

# PTA COORDINATOR HANDBOOK

Thank you for volunteering to run an event at Folsom Hills! We appreciate your dedication and hard work! Please use this handbook to answer any questions you may have about the procedures to follow while coordinating your event.

## **Booking the Multi purpose room**

Please be sure to clear the date with Vicky and remember to fill out the *Multi-Purpose room and Stage Setup Diagram* form. Please give the completed form to Vicky 2 weeks prior to your event.

## **Reimbursement**

Please complete the *Check Request* form and attached all receipts. Put the completed form with receipts into the *Completed Check Request* folder located in the PTA hallway. Allow up to 14 days for reimbursement. This form can be found on the PTA website under Coordinators.

## **Cash Deposit**

All money needs to be counted and verified at the end of your event. Two people must document and verify the funds using a *Cash Verification* form. Both signatures are required on the form. Once verified, please bundle money and form in an envelope or zippered pouch (located in PTA cabinet in teacher's workroom) and give to Vicky or Tracy to be put into the safe to await deposit. Please check your PTA folder the next week for your copy of the deposit slip.

## **Outside vendors**

There are many insurance requirements when hiring a vendor. Please refer to *Vendor Requirements* for these guidelines. Please allow ample time for completion of the required forms.

## **Raffle or gambling of any kind**

You will need to ask our Treasurer to submit a form to the Attorney General Office several months in advance of the event. Another form will need to be filled out after the event reporting the money made. A raffle is any prize given where more than one ticket can be purchased per person. This procedure doesn't apply to door prizes or prizes where everyone has an equal opportunity of winning.

## **Promote your event**

Please follow the *Communication Protocols* when promoting your event.

## **Finding Volunteers**

If you only need a few helpers, a request can be emailed or simply asking a few friends to help may be sufficient. Many coordinators use [myschoolanywhere.com](http://myschoolanywhere.com) to acquire and organize volunteers and shifts. It can also be used to sell items such as tickets or merchandise. Please contact Michelle Harrison at [michellehar@hotmail.com](mailto:michellehar@hotmail.com) to become an admin on this site. As a parent you won't be able to create what you need to use the website.