

## Event Reporting Form

EVENT: \_\_\_\_\_

EVENT CHAIR(S): \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_

BUDGET AMOUNT: \_\_\_\_\_

BOARD LIAISON: \_\_\_\_\_

Contact Info: \_\_\_\_\_

\_\_\_\_\_

*Thank you for volunteering to be a chairperson for one of our committees this year. The information in this packet is provided as general guidelines for your role as a chairperson. Remember that you are planning the event. You are responsible for contacting your volunteers, forming your committee and executing the event. The board is here to support you. You have been provided a board liaison to help guide you through planning your event as needed. We rely heavily on your organization, execution and commitment to the event you volunteered to plan.*

## Planning Your Event

### **1. Contact your board liaison when you start to plan.**

Your liaison may have information handed down from previous years that could help in your planning. You're encouraged to be creative but you don't necessarily need to recreate the wheel. In turn, please keep notes on how your event was planned and executed so those notes can be passed along in future years. Don't hesitate to ask questions or ask for help as needed.

### **2. Obtaining donations**

If you have contacts for obtaining donations, GREAT! If you need assistance in obtaining donations for your event, contact your board liaison for assistance. Please know well in advance what you will need for your event because businesses often require 6 weeks' notice or more to approve a donation.

### **3. Volunteers and forming your committee**

Contact your board liaison to let her know how many volunteers will be needed for your event. A sign up list will be posted on the PTO website. You will be notified by email when a new volunteer has signed up. Please contact your volunteers and confirm with them!! They WANT to hear from you. They signed up because they WANT to help. Please utilize all volunteers in forming your committee. If you are still short-handed, please let your board liaisons know as soon as possible so we can utilize our classroom liaisons to recruit more volunteers.

- Remember to utilize your friends as helpers. Friends usually work very well together and past experience has shown that friends working together execute amazing events

### **4. We are continuing to be as paperless as possible.**

You may need to draft a letter asking for donations, an order form, an advertisement, or to promote your event. ALL FLIERS MUST BE APPROVED BY MRS. BRINCKMAN. Once you have a flier designed, please email a copy to your board liaison. She will make sure the flier gets approved and posted on the website and sent through the email blast to our school families. If you have something that must be sent home, we are utilizing a family count system. The flier must be emailed to your board liaison for approval. Copies MUST be made at **Lehigh Print & Data (626 State Ave, Emmaus 610-421-8891)**. Please submit receipts for your copies to the treasurer for reimbursement. You will be responsible for grouping the fliers by family count (you can ask your liaison for that information), having them ready to be put in to the teacher mailboxes.

### **5. Reimbursements and money for deposits**

Please check your budget before you start planning. If you need money for a deposit or need to be reimbursed for money spent, please fill out a "Check & Reimbursement Form" and return it to the treasurer (directions are on the form). A copy of this form is attached to this packet and can also be found on the website under the volunteer tab.

### **6. Fill out a PTO event Overview form**

When all is over and the dust has settled, please fill out an event overview form. Include any other notes you have kept during your planning process. Your feedback is crucial to the future success of your event. A copy of this form is attached to this packet and can also be found on the website under the volunteer tab. Please return this and all of your notes to your board liaison.

**THANK YOU SO MUCH!!! PLEASE DON'T HESITATE TO ASK US FOR ANYTHING!**

**2013-2014 SHOEMAKER PTO BOARD**

**Shoemaker Elementary School Parent Teacher Organization**  
**Photocopying Policy**

- Requests for photocopying for PTO functions should be submitted to your board liaison at least 3 weeks prior to when it is needed.
- The Board Liaison will submit the requested document to the Shoemaker Principal for approval.
- Once approved, the event chairperson will coordinate photocopying with vendor for pick up.
  - **You will need to pay for photocopying and submit a receipt to the treasurer for reimbursement.**
- The board liaison will provide the chair with the most current family count list for distribution.
  - Individual committee chairs are responsible for separating photocopies for distribution and getting them to the school.
- Committee chairs should put each individual class's flyers in the teacher's mailboxes for distribution home.

**Shoemaker Elementary PTO**  
**Check & Reimbursement Request Form**

Date \_\_\_\_\_  
Requested By \_\_\_\_\_  
Phone # \_\_\_\_\_  
Event / Description \_\_\_\_\_  
Check Payable To \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Date Needed \_\_\_\_\_

Please choose how you would like to receive the check

- Pick up from secretary in the office
  - Mail to my home (please include self-addressed, stamped envelope)
  - Send home with student (please list name of student and room number and if you want to be notified when the check is sent home)
- Name \_\_\_\_\_ Phone # \_\_\_\_\_
- Other \_\_\_\_\_

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***Receipts for reimbursement must be submitted no more than 3 weeks after the event or date of the receipt. Receipts for reimbursement will not be accepted after the last day of school.***

***Please staple all receipts to this form and place in the PTO mailbox in the Check Request Form folder.***

Questions?

Contact the Treasurer Jennifer VanDam through  
<http://shoemaker.my-ptd.org> or 215-603-1912

**PTO Event Overview Form**

Event Title: \_\_\_\_\_

Date & Time: \_\_\_\_\_

# Attendee for event: (children): \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Contact info: \_\_\_\_\_

Committee Members, contact info and responsibilities if applicable:

What needs to be done as committee?

\*"to Do" list: Planning, set-up, custodial help, buying prizes, making items, PR, registration, etc.

\*Get Pictures or map of event set- up for future planning and yearbook/PTO

Budget:

Expenditures-be specific and break down for each area i.e. # prizes and cost and where each item was purchased etc.

Income-what made money/was popular

Suppliers & Contact info for any prizes. donations. etc.:

**General Feedback:**

**What needs to be improved/changed for next year** (get input from each committee member and PTO):