

## **JMMS PATT Board General Information and Guidelines for Chairpersons** (Revised 08/16)

Thank you for volunteering to be a chairperson. We appreciate all of your hard work and dedication to the JMMS families and staff. Below are a few guidelines to keep in mind while planning your event. Please share this information with your committee members.

### **Board/Business Meetings**

We will conduct two types of PATT meetings. The Executive Board meeting is conducted each month and is attended by the Executive Board members. If you have any immediate questions you may email an Executive Board member so the question can be discussed at the meeting. You may also request to attend the meeting to discuss your issue, if necessary.

We also have General Meetings/Chairperson Meetings. Your attendance is requested as much as possible. As a chairperson of a committee, you are a group board member. The chairperson's meetings are held at JMMS on the third Friday of every other month at 10:00 am beginning in September. We would like you to report on your event at the meeting before and after the event takes place. Please provide details explaining what your event will consist of and how you intend for it to be conducted. If you are unable to attend a meeting, **please contact an Executive Board member** (an email containing information to report is preferable) and they will report for you. Attendance is open to all interested parties.

### **Volunteers**

At the beginning of the school year, a packet containing general PATT information will be sent home to every family. Included in this will be a sign up sheet for volunteers for our various committees. In addition, we will also request volunteers throughout the year for all upcoming events. **PLEASE USE EVERYONE!** We never want to turn anyone away! If you need more help, please contact the PATT for further assistance.

At your event, please ask all volunteers to wear nametags so they can be identified if someone has questions or needs help.

### **Chairperson Communications**

Please remember that the Executive Board members are also members of your committee. They may choose not to act as a participating member of your committee but still should be included in all communications that pertain to your event.

### **Sign In/Sign Out**

It is **mandatory** that every volunteer and/or visitor to JMMS sign in and out at the office. It is **mandatory** that a visitor or volunteer badge be worn at all times while in the building.

## Website

You may post fliers or articles pertaining to your event on the JMMS website. Please email all information to the current Website Chairperson. You may be required to submit in either a pdf or jpg format. Allow at least three (3) days to post information.

## Fliers

As your event gets closer you may need to send out a flier to advertise the event and provide any pertinent information. If you need help constructing a flyer contact an Executive Board member. When your flyer is completed **you must email it to your Vice President for approval**. Once you receive approval please send it either in person or via email to the Assistant Principal. **The Assistant Principal must approve your flier before you copy it**. Print it on purple paper and place in the teachers' mailboxes to go home with students. Please put a simple cover letter on fliers before putting it in the mailboxes. (Ex: Please distribute to each student ASAP, Thanks, PATT.) There is a list of teachers and number of students in each class in your binder. If you need additional copies please contact an Executive Board member.

## Copy Machine

The copy machine may be used for PATT business. If you are using the machine and any school personnel needs to make copies, please stop and allow them to run their copies. The busiest times for the copier are before and after school and lunchtime. Always use the purple paper stored in the copy room. It will be marked "for PATT only". If you would like help learning to use the copier, please contact an Executive Board Member for instructions. The PATT pass code to use the copier machines is 35753. (Reminder: When making copies NO children are allowed in the copy room.)

## JMMS PATT Event Outline Form

Please complete this form as soon as possible but at a minimum of **4 weeks before your event takes place**. We need to have an idea of all things pertaining to your event **before checks can be issued**. *Any changes you intend to make from the previous year to your event must be communicated and approved by the Executive Board before implemented. The Executive Board reserves the right to restrict any changes that you wish to make.*

## Reports

A report is due upon completion of your project. Please make any comments that would improve the project for the following year. You may also include pictures, fliers, maps, etc. A guideline for the information needed is available. It is important that you return your current report and the past reports to the Executive Board within a month of the completion of your event, or by the end of the school year if it is a year long event.

## Expenses

Please keep all your receipts. Submit the receipts with the expense form for reimbursement addressed to the Treasurer and put in the PATT mailbox or locker. Forms are available on the PATT website. All reimbursement requests must be submitted no later than 30 days after the completion of your event. Please allow up to two (2) weeks to receive reimbursement.

Any single expense exceeding \$250.00 **MUST BE APPROVED** by an Executive Board Member **BEFORE** you purchase. (Please refer to the instructions on the PATT Event Outline form.) Be sure to use the Tax Exempt Number on all purchases, whenever possible. The Federal Tax ID number is 34-1351554.

You may not give any committee member cash collected for that event to make purchases. All purchase will require reimbursement.

The chairperson should contact the Treasurer one (1) week prior to the event for cash boxes and change. At this time the treasurer will give instructions on money procedures.

### **Donations**

Donations to be solicited from area businesses **MUST BE APPROVED** by the Executive Board members **before you contact a business for donations.** (The intent is to monitor which businesses are being solicited so we do not repeatedly contact the same establishments.) All donation letters requesting donations from area businesses must be put on JMMS letterhead, which you can request in the school office, and also **requires the approval of the Assistant Principal before you mail or drop off at area businesses.**

When asking for donations for PATT events, please remind your volunteers that parents are not allowed to solicit area businesses on their own. Per the IRS, we are required to provide written acknowledgments for donations of \$250.00 or more. Please provide a list to the treasurer so receipts can be processed by January 31<sup>st</sup> to include in tax records.

### **Fundraising/Events**

Anything a committee is selling is the property of the JMMS PATT and must remain on school grounds at all times. You may store these items in the PATT closet.

All donations solicited and collected on behalf of the PATT for any event becomes the property of the JMMS PATT. You are required to maintain an inventory list of said collections. (Forms are available online.) They must remain on school property at all times and may be stored in the PATT closet.

If for any reason you need to remove these items from school grounds, you must contact an Executive Board member and receive permission before the items can be removed. You will be required to sign a form stating you understand you will be personally responsible for any lost or damaged items once they are removed from school property. You must also include an inventory of items being removed.

**\*Please see note below.**

### **PATT Closet**

The PATT closet is located across from the Purple Gym by the doors. The closet is for storing PATT items for specific events or for general use. The closet door is kept locked

for safety. Please contact an Executive Board member to have it opened. If you put things in the closet, please observe the following rules:

1. Nothing can be stacked within 18" of the ceiling due to the fire code.
2. Please label all boxes on the outside and note the contents and event.
3. Please try to be neat. It is the chairperson's responsibility to make sure items are put back on the shelves in marked boxes after their event.
4. Please ask the other chairperson for permission when borrowing or using something from their event.

### **Collection of Monies**

Committee members, preferably the chairperson, are required to complete all deposit forms for any money collected on behalf of your event. In the PATT locker you will find all necessary items to record the deposits, including an endorsement stamp, deposit slip, and a PATT Bank Deposit Report. Please fill out all forms. Keep a copy for your records and leave the originals with the money in an envelope marked "Deposit" with your committee name in the locked PATT locker. The Treasure or any Executive Board Member will deposit the money with the bank. **Please notify the appropriate Board Member that a deposit is ready for their attention within 24 hours.**

**Only members of the Executive Board may remove monies from the school property.**

### **Thank You**

Please make sure you send out a thank you card to area businesses that donated items for your event. Also, make sure to thank all your volunteers by sending them a thank you card or by e-mailing, calling, or posting it in the newsletter.

**\* Please note: The PATT maintains insurance on all Board Members allowing them to remove monies and/or donations from school property. If items were to become lost or stolen the insurance would allow for replacement of these items once a deductible has been met. Only the Board Members are covered due to expense. Other insurance policies cover all items while on school property. If you remove items from the school you are not covered by any of our insurance policies and will be held liable for their damage or loss.**

I have read, understand, and agree to abide by the rules set forth above in the General Information and Guidelines for Chairpersons:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_