



## Student Activities Guidelines

Effective 2023-2024 School Year

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PTO student activity events are open only to students attending Conover Road Primary School, Conover Road Elementary School and Cedar Drive Middle School, as well as to students placed out of district.

### 1. CHAPERONES

- There must be a sufficient number of parent volunteers to run any student activity. At a minimum it should be 1 adult per 15 children. It is preferable to have a 1 to 8 ratio for younger grades (pre-kindergarten through 3) and 1 to 10 ratio for older grades (4 through 8). All chaperones must be PTO members for insurance purposes.
- All volunteers should wear name tags and arrive at all events at least 15 minutes before starting time. The student activity chairperson should also provide nametags for all children at events located off school property. Said nametags shall only identify the name of the Colts Neck School the children attend and not their individual names.
- Chaperones should not smoke/vape or consume alcoholic beverages while volunteering at said event.
- Chaperones should be informed of their responsibilities. Please keep socializing to a minimum. It is essential that two chaperones be posted by bathrooms, locker rooms and all exit doors. Chaperones need to periodically inspect bathrooms and locker rooms.

***Please see ATTACHMENT A regarding specific volunteer/chaperone guidelines***

### 2. FOOD ALLERGIES AND PHYSICAL LIMITATIONS

- If a child in grade pre-kindergarten through 6 attending a PTO sponsored event has a severe food allergy and food is served, then that child's parent/guardian, or an authorized representative of the parent/guardian, should attend the event to ensure that child's safety.
- Similarly, if a child in grade pre-kindergarten through grade 6 is suffering from a physical injury/disability and the PTO sponsored event involves physical activity,

then that child's parent/guardian or an authorized representative of the parent/guardian will be asked to attend the event to ensure that child's safety.

### 3. EVENT DATE AND LOCATION

- When you have met with your committee and have a date, time, and location for your event please contact the Student Activities Director for approval. She will also ensure that date is put on school calendars.
- If the event will be located at one of the Colts Neck Schools, please contact the Student Activities Director as soon as possible. Let her know the date and time, location (school and room requested) and type of event and she will put the request into the Business Office for review. You will receive confirmation once it has been approved by the Business Office.
- When the date/location is approved, please notify the building principal.

### 4. DIGITAL FLYERS and OTHER COMMUNICATION

- Each event should have a digital flyer with all pertinent information. All flyers must contain the PTO logo which is found under "Forms" on the PTO website. Flyers must be approved by the Student Activities Director, the PTO Executive Board, and the Superintendent. You may email your flyer to [studentactivities@coltsneckpto.org](mailto:studentactivities@coltsneckpto.org). She will then forward the flyer for all approvals. Once approved, a digital registration form which will include a digital permission slip and digital payment form will be created for you.
- Additional communication about your event (reminders about permission slips, need for volunteers or other help, etc.) will need to be put into the bi-weekly PTO newsletter which goes out every other Wednesday morning. Email requests to the Student Activities Director at [studentactivities@coltsneckpto.org](mailto:studentactivities@coltsneckpto.org) by the prior **Friday** and she will have it put into the newsletter. Bulk emails will only be sent out on an urgent basis. If you do require a bulk email, send the email request to the Student Activities Director.

### 5. PERMISSION SLIPS

- The Colts Neck PTO has moved to electronic permission slips whenever possible. If digital registration is not possible please follow the following guidelines. All permission slip notices for student activity events must contain the wording below. Furthermore, **no child may attend** any such event **unless the permission slip is properly signed by a parent/guardian** and a telephone number where that parent/guardian may be contacted during the event is listed. If there is a designated driver, that name and phone number must be indicated.

- The wording below must be included on the PTO permission slip:

*As the parent or legal guardian of the child named above, I hereby give my full consent and approval for my child to participate in (Name of Event). In addition, I do hereby waive, release and hold harmless the Colts Neck PTO, its officers, teachers and volunteers for any injury that my child may suffer in the course of participation in the designated activities. In the case of a serious accident or illness, I request to be*

*contacted at the telephone number listed above. If I am unreachable, you are authorized to treat my child according to standard emergency procedures.*

- A blank PTO permission slip can be downloaded from the PTO website under “FORMS.” Please see **PTO Permission Slip, ATTACHMENT B** for an example.
- A permission slip must be provided for every child. There can be no exceptions.

## **6. SIGN-IN/SIGN-OUT SHEETS**

- If your registration is digital, you will be emailed a spreadsheet of all children attending your event the morning of. Use this information for a Sign In and Sign Out sheet. Provide paper copies of your Permission Slip for drop-ins at your event.
- If your registration is not digital, you will need to create a spreadsheet of all permission slips and monies received for each student. This should be used as a Sign In and Sign Out sheet for the event.
- Every student **must have a completed permission slip and must be signed in and out.** The sheets must be reviewed at the end of the night to insure all children are accounted for. If a child is not signed-out, the parent must be called to insure the safety of the child. All completed sign in/sign out sheets should be kept in the PTO Binder.

## **7. CONTRACTS**

- All contracts concerning PTO events **must be approved and signed by the Student Activities Director** or the President. Please refer to the **PTO Expenses and Monies Received Guidelines** for further details about the contract policy as well as other financial policies.
- Any company contracted to provide services for any PTO sponsored event must be properly licensed in the State of New Jersey. The Student Activities Director must receive a copy of said license. The PTO shall have the discretion to request background checks for any employee of a company contracting with the PTO who will attend a PTO sponsored event.
- No deposit checks will be sent without a written contract and Vendor Payment Form (found on PTO website under “FORMS”). The Student Activities Director must sign both.
- Final payments (which are usually due the day of the event) must also be requested using the Vendor Payment Form. Final payments must be done with a PTO check.

## **8. BUDGETS**

- Please adhere to your budget. The PTO is not responsible for any overages.

- Any expense over \$500 must be approved by the Student Activities Director prior to purchase.
- All expenses need to be sent to the Students Activities Director for approval **prior to reimbursement** by completing a Reimbursement Worksheet (found on PTO website under “FORMS”). Original receipts and invoices are required for reimbursement. You should indicate if you had any supplies or services donated and their approximate value. All expenses should be submitted within one week of the event.
- A Monies Received Report (found on PTO website under “FORMS”) for cash or checks received must be submitted to the Assistant Treasurer within 3 days of the event.
- As a general rule, the PTO does not tip at these events. If you feel it is absolutely necessary it must be pre-approved. Please submit all requests to the Student Activities Director prior to the event.
- Please try to charge an amount similar to the previous year per event. If this is not possible, please review with the Student Activities Director prior to the event. It is **not necessary** to provide a favor or memento for each event. Absolutely, no gift cards or lottery tickets are to be given to students.

## 9. BEHAVIORAL ISSUES

- In all instances, the activity chairperson, the chaperones, the Student Activities Director and the PTO Board Members may use discretion in handling behavioral issues.
- In the event a chaperone at a PTO sponsored event witnesses a child acting in an inappropriate, non-violent manner, or is informed that the child acted in such manner, then the chaperone should address the child, inform the child that the behavior is inappropriate, and warn the child that if the inappropriate behavior continues, then the child will be removed from the activity. To ensure that the child understands, the chaperone should have the child repeat these instructions. The chaperone should then continue to closely supervise that child. If the inappropriate behavior continues, then the activity chairperson should be notified as well as a PTO Board Member, if present. The child may be removed from the activity and their parent or guardian should be contacted to pick up the child.
- In the event the inappropriate behavior is violent in nature, the child may not be given a warning, but may be immediately removed from the activity and their parent or guardian should be notified.
- If a chaperone notices that a child is upset, the activity chairperson should be notified.

- Building principal must be contacted 24 to 48 hours prior to the actual event to determine if there are any children that are unable to attend the event due to school disciplinary issues. The school should have already contacted the parents of the child but we need to be aware of any situations.

## **10. EMERGENCY/EVACUATION PLAN**

- If authorities are contacted for any reason during a PTO sponsored event whether on or off premises, then a chairperson for the event, or their designee, must contact the following:  
**Student Activities Director - 908-502-6055**  
**PTO President - 732-874-1177**  
**Superintendent - 732-946-0055 x4104**
- In the event the building needs to be evacuated, the student activity chairperson should keep the sign-in sheets with them at all times. These need to be used in order to take a roll call once the students have safely left the building. Each chaperone should be given one sheet of names. They are to gather those children and keep them with them until the authorities release the children to their parents. All children need to be signed out.
- Prior to leaving the building the student activity chairperson should check all hallways and bathrooms to make sure the building is properly evacuated.

## **11. CELL PHONE POLICY**

- Cell phones are not permitted at PTO sponsored events. If a child is using a cell phone the phone will be confiscated until the end of the event. This includes using the phone for picture taking, texting etc. **NO CELL PHONES** just like in school.
- For older grades an announcement should be made at the beginning of the event alerting children to the policy.

## **12. PTO BINDER**

- Each event has a binder of important information for your grade-level student activity. Please be sure to keep copies of all your documents, flyers, financial forms and event paperwork in this binder. This will be helpful for the next chair to see what has been done in the past.
- Please fill out the **Event Recap Form ATTACHMENT C**. Keep a copy with your PTO Binder and forward a copy to the Student Activities Director.

**FINAL NOTES** – Call the Student Activities Director with ANY questions and/or suggestions. It would be helpful if you could come to a PTO meeting after your event to talk about it.

***Refer to ATTACHMENT D and ATTACHMENT E for a quick summary of the most important Student Activity Guidelines and for Planning Procedures.***

# **ATTACHMENT A**

## **PARENT VOLUNTEER GUIDELINES FOR STUDENT ACTIVITIES**

- Parent volunteers are needed at various student activities to help run the event.
- The number of volunteers needed is determined by the Chairperson of the event. In planning the event determine how many volunteers you need at each station, handling sign in/out, food, monitoring bathrooms etc. Planning in advance is the key here.
- The first volunteers that must be utilized are the parents who registered via the PTO website. Prior to the event the chair will contact all volunteers to determine who will be able to assist with the event.
- After that if any additional volunteers are needed the volunteers will be selected based on parents that indicated they wish to volunteer during registration for your event. For insurance purposes, all volunteers must be PTO members.
- If you have more volunteers than you need for the event let the volunteers know that they are not needed at this time but they should be the first people called if any additional volunteers are needed for the next event.
- As a general rule it is better to have too many volunteers than not enough volunteers so always cover yourself and have a few extra volunteers at the event. Many times there will be volunteers that have to cancel at the last minute or are no-shows.
- On the flip side you don't want so many volunteers that they are standing around with nothing to do, then everyone will start socializing and they tend to forget about the children they are there to chaperone.
- The ratio of chaperones to children should be 1 to 8 for the younger grades and 1 to 10/15 for the older grades.
- All entrances/exits/bathrooms should be covered by chaperone.
- If you have any questions about the above guidelines, contact the Student Activities Director for assistance.

## ATTACHMENT B



Name of Child: \_\_\_\_\_

Grade & Homeroom Teacher: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Telephone Number Where Parent/Guardian Can be Reached During Event:

\_\_\_\_\_

As the parent or legal guardian of the child named above, I hereby give my full consent and approval for my child to participate in \_\_\_\_\_. In addition, I do hereby waive, release and hold harmless the Colts Neck PTO, its officers, teachers and volunteers for any injury that my child may suffer in the course of participation in the designated activities. In the case of serious accident or illness, I request to be contacted at the telephone number listed above. If I am unreachable, you are authorized to treat my child according to standard emergency procedures.

Does your child have any dietary restrictions? If yes, please explain:

\_\_\_\_\_

If your child has a health condition, including a severe allergy or special need, a parent or guardian must be in attendance at the event.

I understand that this event will be governed by the disciplinary guidelines set forth in the PTO Student Activity Procedures, a copy of which is available on the PTO website ([www.coltsneckpto.org](http://www.coltsneckpto.org)).

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Please check if you wish to volunteer during the event (PTO-members only). \_\_\_\_\_

(You will be notified if needed.)



## ATTACHMENT C



### **STUDENT ACTIVITY EVENT REVIEW AND RECAP**

Name of Event:

Date and Time of Event:

Was the event well attended? Yes    No

How many children attended?

How many volunteers were needed?

What food, if any, did you have at the event?

1. What would you keep about the event? What would you do differently?

2. Would you use the same location/DJ/amusement provider/food etc?

3. What challenges, if any, did you face in planning this event?

4. Would you recommend the same event for next year's committee and why?

5. Please list major expenses below.

6. Please attach any examples of flyers, copies of paperwork, monies received reports, etc.

*Please keep a copy of this form in the PTO Binder and forward a copy to the PTO Student Activities Director.*

## ATTACHMENT D

### **STUDENT ACTIVITIES – Quick Steps and Pointers**

1. Meet with your committee and find dates for activities as soon as possible. Dates and locations book quickly so it's best to do it early.
2. Confirm date with Student Activities Director.
3. Discuss activity and compare with previous activities.
4. Confirm activity with the Student Activity Director.
5. Develop list of responsibilities:
  - Budget
  - Flyer, which should go out at least 2 weeks before event and must be approved first
  - Reserve space at the school—contact the Student Activities Director.
  - Go over any food restrictions, especially for allergies
  - Create a class list based on permission slips to use for signing in and out
  - Contact chaperones and make sure you have a 1-8 ratio for younger grades and 1-10/15 for older. Better to have too many chaperones than too few.
  - Go over responsibilities with chaperones. They are there for a job and not to socialize. It's best to have a few dads there. Make sure entrances/exits/bathrooms are covered.
6. No cell phones allowed at activities. They will be confiscated and left at check in/out table until the end.
7. One warning for inappropriate behavior. Next, a parent will be called and their names will be put on a list for future events (this must be confirmed with committee chairs).
8. Remember that these activities are strictly governed by PTO guidelines—it is a privilege, not a right. A tremendous amount of work and time goes into these activities and if everyone knows what is expected of them, it is a very rewarding experience.
9. Confirm your activity with the school principal before the event, especially if there are special instructions with janitors and audio/video.
10. Get there early for your activity so you are completely set up before children arrive. Clean up after your activity—the janitors always appreciate it and they don't mind some pizza and drinks as well.
11. Everyone must be signed out.

12. Send out thank you emails to your volunteers.
13. Fill out a reimbursement form promptly, within 3 school days after your event was held. Use the tax ID number when making purchases for the event.
14. There is no tipping allowed unless it has been preapproved. Send a request to the Student Activities Director before the event.
15. Keep to your budget.
16. Do not accept donated money outside of your budget unless approved by your EB Contact. If approved, please note amount in your binder.
17. You may have 1 event per grade, per year.
18. Be creative and ask for ideas.
19. Don't be afraid to ask questions.

**Have Fun! Your Children Will Love These Special Events!**

## ATTACHMENT D

### **STUDENT ACTIVITIES – Planning Procedures**

- Have a meeting with your Co-Chair as soon as possible to decide on the event you will be doing. (The events from previous years are mostly just suggestions. If you have an idea for another event please reach out to the Student Activities Director for approval)
- We try to hold most of the Student Activities in January, February, March, April, and May with a few exceptions. (8<sup>th</sup> Grade Dance, Pancake Breakfast and Ice Cream Social, 2<sup>nd</sup> Grade Carnival, and 5<sup>th</sup> Grade moving up party)
- Start researching the Facility, DJ and any other things you will need for your event as early as possible. Facilities and rentals book up early.
- Please get quotes from multiple vendors for anything that you are renting or purchasing. We want to make sure the money for these events are being spent as best as possible.
- Figure out your budget (what the PTO gives you to spend and what you will need to charge parents to make up the rest) and **STICK TO IT!** The PTO is not responsible for budget overages.
- Once you figure out what you need to book for your event you need to have an invoice as well as a Vendor Payment form (found on the PTO website under 'FORMS') filled out and handed in to the Student Activities Director for approval. It will then be passed onto the treasurer who will issue the check.
- Please remember to try and get the best price on anything you need to purchase for the event (snacks, drinks, prizes) **USE OUR TAX EXEMPT FORM WHEREVER POSSIBLE.** You should keep a copy with you whenever you are purchasing something for the event.
- The only events that need to purchase gifts for the kids (other than some giveaways) are 2<sup>nd</sup> Grade Carnival (t-shirts) and 5<sup>th</sup> Grade Moving up Party (drawstring bags with CDMS logo). Please plan your budget accordingly. Absolutely NO gift cards/lottery tickets.
- Once your event is about a month out you will need to make a digital flyer. All flyers must include the PTO logo. They must be sent to the Student Activities Director for approval before distribution.
- You need to create a spreadsheet to keep track of students who hand in their permission slips, monies received as well as if they have an allergy. This spreadsheet can be printed out once completed and used as a sign in and sign out sheet at your event.
- You will receive a list of parents who have signed up to volunteer. Reach out to them a few weeks before to make sure they are okay to help now that you know the date of the event. You will need parents at the door to have parents sign their children in and out, parents keeping an eye on the bathrooms as well as parents

just wandering around keeping an eye on everything. Certain events will require more or fewer parent volunteers, depending on the venue.

- You will need to know the balances on your venues and rentals a few days before the event and once again submit a Vendor Payment form as well as an invoice to the Student Activities Director for approval. The checks will then be issued so you can pay the balances the night of the event.
- The PTO discourages tipping. If your event requires you to tip someone it must be approved by the Student Activities Director in advance. Each event is different so, please do not hesitate to contact the Student Activities Director with any questions you have.

**Thank you for taking the time to volunteer. Without you the PTO could not have such great events for our students.**