



Dear Committee Chairperson,

Thank you for volunteering your time and talents to help the parents, staff and students of Holy Family Regional School! In this packet, you will find the PTG Committee Guidelines. This is a tool to assist you with your events and committees.

As always, we welcome your questions, comments and ideas. We look forward to meeting all of you this year!

God bless you,

THE 2022-2023 HOLY FAMILY PTG BOARD

Lauren Kochenderfer
PRESIDENT
hfrsptgpres@gmail.com

Kristen Baradihi
PRESIDENT
hfrsptgpres@gmail.com

Jamie Corsetti
VICE PRESIDENT
jamiecorsetti@gmail.com

Christina Scollin
VICE PRESIDENT
christinascollin@gmail.com

Christina Matway
SECRETARY
hfrsptgsec@gmail.com

Julie Gagliardi
TREASURER
hfrsptgtreas@gmail.com

I. BOARD REPRESENTATIVES

Each PTG committee will report to an executive board representative.

This person is your first point of contact for any questions, concerns or updates, related to your event. Please do not contact the school administrative staff regarding your event.

Communication between you and your board representative is critical to the success of your event. Any changes (date, venue, cost, etc.) must be communicated to your representative to ensure the appropriate people are notified of the changes. If anyone at the school needs to be notified, your board rep will contact them on your behalf, or direct you accordingly.

II. COMMITTEE INFORMATION

It is the committee chairpersons' responsibility to maintain information regarding their committee. If you are new to the committee, the former committee chair(s) can advise you. For the name of the former volunteer, please contact your board representative. When you are no longer the chairperson of the committee, it is your responsibility to forward the committee information to the new committee chairperson.

III. VOLUNTEERS

Most events require a team of volunteers. You will need to prepare info for a volunteer sign-up form and send it to your board rep. (*Your board rep or former event chairpersons will have a copy of the past year's sign-up for reference.*) Your board rep will review the information and forward it to the HFRS volunteer coordinator to create a sign-up form. A link will be generated, through signupgenius.com, and sent to you. The link will also be posted on the PTG website.

Volunteer sign-up pages will be posted quarterly, when applicable. You can always make changes as the event gets closer, but the initial signup must be posted at the beginning of the quarter. **To remain consistent and fair, all sign-up links must be communicated as an official release, via Weekly Wrap or Tuesday Tidbits before they can be posted on social media or circulated through email.**

At the event, the committee chair should bring a printed version of the volunteer sign-up form, for each volunteer to sign in and out. (You may also use the event sign-in log.) This ensures that each person receives his or her volunteer hours. Volunteers **must** personally sign the form to receive credit. For committee volunteers not attending the event, it is your responsibility to track their hours. This information should accompany the Post Event Form and be submitted to the PTG secretary, post event.

All chairpersons and volunteers should be mindful that they are representing HFRS, and are expected to be positive role models. Once the event has completed, please recognize your volunteers with either a personal thank you note or email.

- ❖ **BACKGROUND CHECKS:** It is policy of the Archdiocese that all volunteers must have a background check and a subsequent review every seven years. This information is kept confidential. In addition, all volunteers must complete the “Protecting God’s Children” workshop. For additional information, please contact Sue Mackowski.

IV. ROOM REQUESTS

- ❖ **NORTH CAMPUS (NC) AND ST. ANDREW’S FACILITIES:** A building/room request form is available at the school office. This form should be filled out and given to the NC office staff, a minimum of two weeks prior to the event. Please make a copy of the request form, for your records.
- ❖ **SOUTH CAMPUS (SC):** A room request form is available at the school office. Please make three copies of this form. Submit two copies to the SC office staff (two weeks prior to the event). Save one copy for your records.
 - ➔ **SC Gym Preparation & Cleanup:** No food or drinks are allowed in the gym. When preparing the gym for your event, the **ONLY** tape that may be used on the gym floors/walls is blue painter’s tape. At the conclusion of the event, remove all tape from the floors/doors and return all mats and sports equipment to their original location. Please contact your board representative to coordinate gym availability/set up.

If you have questions regarding room set-up, please contact the office staff at NC or SC.

V. ADVERTISING/COMMUNICATION

- ❖ **WEEKLY WRAP:** The PTG Connection can be found in the Weekly Wrap every Friday. If you would like your event information included, please submit your info/flyer via e-mail to hfrsptgsec@gmail.com. *Final content may be altered by the PTG secretary for space purposes or to match writing style.* A letter size (portrait orientation) pdf may be used, or an image file (for flyers with no links). The HFRS and PTG logos should be visible on all flyers. **The deadline for Weekly Wrap submission is noon on Wednesdays.** Event flyers will also be posted on the PTG Events page.
- ❖ **TUESDAY TIDBITS:** The PTG can include information in the weekly Tuesday Tidbits email. If you have something to include, please contact the PTG Secretary. *Final content may be altered by the PTG secretary for space purposes or to match writing style.* **The deadline for Tuesday Tidbits submission is noon on Mondays.**
- ❖ **SOCIAL MEDIA:** Information can be posted to several social media outlets. Please fill out a marketing form and send to your board representative. Volunteer links may not be posted on social media before their official release in the Weekly Wrap or Tuesday Tidbits. (See III. VOLUNTEERS).

- ❖ **CLASS FACEBOOK PAGES:** Any parent can join and post on the facebook page for their child's class. This is a great way to distribute info, once it's been released. (See [SOCIAL MEDIA.](#))
- ❖ **ROOM PARENTS:** At times, room parents may be utilized to distribute information. This should not be used in place of an official Wrap release or to reiterate information that was just released. Room parent emails can be used to boost event sales if they are low or for other class-specific purposes. Keep in mind that room parents may send the memos out at their earliest convenience and not all at the same date/time.
- ❖ **SCHOOL BULLETIN BOARD:** Your event flyer will be posted on the PTG bulletin boards at the North and South Campuses. No other advertising distributions are allowed. **Do not post advertising on school doors without prior approval from your board representative.** All submissions for the parishes should be sent to the HFRS Marketing Director.
- ❖ **RESPONSES TO EVENT ADVERTISING:** All event responses should be kept separate from the classrooms. **Responses should be sent with the event name to the school office or sent directly to the PTG Board.** The office staff at both campuses will gather the correspondences by event. You may pick up the mail in each school office.
- ❖ **PTG LOGOS:** Please use the PTG logo on any written communication. This helps avoid confusion with other HFRS groups. The logo is available on our [Chairpersons' Forms page](#). If you have any questions, please contact your board representative.
- ❖ **OTHER CONSIDERATIONS:**
 - ➔ In order to reduce misunderstandings, we suggest you indicate on the volunteer sign-up form that events are filled on a first come, first served basis. In case an event is filled, it will help you explain why it may be necessary to place someone on a waiting list.
 - ➔ If you are collecting money for your event, it is recommended that you use the suggested wording for the no refund policy. (See **FINANCIAL MATTERS-REFUND POLICY.**)
 - ➔ Make sure to set capacity limits and response date deadlines. This is important to avoid overcrowding an event that has limited space. *An event may reach capacity prior to the registration deadline.*

VI. PTG MEETINGS

Committee chairpersons are **required** to report to the PTG Board once prior to their event and once after their event. The pre event and post event forms should be filled and submitted. Any issues, discussed with your board rep, will be included on the meeting agenda and may require a membership vote. If the event chairperson(s) is unable to attend the scheduled meeting, you can ask your board representative to speak on your behalf. In an attempt to streamline meetings, every effort should be made to keep your committee report to less than 10 minutes.

Use the pre event and post event forms to relay your notes on the following:

- ➔ Date, time and place of event
- ➔ Status on event planning or event execution
- ➔ Report on reservations/attendance figures
- ➔ Financial report (budget)
- ➔ Volunteer info
- ➔ Any problems, along with proposed possible solutions
(If a vote of the membership is needed, be prepared to make a motion regarding the requested change)
- ➔ Recommendations and suggestions for next year
- ➔ Feedback from volunteers/participants

VII. FINANCIAL MATTERS

- ❖ **BUDGETS:** Chairpersons will be given a committee budget. If there are any significant variances from the budget, the chairperson must inform their board rep and be prepared to discuss this at the next membership meeting. Also, all chairpersons will be asked to assemble a budget for the next year. The PTG Board will send a proposed budget form to you. Be sure to consider capacity limits and the grade level figures when devising your projections. Budget projections will be reviewed by the PTG Board and ultimately voted on by the HFRS School Advisory Council.
- ❖ **CHECK DEPOSITS:** If you will be collecting checks, please fill out a PTG Check Receipt Turnover Form (available on our Chairpersons' Forms page). Bring this form, along with the checks, to the school bookkeeper for deposit into our account. It is most cost effective to deposit checks at school. If it becomes necessary to deposit checks at the bank, you will need to obtain deposit slips and the PTG account number from the PTG Treasurer. When **filling out deposit slips, please be sure to note your name and the event name on the slip.** This will allow us to track the deposits more easily. It is School Board policy that all checks must be deposited within 30 days of receiving them, so please deposit them promptly. *(For check deposits, the bank requires each check amount and corresponding check number listed on the deposit slip.)*
- ❖ **CASH DEPOSITS:** If you collect cash, please deposit it promptly into the bank. Obtain deposit slips/bank account number from the PTG Treasurer. Please put your name and event on the deposit slip, and bring your deposit to the bank. **Please do not bring cash to the school bookkeeper.**
- ❖ **CASH BOX:** If money is collected on the day of the event, you will need to obtain a cash box with change from the PTG Treasurer. Please inform the Treasurer at least one week in advance, specifying how much you need and in what denominations.

- ❖ **REFUND POLICY:** It is the policy of the PTG to not refund any deposits or fees paid for PTG sponsored events, goods, or services. The only exception is if the event is canceled and not rescheduled. It is recommended that all event advertising, requiring money, include the following wording.

“It is the policy of the PTG to not refund any deposits or fees for PTG sponsored events. We appreciate your understanding in this matter.”

- ❖ **PURCHASES:** There are two ways the PTG can pay for event items:
 - (1) The PTG can issue a check directly to a vendor. Request a PTG check for the exact amount due, using the PTG reimbursement/check request form. The form can be returned to the PTG mailbox at either campus or emailed.
 - (2) Committee chairs or volunteers can pay for items; then submit original receipts and a PTG reimbursement/check request form to the PTG Treasurer for reimbursement. A reimbursement check will be sent to you via school mail. Please keep a copy of all receipts with your committee information. The form can be returned to the PTG mailbox at either campus or emailed.
- ❖ **RECEIPTS & DEPOSIT SLIPS:** In order to have an accurate report at monthly membership meetings, the PTG Treasurer must reconcile the event, billing and bank accounts every month. Please do not hold onto receipts or deposit slips during event planning. Likewise, once your event has concluded, please promptly submit any remaining receipts. With so many events throughout the year, it is vital to **label all receipts with the event name**. Please keep copies of receipts for the committee financial report. At the conclusion of your event, if there are outstanding balances yet to be billed by a vendor, please make the PTG Treasurer aware of this. Forms can be returned to the PTG mailbox at either campus or emailed.
- ❖ **FINANCIAL REPORT:** Once the event has concluded, please forward the Financial Report Form to the PTG Treasurer, listing all cash received and expenses incurred.
- ❖ **RAFFLES AND DOOR PRIZES:** If you would like to conduct a raffle or give door prizes in conjunction with your event, please obtain permission from your PTG board representative. If approved, please contact the PTG Treasurer, regarding State of Michigan guidelines, rules, regulations and filing requirements.
- ❖ **DONATIONS:** Contact the PTG Secretary for sample solicitation and donation letters, if you are asking for donations. These will also be used for tax purposes.

VIII. HELPFUL HINTS

- ❖ **COPY MACHINE:** You are welcome to use the school machine in the Parent Workroom to make copies for your event. Please ask the office staff for help, if needed. Copying should take place **AFTER** the morning announcements. **Never use stickers or labels on the copiers without checking with the office staff.** You may use the school's white paper; however, if you wish to use a different color, you will be responsible for bringing it. Please keep the Parent Workroom neat and clean.
- ❖ **NAME TAGS:** Please use name tags for your volunteers and participants, where applicable.
- ❖ **POSTERS:** There is a poster machine for your use at South Campus. You can scan documents to make a single color poster. If you would like to utilize this service, contact the SC office for guidelines on poster making.
- ❖ **STORAGE:** There is an off-site storage unit, sponsored by the PTG, for your event items, if needed. Please note, due to Archdiocesan guidelines, there can be no opened paper products stored in any storage facility. Please be mindful when storing your unused event items. Contact your board representative for more information.
- ❖ **SPECIAL ITEMS:** There are misc. items you may need for your event available at both campuses, or in the storage facility. Please contact your Board Representative to inquire about any additional items you may need for your event.

Lastly, please remember to contact your Board Representative first if any needs or issues arise for your event. We will assist you in finding the right answer.

Thank you again for all of your hard work throughout the year.

We couldn't do it without you!

~ Your PTG Board

"Teamwork makes the DREAM work."

- ✓ I have read the HFRS PTG Chairpersons' Guidelines and understand the commitment required. I understand that I am expected to attend my event (if applicable) and am responsible for pre and post event work as well. I understand that this is a one (1) year volunteer position that is subject to review at the end of each school year.

- ✓ I am excited to join the team and share my talents!

CHAIRPERSON SIGNATURE

DATE