

# Sunny Hills PTA

## Checklist for Committee Chairs

Thank you for agreeing to oversee one of the many committees sponsored by Sunny Hills PTA. As a Committee Chairperson, your most important role is to serve as the liaison between your committee members/volunteers and the PTA Board of Directors. Maintaining open and ongoing communication is critical. The checklist below will serve as a guide. If you have any questions, contact:

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Board of Director Name

Email

Phone

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### Volunteers

- Make contact with ALL volunteers on your list. If they are willing to volunteer try to find something for them.
- All volunteers must have a valid WA State Patrol Background Check form on file. The form is linked below.

### Budget

- The budget for this committee is \$\_\_\_\_\_ (income), \$\_\_\_\_\_ (expense), \$\_\_\_\_\_ (net).
- All expenses must be approved by BOD prior to authorizing spending. Know your budget.
- All incoming funds must follow the counting funds form (see link below under the forms section).

### Facility/Venue

- If your event will use any part of the Sunny Hills' campus, you must ensure the office has a [Facility Use Form](#) on file **60-90 days prior to your event** with Karin Farrar. Also, review the [Facilities Event Expectations document](#).
- The PTA Room is located next to the MPR and PTA storage room is the trailer next to the gym. Also, check your committee file folder in the PTA Room periodically for new items.

### Forms (All forms are located at [www.Sunnyhillspta.org](http://www.Sunnyhillspta.org) under the Forms and Links page)

- [Counting of Funds](#) (All funds must be counted by 2 PTA members. Counted money and form should be put in a Ziploc bag and put in the safe in the PTA room.)
- [ISD Facility Use Application](#) (Must be on file with office 60-90 days prior to event)
- [Post-event Evaluation Form](#) (Completed and presented to BOD at Board Meeting)
- [Expense Reimbursement](#) (Submit all expenses no later than 30 days post event)
- [Program Planning/Request for Funds](#) (To be completed for ALL programs)
- [District Volunteer Background Check Packet](#) (Required for all volunteers)

### Communication

- Begin promoting your event early! Begin providing teasers for the newsletter at least 1-2 months in advance and specific details at least 2-3 weeks in advance. For volunteer intensive events, plan 6-8 weeks in advance.
- All newsletter articles must be submitted to the Newsletter chair, Leigh Taylor ([leighannvt@comcast.net](mailto:leighannvt@comcast.net)) no later than **FRIDAY @ 5pm** each week for the following Thursday's e-News. This is a FIRM deadline.
- Request to website chair, Kym Clayton ([charlieandkym@comast.net](mailto:charlieandkym@comast.net)) to put on PTA website & facebook page.
- Phone blast requests are made directly to Karin Farrar in the Sunny Hills' office, but prior approval must be given by the PTA presidents first.

### Contracts/Copies

- All contracts **must** be signed by two PTA executive officers, one of whom must be the President.
- All copies must be made at Office Depot using our Sunny Hills PTA Account on file. If making 500+ copies, let the treasurers know prior to making the copies. Negotiated price is 3 cents/copy, so make sure you get this price. Leave a copy of the receipt in Office Depot's account binder, sign your name and write down what the copies were made for. Then, submit the original receipt with the information to the treasurers.

### Post-Event

- Facilitate post-event wrap-up meeting with your committee.
- Personally thank and submit a group Thank You article for all volunteers in the eNews after your event.
- Complete Post-event Evaluation Form. Present to the BOD/Board of Directors at the next Board Mtg.
- Create/maintain committee notebook folder and upload files to provided USB thumb drive including:
  - Income & expense summary
  - Post-event evaluation