

Chairperson Checklist\Helpful Hints

In order to streamline and simplify the 6th grade events, we are supplying this checklist for your use as a reference. Further assistance can be provided, contact your PTA Liaison Jennifer Leapley at jenniferleapley5@gmail.com.

Our goal is always to make these events enjoyable and memorable for each 6th grader, so plan for fun!

Chairperson Guidelines

- You must manage your event including any meetings and craft making
- Stay within your given budget
- Include everyone who signed up on the committee
- Make sure to use the Tax-Exempt Forms for any purchases, tax will not be reimbursed.
- Fill in Reimbursement Check Form
- Please copy your PTA Liaison on all correspondence relating to the event.

Committee Sign Ups: You will be supplied with your sign-up sheet once Open School Night is over. You must contact every person on the list when sending emails and planning your event.

Flyer\Permission Slips: Make a flyer\permission slip for the event, you will find an example on the PTA website under 6th grade and the PTA Liaison will share prior flyers if applicable as well.

Please be sure to include the code of conduct

- Send draft flyer to PTA Liaison who will get it approved by Administration.
- Once approved make 25 copies per class, put them in the teacher's mailboxes (cubbies) in the main office.
- While you are in the main office label a box, (put a post it with your event name) on one of the bins in the colored drawer organizer on the left in the main office.
- As your due date approaches, stop in and collect your permission slips and money (if there is a cost) and check off who has been paid and who will be picking-up the child (if other than a parent). It is suggested you write the check number next to each child or cash for good record keeping and keep all permission slips

Please be sure to make your school visits before or after dismissal as per our new protocol adhering to security measures

Building Use Form: You must have a building use form for the event and any meetings\craft making you have on school grounds. The PTA will take care of the building use form for the actual event and provide you a copy. You will own any other needs around meetings.

Final Event Attendees List

Event following school dismissal-EVERY child must be signed out by the designated person, they may not be texted by their parent to come to the parking lot. A final list of attendees must be given to the following the morning of the event:

- You must supply each 6th grade teacher with a copy of their classroom's list (5)
- The Well (1)
- The Main Office (1)
- SACC (1)

Just before dismissal, stop into the main office and retrieve a walkie-talkie to ensure communication with bus circle, SACC etc. If anyone is going to SACC after the event, you must put a copy in Gina Cohen/ SACC 's mailbox as well. You may contact her on channel 4 on the walkie-talkie after school.

Night or Weekend Event-EVERY child must be signed out by the designated person, they may not be texted by their parent to come to the parking lot. If it is at night, make copies for the sign-in and out crew for that evening.

****For all events, keep the final sign and out list and provide back to your PTA Liaison****