

EVENT CHAIRPERSON CHECKLIST

Thank you for volunteering your time and talents as a chairperson for this event.

Please maintain the following forms and information regarding your event in this folder and turn it in after the event is complete.

1. Contact volunteers early to let them know their responsibilities and contact them again prior to the event if a reminder is needed. Make sure to delegate jobs to volunteers so you don't get overwhelmed.
2. Please keep the Volunteer Coordinators up to speed on your plans and volunteer needs so they can help where needed.
3. If sending out flyers or notifications for the event, please communicate with the PTA Board and also submit them for approval before sending anything out. You may also want to review information with the Webmaster/email Chairperson to put event information on the website. The PTA copy code is 98750. Please record copies made on the Reimbursement Request form so all expenses for your event can be calculated
4. If you are planning on using the school for an event, make sure you fill out a Facilities Request Form and turn it in to the school secretary, Amy Dupree. Reservation forms are available in the school office and on-line at www.rosypta.org.
5. The head custodian should be contacted in advance for any special needs including using the gym, needing trash cans, tables, extension cords, watering hoses, etc.
6. For reimbursement of event expenses, a "Reimbursement Request" form must be filled out and turned in to the PTA Treasurer or placed in the PTA mailbox within 2 weeks after the event. Additional copies are located in the school office and on-line at www.rosypta.org .
7. To deposit money from an event, a "Deposit Notice" must be filled out and turned in to the PTA Treasurer within 2 weeks after the event. These forms can be found in the school office
8. Please return the Event Chairperson packet of information into the PTA mailbox within 2 weeks after the event, along with the completed "Event Wrap-Up" form. Additional copies of this form can be found in the school office and on the PTA website.
9. Please be sure to thank all volunteers and staff that helped with the event, and also consider writing thank you cards to those who donated larger items. This will help ensure future volunteers and donations.

Checklist: Forms Available Online at www.rosypta.org

- Be a **member** of Rosy Mound PTA
- Submitted **Committee Plan of Work form** to PTA
- Submitted **Facilities Request Form** (if applicable) to School Secretary
- Communicated volunteer needs with Volunteer Coordinator
- Submitted **Proposal for Funding** (if not in approved annual budget already)
- Submitted **Event Wrap Up Form** at end of event
- Submitted **Reimbursement Request Form** to PTA mailbox in the school office
- Submitted **Financial Summary Sheet** to PTA mailbox in the school office
- Submitted Event folder to the Volunteer Coordinator at the end of the event

**Thank you so much for coordinating this event.
Your time is much appreciated!**

If you have any additional questions, please feel free to contact the PTA Volunteer Coordinators:

Betsy Durant – volunteer@rosypta.org 844-1602

Jenn Wendt – volunteer@rosypta.org 844-0557