

COMMITTEE CHAIR GUIDELINES



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 do not necessarily have the time; they just have the heart.”
~Elizabeth Andrew*

“It's easy to make a buck. It's a lot tougher to make a difference.” ~Tom Brokaw

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 or Folders**

- You will be given a binder or folder for your event. This holds the necessary information about your committee.
- Please keep copies of important documents related to your committee – they help serve as a point of reference and it is the “history” on your committee.
- Please add documents 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.
- 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 committee, 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 the committees. ***You must adhere strictly to your***

Updated 8/5/2021

budgeted \$ amount – there is no room for going over budget with any committee.

- 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**. All reimbursements for your committee are due before the end of our fiscal year, June 2021. Please submit them to our Treasurer, no later than June 15th. 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:* Monies Rec’d, Checks, 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 facilities manager (giglio@coltsneckpto.org) to confirm your setup needs for the room (e.g., tables, chairs, etc.)

Updated 8/5/2021

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, including the PTO newsletter, eblasts, website, Facebook page, flyers, and outside press coverage.
 - **PTO Newsletter** - published bi-weekly on every other Wednesday. Submissions are due Friday of the week before publication. Send requests to your EB Contact, along with your event details 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.
 - **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 event details 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.
 - **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.
 - **Flyers** - If you would like to send flyers home with students, they must be approved before doing so. 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 in the schools.
 - Approved flyers can also be posted on the PTO website for parents to access.
 - When creating a flyer, use the PTO logo. The PTO logo is available on the PTO website under "FORMS."
 - Please make sure you include your contact information on the flyer.

10. Photocopying

- If you need to copy documents, you may use the school copiers. You must enter the PTO code to be able to use the copier. Please ask your EB Contact for the current code. Please use this for PTO documents only, not for copying personal items.

11. 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!

Danielle Quigley
CNPTO President
president@coltsneckpto.org

2021-2022 Colts Neck PTO Executive Board

Feel free to contact anyone with questions or suggestions

President	Danielle Quigley	president@coltsneckpto.org
Vice-President	Kirsten Connor	vp@coltsneckpto.org
Fundraising Director	Vacant	fundraising@coltsneckpto.org
Sponsorship Director	Vacant	sponsorship@coltsneckpto.org
Treasurer	Melanie Yale	treasurer@coltsneckpto.org
Assistant Treasurer	Vanessa Rahman	assistanttreasurer@coltsneckpto.org
Secretary	Samantha Amato	secretary@coltsneckpto.org
Communications Director	Lena Nicholson	webmaster@coltsneckpto.org
Digital Media Director	Kim Kaufman	digitalmedia@coltsneckpto.org
Student Activities Director	Joanne Passalacqua	studentactivities@coltsneckpto.org



Expenses & Monies Received
Guidelines & Procedures

The Colts Neck PTO is dedicated to supporting the education of students and promoting student support and enrichment in Cedar Drive Middle School, Conover Road Elementary School, and Conover Road Primary School.

Each committee must spend within its allotted budget and in a judicious manner.

TAX EXEMPT: The Colts Neck PTO is a non-profit, tax-exempt organization. We do not pay sales tax on goods and services purchased for the PTO. **When you are making purchases, you will need a Form ST-5 to give to the vendor, which includes our exempt organization permit number. The form will prevent us from being charged sales tax and can be used in stores and online.** Please use this form when making purchases ONLY on behalf of the PTO. All personal purchases must be in a separate transaction. If you need a copy of the form, please contact the Treasurer. (Please see attached list for policy of some local stores.)

If a store refuses to eliminate the sales tax from a PTO purchase, even with our TE certificate, then the purchase may have to be paid for directly with a PTO check or credit card. Exceptions can be made at vendors (such as warehouse stores) who don't accept tax-exempt forms. In cases such as this, please get approval from your PTO executive board contact before making the purchase.

If you make a purchase for a PTO event without using the tax-exempt form (or getting prior approval) then we cannot reimburse you for the tax portion of the purchase.

PURCHASES: When buying goods and services above **\$500**, the PTO recommends that you receive two competitive estimates before purchasing, at a minimum of every 2 years. If changing an existing vendor, get the approval of your PTO EB member before committing to the purchase.

When making buying decisions, we strongly encourage you to:

1. Check the PTO Directory and Newsletter/Website for businesses that advertise with us.
2. Use a business that has supported the PTO in the past and intends to do so in the future. (Contact the PTO Fundraising Director for details.)
3. Use a business located in Colts Neck.
4. Contact the previous year's Committee Members for vendor suggestions.

Any single expenditure **\$500 or above must be paid directly to the vendor**. Do not spend your own money and submit for reimbursement. Submit an invoice and Vendor Payment Form (see below) to your Executive Board Contact, who will approve and pass them along to the Treasurer to issue a check to the vendor.

Purchases less than \$500 can be paid by you, in which case you will be reimbursed (see below). Alternately, an invoice and Vendor Payment Form can be submitted to your Executive Board Contact, so the Treasurer can pay the vendor directly.

CONTRACTS: In some situations, contracts must be entered into, and will require prior approval by an Executive Board member. Contracts under \$2,500 **MUST** be reviewed and approved by your Executive Board Contact, the President, **or** the Vice President. ANY contract over \$2,500 **MUST** be reviewed and signed by the President or Vice President **and** the Executive Board Contact, in accordance with the PTO By-Laws.

Updated 8/5/2021

PROCEDURE FOR DIRECT PAYMENT OF VENDOR INVOICES: In order for a vendor to be paid, the Vendor Payment Form must be filled out (a copy is available on the PTO website under the “Forms” tab or an Excel version can be emailed to you). Fill out **ALL** the information. It is especially important to itemize your invoices by vendor. One form should be completed for each separate vendor that must be paid. Attach all **original** invoices/bills to the worksheet and verify the total on the worksheet to your receipts. *The worksheet **must be signed** by your Executive Board Contact for approval and accuracy.* The board member will then submit this form to the Treasurer for payment. The Treasurer will issue a check directly to the vendor. Please submit all invoices within one week of the event. Vendor payment requests cannot be made after June 30.

PROCEDURE FOR REIMBURSEMENT: In order to be reimbursed for expenses, the Reimbursement Worksheet must be filled out (a copy is available on the website under the “Forms” tab or an Excel version can be emailed to you). Fill out the name of the Committee, the name and address of the member to be reimbursed, whether you’d like your check delivered via mail, sent home with your child, or you will pick it up, and itemize your receipts by vendor and category. Attach all **original** receipts to the worksheet and verify the total on the worksheet to your receipts. *The worksheet **must be signed** by your Executive Board Contact for approval and accuracy.* The board member will then submit it to the Treasurer for payment. The Treasurer will issue a check. Please submit all expenses within one week. Reimbursement requests cannot be accepted after June 30.

NOTE: All expenses for your event must be paid through the PTO checking account. **Do Not Deduct Expenses From The Start-Up Money Or From Monies Collected.** You will need to fill out a reimbursement worksheet, as explained above.

NOTE: The PTO DOES NOT reimburse tips without prior approval from the President or Vice President, as well as the Treasurer. **NO EXCEPTIONS will be made.** Requests must be submitted to the Executive Board Contact who will submit it to the President or Vice President and the Treasurer. The PTO DOES NOT reimburse gift cards/lottery tickets. Please DO NOT purchase these for events.

PROCEDURE FOR MONIES RECEIVED: The Colts Neck PTO is required by its auditors to keep a detailed accounting of all monies received. This means that all events and activities that receive money must keep a record of all cash and each check collected. For student activities and fundraising events, please keep a list of attendees and payment received from each attendee. This must be submitted to the Assistant Treasurer as part of the Monies Received report and should reconcile with the monies submitted for deposit.

After an event, you **must** fill out and sign the Monies Received Report (a copy is on the PTO website under the “Forms” tab or an Excel version can be emailed to you), detailing cash and check amounts and submit to your Executive Board contact to approve. After EB approval, submit the form, all monies, and any cash boxes to the Assistant Treasurer within two days after the event or activity. If payments are received in advance of the event, please give it (with a completed Monies Received Report) as you collect it so it can be deposited in a timely manner and be included in that month’s Treasurer’s Report.

Do not leave deposits for the Assistant Treasurer in her mailbox, porch, etc. All deposits must be handed to her directly to avoid loss.

Checks: When submitting checks, the following details must be included on the Monies Received Report: name, check #, amount of check, and total of all checks collected. A separate Excel spreadsheet may be used. All checks MUST be made payable to ***Colts Neck PTO or CNPTO.*** (*No exceptions.*) Also confirm that all checks have been signed. As committee chair, it will be your responsibility to go back to the families and get new checks written if incomplete or incorrect checks are submitted to the Assistant Treasurer.

Cash: If you require a cash box for an event, please notify the Assistant Treasurer at least four days in advance. A small amount of start up cash is available directly from the Assistant Treasurer, who will have you sign off on any cash you take for your event. If additional is needed, contact the Treasurer; she will issue you a check, which you can cash at your bank or at the PTO's. If you received a cash advance for your event, you will be required to complete a separate monies received report for the return of said startup cash. This should be separate from the monies received form you complete for the deposit of all cash earned at the event.

Personal checks are the preferred form of payment for the PTO. When planning an event, please clearly indicate the amount and state "*Checks only, please, made payable to the CNPTO.*"

All CNPTO committee chairs must sign the Expense and Monies Received Guidelines and Procedures acknowledgement form and return to either the Treasurer or the Assistant Treasurer before beginning any event that requires the receipt or expenditure of money.

Questions and concerns should be addressed to the Treasurer or Assistant Treasurer.

Expense, Budget and General Financial

Melanie Yale
Treasurer
treasurer@coltsneckpto.org

Receipts, Monies Received Report and Cash Boxes

Vanessa Rahman
Assistant Treasurer
assistanttreasurer@coltsneckpto.org