

BASIC INFO FOR ALL CHAIRS OF MAIRE PTO EVENTS

1. TIME LINE

Please keep a record of when you do what. It really helps the next person who chairs the event

2. HOW TO MAKE COPIES FOR THE SCHOOL

If you want to make copies to go home in the Wednesday folder for your event, here is the procedure:

- You need 300 copies of anything going home in the Wednesday folder (400 if it is to go in the first "back to school" Wednesday folder). All copies should be done at Staples. You go to the Maire Office and get the Maire Staples card from Mrs. McSkimming. The copies can then be charged directly to PTO, and the PTO will get credit through the school's Staples Reward Card. You can either make the copies yourself, or drop the master off and have the staff at Staples make them. Please make sure to bring the cards back to the Maire office, along with the copies. Mrs. McSkimming will have a check reimbursement form for you to fill out so that the Maire PTO treasurer can properly account for the expenditure.
- All copies **MUST** be delivered to the office before Tuesday at 11:30 in order to be included in the next day's Wednesday folder.

3. ANNOUNCEMENTS IN THE MAIRE NEWS

The Maire News goes home every other week. If you wish to place an announcement in the Maire news about an event, or thank your volunteers (very important!), you need to get the information to Mrs. McSkimming the Friday before the Maire News goes out. It is best to e-mail it to her, but you can also write it out and deliver it to her. There are weeks when the Maire News is too crowded to include a particular piece.

4. REIMBURSEMENTS / CHECK REQUESTS

- The Maire PTO Treasurer must receive a request for reimbursement, along with the receipts, on the PTO Check Request form in order to reimburse you for your expenses.
- Check requests can be left in the PTO Treasurer's mailbox in the school office, or dropped off at the Treasurer's home.
- Checks required before an event takes place (e.g. a deposit for a speaker, food delivery, etc.) please deliver the check request to the Treasurer at least 48 hours before the check is needed.

- ***Checks Requests with a deadline should be communicated to the Treasurer via a phone call. Inform him/her that a check request is in the mailbox.***
- Check Request forms can be obtained from Mrs. McSkimming, or in the future you can download the form from the Maire website .
- If you have a question about whether an expenditure is within budget, it is best to check BEFORE you spend the money. Please call or email the current Treasurer if you have any questions.

5. DEPOSITS

- Funds for deposit must be counted and recorded on a PTO Deposit Request.
- Deposit Request forms can be obtained from Mrs. McSkimming, or in the future you can download the form from the Maire website
- Deposits can be either left with Wilma (she has a safe). Inform the Treasurer that a deposit is ready for pick-up. You can also arrange a delivery to the Treasurer's home.
- DO NOT leave deposits in the with the PTO Treasurer's mailbox at school or in his/her home mailbox.

6. NAME TAGS

If you are chairing an event with a number of volunteers, please provide the volunteers with name tags. They can be found in the PTO closet in the Maire office.

7. USING YOUR VOLUNTEERS

You have been provided with a list of people who have volunteered to work your event. Please give as many people the opportunity to volunteer as possible (some who originally volunteer may not be able to actually work the event). If your event has more people volunteer than you need, please contact either via e-mail or with a note those whom you do not use and explain that you had an overwhelming response and thank them for volunteering.

8. "THANK" YOUR VOLUNTEERS

After your event is over, please send Mrs. McSkimming a thank you listing all of your volunteers to be published in the Maire News. It can be as simple as "Thank you to the Maire community for supporting _____. This wonderful event would not have been possible without the efforts of the following individuals: _____. Thank you so much."

9. THANK YOU!

And, finally, thank you for your work!