

# **Leonardo da Vinci School PTO Event Guidelines**

## **Annual Events Calendar**

The President of the PTO and the Principal will determine a calendar of events each spring for the upcoming school year. The officers will then create an annual budget for the upcoming school year to include anticipated income & expenses for each scheduled event. All current year event feedback from chairs and the PTO will be taken into consideration when creating the calendar and budget. The Board of Directors will approve the budget at the annual meeting each October.

Any proposed event not included in the annual calendar must be presented in writing to the PTO officers. Details should include event date(s), space needed, committee and volunteer needs, projected income & expenses, and a task timeline. If it is determined that the event is feasible and fits within the mission of the organization, the President will consult with the Principal for approval. The event will then be presented at the next monthly meeting of the PTO.

## **Vacating a Chair/Coordinator Position**

Current chairs and coordinators no longer able to hold their position for the following school year are asked to inform the President by the April meeting of the current school year. This will allow time to recruit for open positions and assure adequate training time and a smooth transition.

## **Recruiting Volunteers / Role of the Volunteer Coordinator**

Upon completion of the annual calendar each spring, the Volunteer Coordinator will receive a copy of the calendar, and will work with each event chair in May to create a Volunteer Recruitment Survey listing opportunities for the entire school year. Chairs should provide Volunteer Coordinator with as much detailed information about committee and volunteer needs as possible. Volunteer Recruitment Survey will be distributed to each family at the beginning of the school year. By the end of September, the Volunteer Coordinator will collect surveys from families and create a spreadsheet for each event chair pertaining to their event.

## **Event Checklist**

- NOTE: Follow all general guidelines laid out in the Communication & Financial Policies when planning & executing events.
- Secure location for event. If event will be held at school, approval will be needed from the Principal for all areas & rooms to be used for the event.
- The School District requires a Facility Rental Agreement for all PTO events. Form should be completed by the event chair or a PTO Officer and submitted to the Principal at least 30 days prior to the event.

- Create or update event timeline.
- Work with event committee and divide tasks; ensure tasks are on track with event timeline.
- Hold regular meetings and/or manage e-mail updates with committee.
- Chair should prepare updates for each PTO meeting starting four months prior to event. If Chair is unable to be present, he or she may appoint an event representative or officer to present on the committee's behalf. Information should include event details, volunteer needs, promotional needs and any requests of the PTO. Any proposed expenses not within the event budget must be submitted in writing to the President. See financial policies for further details.
- Determine promotional needs for event, including flyers, event packets to go home with students, and information to be included in PTO blasts, on the Facebook page, and the website. (See Communication Policies.)
- Determine printing needs. The school district offers printing services free of charge (Allow three weeks for print job completion. Forward .pdf files to President, along with specific instructions – type & color of paper, number of copies, sorting, collating, etc.) More urgent print jobs can be printed at DigiCopy. The PTO has an established account with discounted pricing. The PTO is billed monthly and any printing costs are deducted from event budget. Only officers are permitted to charge to DigiCopy account. (Forward .pdf files to an officer, along with specific instructions – type & color of paper, number of copies, sorting, collating, date needed, etc.)
- Determine volunteer needs for event. Review spreadsheet provided by Volunteer Coordinator. Work with Volunteer Coordinator to confirm volunteers already committed, and offer them first choice of tasks & shifts. Volunteer Coordinator can then create a Sign-Up Genius with outstanding needs and distribute.
- Track all expenses related to event, with a breakdown of cost areas – printing, food, decorations, prizes, etc. Retain receipts for any expenditures related to event. See Financial Policies for reimbursement procedures.
- Track all income and in-kind donations related to event, with a breakdown of revenue areas – concessions, pledges, donations, auction, admission, etc.
- Determine parking needs. Families may park in school lots adjacent to building, on neighborhood streets, but NOT on driveways, blocking driveways, or surrounding lots not belonging to the school. If the Cathedral parking lot is desired, alert the Principal at least one week prior

to event. Principal will confirm whether parking in Cathedral lot is allowed during the event.

- Confirm seating and table needs with Principal at least one week prior to event to determine if additional furniture needs to be secured from the district. If multiple areas of the building are to be used, create a detailed event map at least 1 week prior to event and present to Principal for approval.
- Determine petty cash needs for event. See Financial Policies for securing petty cash.

### **Concessions**

If concessions will be sold at the event, use the following guidelines when setting menu & pricing:

Water – 20 oz. bottles	/	\$.50 each
Pizza Slices	/	\$1.00 each
Chips – individual 1 oz. bags	/	\$.50 each
Desserts – prepackaged (rice krispie treats, cookies, etc.)	/	\$.50 each
Popcorn	/	\$.50 per bag

### **Parental Supervision**

Unless otherwise indicated, students must be accompanied by a parent or guardian at all PTO events. This should be clearly indicated when promoting all PTO events.

### **Event Follow Up**

Following event, Chair must create or update a summary event form and submit to the PTO president within three weeks after the next PTO meeting following event. Chair, or designated committee member, must also prepare a summary of event to be presented at the next PTO meeting. Information should include number of attendees, expenses, revenue, number of volunteers, summary of event, suggestions for future, and time for feedback from the PTO.