

JMMS PATT  
**Launch Document**  
Chairpeople - Services

We appreciate you volunteering to lead this event. Fundraising is a primary focus of the PATT which provides key resources to our school. This document is intended to provide important information and goals to help your event be a success!

Please contact your Vice President or any member of the Executive Board with questions or for guidance. The Executive Board is here to help you. We wish you a successful event!

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

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

Chairperson: \_\_\_\_\_

PTG Vice President Responsible:

Vice President Contact Information:

**FINANCIAL EXPECTATIONS**

This event is considered to be a *service*.

Spending Budget: \_\_\_\_\_

**REVENUE  
EXPENSES  
PROFIT**

Profit shall be considered the amount of monies remaining after all expenses are paid for the event. [Revenue less (-) Expenses = Profit (after all expenses are paid).] Expenses exceeding the Spending Budget outlined above, must be approved by the Executive Board prior to purchases. Spending not approved may be denied unless approved by the Executive Board. The purpose of a Service Event is not to make money but profits will be measured as outlined above.

**HISTORICAL  
FINANCIAL DATA**

Financial data from previous years serves as a guide for current spending. Attached is the historical financial data explaining revenue and expenses for the above event.

**VENDORS**

If using an outside vendor for fundraising, the vendor must be approved by the PATT Executive Board prior to agreeing to any verbal or written contract. Allow one week for the Executive Board to respond to requests. The PATT may not be held responsible if the vendor is not approved prior to signing or agreeing to an outside vendor's contract.

**PATT BY-LAWS  
REGARDING  
SPENDING**

Spending according to PATT By-Laws: ARTICLE VIII SECTION (5) Individual Chairperson spending shall not exceed 50% of the current expense, operation, service, or fundraising budget in one lump sum expense, not to exceed \$250. Amounts above \$250 must be approved by a majority of the Executive Board.

**FINANCIAL FORMS**

*All financial forms are included in the Chairperson Binder and on the website - [www.jmmspatt.weebly.com](http://www.jmmspatt.weebly.com)*

**Bank Deposit Report  
Cash Box Request  
Check Request  
Reimbursements**

PATT Bank Deposit Form must be filled out by the chairperson or the person processing money for an event or activity. There always needs to be two people working together to count money and fill out a deposit form. Contact an Executive Board member when a deposit is ready to be made. Due to the PATT liability insurance, only Executive Board members are permitted to leave school grounds with any funds or items belonging to the JMMS PATT.

If you need petty cash on hand to make change for your event, a Cash Box Request form must be filled out prior to the event or activity. A one (1) week notice to the Treasurer is required.

A Check Request Form must be filled out for all expense reimbursements for an event or activity. The chairperson is accountable for the given budget of their event and must sign the request forms submitted by their committee members. Receipts must be submitted in order to be reimbursed.

Reimbursements will attempt to be made within 2 months prior to or 2 weeks following the event or activity. Unusual circumstances will be considered by contacting the Vice President responsible for the event prior to purchasing items for the event. Receipts should be submitted as soon as possible but no longer than thirty (30) days past the event.

**TAX EXEMPT STATUS**

Please be aware that the JMMS PATT is a non-profit organization and has a tax exempt status. If you are purchasing items for your JMMS PATT event or activity, please attempt to purchase items at tax exempt stores. Most stores request a tax exempt card. The Blanket Exemption Certificate provides the information you need to receive the tax exempt status. Please check the vendor list included in the binder or check with the Treasurer.

**DONATIONS**

Contact the Executive Board prior to soliciting potential donations from outside vendors. This helps to monitor which businesses are being solicited so the same establishments are not repeatedly contacted. All donations solicited and collected on behalf of the JMMS PATT for any event become property of the JMMS PATT. The items must remain on school property and may be stored in the PATT closet. If a situation requires other storage options please contact the Executive Board for permission and necessary paperwork.

**COMMUNICATION**

Fliers and release dates are to be approved by the Vice President responsible for your event. Once approval is gained, all event fliers must be approved by the Assistant Principal prior to distribution. Please allow 3-5 days for each approval. Handouts should be printed on purple PATT paper using the PATT copier code 35753. Be respectful of the JMMS staff when using the copier. All emails regarding the event are to be copied to the Vice President responsible for the event.

**CHAIRPERSON RESPONSIBILITY**

The chairperson is accountable and responsible to communicate with the Vice President and/or Executive Board, all issues pertaining to the event's revenue, spending, profit, and goals by following the above guidelines and the JMMS PATT By-Laws.

**PTG BY-LAWS**

The JMMS PATT by-laws are in effect and are to be followed regarding all events and chairperson spending. Refer to the PATT By-Laws in your binder and posted on the website.

CHAIRPERSON: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

DATE: \_\_\_\_\_



