

## **Committee Guidelines and Reminders**

Please review the important information below regarding communication requests, help with recruiting volunteers and your committee's budget...

### 1) Publicity/Communication to Wescott Community:

- All forms of communication should go through your Upper Board Liaison. If you would like a communication sent out via eblast or put in the Wescott Word or on the website, please reach out to your upper board liaison in advance.

For email and the website, please send the communication to your liaison 3 days before.

For the Wescott Word, please send it the Tuesday before the Friday you want it published.

- You must provide a finished copy for any and all forms of communications (for emails, this includes a subject line), exactly as you would like it to appear. In addition to a finished copy, please provide all images you would like included.

If you need any help or have an emergency communication, please contact your liaison.

- Please look ahead and plan out your communications so we do not inundate parents with multiple messages in one day. You even can send your request months in advance and the upper board will make sure it is sent out or published on the right day.

### 2) SignUp Genius: this is the online tool we will be using to create and manage volunteer lists for all activities.

- SignUp Genius requests should be directed to your upper board liaison 5 days before you need. Please provide an exact list of what volunteers you need, how many, when, where and a list of duties required. We will create the SignUp Genius for you. Please indicate if you want the request to go to a specific grade or class or to the community at large.

### 3) Budget:

- If you haven't already done so, please give your committee binder to Michelle King, our treasurer, to review your past budget and past expenses. If you do not have a binder, please let us know.
- Each committee will be given a budget to work with for their event, which has already been voted on and approved by the upper board and former and current principals.
- Please work within your allotted budget. We understand adjustments need to be made, especially for committees with no binders. If you need additional funds or think the budget

should be reduced, please contact your upper board liaison who will, in turn, present the request to the upper board for a vote. You must provide a detailed budget listing all items or group of items you have purchased and all items still needed, including estimated cost. The upper board cannot vote on a request absent specific information.

- Please refer to the PTO Treasurer's link- <http://www.district30.org/wescott/Treasurer.cfm> -for additional requirements and guidelines for spending and reimbursement.

Thank you for all of your work!

Wescott PTO Upper Board