito	sponsorship@coltsneckpto.org
Treasurer	Monika Kozicz	treasurer@coltsneckpto.org
Assistant Treasurer	Danielle Quigley	assistanttreasurer@coltsneckpto.org
Secretary	January Nicoletta	secretary@coltsneckpto.org
Communications Director	Rebecca Roach	webmaster@coltsneckpto.org
Digital Media Director	Penelope El-Dalati	digitalmedia@coltsneckpto.org
Student Activities Director	Jennifer Mulé	studentactivities@coltsneckpto.org