

2019-2020 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 makes 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,

Aimee Seitz/Jennifer Pechar, President
Trish Collamer/Melinda Siegel, Vice President
Talin Drabik/Treci Bonime, Treasurer
Angela Paradise, Secretary

sloanptopresident@gmail.com
sloanptovicepresident@gmail.com
sloanptotreasurer@gmail.com
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 one of our co-Presidents, Aimee Seitz or Jen Pechar (sloanptopresident@gmail.com). They 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 Presidents Trish Collamer and Melinda Siegel (*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 <https://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 Talin Drabik/Treci Bonime, 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: Talin Drabik/Treci Bonime, 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 E-NEWSLETTERS AND E-NEWS 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 Angela Paradise (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 Angela Paradise (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 Angela Paradise (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 activity 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. **Tiffany Booker** (bokrfam@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 recreate 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 2019-2020 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 Angela Paradise (sloanptosecretary@gmail.com) to have a photo gallery created within our PTO website

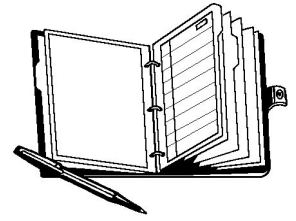
- ✓ your to PTO Vice President Trish Collamer or Melinda Siegel (sloanptovicepresident@gmail.com).
- ✓ Obtain and submit any needed Treasurer forms and paperwork.
- ✓ Send thank you notes (or thank you emails) to your volunteers.
- ✓ Send comments/suggestions/wrap-up to your Board Buddy, along with electronic version of all FINAL documents in excel/word/powerpoint.
- ✓ Retain your notes to pass on to next year's Committee Chairperson.

2019-2021 Board	Position	Contact Email	Contact Phone
Aimee Seitz co-chair with Jen Pechar	President	aimee.seitz@gianteagle.com tomjenp@hotmail.com	412-559-7731 412-995-8029
Trish Collamer co-chair with Melinda Siegel	Vice President	trishcollamer@comcast.net melinda.j.siegel@gmail.com	724-882-7251 972-408-5484
Angela Paradise	Secretary	dturtlez13@aol.com	412-523-8746
Talin Drabik co-chair with Treci Bonime	Treasurer	talin5828@comcast.net trecig@gmail.com	412-600-5828 617-921-7814

2018-2019 Committee	Chair	Contact Email	Contact Phone	Board Buddy
After School Programs	Talin Drabik	talin5828@comcast.net	412-600-5828	Talin
Backpacks 2 Go	Jennifer Paterline	cowterline@gmail.com	724-733-0903	Angela
Bake Sales	Tiffany Booker	bokrfam@gmail.com	919-747-1948	Angela
Fall & Spring Book Fair	Mindy Siegel LeaAnn Chiarizio Trish Collamer	melinda.j.siegel@gmail.com mars2pgh@gmail.com trishcollamer@comcast.net	972-408-5484 412-977-0054 724-882-7251	Mindy, Trish, Angela
Box Tops for Education	Lindy Anderson Aimee Seitz	lindybanderson@yahoo.com aimee.seitz@gianteagle.com	570-204-1463 412-559-7731	Aimee
Clerical	Mindy Siegel Trish Collamer	melinda.j.siegel@gmail.com trishcollamer@comcast.net	972-408-5484 724-882-7251	Mindy, Trish
Bus Driver Appreciation	Megan Widlocher Lauren Sloan	Mfdaily@mac.com lsloan46@gmail.com	724-816-9954 412-493-4047	Aimee
Clothing Sales	Lauren Sloan Abby Iacoboni	lsloan46@gmail.com abbyiacoboni@yahoo.com	412-493-4047	Angela
Corporate Contributions	Shelly Ansani	shellym23@msn.com		Angela
Dance-a-Thon	Lisa Prasad	rprasad118@yahoo.com	412-400-0395	All
Display Cases	Tiffany Booker	bokrfam@gmail.com	919-747-1948	Aimee
Duck Race	Chris Sadoski	chris@sadoski.org	412-260-3794	Trish
Excess for Recess	Heather Rusciewicz Selena Barefoot	hrusciewicz@gmail.com selena333@gmail.com	412-779-0261	Trish
Fall Family Fun Event	Aimee Seitz Cory Renn	aimee.seitz@gianteagle.com cory.downes@gmail.com	412-559-7731 724-787-7480	Aimee
Fifth Grade Farewell	Tricia Mitchell LeaAnn Chiarizio	patricia.mitchell16@yahoo.com mars2pgh@gmail.com	412-848-9383 412-977-0054	Trish
Holiday Shop	Jessica Conner Michelle LaBorda	jessicaconner17@yahoo.com michelle.laborda@gmail.com	412-980-5962 412-576-9708	Angela
Homeroom Parents	Selena Barefoot Amanda Urban	selenab333@gmail.com Amandaurban@verizon.net		Jen
Hospitality & Teacher Appreciation	Erin Helbig Amanda Urban	eeturtle06@gmail.com Amandaurban@verizon.net	859-537-8809	Trish
Kindergarten/New Student Welcome	Tiffany Booker Connie Shirey	bokrfam@gmail.com constance.shirey@gmail.com	919-747-1948 412-496-7343	Angela
Photography	Carol Krause	cheyger@gmail.com		Aimee
Publicity	Natalie Swensson	natalieswen@gmail.com	412-512-7637	Talin
Relay for Life	Chris Sadoski	chris@sadoski.org	412-260-3794	Trish
Science Event (Science & Art Event Student Projects)	Natalie Nevi Angela Paradise	nnevi@comcast.net dturtlez13@aol.com	412-780-4914 412-523-8746	Angela
Science Event (Demos)	Zalweski's	Zalweski's		Angela
Spirit Sales	Chris Sadoski	chris@sadoski.org	412-260-3794	Angela
Spring Family Fun Event	Aimee Seitz Cory Renn	aimee.seitz@gianteagle.com cory.downes@gmail.com	412-559-7731 724-787-7480	Aimee
Student Directory	Michelle LaBorda	michelle.laborda@gmail.com	412-576-9708	Aimee



SLOAN PTO 2019–2020 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!

<i>PTO Meetings (Tuesdays, 7:00 pm)</i>	<i>Classroom Events</i>
September 3 (w/Chairs @ 6:00pm)	Fall Party – October 24
November 19 January 28	Winter Party – December 20 Spring Party – April 8
May 6 (Voting)	Field Day – June 3

Spirit Sales – 8:45 am

September 18-20
January 8-10
March 11-13

Other Important Dates

Fall Book Fair – September 9-13
Open House Bake Sale, Clothing Sale & Book Fair Nights – September 10,11, 12
Student Directory Deadline – September
Clothing Sale Deadline – September (paper), September (online)
Dance-a-Thon – October 4
Fall Family Event – TBA
Parent/Teacher Conference Day (PTO to provide snacks to teachers) – November 11 (no school for students)
Holiday Shop - December 9-13
Backpacks to Go Food Drive – February 3- 14
Box Tops Contest – All year long
March Math Madness & Bake Sale – TBA
Spring Book Fair – March 16-20
Science & Art Event & Bake Sale – TBA
Spring Family Event – TBA
Teacher Appreciation Week – May 4 - 8
Teacher & Staff Appreciation Luncheon – May 6
Duck Race – May (TBA)
Relay for Life – May (TBA)
Bus Driver Appreciation – May 29
Field Day and PTO Assembly – June 3
Fifth Grade Farewell – June 4

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 Angela Paradise (sloanptosecretary@gmail.com) by the established dates. Thank you!

2019-2020

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 **Friday** of each month (excluding the first that we're sending the week after school is in session). 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 your Board Buddy and Electronic Publications Chair Angela Paradise (sloanptosecretary@gmail.com) by the established dates. Thank you!

Publication Month	Committee Chairs Submission to Secretary	Submission to President	Submission to Principal	Publication Date
September	8/22/19	8/24/19	8/26/19	8/30/19
October	9/19/19	9/21/19	9/23/19	10/04/19
November	10/17/19	10/19/19	10/21/19	11/1/19
December	11/21/19	11/23/19	11/25/19	12/6/19
January	12/19/19	12/21/19	12/23/19	1/3/20
February	1/23/20	1/25/20	1/27/20	2/7/20
March	2/20/20	2/22/20	2/24/20	3/6/20
April	3/19/20	3/21/20	3/23/20	4/3/20
May	4/16/20	4/18/20	4/20/20	5/1/20
June	5/22/20	5/23/20	5/25/20	5/29/20

