

**MARLBOROUGH PTO, INC.
GENERAL GUIDELINES AND JOB DESCRIPTIONS
2013-2014 School Year**

I. GENERAL GUIDELINES

II. STANDING COMMITTEES

- a. Board of Education Liaison
- b. Memorial Garden
- c. By-Laws Committee
- d. Cartridge Recycling
- e. Conference Dinner
- f. Educational Enhancement Committee
- g. Electronic Communication
- h. Finance Committee
- i. Friends of the PTO Committee
- j. Giving Tree
- k. MEF Liaison
- l. Nominating Committee
- m. Scholarship Fund
- n. School Supplies
- o. Teacher Appreciation Luncheon
- p. Teacher Representatives

III. FUN AND FUNDRAISER PROGRAMS

- a. Book Fair (Fall and Spring)
- b. Box Tops
- c. Drive for Dollars
- d. Election Day Bake Sale
- e. Ice Cream Social (Fall and Spring)
- f. MES Pawprint Magnet Sales
- g. Movie Night
- h. SCRIP Orders
- i. Trunk or Treat
- j. Winter Benefit Bash

IV. JUST FOR FUN

- a. Art Show
- b. Kindergarten/First Grade Spring Picnic
- c. New Britain Rock Cats
- d. Yearbook

I. GENERAL GUIDELINES FOR ALL CHAIRPERSONS

It is the duty of the chairperson(s) to:

- 1. Try to attend the monthly PTO meetings

2. Be sure to have dates and times of PTO Programs and activities approved by the school administration.
3. Complete and submit a "Use of Building" form to the office to reserve the required rooms, tables, etc. for all PTO activities.
4. Submit all notices that will be sent home with the children to the PTO President(s) and school administration for approval prior to distribution.
5. Provide information to the PTO Vice President(s) for the monthly calendar and PTO Press.
6. Provide posters and/or flyers when needed and use the PTO supply of paper for the copies.
7. Print notices being sent home to children on the smallest appropriate size paper: ½, 1/3, ¼. Use both sides of the paper if notices are longer than one page. This also applies to minutes and other internal correspondence/information.
8. Provide registration forms with spaces for information about more than one child per family for the Designated Child Program.
9. Coordinate refreshments for their activity and check PTO closet for supplies.
10. Maintain a committee folder with procedural information in some detail to facilitate the job of the successor.
11. Deliver all official materials and folders to the successor at the June changeover meeting. If the successor is not known, please return materials to the Vice President(s).
12. Complete an expense form and/or an internal deposit form and forward to Treasurer(s). All bills must be stacked and banded properly with the appropriate deposit slip or reimbursement form attached. Deliver all funds and totals directly to the Treasurer(s) within 2 weeks of the event or registration date.
13. Notify, as a courtesy, people who volunteer through the volunteer form and VolunteerSpot, whether their help is needed or not.
14. Chairpersons are strongly encouraged to seek a co-chairperson.
15. All committee chairpersons are required to report on their event at the next PTO meeting after their event takes place. This can be done either verbally or in writing.
16. All raffles must have prior approval from the President(s).
17. All chairpersons must submit a completed Project/Event Financial Form to the President(s).

II. STANDING COMMITTEES

A. BOARD OF EDUCATION LIAISON

1. Attend and report on the Board of Education meetings at the next PTO meeting.
2. Act as a spokesperson or representative of the PTO only after a matter is voted on and approved by the PTO.

Note: The purpose of a liaison is to provide information to the PTO membership. It is not the Liaison's responsibility or privilege to endorse programs or opinions of the Board of Education.

B. MEMORIAL GARDEN

1. Recruit volunteers and organize the maintenance of the Memorial Garden throughout the year.

C. BY-LAWS COMMITTEE

The By-Laws Committee shall consist of five members and two alternates, of which four of the five members must be Executive Board members. It shall:

1. Meet to review the By-Laws and consider amendments/revisions.
2. Distribute amendments/revisions at a meeting to the membership for their consideration.
3. Post notice of the proposed amendments/revisions at least 14 days preceding the meeting at which they are to be voted upon.

D. CARTRIDGE RECYCLING

1. PTO decides which recycling company to use (current account with Empties 4 Cash).
2. Contact Empties 4 Cash representative to request supplies; which consists of inkjet price sheet, posters, collection boxes and prepaid shipping labels.
3. Provide cartridge recycling “blurb” to PTO Vice-President for inclusion in PTO blasts for families to support the recycling program by sending in their used cartridges.
4. Set up collection box(es).
5. Periodically visit the collection box(es) to gather cartridges for recycling.
6. Approximately two times a school year, go through collected cartridges and tally the number of acceptable cartridges on the inkjet price sheet. If an item is acceptable, place in plastic bag and into the shipping box.
7. Once the box is full, prepare to ship to Empties 4 Cash. Include the inkjet price sheet, school/PTO information sheet (which includes account number), and affix shipping label to outside of box.
8. Call Federal Express and schedule a prepaid pick-up
9. Payment will be sent to chairperson in the mail within 1-2 weeks. Once check is received, submit to the PTO Treasurer via PTO mailbox and email the PTO Treasurer letting him/her know it is in the box.
10. Report results to the PTO.

E. CONFERENCE DINNER

1. Select menu for the evening (i.e. Italian Night, Pot Luck, etc.)
2. Request office staff to send invitation via email to all staff members.
3. Contact all volunteers via email to have them sign up for what needs to be made for the event. All items are to be delivered to the school the afternoon before the event.
4. Purchase paper goods (including to-go containers).
5. Organize a small group (2-3) who will serve and clean up the night of the dinner.

F. EDUCATIONAL ENHANCEMENT COMMITTEE

1. The second week of school, identify which teacher is responsible for:
 - a. Education Enrichment for each grade level (Suzanne Quint can inform you)

- b. The Science fair or Science day (Suzanne will let you know but usually Amy Farrior)
 - c. Multicultural Assembly (Louise Plack for the last several years)
2. Send an email or letter to each teacher informing them of your role as Education Enrichment Coordinator and your contact information. Include what assembly/ enrichment program their class level had last year. Request that they let you know if they would like the same program or a different one. Encourage them to give you a topic or topic list if a new program is desired. Also inquire as to which days are best for the programs as well as times to be avoided when scheduling (i.e., lunch, recess, testing, etc.)
 3. If new educational programs are requested, research topics accordingly and provide the grade level contact with options to choose from that meet their criteria and curriculum goals.
 4. Encourage all teachers to meet with their respective grade levels and get back to you as soon as possible with final decisions regarding choice of educational program.
 5. Contact providers as to availability of programming. Coordinate date and times according to class availability.
 6. Inform teacher contact of program dates and times assuring that scheduled time will be convenient. Once these items are finalized, contact Suzanne Quint, reserve room or rooms as appropriate. Fill out maintenance request sheet if room or rooms must be set up in a specific fashion. Find out from provider what their needs are (i.e., table set up, proximity to sink, need for water, etc.)
 7. For Multicultural day and Science day, arrange time to meet with teacher representative to discuss their goals for the year and what type of programming will best meet their needs. Proceed to follow steps 4-6 above.
 8. For all education enrichment activities: Request invoices from providers. Forward invoices to PTO treasurer for payment. Most providers request payment in advance, Some will request payment on day of event.... if so arrange to get check from treasurer in advance so payment can be made.
 9. Remain a liaison between school and activity provider in the event of any necessary changes (i.e., snow days, testing, sickness, etc.)
 10. On first day of scheduled event, meet enrichment program contact or representative at school. Assure that room is set up accordingly and that all their needs are met. Assure that they have the schedule for the day (or days if meeting twice). If unable to meet at school that day, request that a teacher or staff person meet them and assure that they have the staff members name and contact number.
 11. Follow up with teacher contact via email to inquire as to the quality of the activity/assembly and how well it met curriculum goals for future reference.

G. ELECTRONIC COMMUNICATION

1. Post periodic updates to PTO Facebook page
2. Keep in touch with Vice President as to what should be included in the PTO Blast.

H. FINANCE COMMITTEE

The Finance Committee shall consist of the Executive Board members, incoming President, Vice-President, Continuing Vice President, Treasurer, Secretary and two Board Members, as well as the outgoing President and Treasurer. The Treasurer(s) will chair this Committee. It is the responsibility of the Committee to:

3. Establish an Annual Budget to be voted upon at the May/June meeting.

I. FRIENDS OF THE PTO COMMITTEE

1. In the event of a life threatening illness or death of a student or staff member at Elmer Thienes/Mary Hall Marlborough Elementary, an appropriate gift to the student/staff member and/or family may be sent. This should be discussed by the "Friends of the PTO" Chairperson and all officers. The President's Discretionary Fund may be used until the expenditure is brought up and voted upon at the next PTO meeting.

2. Organize volunteers to bake or cook a course of a meal for a student's family in crisis.

J. GIVING TREE

1. Around the time of the Book Fair/Teacher conferences, place one tree in the office and the other outside the community room on the wall.
2. 2-4 weeks prior to putting up the trees, contact Mrs. Ketterer. Mrs. Ketterer will get in touch with all the "specials" teachers and will email you a list (and how many) each teacher needs.
3. Week prior to putting trees up, send a follow up email to all of the "specials" teachers.
4. The lists get put onto "leaves" and are then attached to the (2) trees.
5. Take down the trees around December 1st.

K. MEF LIAISON

1. Attend and report on the MEF meetings at the next PTO meeting.
2. Act as a spokesperson or representative of the PTO only after a matter is voted on and approved by the PTO.

Note: The purpose of a liaison is to provide information to the PTO membership. It is not the Liaison's responsibility or privilege to endorse programs or opinions of MEF.

L. NOMINATING COMMITTEE

The Nominating Committee will:

1. Nominate at least one eligible person for each of the following offices: President, Vice President, Treasurer, and Secretary.

Note: Only persons who have signified their consent to serve if elected (in writing) may be nominated.

2. Be encouraged to nominate a person as President who has served on the Executive Board for at least one year.
3. Post a notice informing parents of the PTO's openings for officers in March.
4. Present all nominees at the April PTO meeting and accept nominations from the floor.
5. Send home a final notice to parents listing all nominees and the offices they seek
6. Arrange for voting by ballot, if necessary, at the May PTO meeting. Two members of the Nominating Committee will be chosen by lottery to count the ballots.
 - a. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the organization for that nominee.

Note: The selection of the non-elected portion of the Executive Board will be made by the incoming President(s) with the assistance of the incoming officers.

M. SCHOLARSHIP FUND

April

1. Chairperson to confirm committee members via e-mail.
2. Chairperson to email committee members re: date of review meeting. Ask for volunteer to copy/deliver applications (do at school or Staples?).
3. 3rd week of April – deliver applications to be available to the public at RHAM High School and Richmond Memorial Library (10 copies at each location).
4. 3rd week of April – Chairperson to submit blurb to River East advertising scholarship – where applications are, deadline, contact person and e-mail/phone.

May (Early)

1. Chairperson – clarify criteria for committee members via email.
2. Copies of all applications given to committee members for review and ranking.
3. Clarify ranking process.
4. Within 10 days of applications received by all committee members: Meet and select candidate to receive scholarship.
5. Evening of meeting or following day: Notify winner by phone.
6. Within 1-2 days after meeting: Send award letter (word doc that Lisa Seethaler has) and ask winner to attend next PTO meeting with parents to receive check/get photo taken for River East.
7. Confirm if winner will attend the PTO meeting or needs to receive check at different time/date.
8. After winner selected: Remind PTO Treasurer that check for \$1,000 will be needed by next PTO meeting or whenever winner will be receiving award.

June

1. At final PTO meeting - award check, give brief speech re: why winner was chosen, and take picture.
2. Send picture and caption to River East.

3. Check to make sure picture/caption in River East.
4. Letter to students who applied but did NOT win, wishing them luck on their future endeavors.
5. Notify RHAM High School of winner.

N. SCHOOL SUPPLIES

1. Obtain a list of grade level supplies from the school (the more specific the teachers are, the better).
2. Get quotes from school supply companies. Choose company. (School-pak was easy to work with).
3. Distribute flyers to school.
4. Most companies take over at this point (parents order online).
5. Set date/time you want kits delivered to the school and for parents to pick up. Give a day or two in between in case there is an issue with delivery. Usually first week of August. Company will email dates to parents.
6. Notify school of the delivery dates. Also advertise pick up dates in the River East.
7. When kits arrive, go to school and organize them by grade level. The company will send you the list of students picking up and boxes are labeled.
8. Be at the school for pick-up dates. Kits that are not picked up that day go to the office for parents/guardians to come pick up.

O. TEACHER APPRECIATION LUNCHEON

1. Select menu (i.e. Italian Night, Pot Luck, etc.)
2. Request office staff to send invitation via email to all staff members.
3. Contact all volunteers via email to have them sign up for what needs to be made for the event. All items are to be delivered to the school the morning of the event.
4. Purchase paper goods (including to-go containers).
5. Organize a small group (4-5) who will serve and clean up the day of the luncheon.

P. TEACHER REPRESENTATIVES

1. There will be a teacher from the upper grades and the lower grades, if possible.
2. The teachers may alternate attendance at the PTO monthly meetings, if desired.
3. The teachers will serve as liaisons between faculty and the PTO. They are encouraged to share ideas and perspectives.
4. Teacher Representatives will encourage greater faculty participation in PTO.

FUN AND FUNDRAISER PROGRAMS

A. BOOK FAIR (please also refer to detailed guidelines found in PTO binder)

1. 2-4 months before fair –
 - a. Set date & reserve ½ community room.
 - b. Confirm date(s) with Suzanne Quint in the front office.
 - c. Confirm date(s) with Scholastic (contact: Lisa Stevens.
lstevens@scholasticbookfairs.com (800)526-3343 ext. 2539
2. 1 month before fair –
 - a. Scholastic tool kit
 - b. Schedule volunteers
3. 2 weeks before fair –
 - a. Confirm details with Office Staff
 - b. Ask Suzanne Quint to put our sign up sheets for the teachers.
4. 1 week before fair-
 - a. Create a letter to be sent home with designated students
5. Week of the fair –
 - a. Monday: set up
 - b. Tuesday – Thursday: book fair
 - c. Friday: break down

B. BOX TOPS

1. Provide information for the PTO Blast, PTO Facebook page, and PTO Website about Box Tops to be collected.
2. Collect Box Tops
3. Routinely organize Box Tops to send to the company.
4. Give a status report.

C. DRIVE FOR DOLLARS

1. Prior to the beginning of school (may even be at the end of the previous school year, ie. May/June), check with the front office staff (Suzanne Quint) to see about the MES fundraiser and when they are sending their flyer out.
2. Pick a date prior to the school’s fundraiser (usually 1st/2nd week of school)
3. Inform the school of this date.
4. Write, copy, and distribute communications and announcements to students (Make sure to give \$\$ due date – about one month’s time). Attach labeled envelopes to each flyer. Label envelopes with “Drive for Dollars Attn.: Treasurer”
5. Send out a reminder flyer – ½ sheet (maybe 2 weeks prior to end date)...can extend the end date if necessary.

D. ELECTION DAY BAKE SALE

1. Coordinate the collection of baked goods and run Bake Sale on Election Day. (see folder)

2. Coordinate with school office, custodial and lunchroom staff to reserve and use space in the cafeteria.
3. Solicit local bakeries, etc to provide donations of baked goods.
4. Write, copy, and distribute communications and announcements to students.
5. Write publicity article for newspaper (coordinate with Publicity committee).
6. Purchase all necessary items (cups, napkins, sugars, creamers, etc.) for the bake sale (Check PTO closet first).
7. Clean up, return supplies, and submit counted money to PTO Treasurer.
8. Report results to PTO.

E. ICE CREAM SOCIAL (Fall & Spring)

1. Pick date in conjunction w/ Book Fair Coordinator
2. Book cafeteria with front office; Wednesday during the Book Fair needed from 5:30 to 7:30 PM.
3. Room layout to front office about a week before event
4. Give Chef in cafeteria the supply request about two months and follow up at one month and 1 week prior
5. Notify volunteers of tasks to be done (work that evening, shop for items, make copies of flier, make posters)
6. Advertise in April School *News*
7. Send home fliers to identified student the week before
8. Post event/date/time on front lawn sign – week before
9. Posters in hallway to advertise to students – week before
10. Buy supplies cafeteria cannot give (choc sauce, mar cherries, etc.)
11. Print ingredients and post at table that evening re: allergy info
12. Get cash box and change from PTO – week of event
13. Give Cafeteria bill to PTO Treasurer after event.

F. MES PAW PRINT MAGNETS

1. PTO purchases MES Pawprint Magnets in bulk
2. Attend PTO meeting to brainstorm ways to sell magnets and for how much (currently they are sold for \$5).
3. Ways to sell magnets:
 - a. Put together a flyer with order form to go home to families;
 - b. Email flyer to school secretary to be included in School News;
 - c. Attend fundraiser events or school functions to sell magnets.
4. Magnet orders are submitted by students and collected by teachers to be put in the PTO mailbox in the front office of the school.
5. Visit the PTO mailbox often to collect order forms with payments.
6. Process orders by recording number of magnets ordered, cash or check payment, and who placed the order.
7. Place ordered number of magnet(s) in a bag and label the outside of the bag with the student's name, teacher and grade.
8. Distribute bagged orders in the teacher's mailboxes in the front office of the school.

9. Submit counted money to the PTO Treasurer via PTO mailbox with a confirmation email to Treasurer letting him/her know it's there.
10. Report results to PTO.

G. MOVIE NIGHT

1. Book the Community room/Cafeteria with Suzanne Quint for the night of the movie.
2. Choose Movie/apply for license.
3. Create "Save the Date" flyer & send home with students.
4. Create two more reminder flyers as date gets closer. Send home with students. Arrange for announcements to be made at school.
5. Arrange for volunteers...coordinate jobs for that night.
6. Arrange snacks with cafeteria.
7. Arrange for popcorn machine with Boy Scouts.
8. Purchase items needed for movie night (popcorn, bags, tickets, etc.).
9. Rent the movie being shown.
10. Oversee volunteers that night; including set up and clean up.
11. Arrange for money raised to be given to PTO and cafeteria to be paid for snacks.

H. SCRIP ORDERS

1. Coordinate a date for Scrip orders to be submitted by.
2. Distribute Scrip flyers to school to go home with kids.
3. Parents will place an order online, they will either pay via the internet or send checks to school. Checks need to be picked up and deposited into Liberty bank account and must be put in as "cash".
4. Coordinator logs onto www.shopwithscrip.com to place the orders.
5. Office will call when order arrives at school. Coordinator picks up to verify and sort out.
6. Gift cards are distributed to each child through the classroom. Orders over \$1,000 are hand delivered.
7. Report results to PTO.

I. TRUNK OR TREAT (Please also refer to detailed guidelines found in PTO binder)

1. Establish date for Trunk or Treat in Feb. or March of previous school year and book it with the school. Arrange for state trooper & contact senior center & library for permission to utilize their parking lots.
2. Find Chairpersons for each aspect of the event in June of previous school year (Creepy Carnival, Indoor activities, Food, Haunted House, Parking/Safety, car decorating, and ticket sales)
3. All chairs should meet in late August/very early September to plan
4. Food chair – develop committee, establish what will be sold, organize donations, create volunteer schedule. Assist in decorating cafeteria.
5. Indoor activity chair – develop committee, establish list of activities, donations, cost of activities, make signs, establish prizes. Assist in decorating cafeteria.

6. Creepy Carnival chair – develop committee, plan activities/games, purchase prizes, organize donations, create signs, set up games and decorate.
7. Parking & Safety chair – develop committee, acquire walkie-talkies, cones and yellow safety vests (both from school). Night of, set up and direct traffic, collect pre-purchased tickets.
8. Car decorating, Marketing, Ticket sales:
 - a. predetermine decorating rules and ticket pricing, organize candy donations & prizes for car decorating, find 2 people to volunteer for judging (in past, has been the principal), Create & send out flyers/ticket request forms along with car decorating passes and rules.
 - b. Decorate and advertise on the school PTO bulletin board as well as sign in front of school. Create and place sign(s) to be placed outside parent pick-up and front office.
 - c. Decorate cafeteria, carnival, and haunted house.
 - d. Keep track of number of cars signed up for decorating in order to develop appropriate parking plan (prior to day of event).
 - e. Day of event, direct cars to designated spots (typically 1 car per 2 spaces).
 - f. Throughout the night, make rounds with candy replenishments and safety checks.
 - g. Chair meets with judge to determine car winners. Announce & award prizes prior to end of event.
9. Clean up – all chairs and volunteers responsible for cleaning up event prior to leaving the event.
10. All moneyboxes will be given to a PTO Treasurer.

J. WINTER BENEFIT BASH

1. Organize sub-committees for:
 - a. Logistics (date, location, DJ, Photo Booth, etc)
 - b. Donation Requests (begin solicitation in Oct/Nov.)
 - c. Decorations
 - d. Printed Materials
 - e. Advertising & Auction Preview Journal
2. Set a date and select a venue for the event.
3. Send “Save the Date” notice in January.
4. Sell tickets to event by distributing order forms via students. Begin sales 1 month before event. Notify Treasurer(s) when ticket sales begin and coordinate frequent deposits of cash and checks on a timely basis.
5. Promote Winter Benefit Bash (press release, posters, town sign, Facebook)

6. Keep detailed records of donations, ticket sales, advertisements purchased as well as auction winners. Record the name and address of individuals where appropriate.
7. Complete *Thank You Letters* to each Donor of goods or services and properly thank all volunteers. When appropriate, provide the donor with the contact information of the winning bidder.
8. Provide Treasurer with detailed description for all deposits. All money should be collected from attendees/auction winners and deposited within 2 weeks of the event.
9. Prepare and provide a detailed Revenue and Expense statement to the PTO Board and members at the PTO meeting following the event.

V.

JUST FOR FUN

A. ART SHOW

- a. Confirm dates with the art teacher. Send home the Art Show entry forms at the beginning of April. Resend form before April vacation if needed. Collect forms.
- b. Buy any supplies needed (work with the art teacher). PTO will pay for the supplies.
- c. Make labels on index cards for each entry.
- d. Press release to River East.
- e. Arrange for refreshments. Buy paper goods and beverages, if needed.
- f. Buy thank you gifts for teachers and staff.
- g. Confirm volunteers and bakers through email.
- h. Volunteer and help with the Art Show set-up, drop-off, show and break-down. Coordinate additional volunteers as needed.

B. KINDERGARTEN/FIRST GRADE SPRING PICNIC

1. Coordinate with school office and custodial staff to reserve date and time on campus for picnic.
2. Notify Kindergarten and First Grade teacher of the event and request they attend.
3. Write, copy and distribute communication to students and parents at Kindergarten Orientation.
4. Purchase any necessary items (ice pops, name tags, etc).
5. Set up welcome table.

C. NEW BRITAIN ROCK CATS

1. In the fall, the Rock Cats will contact the designated chairperson to get the process started. At that time you will pick a date and time which will include the activities that are offered for the families.
2. After the date has been chosen, an agreement will be signed by the PTO for the number of tickets to be held. (This is typically 100 but we can get more if needed). The PTO pays for the tickets held regardless of sales.
3. Save the date flyers go out in February or March.

4. The order forms for the tickets should go out to families two to three weeks prior to the date they are due. Ticket order forms are due two weeks prior to the date of the game.
5. Collect order forms and money. Place the ticket order with Rock Cats two weeks prior to the game.
6. Tickets will need to be picked up at the stadium or mailed to the school then distributed to the families before the game.

D. YEARBOOK

1. Work with sixth grade students and assigned staff members to put together a yearbook.
2. Coordinate support with teachers.
3. Oversee the need for supplies, printing, artwork, etc. for the yearbook.
4. Help students coordinate the distribution of yearbooks.