



GENERAL GUIDANCE FOR PTO COMMITTEE CHAIRS

Important reminders! Also see the checklist on Dealing with Vendors and Contracts.

1. SCHEDULING EVENTS

- ✓ Check the [Hindley School calendar](#) and [PTO website calendar](#) for potential conflicts. For events during the school day, check with Leigh Murray and Principal Cooper. Copy Kym Levine and Maureen Devlin .
- ✓ Once the date is approved, email Leigh Murray (lmurray@darienps.org) for a Facility Request Form. All events running on school property, indoors or outdoors, must have a Facility Request Form on file with the district. Upon completion, facility request forms must be returned to Leigh Murray who will act as liaison with the District. Please note that any vendors will be required to submit a Certificate of Insurance and this information will also need to be sent to Leigh Murray.
- ✓ Notify the Wire Team, Social Media (Mary Jo Miller and Tawny Kotchko) and Co-Presidents when an event is scheduled.
- ✓ Contact SE Rep Ruth Zaccaria for feedback on how to ensure the event is inclusive of the special education community.
- ✓ One to two weeks prior to the event, schedule time, either in person or via Zoom, to meet with the Principal to do a final discussion of all event logistics.

2. THE WIRE / COMMUNICATING WITH PARENTS

- ✓ Any flyer must be approved by the Principal.
- ✓ Prioritize the use of emails and digital flyers instead of paper flyers. Use postermywall.com as a resource to make digital flyers, reach out to for login information and for questions and support. If you must distribute a flyer, please coordinate with Kym Levine and Maureen Devlin. Attempts will be made to make flyers less than a full sheet and coordinate with other events.
- ✓ Make copies at the Darien Library and submit receipts to Jackie Vene. The district will no longer make copies for the PTO.
- ✓ Wire announcements must be sent to the Wire team (hindleywire@hindleypto.org) by Thursday at noon for Sunday's Wire. However, providing as much notice as possible to the Wire team is appreciated. Complete instructions: <http://www.hindleypto.org/the-wire/wire-submission-guidelines/>
- ✓ If you want the Wire to link to a flyer or form, send it to the Wire team along with your Wire announcement (same deadline as above). Ideally, send your document as a PDF.
- ✓ Send your flyer to Mary Jo Miller and Tawny Kotchko to have it posted on social media.
- ✓ For school wide or grade level emails please reach out to Yvonne Brovig and Jessica McGovern with the completed email you would like to send out. Try to give at least 3 days' notice of any requested emails as Yvonne and Jessica will group information so as not to overload parents.
- ✓ To request that Room Parents send an email to their individual classes, please email Yvonne Brovig and Jessica McGovern.
- ✓ Any event announcement (flyer, Wire, Room Parent email, etc.) should include this language:
***** Hindley Elementary School is sensitive to children who may require special accommodations at PTO-sponsored events. If you have a special request, please contact Assistant Principal Cristina Brás Taylor (cbrastaylor@darienps.org).*****
*****For financial assistance for this event or any PTO sponsored activity, please reach out to Principal Cooper (rcooper@darienps.org). All requests are completely confidential.*****

3. DEALING WITH MONEY

- ✓ Submit expenses with (1) original receipts or invoice and (2) completed check request form for either reimbursement or payment directly to the vendor. Check request forms are available on the PTO website. All expenses must be submitted within 30 days of **EITHER**: purchase or the date of the event in order to get reimbursement. Any expenses submitted outside these 30 days will not be reimbursed.
- ✓ If you need a cash box: Email Jackie Vene a week in advance with the amount of cash and specific denominations. If you would like to offer payment by credit card, email Jackie Vene one week in advance.
- ✓ If you need to collect money: Contact Jackie Vene about using www.pay4schoolstuff.com, before you send out any communications to parents. Requests to set up a Pay4schoolstuff.com payment option should be at least one week in advance.
- ✓ If you must collect cash or checks, please submit them with a completed deposit form, available upon request.
- ✓ When placing an order from a vendor, always make sure to ask about school discounts. Many organizations have a discount but will only provide it if requested.

4. MISCELLANEOUS

- ✓ The PTO storage shed (near the portables) is used to store all PTO supplies. Please remember to discard anything that won't be useful in the future. Leigh Murray has the key. Please remember to check the shed for items you may need prior to purchasing new supplies.
- ✓ The district now allows the PTO to run raffles. Raffles must be permitted and the process to receive a permit is via the Darien Police..
- ✓ The legal name of the PTO is Hindley Parent Teacher Organization, Inc. Our EIN is 82-0968536. We are a tax-exempt 501(c)(3) organization.
- ✓ Please refer to the "Dealing with Vendors & Contracts" document prior to executing any agreements.
- ✓ All committees are required to provide a monthly update for Executive Board Meetings. A reminder email with a link to the update document will be sent by the Vice Presidents on a monthly basis. If you have no new information to report, please just fill in "status quo". As a reminder, if you have completed an event, you should provide feedback on this in a document. Specifically, note what went well and what you would recommend is changed for the subsequent year.