

PLANNING AN EVENT AT SYCAMORE

- Plan ahead!! Talk to the VP responsible for your position and, if applicable, the volunteer who planned this event last year. They are there to support you and a great resource.
- Present your plan, timeline and budget to your VP. This should include presenting multiple bids from different vendors you considered (when applicable). Your VP will get approval for your event. Plan ahead; you will need approval from the Board BEFORE spending any money! Remember, you can and should ask your VP for any needed help.
- Be sure to record your volunteer hours as you go. This includes all the time you spend on the phone or any work done at home. Also, oversee the recording of hours for all those who work on the event for you. Remind them to turn in hours. Every hour counts!
- If you need to book a room, such as the MPR or the Library, you must schedule it with Mary Swager in the office. She is in charge of the master calendar. Make sure space is reserved BEFORE you advertise your event. Prior to your event, complete a Maintenance Request form and turn it in to Mary. On the form, list the details so the room and any needed items (chairs, tables, trash cans, extension cords, screen, etc.) may be setup by the custodial staff.
- If you need to clarify details or have questions about the event that is cause for discussion with the principal, please talk to your VP and the PTA President about attending the weekly Monday meeting with her. DO NOT stop her on campus with event questions!
- Design any flyers that will be needed as far in advance as possible as they need to be approved by the PTA President and the principal. Once they are approved by the PTA President, they will be given to the principal for approval. THE PRINCIPAL WILL NOT APPROVE ANY PUBLICATION WITHOUT A PRIOR PTA SIGN OFF!! You will be contacted if any changes are necessary.
- Be sure to publicize your event! This is one of the most important parts of any event, so publicize it like crazy! Use the weekly Shark Bites, the Parents of Sycamore Valley Facebook page, the PTA page of the Sycamore website. Contact your VP and the EVP to coordinate publicizing your event.
- To staff your event, be sure to call or email ALL of the people on the volunteer list derived at Registration, and/or other sources. These volunteers want to be involved in THIS event and you need to call every one of them! Absolutely DO NOT turn away anyone who has volunteered to help! If you need help contacting every volunteer, let your VP know.

- If money is to be involved with your event (fundraisers, Bingo or Movie Night, etc.), make sure you have a treasurer for your event or work with your VP when handling funds. Make arrangements with her to be present at the end of the event so you can turn over the funds to her. Have “Cash Verification Forms” (available in the PTA cabinet in the office or online) on hand so the funds can be itemized. Both of you will need to sign the form. This is for your protection – no one wants to be put in the position of defending themselves if there are discrepancies! **MONEY MUST BE HANDED OVER IMMEDIATELY!!!** Please read the cash handling guidelines for reference.
- If money is being collected in the office for your event, make sure you collect the funds on a daily basis with your VP, complete the “Cash Verification Form” (available in The PTA file cabinet or online) and then give the money and form to the Financial Secretary or lock it in the file cabinet in the office.
- If your event requires a check to be issued (assemblies, speakers, vendors, etc.) please make arrangements with our Treasurer ahead of time. Complete a “PTA Reimbursement & Check Request Form” (available in the PTA file cabinet or online) as she will need this in order to issue the check. Remember that the expenditure must be approved at a prior PTA Meeting.
- Once your event is over, make sure to thank everyone involved. This is probably the most important step and can’t be overlooked. Volunteers are what make an event happen, so please consider sending each volunteer a note or an email to let them know how much you appreciate their efforts.
- After all is done, make a short report on the event. Include, what went well, what didn’t, suggested changes for next year, if event fulfilled its purpose, etc. This will give the next chairperson an invaluable resource when they get started next year. Try to write your report while the event is still fresh in your mind! You may not remember in June when it is time to spruce up your procedure book!
- **AND MOST IMPORTANTLY**, know that you are appreciated by a whole school community who benefits from your time spent! **THANK YOU!!**