

Committee Chair Orientation Meeting
August 28, 2008
Mary Woodward covered area, 9:00AM

Members Present: Executive board members & Committee Chairpersons

Introductions of board members and committee chairs.

President: Preview of the goals for the current year:

- ◆ Increase the number of members to attend the meetings-continue the good communication regarding meeting times and promote increased participation.
- ◆ Target kindergarten parents to give them a nice welcome on the first day of school. Give MW string backpack to each kindergarten parent on the first day of school with information about the PSO inside. There will be an additional kindergarten class this year.
- ◆ Review of calendar and highlight of important events. Back to school nights are September 23 & 24.

Two Hour Power: The letter will be in the back to school packet and will include an overview of the various committees. Our goal is to get 75% of parents to give 2 hours of volunteer work during the year. We are looking to get more people and dads involved, and we do not want to worry that once they sign up we are going to keep asking them for more and more time.

Volunteer Coordinator: Regarding volunteer hours, please be sure to log your hours, these are sent to the district each month. There is the computer in the front office and in addition, there is the option to log your hours from home. An email was sent out with a pin number to allow people to login from home and submit your hours if a person forgets to log their hours at school. If you did not get the email with the login information, please contact Catie.

Review and highlight of chairperson packet:

- ◆ Forms included are a contact list containing 20 new committee members, calendar and a staff directory.
- ◆ Please when you are reaching out to volunteers, be gentle and not too forceful. If a person does not return calls or show interest, please do not pursue.
- ◆ Chairperson handbook has been added to the PSO website; in addition, the website is a great place to find information on the PSO, and events and meeting minutes.
- ◆ When you have PSO information or forms, please send them to the webmaster so she can put them on the website for easy access.
- ◆ Water coolers – there are new water coolers added to the equipment list for use at events.
- ◆ Copier – when making copies, if it is under 30 sheets use the PSO copier in the loft, if you need more copies use the copier in the back office, it is called Rizzo. The paper to use for copies is in the PSO loft. There is district printing but that is a very last resort as PSO is last on the totem pole thus it is not extremely reliable.
- ◆ Documentation – as your committee is working, please document your strategy and save all forms and letters in your binder to pass on next year.
- ◆ Binders – As the events are completed please complete the binders, including review forms and give back to the volunteer coordinator with in one month of the event.
- ◆ Contracts – please make sure the president approves any contracts before you sign them.
- ◆ PSO Meetings – Please attend the PSO meeting both before and after you event to talk about event status and review.
- ◆ Event completion – After the event, please be sure to thank all the volunteers that made the event possible.
- ◆ Review – After the event, review the committee overview page and make any adjustments for your event as necessary.

Review of budgets and financial information for committees:

- ◆ Everyone receives an initial budget in their binder which is from last year, the current budget will be approved at the first PSO meeting on September 15, after that we will hand out the current year budget.
- ◆ If there are any questions on your budget, or you believe it should change due to current of prior events, please contact the treasurer. She also has the detail of the previous year expenses for your committee to review which will be handed out today.

- ◆ Check request forms are in the mailbox in the office, they must be filled out and signed for reimbursement to occur. There is a minimum 2-3 day turnaround for check requests. Verbal requests for checks cannot be accepted, the form must be filled out and signed. If there is an urgent check request, please send email, however the form still needs to be filled out.
- ◆ Please do not feel any need to pay for items personally. It is better for everyone if actual costs for the events are known and documented. If there is something you want to contribute, please either make a contribution or let the treasurer know so the actual costs can be recorded.
- ◆ Do not hold money during events. Judy Sweeny has a locked box to keep money in by her desk. Check and record the proceeds received throughout your event. Do not take any money home. Let the PSO board member know if a deposit has been made.
- ◆ During the event please keep detail of the different funds received; i.e. donations, payments for the event, etc.

Treasurer: The current budget is in process. If there are any questions of your expect any changes in the budget, please let me know.

New Business:

- ◆ We are still looking for chairs for the Winter Wonderland and the Spring Fundraiser. Both have many possibilities depending on which direction the chair(s) want to go.
- ◆ Regarding the Winter Wonderland, if you have ideas or suggestions please email Catie.
- ◆ Boy Scout liaison – we are still waiting for a response on who this is. This person lets PSO know what is going on with the Scouts which is necessary since the PSO signs off on the Scout liaison. There may be a parent of a Scout that can fill this role.
- ◆ Regarding balloons, we prefer no latex balloons due to possible allergies, Mylar balloons are acceptable.

Next Meeting: PSO Meeting; 9:00 AM at Mary Woodward