

Shawnee PTO

Event Overview/Responsibilities for Chairperson(s)

1. Chairperson is responsible for determining what supplies/items are needed for the event.
2. Taking inventory of available items already purchased in the PTO Room and Storage Room.
3. If supplies are over \$200 for an item (example: Table Rentals), 3 quotes must be obtained from other vendors/stores. The quotes must be reviewed by the PTO Board.
4. All necessary licenses or permits must be secured 2 weeks prior to the event through the district.
5. Must verify that all vendors used in the event are pre-approved through the district and must have a completed W-9 on file with the district. Blank W-9 Forms and Vendor Forms can be obtained from the PTO Board. This must be done before any contacts can be signed.
6. Must verify how the vendors are to be paid (through the PTO or District).
7. Custodial support must be secured 2 weeks in advance of the event. The number of tables, arrangement, chairs, or sound system support must also be provided at the time. Sound system instructions can be obtained from PTO President (Mike).
8. All documents sent home with students must be pre-approved by Mrs. Simon. A final copy is given to the office and to the PTO Board. If the document will be sent back to the PTO with money, the following items must be included in the document:
 - a. Student's Name
 - b. Student's Teacher
 - c. Parent Name and Phone Number
9. Responsible for making copies and distributing the fliers to each teacher's mailbox.
10. Must make sure the volunteers needed to help for your event have their clearances through the school.
11. Providing all volunteer info to the PTO secretary (Shannon) if a Signup Genius link is needed.
12. Providing volunteer list to the Office Staff the day of the event.
13. All pre-order form need to be returned to the PTO office after each event for district audits.
14. Deposit forms must be completed each time any money is counted. This requires two (2) people to count and sign off on the deposits.
15. Check request forms for reimbursements must include all original receipts. **Please check that all sales tax has been paid. The PTO is NOT tax-exempt.
16. Please have all check requests submitted at least 1 week prior to the date the money is needed. This allows for the board to review the requested funds and provide a check.