



Chairing an Event or Program

Fast Facts

Below is information that we hope will help to answer some common questions that arise when chairing an event or running a PTSA program. We hope it will provide you with a framework to get you on your way. Always feel free to reach out to your immediate VP or the President if you need a hand.

To Start:

If your event or program has happened in a previous year, it is recommended you start by contacting the previous chair (if available), or the VP associated with the event. Work with them to locate any previously prepared materials, and get any information pertinent to running the event.

The PTSA has a **Document Archive** that may or may not have previously used documents related to your event. Contact the VP of Communications (communications@mcauliffeptsa.org) for access to the archive. If you create new flyers, event planning instructions, or really anything that a future chair might find helpful, *please upload these to the Document Archive.*

The McAuliffe PTSA website has many resources available on the Forms and Training Opportunities page: [PTSA Forms and Training Opportunities \(mcauliffeptsa.org\)](https://mcauliffeptsa.org). The following documents are available there:

- Request for funding (used if you need additional funds over what is budgeted for your event)
- Expense reimbursement (save all receipts; attach the original receipts to this form; turn in to the treasurer mailbox located in the production room behind the office)
- Cash box request (if your event requires exchange of cash)
- Cash box tally (must accompany the cash box if you use it at your event)

Budget:

Confirm your budget for the event with your VP or the Treasurer. Any additional needs above the budget **must** be approved by the PTSA Board prior to the event. You are responsible for any money spent above the budget that is not preapproved. You will need to fill out a Request for Funding form ([McAuliffe PTSA Request for Funding Information \(google.com\)](https://www.google.com)), and contact your VP and the Treasurer to put the request on the agenda for the next board meeting. (Scheduled PTSA meetings can be found here: [PTSA Meetings \(mcauliffeptsa.org\)](https://mcauliffeptsa.org))



Advertising:

Contact VP of Communications with details about your event, including a timeline for communications, calls for volunteers, Facebook posts, and website and bulletin board advertising. Also, please review the *Communications Methods & Procedures* document, available in the **Document Archive**. The information in the document is critical for you and for others involved in getting the word out! Below are some highlights about communicating your event/program:

- Any flyer, poster, program or other printed material must have the PTSA logo on it (available here: [PTSA Forms and Training Opportunities \(mcauliffeptsa.org\)](https://mcauliffeptsa.org)) and needs to be preapproved by the VP of Communications prior to distribution, allowing for adequate time for review, approval, copying and distribution.
- If you would like to advertise on the event bulletin board this needs to be requested and approved through the VP of Communications. The bulletin board might have to be shared with another event.
- Any email or newsletter advertising will need to be a collaborative effort with the VP of Communications.
- Reader board (the sign in the front schoolyard) requests go through the McAuliffe Office Manager (2021-22: Kathleen Jeffcoat), and school announcements (done on Tuesday and Thursday mornings only) are sent to the lead ASB teachers (2021-22: Jesse Magraw, Megan Dillon).
- Lake Washington School District has a Print Center in Redmond ([Print Center - Lake Washington School District \(lwsd.org\)](https://lwsd.org)); consider if you need a high volume of copies. Please note that some colors are less expensive than others, so you may want to ask about this prior to printing. The largest poster the Print Center can accommodate is 12x18. Costs for outside printing are covered by your event/program budget.
- Please do not hang posters or flyers on the folding wall in the Commons, nor on interior walls/hallways of the school office or teacher's lounge.
- We strive to be conscious of teachers' valuable time and to be consistent in our communication with them. If you would like to send something to all of the teachers, first have your VP look over it, and then email it to the principal and PTSA teacher reps, and they will decide how to best communicate to staff.

All event flyers or other dedicated communication must include the following statement:

We strive to have our events accessible to everyone in our community. Anyone who may anticipate needing accommodations or who have questions about access may email us at specialneeds@mcauliffeptsa.org in advance of the event.

Volunteers:

- Your VP may have a list of volunteers who signed up at the Welcome Back Coffee to help with your event. If needed, work with your VP and the VP of Communications to recruit more help. Determine specific needs, times and tasks for volunteers. Volunteers are



more likely to take on tasks if they are specific (i.e. *3 volunteers are needed from 5-6pm to run photo booth*).

- *Have the school office staff check your volunteer list to be sure the volunteers have been approved as volunteers by LWSD.*
- After the event, send a list of volunteers to the Communications and Executive VP so we can recognize them.

Building Use Forms:

If your event requires the use of any part of the school (i.e. commons, gym, library) or you need school equipment (i.e. microphone, electric cord, stage setup etc.), a building use form must be filled out.

- Request a form from the school secretary (2021-22: Heather Cobb).
- Turn in completed form to the school secretary a minimum of 2 weeks prior to your event. (It can be revised up to one week prior to event date but is suggested any changes be discussed with custodial staff.)
- First Aid kits can be arranged ahead of time through school secretary.

School Calendar:

The school secretary maintains school and portable calendars (schedule) on the wall adjacent to her desk. Make sure your event is noted on the appropriate day(s) with the event, location (i.e., Commons) and start/end times.

If you discover a conflict in time/location with another event or program, such as an after-school program, contact the VP of Enrichment to coordinate alternate arrangements.

Food Events:

- Please let cafeteria staff know ahead of time if a class or classes are going to miss lunch (i.e. class pizza party). This helps them plan the amount of food that they prepare the day of the event.
- Also, ask cafeteria staff ahead of time if you would like to store any food - they need to give you approval.

Enjoy!

Volunteering can be such a source of satisfaction and reward – you are contributing to the academic and social development of these wonderful children and helping to build a strong and supportive community. However, as we all know too well, organizing events and coordinating volunteers can be a challenge. If at any point you need support, please reach out to any of the McAuliffe PTSA board members – we are all in this together!