

**Rehoboth PTSA 2009-2010
COMMITTEE GUIDELINES**

GENERAL

1. Committee Chairs and Board Members need to be current **PTSA Members**.
2. Only the President can sign contracts.
3. Massachusetts law requires that all volunteers at events involving children have a valid **CORI** and **SORI** check on file. CORI and SORI forms can be obtained/filled out in the school office. A valid photo ID is required. PTSA requests you CORI/SORI every year to stay up to date.
4. The following forms can be found in the file folder in Palmer River office or the Website: **www.rehobothptsa.org**
 - A. Bylaws of Rehoboth PTSA
 - B. CORI/SORI Form
 - C. Deposit Form
 - D. Check Request Form
 - E. Tax Exemption Certificate
 - F. Committee Guidelines
 - G. PTSA Directory
5. Please **check the PTSA mailbox regularly** for materials that pertain to your event. When leaving correspondence for other members, please clearly mark their name, committee and date.
6. Committee Chairpersons are responsible for sharing the details and policies defined in the Guidelines with the individual members of their committee.
7. Any Committee Chair responsible for making copies will be required **to train on the copy machine** in room 8, please call the office in advance to schedule training. Copies must be made in quantities of 50 or more on room 8 machine. PTSA paper can be found in PTSA closet. **Copy time is before and after school only**. Please call to be sure machine is open.

FINANCIAL

1. When collecting money, a deposit form must be filled out and given to the treasurer ASAP. **PLEASE DO NOT HOLD ON TO MONEY** for any length of time. In an effort to reduce lost money due to bad checks, do not distribute fundraising items until 5 days after you submit the check. If there is a problem the Treasurer will contact the Chairperson.
2. Check requests and reimbursements should be submitted to Treasurer **at least 7 days prior to "date needed"**. To avoid delay, invoices/receipts (or copies of) should be attached to the request form clearly and completely filled in. Personal receipts not submitted within 14 days of the event may not be reimbursed. Treasurer basket is in the Palmer River office on top of the teacher boxes and all deposits and financial requests can be left there. A call or email to the Treasurer/Asst. Treasurer would be appreciated.
3. For your event, check the funds available on the budget form. If your event occurs outside of regular school event hours you will need to include custodial fees as part of your expense. The current rate is **\$30/hour with a 4 hour minimum**.

4. Rehoboth PTSA has a tax exempt ID number issued by the MA Dept of Revenue for purchases made for events. Copies can be found in the packet or by request from President.
5. Treasurer-Brenda Gouveia at gouveiaclan@yahoo.com
6. Assistant Treasurer-Molly Lewandowski at molly_lewandowski@yahoo.com

EVENT PLANNING

1. To Avoid conflicts when planning an event:
 - a. Check the reference calendar in the office.
 - b. Contact the VP or President in the office.
 - c. Complete a Building Request Form (available in the office).
2. Once your event has been scheduled, add it to the reference calendar in the office. Supply a brief description for the website. Bchrystie@comcast.net.
3. Be sure to ask all your volunteers to fill out a CORI and SORI form in the school office.
4. Last but not least, **THANK YOUR VOLUNTEERS!** This is sadly neglected because we all volunteer our time for the children. It is nice to let people know they are appreciated!

NEWSLETTER

1. Brief newsletter articles can be submitted to bartholomews@comcast.net Any information will need to be **submitted by the 15th** of the preceding month. Please plan ahead!
2. The PTSA Newsletter will be submitted to the Rehoboth Reporter by the 23rd of the preceding month. The newsletter distribution team will receive the newsletter by the 25th of the month and should plan on distributing it within 3 school days of the 1st of the month.
3. Committee Chairpersons are responsible for submitting the details of their events. In the event of lengthy submissions, details may be edited by the newsletter chair or the PTSA President giving highest priority to the most recent events to occur.

ADVERTISING

1. For legal reasons, all flyers must be headed with Rehoboth PTSA and/or on PTSA Letterhead.
2. **All flyers MUST be reviewed by the President then by the principal** before they are copied/distributed. Allow 3 days for the president and 5 days for the Principal for this to occur. To facilitate this process email is best:

President –Debra Fitzgerald jimdebra1030@comcast.net

BW Principal Mrs.Pincince dpincince@drregional.org

BW Principals Secretary, Sheril svincelette@drregional.org

PR Principal Mrs. McSweeney lmcsweeney@drregional.org

PR Principals Secretary, Pat Rupp prupp@drregional.org

Please do not leave flyers in PTSA mailbox without notifying President or VP's.

3. **Don't forget to submit your event info for the website and newsletter.**

Transition of Chairpersons

1. If you are currently running an event and would like to retire from your position, please inform the President or VP and your committee members. If there is someone within your committee that would like to step up, if not an announcement will be made so any interested people may “learn the ropes” from you during the event process.
2. Please make yourself available to answer any questions a new leader may have. Your experience is a valuable tool for others.

I have read the guidelines for Committee Chairs. I will keep a copy of the guidelines for myself and return a **signed copy to remain on file with the PTSA Secretary**. I further understand that no funds will be released to my committee until a signed copy of the guidelines is on file.

Name of Committee: _____

Date: _____

Committee Chair (Print Name): _____

Committee Chair Signature: _____