

Committee Chair time line and responsibilities

You are the chair the event is yours to run.

- 1) Ask another parent or room parent to assist you
- 2) Prepare a sign up genius or similar for donations you may need to include help setting up, donations, volunteers during the event, and cleaning up afterwards. If you do not ask for this help it will not be provided. The charge to use the Fishing Creek Janitor for 1 hour is \$37
- 3) Red Land Key club and honor society are available. Create a sign up genius and forward to Jen Rose: jcrose1@live.com Jen will forward the sign up sheet to Red Land
- 4) Prepare the event announcement e-mail
- 5) Send the e-mail to the entire board 2-3 weeks prior to the event, for review The board will send the e-mail to the Fishing Creek parent list
- 6) Create a flyer and send the completed flyer to Kathy Machamer: KMachamer@wssd.k12.pa.us
(the board may have a flyer from past events please check with us for a template or create your own)
- 7) Update the board 2 weeks prior to your event to advise the progress.
- 8) Post your event two week prior on the PTO Face Book site (ask for help or donations if still needed)
- 9) There are a few supplies in the PTO closet (check before buying)
- 10) If tables are needed this would be up to the chair to
- 11) Keep all receipts for PTO reimbursement
- 12) Take note of the event budget in advance to avoid over spending. Anything spent over the budget will not be reimbursed without obtaining approval from the board. The budget can be found on the financial report handed out at every PTO meeting or on our PTO website under downloads.
- 13) If this is your last year chairing this event please forward the details to the new chair or the board after your event.

The board is here for you. We need you and want you to succeed! We are here to answer any questions you may have.

Please e-mail the entire board with your questions for faster replies.

What is sign up Genius?

SignUpGenius is an online tool for volunteer organizing and event planning. ... Users can choose from various theme templates, and **SignUpGenius** lets users customize online **sign ups** to schedule volunteers, fundraise, track volunteer tasks and more.