



# Estabrook PTO

## Thank you for being a PTO Committee Chair!

**Estabrook's many special event, programs, clubs,  
and activities could not happen without you!**

**AS YOUR COMMITTEE STARTS ITS WORK, PLEASE REMEMBER TO:**

- \* **Use your volunteers!** Please contact everyone on your volunteer list so they can help, and make sure to thank them in our weekly newsletter.
- \* **Publicize your event!** Our weekly newsletter, website, flyers, and reminder emails are all ways in which you can spread the work about your plans.
- \* **Use our tax exempt ID card and keep track of your purchases.** Save your receipts and turn them in with a completed form to be reimbursed.
- \* **Find forms** you need on our website [www.estabrookPTO.org](http://www.estabrookPTO.org) under the tab "Forms and Documents".
- \* **Have an updated CORI Form on file** in the office. It is valid for 3 years.
- \* **Save your work-** including flyers, emails, and spreadsheets. At the completion of your event, please send all documents to [info@estabrookpto.org](mailto:info@estabrookpto.org) with the subject line "EVENT: Document Repository" so they can be stored for the following year. In addition, chairs are encouraged to write up a short "how-to" on the event that would be helpful to future chairs.

<b>Volunteer Needs</b>	<b>Newsletters and Emails</b>
Sara Cuthbertson <a href="mailto:volunteers@estabrookpto.org">volunteers@estabrookpto.org</a>	Vanita Srikanth <a href="mailto:news@estabrookpto.org">news@estabrookpto.org</a>
<b>Event Flyers</b>	<b>Administration</b>
Hannah Mamuszka <a href="mailto:hmamuszka@gmail.com">hmamuszka@gmail.com</a>	Terri Carfagno <a href="mailto:tcarfagno@lexingtonma.org">tcarfagno@lexingtonma.org</a>
<b>Facilities/Scheduling/Office</b>	<b>Reimbursements and Cash Receipts</b>
Pauline Benninga and Cindy Reuter <a href="mailto:info@estabrookpto.org">info@estabrookpto.org</a>	Casey Fang and Sharmistha Banerjee <a href="mailto:treasurer@estabrookpto.org">treasurer@estabrookpto.org</a>



# **Estabrook PTO**

## **Prepare for Launch!**

### **Committee Chair Event Guidelines**

## **Save Your Space!**

### **CONTACTS**

**Pauline Benninga and Cindy Reuter** [info@estabrookpto.org](mailto:info@estabrookpto.org)

**Terri Carfagno** in the Estabrook office [tcarfagno@lexingtonma.org](mailto:tcarfagno@lexingtonma.org)

**Custodians:** Joe McFaline, Steve Martin, and Olga Morales

Please contact Pauline or Cindy on [info@estabrookpto.org](mailto:info@estabrookpto.org) to check if the Facilities use form has already been submitted. If it has not been submitted book your event date and location as soon as possible to prevent double bookings.

## **Gather Your Volunteers!**

**Sara Cuthbertson, Volunteers:** [volunteers@estabrook.pto.org](mailto:volunteers@estabrook.pto.org)

**Vanita Srikanth:** [news@estabrookpto.org](mailto:news@estabrookpto.org)

**Please contact Sara at least three weeks prior to your event to request volunteers.** Sara will work with you to create a MSA Volunteer Sign-up for your event and add a call for volunteers to the weekly newsletter.

**Find time to meet with your committee to plan your event.** Email is great, but meeting in person is even better.

**Need some advice, inspiration, or perspective as you plan your event?** Please email Cindy to get connected with a previous chair or a counterpart at another elementary school.

**After your event,** please contact Vanita with the names of your volunteers so they can be thanked in our weekly newsletter.



# Estabrook PTO

## Spread the Word!

### Committee Chair Communication Channels

**CONTACTS:** Vanita Srikanth (newsletter and website) [news@estabrookpto.org](mailto:news@estabrookpto.org)  
Hannah Mamuszka (flyers) [hmamuszka@gmail.com](mailto:hmamuszka@gmail.com)

#### **GETTING STARTED:**

People usually need to hear or read about your event a few times before actually making the decision to join in or help. Because of this, the best way to get started is to start early, ideally 4–6 weeks before the start of your event or activity!

#### **We can publicize your event for you in the following ways:**

##### **EVENT FLYERS**

Please email Hannah with all the information for your event at least 3 weeks before your event (location, date time, description, and number of flyers needed). This allows time to format details in our flyer template, printing and for the Estabrook administrative office to distribute the flyers to classrooms. After the draft is approved, we will print your flyer so the school can distribute it in students' yellow folders at least 1 week before the start of your event. Flyers will be delivered from the printer to the main office at Estabrook.

##### **NEWSLETTERS**

Events are promoted in the weekly PTO newsletter beginning 4–6 weeks prior to your event date. The newsletter is sent out via email every Monday. If you have an announcement you'd like to add, please contact Vanita before noon on Sunday at the latest. Immediately, or by the first Sunday after your event, please send a list of all the volunteers to be thanked. Vanita will include their names in the weekly newsletter.

##### **PTO WEBSITE**

We will use the information supplied for the newsletter to promote your event on the website, or if you have specific details to include we can do that too (like an RSVP or online sign-up form). There is a calendar showing the upcoming events too, so please let Vanita know if the date of your event changes or is incorrect.

##### **EMAILS**

We are using the directory email lists for communicating with parents. Reminder emails will be sent out before relevant deadlines (e.g. RSVP dates or order dates) as well as the day before an event. Please contact Sara if you'd like to send out email blasts and/or reminders for your event as well as emails requesting volunteers.

##### **SOCIAL MEDIA**

Estabrook PTO has a closed group Facebook page. Join the group to get updates via this communication channel. In addition, we are always looking for new and effective ways to reach the parent community with our news and updates. Please let us know at [info@estabrookPTO.org](mailto:info@estabrookPTO.org) if you have any ideas.



# Estabrook PTO

## Money Matters!

### Committee Chair Financial Guidelines

#### CONTACT

Casey Fang & Sharmistha Banerjee | [treasurer@estabrookPTO.org](mailto:treasurer@estabrookPTO.org)

#### GENERAL INFORMATION

**When making purchases, please use the tax exempt ID card provided to you.** As a non-profit, the PTO does not have to pay sales tax and the PTO is unable to reimburse sales tax as part of your spending.

**Don't throw away your receipts!** You will need them to be reimbursed for any supplies/materials you purchase for your event/activity.

**Please note that the PTO is unable to tip the custodians** after individual events due to district policy. The Board does recognize their hard work with holiday and end-of-year gifts instead!

If you have any questions about your activity or event budget, please email [info@estabrookPTO.org](mailto:info@estabrookPTO.org)

#### REIMBURSEMENTS (for out-of-pocket purchases made by chairs or volunteers)

Please make your reimbursement request within 2 weeks of the completion of your committee's work, and try to return one form per committee. All reimbursement forms must be received before Sunday June 3rd, 2018.

Expenses can be submitted in two ways:

- Place your receipts and a completed Expense Reimbursement Form in an envelope marked "PTO Treasurer" and deliver it to the school office.
- Scan or photograph your receipts, complete the Expense Reimbursement Form and email them to [treasurer@estabrookPTO.org](mailto:treasurer@estabrookPTO.org)

Reimbursement checks will be mailed to the address provided, mid-month and at end of the month unless requested otherwise.

#### VENDOR PAYMENTS (for direct payment to vendors by the PTO treasurer)

Please submit an Expense Reimbursement Form in an envelope marked "PTO Treasurer" and deliver it to the school office (or email the form and receipts to [treasurer@estabrookPTO.org](mailto:treasurer@estabrookPTO.org)). Indicate who the check should be payable to, and mark the address where the check should be sent.

Please forward vendor invoices and/or order forms to the treasurer by putting a copy in an envelope marked "PTO Treasurer" and deliver it to the school office. It is also acceptable to email a scanned copy of the invoice.

### **CASH BOX / PETTY CASH / COLLECTED CHECKS**

Please contact the treasurer a week in advance to request petty cash and make arrangements for pick up of cash box(es) by committee chair or volunteer.

Use the Estabrook PTO – Cash/Check Deposit Form to submit cash and check receipts from your event. Funds should be given to a pre-designated PTO Board Member at the conclusion of the event (or more frequently during longer fundraisers). Funds collected during evening events should be submitted for deposit within the next business day. For clubs and other activities, please submit the checks to Casey/Sharmistha as soon as possible. Checks need to be made payable to Estabrook PTO.

Please sort the bills and submit them in the deposit envelopes provided. Please include a tally of the number of bills by denomination. For example: \$1 (6), \$5 (10) and \$20 (1) for a total of \$76.

Cash and/or check transactions should be recorded as a separate entry on the Cash/Check Deposit form. Not to suggest that an individual purchase of a slushie needs to be reported, but rather the source(s) of cash from subscription events and fundraisers should be identified to the best extent possible — it assures we comply with accounting needs, as unidentified income may be considered taxable.

### **USING THE SQUARE CARD READER AND PAYPAL**

Please submit your request to the treasurer to use PayPal and/or Square card(s) reader at least three weeks in advance, and make arrangements for the chair or volunteer to pick up.

Payments using Square can be accepted via an iPhone, iPad or an Android device. Please make arrangements to have the device(s) available at the program/event. You will need the school's WIFI password to access the WIFI (the password changes regularly). Send the request to [info@estabrookPTO.org](mailto:info@estabrookPTO.org) at least three week in advance if you need the password.

Please let the treasurers know the details of payments collected through PayPal or Square and the expected date of the payment. Please list out individual payments on a spreadsheet, as needed.

### **PASS-THROUGH ACCOUNT MANAGEMENT**

The PTO's role relative to the pass-through accounts, is to be the custodian of the account. This means that the PTO is not obligated to pay any expenses/deficit that may occur in the management of this account, and that the committee chairs are responsible for overseeing the pass-through account funds. Any remaining funds in the pass-through account at the end of the fiscal year will roll into the PTO general account.



# **Estabrook Goes Green!**

## **Committee Chair Green Guidelines**

### **Contacts**

Katie Guilfoyle: [ktguilfoyle@gmail.com](mailto:ktguilfoyle@gmail.com) Summer Parker: [summerbparker@gmail.com](mailto:summerbparker@gmail.com)

### **General Information**

Estabrook's Green Team has been hard at work over the past few years developing and expanding a recycling and composting program during school lunch times. Last year, the Green Team began including recycling/composting at PTO events that take place outside of school lunch times. When planning an event where food will be served, please reach out to the Green Team for information on using compostable plates, cups, and utensils, as well as volunteer needs to staff the composting/recycling station at the event.

### **Budget for Compostable Items**

The PTO is working on the funding details for all events to have compostable items. The Green Team will be able to help you should you need to make a compostable purchase above your event budget.