

UGL PTA Committee/ Event/ Fundraiser Info

1. Flyers

- a. Must have Upper Greenwood Lake PTA with paw prints in upper hand corners
- b. Include Contact Name with email and/or phone number
- c. Lines for child name, grade and teacher
- d. Include "checks made out to UGLPTA"
- e. Chair will decide if they will include option to pay via credit card on PTA website
 - i. Email Laura with Fundraiser/ Event Name, items being sold, price(s) and due date of payment
 1. Online payment option will only be on website until Due Date
 - ii. Must say on flyer: Please write down your Online Order #
- f. If payment required Footer must include the following: *"Please be advised, returned checks will result in a pass through of bank fees. Payment item and bank fee will need to be made in cash in order to be considered in good standing."*
 - i. Flyers announcing events do not need this. i.e. Clothing Drive, Talent Show
- g. Word Template on Website. Log into your account and Click on Documents
- h. ALL Flyers must be approved by Principal
 - i. If flyer was approved in the prior year and only change being made is Dates – email to Dr. Matlosz and cc: Dianna Haggett, Monica Church and Laura Quirk.
 - ii. If flyer has major changes or is for a new fundraiser please send to Monica Church 1st. She will then send to names above for approval
- i. Updated class list with the number of students in each class is always posted in copy room. Please make sure all flyers are counted out by class for the office.
 - i. Give flyers to office alternately stacked by class. Write Teacher name on 1st paper.

2. Volunteers:

- a. Volunteers must be PTA members for all PTA run events. Please login to www.uglpta.org and look under Documents for most recent PTA Member List.
 - i. If you don't see someone's name on the list contact Monica to confirm if they are members. She will reach out to the person if they are not.
- b. After event/ fundraiser email Monica list of volunteers or people who helped so they can be invited to the Volunteer Dinner at the end of the year

3. Custodial Staff

- a. Please give office 1 week prior notice if setup is needed for an event. i.e. tables, chairs, movie projector

4. Treasurer forms

- a. Information included on website under Committees – Committee Chair Info

5. Building Permits

- a. Recording Secretary is responsible for Permits. Please contact Kristine Colucci with Event name/ purpose, date, location and hours needed.
- b. Confirm with office first that location is available.

6. Vendor Contracts

- a. When possible, vendor contracts should be signed by the President or Treasurer. If neither are available, the chair can sign the contract once email approval is received from the President or Treasurer authorizing them to do so.

7. Newsletter

- a. If your event/ meeting is not listed on the calendar on the website please email Laura Quirk if you want it included in the Newsletter especially if you want a small paragraph written about it. Please remember space is limited. Short and sweet works.

8. Email Reminders

- a. All events listed on the calendar on the website will be included in the weekly email reminders. If you want additional info added please email Monica Church.

9. Tax Exempt

- a. We are a non-profit. Please contact Emily Diaz for a tax exempt form before making major purchases for PTA fundraisers / events.

10. Do not hesitate to contact anyone on the Executive Board if you have questions, concerns, etc.

Have Fun and THANK YOU for all your Hard Work!!