

2018-2019 Sloan Elementary PTO Committee Chairperson Handbook



WELCOME BACK

It's a new school year and here you are...ready to take on the responsibilities of running a committee for the PTO. Your committee is one of the many things that make Sloan such an amazing school. We can't thank you enough for stepping up to chair a committee this year!

The important questions to answer right off the bat are: Who? What? Where? When? Why? and How?

The Who is you...along with your Board Buddy and your volunteers. Together, you can make your committee amazing.

The What is what you can spend to make it happen.

The Where is about securing your preferred location.

The When is about getting your event on the calendars of Sloan's families.

The Why is the most important thing to remember – why you are here, why we are all here.....for our kids, so that their school experiences can be rewarding, memorable, and fun!

The How is all the little things you need to know to get the job done.

So, on behalf of our kids, the Sloan PTO Board, and the whole Sloan community...THANK YOU for what you are about to do this coming year!

With all our thanks,

Monica Bush, President	sloanptopresident@gmail.com
Tricia Mitchell, Vice President	sloanptovicepresident@gmail.com
Nancy Golembiewski, Co-Treasurer	ngolembiewski@gmail.com
Trish Collamer, Co-Treasurer	trishcollamer@comcast.net
Carla Williamson, Secretary	sloanptosecretary@gmail.com

WHO?

YOU, WONDERFUL YOU!

People like you who take on the responsibilities of a Committee Chairperson (CC) are what make our PTO work. Without each of you, there would be no events, activities, or funds for this organization. It is a big responsibility, but it should also be fun and fulfilling – not overwhelming.

The best way to manage even our biggest events is to seek committee members to share the workload. If you have a friend you would like to work with, great! If you need help meeting interested people, please contact your PTO President, Monica Bush (sloanptopresident@gmail.com). Monica will help you find other people who are interested in helping out with planning and/or on site activities.

Once you have collected volunteers, please keep a detailed list of their names for Vice President Tricia Mitchell (*you can use/copy the Volunteer Roster shown in Appendix 4*). At the end of the year, the school hosts a Volunteer event to thank all of those who have chipped in, and we are responsible to give them the list of names.

A LITTLE HELP FROM YOUR FRIENDS

Each committee has been assigned at least one Executive Board Member as a “Board Buddy” to help your committee get off to a great start and to ensure that everything runs consistently and smoothly. Please see **Appendix 1 for the CC and Board Buddy list**. Your Board Buddy will:

1. explain your specific responsibilities and provide helpful hints to keep your committee running smoothly this year.
2. act as a resource and “advisor” to your committee to help you locate and understand all of the resources and requirements the building holds for your committee.
3. act as a liaison between your committee and the Executive Board, so please keep your Board Buddy up to date on any significant happenings or meetings your committee has.
4. interact with the Administration on your behalf, so please send all questions, communications, flyers, articles, etc. to your Board Buddy so that she may secure administrative approval.



WHAT?

ALL ABOUT THE BENJAMINS

If your event has a budget, be mindful of how you plan and spend, and be sure to keep all your receipts so you are repaid for what you spend. You will need to stay within the allocated budget amount for each committee or event. If you see the cost of your committee going over budget, you will need to contact your Board Buddy to identify ways to reduce costs to meet the budget amount. **This will need to be done before the money is spent.** There is no guarantee that cost overruns will be funded by the PTO. Please refer to the Sloan PTO budget for your committee's line item.

There are three Treasurer forms your committee may need. They are all available to download from the PTO website at <http://sloanpto.com/committee-resources/> and are located in a hanging wall folder near the PTO Mailboxes. Please fill the forms out promptly to ensure an appropriate turn-around time, and be sure to fill them out as accurately as possible. As a non-profit organization, the PTO must have a complete audit trail for all monies collected and spent, ABSOLUTELY NO EXCEPTIONS. The forms are:

CASH BOX REQUEST FORM – Please submit a completed form to the PTO Mailbox one week in advance before you need the monies for your committee's event. Envelopes should be marked ATTENTION: PTO Treasurer Nancy Golembiewski, CASH BOX REQUEST. Please plan ahead for your cash box needs. Less than one week might require you to pick up a check from the Treasurer for your committee to take to the bank for the cash box monies for your event.

EXPENSE REIMBURSEMENT FORM – Please fill out this easy-to-use form, and attach your ORIGINAL receipts. (Note that only ONE form should be submitted reflecting the expenses of the entire committee. Individual checks can be issued from this single form.) Place the completed form and receipts in the PTO mailbox. Envelope should be marked ATTENTION: Nancy Golembiewski, EXPENSE REIMBURSEMENT and remember to keep a copy for yourself.

REVENUE SUMMARY FORM – For any PTO event that involves money collection which will need to be deposited, please fill out a REVENUE SUMMARY FORM, and attach an Excel spreadsheet or adding machine tape reflecting each check to be deposited. This is REQUIRED in order for the money to be deposited *accurately and timely*. You can show cash monies as a lump-sum amount on the Excel spreadsheet or adding machine tape. Note: If you will be collecting cash, please coordinate with the Treasurer so that the money can be picked up for timely deposit. Please do NOT put cash in the PTO mailbox.



WHEN?

GET THE BUZZ GOING

No PTO event or activity is complete without the participation of Sloan students or families. Please see **Appendix 2 – Calendar of Events**. Because a goal of the PTO is to bring the school together as a community, it is important that every effort is made to educate and inform the population about your committee. Here are a few ways that you can reach out to our Sloan Community.

MONTHLY NEWSLETTERS AND ENEWS UPDATES are sent directly to the email inboxes of hundreds of subscribers. To submit your information, please send a print-ready article to your Board Buddy and Electronics Publications Chair Carla Williamson (sloanptosecretary@gmail.com) by the requested deadlines listed in **Appendix 3 – Electronic Communication Submission Deadlines**. It is imperative that you follow these deadlines so that there is time to obtain Administrative approval of each news item.

SLOANPTO.COM is a valued resource for a growing number of Sloan families. If you would like to post your event or activity on the Website, please submit a print-ready article to your Board Buddy for approval. Previously approved items, such as flyers and eNews articles, may be submitted directly to Website Chair Carla Williamson (sloanptosecretary@gmail.com) for inclusion.

THE SLOAN PTO PRESS PAGE ON FACEBOOK is a more casual way to build hype for your activity or event and a great way to acknowledge participants. Items do not need to be formally approved for you to post them, but post courteously, and keep in mind that all content is subject to deletion if it is deemed objectionable.

FLYERS have been our most traditional way of reaching families. **However, we have moved away from this**, so please try to utilize our other communications options *instead* of flyers. If you must use flyers to effectively promote your event, they must be approved through your Board Buddy, then copied in the school clerical room. [*Generally, 29 classrooms with 25 students*] Give the flyers to the Greeter for placement in the teachers' main office mailboxes with notes clearly stating the teachers' names and grade levels. Kindly also leave approximately 10 extra copies of all flyers **and order forms** with the Greeter to give to those who ask for them. Finally, **please forward an electronic copy of your APPROVED flyer to Website Chair Carla Williamson (sloanptosecretary@gmail.com) to be added to the Flyers, Sign-Up Sheets and Forms section of the Website.**

PUBLICITY before or after your event or activity can increase exposure for future events and the PTO in general. **Please contact committee chair Natalie Swensson at natalieswen@gmail.com.** The primary activities for this committee is to post events to Channel 19, on the FRHS electronic message board, on the morning announcements, or in the local media, if your committee budget can accommodate promotional spend.

THE PTO DISPLAY CASES are the first things students and families see when they enter the building. **Desiree Luzader** (desireeluzader@gmail.com) can assist you in reserving and decorating the display cases for your event or activity.

WHERE?

ROOM RESERVATIONS & SECURITY

If your committee will need to use any part of a school building, it is important to plan ahead and reserve your room as early as possible so that it is not booked by another event or outside organization. Most of the events for the year have already been assigned a date, which you should know. If you do not know when your event is, speak to your Board Buddy right away, so you can begin planning. To reserve your room, please consult the guide below. *TIP: ask your Board Buddy for the excel version of last year's request – no need to re-create the wheel!*

If you need:

THE LGI or LGI ANNEX DURING SCHOOL HOURS, reserve it as far in advance as possible, by marking it in the central reservation calendar in the Sloan main office. Reservations must be pre-approved by Mrs. Difulvio through Secretary Felicia Dusetzina (fdusetzina@franklinregional.k12.pa.us).

THE CAFETERIA DURING SCHOOL HOURS, contact Debbie Lamacz - 724-733-5969.

THE GYM DURING SCHOOL HOURS (only available during 4th quarter once swimming has begun), contact Mrs. Difulvio directly.

ANY FACILITY AFTER-HOURS, submit a General Facilities Request form to Director of Facilities per the instructions on the form (can be emailed) AS SOON AS your date is set or a minimum of 15 days prior to the intended date of use (available on the PTO website at <http://sloanpto.com/committee-resources>).

For the 2018-2019 School Year, Facility Requests have already been submitted for the events listed below. **If your committee is listed, you DO NOT need to submit a facility request.**

- Book Fairs
- Dance-A-Thon
- Holiday Shop
- Fifth Grade Farewell
- Science & Art Fair

Here are some tips about the form: (1) Mark ALL facilities needed (*except gym – see below, Athletic Space, for separate request*). (2) if you need use of the cafeteria (nutrition center), only the eating area is made available, NOT the kitchen for any type of use, not even refrigeration. (3) if you need use of the kitchen, METZ (cafeteria vendor) must be hired (\$\$) for the event which will add significant cost to your budget so please be mindful of your committee budget and cost before deciding on the NEED for the kitchen. (4) You must indicate what equipment you have a need for, i.e., quantity of tables, chairs, sound system, projector, etc. If you need to know what is available to select from, please contact Dee Weisel (724-327-5456, ext 5030) (5) Time – this is to be the exact time of your EVENT; when you need the space available to you for setup and/or cleanup should be written in the “Additional Request” line. (6) Any after-hours events will automatically be assigned FRSD security when the facilities request is processed; 1 guard/75 people at a rate of \$24/hour (2015). (7) No facility can be used/booked past 11:00pm.

ANY ATHLETIC SPACE (gym, sports field), submit an “Athletic” form through Supervisor of Athletic & Facility Scheduling Services, Zachary Kessler (available on the PTO website at

<http://sloanpto.com/committee-resources>). Please remember that if you only need access to the gym, you must still submit the General Facilities Request form so the entrance, lobby & restrooms are available. If your event also needs the LGI, cafeteria AND gym, you will have to complete BOTH requests.

SET-UP ASSISTANCE (such as tables or chairs), contact building Secretary Felicia Dusetzina (fdusetzina@franklinregional.k12.pa.us) to notify the custodial staff.



HOW?

CLEAR ON CLERICAL

The school allows the PTO to use the supplies and machines in the Clerical Room to create promotional material for Committee events and activities. With increased security in the building, it is important to reinforce the guidelines that the Administration has prescribed for the use of this valuable asset.

1. No visiting children's classrooms or other parts of the building when coming in to do copy work.
2. Sign in and out with the Greeter.
3. Follow emergency evacuation procedures posted on the bulletin board during drills.
4. Keep social noise to a minimum.
5. Teachers and clerical aides have copying priority. CCs may not be able to run off everything on the same day that they need their work completed if the copiers are in use by others.
6. You are not permitted to bring other children into the Clerical Aide Room for safety reasons.

Committee Chairpersons who would like a copy room tutorial/refresher should arrange for a brief orientation with Trish Collamer (trishcollamer@comcast.net).

MAIL-CALL

The PTO has a master bin in the office where all mail is stored. If you are expecting the return of forms, please check the PTO bin housed in the main office by requesting it from the Greeter – please do not go into the office or stand at the desk in the office sorting thru the mail – this must be done in the reception area where the sofa seats are located.

AND SO ON...

FUNDRAISING - While fundraising is vital to our PTO's success and we generally focus on the Dance-A-Thon as our premier fundraiser, please be reminded that fundraising is voluntary, and no family should ever feel it is mandatory. All communications regarding fundraising should stress this point. This includes the solicitation of donations for a specific event. While it is fine to contact business or a general congregation of families, it is not acceptable to contact a single individual or family to donate unless they have offered on their own. Also, the safety of our children is of utmost importance. **DOOR-TO-DOOR FUNDRAISING IS NOT ENCOURAGED!**

CLEARANCES – It's a fact! Clearances are **REQUIRED** for every activity that the PTO sponsors where volunteers are needed during school hours. CC's should lead by example and obtain your clearances immediately. Once you have volunteers lined up, submit their names to School Secretary Felicia Dusetzina to confirm their clearances using the **Committee Chair Volunteer Roster & Clearances Confirmation – Appendix 4**.

MEETINGS – Our PTO meetings can be a great way to drum up volunteers, advertise your upcoming event, and answer questions about your committee. We suggest that you come to any meeting that you can, and specifically that your event is represented at meetings leading up to it.

PTO TODAY – If you are stuck for ideas to make your committee's work special, www.ptotoday.com has many useful suggestions and even offers a "File Exchange," where you can snag sample fliers, notices, and letters.

NOW WHAT?

A QUICK REFERENCE CHECKLIST TO GET STARTED:

- ✓ Contact your Board Buddy.
- ✓ Determine the monies budgeted for your event.
- ✓ Arrange to have an orientation in Clerical, if necessary.
- ✓ Make room/school reservations, and arrange for room set-up.
- ✓ Develop a base of volunteers, and confirm their clearances with the office.
- ✓ Send confirmations to volunteers you are scheduling to assist with your event as well as to volunteers whose services you will not need. Please remember to thank all of them for their offers of help.
- ✓ Determine if your activity or event will benefit from having a display; contact our display CC's.
- ✓ Present information at scheduled PTO meetings.
- ✓ Check out www.ptotoday.com for ideas.
- ✓ Have ALL correspondence (to parents, teachers or other) approved by your Board Buddy and Mrs. Difulvio
- ✓ Check the main PTO mailbox in the office if you are expecting the return of forms.
- ✓ Publicize your event in the eNews, eNewsletters, on SloanPTO.com, on Facebook, and in the local media. We'll update you on who to contact as soon as we have this Committee Chair position filled!
- ✓ Attend and enjoy the event.
- ✓ Take pictures and video of the event, then submit them to the Website Chair Carla Williamson (sloansecretary@gmail.com) to have a photo gallery created within our PTO website
- ✓ Record and submit your volunteer list to PTO Vice President Tricia Mitchell (sloanptovicepresident@gmail.com).
- ✓ Obtain and submit any needed Treasurer forms and paperwork.
- ✓ Send thank you notes (or thank you emails) to your volunteers.

- ✓ Send comments/suggestions/wrap-up to your Board Buddy, along with electronic version of all FINAL documents in excel/word/powerpoint.
- ✓ Retain your notes to pass on to next year's Committee Chairperson.

APPENDIX 1

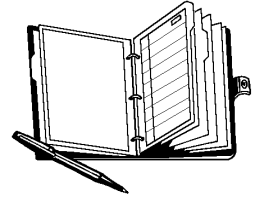
2018-2019 COMMITTEE CHAIRS AND BOARD BUDDIES

2018-2019 Committee	Chair	Contact Email	Contact Phone	Board Buddy
After School Programs	Talin Drabik	talin5828@comcast.net		Monica Bush
Backpacks 2 Go	Jennifer Paterline	coweterline@gmail.com	412-607-5703	Monica Bush
	Laura Pasqualini	lauradolly@hotmail.com	412-519-7277	
Bake Sales	OPEN	sloanptopresident@gmail.com		Monica Bush
Fall & Spring Book Fair	LeaAnn Chiarizio	mars2pgh@gmail.com		Trish Collamer
	Mindy Siegel	melinda.j.siegel@gmail.com		
Box Tops for Education	Lindy Anderson	lindybanderson@yahoo.com	570.204.1463	Tricia Mitchell
	Sue Salata	smy62358@hotmail.com	724-387-2612	
Clerical	Trish Collamer	trishcollamer@gmail.com		Trish Collamer
Bus Driver Appreciation	Selena Barefoot	selenab333@gmail.com		Carla Williamson
Clothing Sales	Laura Vrable	lauravrable@yahoo.com	770-712-6586	Trish Collamer
	Sue Salata	smy62358@hotmail.com	724-387-2612	
Corporate Contributions	Laura Pasqualini	lauradolly@hotmail.com	724-519-7277	Trish Collamer
Dance-a-Thon	Lisa Prasad	rprasad118@yahoo.com	724-733-8009	ALL
	Theresa Schleger	schlegers@yahoo.com	412-418-8273	
Display Cases	Desiree Luzader	desireeluzader@gmail.com		Tricia Mitchell
Duck Race	Chris Sadoski	chris@sadoski.org	412-260-3794	Tricia Mitchell
	Kara Bertucci	bertuccired@yahoo.com		
	Nancy Golembiewski	ngolembiewski@gmail.com		
Fall Family Fun Event	Melanie Evankovich-Dietz	Melanie.evankovich@gmail.com		ALL
Fifth Grade Farewell	Laura Pasqualini	lauradolly@hotmail.com	412-519-7277	Carla Williamson
	Jennifer Taylor	dimieritaylor@yahoo.com		
Holiday Shop	Michelle Laborda	michelle.laborda@gmail.com	412-576-9708	Trish Collamer
	Jessica Conner	jessicaconner17@yahoo.com	412-980-5962	
Homeroom Parents	Beth Davis	xbeth@yahoo.com	412-973-1630	Monica Bush
Hospitality & Teacher Appreciation	Amy Connor	amyconnor27@yahoo.com		Tricia Mitchell
Kindergarten/New Student Welcome	Monica Bush	sloanptopreseident@gmail.com	412-773-2548	Monica Bush
	Tricia Mitchell	sloanptovicepresident@gmail.com		
Photography	Natalie Swensson	natalieswen@gmail.com		Carla Williamson
Publicity	Natalie Swensson	natalieswen@gmail.com	412-512-7637	Carla Williamson
Relay for Life	Chris Sadoski	chris@sadoski.org		Tricia Mitchell
Science Event (Science & Art Fair)	Eryn Devola	erynrenn@gmail.com	724-393-4673	Carla Williamson
Science Event (Demos)	Stephanie & Tom Zalewski	stephaniezalewski@gmail.com	724-327-2366	Carla Williamson
Spirit Sales	Chris Sadoski	chris@sadoski.org	412-260-3794	Trish Collamer

Spring Family Fun Event	Talin Drabik	talin5828@comcast.net	412-600-5828	ALL
Student Directory	Siobhan Bogler	kbogler@outlook.com		Monica Bush



SLOAN PTO 2018–2019 CALENDAR OF EVENTS



Please note that dates are subject to change. For the most accurate and up to date information, please refer to the PTO Calendar at www.sloanpto.com. Thank you!

PTO Meetings (Tuesdays, 7:00 pm)

September 6 (w/Chairs @ 6:00pm)
November 15
February 7
May 9 (voting)

Classroom Events

Fall – October 26
Winter – December 21
Spring – April 12
Field Day – June 5

Spirit Sales – 8:45 am

September 19-21
January 9-11
March 13- 15

Other Important Dates

Fall Book Fair – September 10-14
Open House Bake Sale, Clothing Sale & Book Fair Nights – September 11 ,12, 13
Student Directory Deadline – September 20
Clothing Sale Deadline – September 21 (paper), September 23 (online)
Dance-a-Thon – October 5
Fall Family Event – TBD
Parent/Teacher Conference Day (PTO to provide snacks to teachers) – November 12 (no school for students)
Holiday Shop - December 3-7
Backpacks to Go Food Drive – February 4-15
Box Tops Contest – February 4 – 15
March Math Madness & Bake Sale – March 13
Spring Book Fair – March 11-15
Science & Art Event & Bake Sale – April 5
Spring Family Event – TBD
Teacher Appreciation Week – May 6 - 10
Teacher & Staff Appreciation Luncheon – May 8
Duck Race – May tbd
Relay for Life – May tbd
Bus Driver Appreciation – May 31
Field Day and PTO Assembly – June 5
Fifth Grade Farewell – June 6

APPENDIX 3

ELECTRONIC COMMUNICATION SUBMISSION DEADLINES

In an effort not to inundate our families with too many emails and to encourage them to make more use of the website and Sloan PTO Press on Facebook, we will be sending monthly eNewsletters the first Saturday of each month and ONE eNews Update on a Friday/Sat, mid-month each month. If exceptions must be made in order to get out time-sensitive news in between publications, eNews Bulletins/Alerts can be sent out, with proper approval.

Below are the deadlines. Please abide by them, and submit your print-ready articles to Electronic Communications Chair Carla Williamson (sloanptosecretary@gmail.com) by the established dates. Thank you!

Publication	Carla to email Committee Chairs	Submission Deadline from Chairs	Compilation Date / Send to Principal	Principal Approval	Publication Date
September Newsletter		8/31/2018		9/7/2018	9/8/2018
September e-News (if needed)		9/12/2018			9/15/2018
October Newsletter	9/24/2018	9/28/2018	10/1/2018	10/3/2018	10/6/2018
October e-News (if needed)		10/17/2018			10/20/2018
November Newsletter	10/22/2018	10/26/2018	10/29/2018	10/31/2018	11/3/2018
November e-News (if needed)		11/14/2018			11/17/2018
December Newsletter	11/13/2018	11/20/2019	11/26/2018	11/28/2018	12/1/2018
December e-News (if needed)		12/12/2018			12/15/2018
January Newsletter	12/14/2018	12/21/2018	1/2/2019	1/4/2019	1/5/2019
January e-News (if needed)		1/16/2019			1/19/2019
February Newsletter	1/16/2019	1/23/2019	1/28/2019	1/30/2019	2/2/2019
February e-News (if needed)		2/13/2019			2/16/2019
March Newsletter	2/13/2019	2/20/2019	2/25/2019	2/27/2019	3/2/2019
March e-News (if needed)		3/13/2019			3/16/2019
April Newsletter	3/20/2019	3/27/2019	4/1/2019	4/3/2019	4/6/2019
April e-News (if needed)		4/10/2019			4/13/2019
May Newsletter	4/17/2019	4/26/2019	5/1/2019	5/3/2019	5/4/2019
May e-News (if needed)		5/15/2019			5/18/2019
June Wrap-up	5/15/2019	5/22/2019	5/28/2019	5/30/2019	6/1/2019

