

**Checklist for running an event/program/fundraiser**  
**Greenwood Elementary School**

THANK YOU for volunteering to help organize an event for our school. We could not have a successful year without your help. Below is a list of things to remember and to help you as you plan your event. Most importantly you are not alone! If you need help or direction, please do not hesitate to reach out to the PTA board or the Volunteer Coordinators. We want to support you!

Once you are confirmed that you will be in charge of an event, please see below for the following steps to take:

1. Form a committee and decide on rolls and responsibilities within your committee
2. Create a proposed budget- the budget must be approved by the PTA before moving forward with planning for the event
3. Send your proposed budget to Mary Quirion (PTA President). Your budget will be received by the board and if board approved, you must present it at the following PTA meeting for group approval. You may be asked questions about your event from fellow PTA members at this meeting so please be prepared!
4. After your budget is officially approved, you can plan away!
5. PLEASE keep a binder with information you gather and create for your event (budget, notes, feedback, etc.) so that we are not "reinventing the wheel" each year!

**Advertising options:**

- Facebook PTA webpage - Contact Jen Campbell
- Greenwood PTA website calendar - Contact Mary Quirion
- PTA President's monthly newsletter - Contact Mary Quirion
- Flier to be distributed home in backpack express

**If you are planning on...**

**Cash box:** Contact Tim Abercrombie 2-3 weeks in advance to your event. Petty cash is typically given in the amount of \$250 for each event. If you feel you need a different amount, please discuss directly with Tim.

**Selling food/snacks:** You will be purchasing items yourself and submitting your receipt to the treasurer for reimbursement. It is up to your committee to set prices, etc. After your event count your profits and put in a sealed envelope with the amount listed on the front. DO NOT take any money from your profits to reimburse yourself for any expenses. This will affect the cash flow and is also considered dishonest without a paper trail.

**Room rental:** Room rentals even for the school cost money so please budget accordingly. For room rental reservations, please contact Lindsay Vilaro (PTA VP)

**SSL Hours:** If you would like to request students to help you at your event, giving them SSL hours, please contact your Volunteer Coordinator to discuss how to proceed.

**After your event:**

**Feedback:** Meet with your committee soon after your event is over and track feedback of what worked and did not work that can be noted for future events.

**Receipts:** Gather everyone's receipts and MAKE COPIES of them before you submit. On your receipt briefly note what the item(s) was used for. Before you submit for reimbursement, ON ONE SHEET, list out each amount due back to each person. Send this list and the receipts to the treasure (Tim Abercrombie)  
\*\*Please allow for up to two weeks for reimbursement.

**PTA meeting:** Plan to attend the next PTA meeting following your event so that you can report on the event.