

Guidelines for PTO Committee Chairs 2009-2010



1. Forms for each committee chair will be supplied via email prior to your event. All committee chairs need to fill out an Evaluation Form and Budget Worksheet. The "PRE-EVENT" portion of the Budget Worksheet should be filled in with numbers from last year or an estimate of the cost if this is a new committee.
2. The Budget Worksheet will be emailed to you with your budgeted amount written in the top right hand box. Please indicate if the event is a Fundraiser or a Service Event. For Fundraising Events the INCOME and PROFIT section must be completed. For Service Events, the N/A box can be checked.
3. After your event, please complete the Budget Worksheet and Evaluation Form and return it to the PTO Vice President.
4. If you need to use a school room for your event, please fill out the Facilities Request Form and turn it in to the office.
5. You are invited to discuss your event with the PTO Board at one of the Board Meetings.
6. If your event is an ongoing event (i.e. Market Day) you should fill out the evaluation and budget form in January and after the last day of your event.
7. If your event requires a contract with a vendor, the Treasurer will help negotiate and sign the contract.
8. If you need to request reimbursement, you may fill out a PTO Check Request Form and submit it to the PTO Treasurer along with all receipts.
9. If you collect funds, you need to fill out the PTO Programs Receipts Form and follow the directions on the form.
10. If you would like something added to SetoNoteS, please forward your submission to Mrs. Dupay by Tuesday at 10am for inclusion in that week's edition and copy the VP on your submission. Also send an electronic copy of your event flier, if you have one, to the VP so it can be added to the school web site.
11. The PTO copy code is 0532(office) and should be used only for PTO related copies.
12. The only items that will be stored in the loft area in the gym will be decorations and supplies specific to an individual event. Check with Jim Allen to see if things have been moved.
13. Paper Products, baskets, bowls, pitchers etc. are kept in the kitchen in the labeled cabinets and drawers. Do not use anything in the corner for Hudson Food Service or in the cabinet for After Care. You may use whatever you find, and put away any extra supplies from your event. Please wash, dry, and put away all utensils and dishes used for your event. Disposable dish washing wipes should be available near the sink.
14. Forms included in the Committee Chair email:
 - a. Budget Worksheet, with budget dollar amount from VP/Treasurer
 - b. Evaluation Form
 - c. Check Request Form
 - d. Program Receipts Form
 - e. Facilities Request Form

Contact information for the 2009-2010 PTO Officers:

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