

Lincoln Elementary PTA

Chairperson/Co-Chair Procedural Guidelines

These guidelines have been established to provide the chairperson(s) of Lincoln PTA events/fundraiser with the general information necessary to carry out the work of the PTA.

1. Each Chairperson is responsible to see that the work of their event/fundraiser is carried out according to established guidelines/procedures of the Lincoln PTA.
2. In the event a Chairperson chooses to use a vendor that they have a personal or financial interest in, that Chairperson must have a Co-chair to oversee and review all activities including, but not limited to, money handling and pricing.
3. Each Chairperson (or one co-chair) must be present at all functions related to their event/fundraiser. (Exception – local restaurant, then set up and pick up only unless volunteers are needed to man the event.)
4. Each Chairperson will contact the PTA President with a plan of work for their event/fundraiser. This plan can be done in either written or verbal form. This plan needs to be provided and/or discussed 4 weeks prior to the event.
5. **All contracts with Vendors must be signed by the President and/or Treasurer. Chairpersons are not authorized to make any contracts.**
6. Chairperson will contact Lincoln School Staff to make arrangements for the use of any school property/facilities prior to their event date (examples: use of rooms, tables, chairs, set-up needed by maintenance staff, etc...). Copy the Principal on any requests.
7. Chairperson is responsible for the coordination of the volunteer staffing for their event/fundraiser. The Lincoln Volunteer Coordinator is to provide the chairperson a listing of volunteers a minimum of 4 weeks prior to the start of the event.
8. Chairperson is responsible for advertisement of an event/fundraiser. This would include items such as flyers, bulletin boards, posters, display case, and bank marquees. Items to be submitted for copying by the Lincoln clerical staff should be done a minimum of 2 school days in advance. This allows for the copying and distribution for the entire school.
9. Chairperson(s) are responsible for fund collection for their event/fundraiser according to the established procedures. Please see Lincoln PTA Procedures for Fund Handling.
10. Chairperson(s) will contact the PTA Treasurer for their event/fundraiser budget.
11. Chairperson(s) will submit all receipts for expenditures (purchases made for Lincoln PTA functions) to the PTA Treasurer for reimbursement.
12. Chairperson(s) are not allowed to compensate/pay volunteers for their service. Treats/lunches for volunteers may be obtained as donations to the PTA but are not considered reimbursable expenses of an event.

Dated: October, 2005

By: Lincoln PTA Executive Board

**** Any questions regarding these Guidelines can be directed to a Lincoln PTA Executive Board member.**

Revised: September, 2005