

Kaneland Blackberry Creek Elementary School PTO

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COMMITTEE CHAIRS – WELCOME!

Welcome to the KBC PTO! We are excited to begin another school year providing fun events, activities, and great purchases for our students at Blackberry Creek. We know the excitement of Chairing an event, but also that there are many questions. We hope this will serve as a guide to answer many of those questions. Remember, at any time, you are welcome to contact a board member for assistance.

1. Where do I start?
 - If you are new to the event, we encourage you to contact previous chairs. The board keeps records of chair positions. If you are a returning chair, thank you for your continued support!
2. How do I get the word out?
 - We have several avenues for advertising. The district allows us to only send home a few select items in the backpacks (these are approved before school starts by the principal and executive board). The majority of our publicity will be done electronically and on the PTO website.
 - ✓ VERY IMPORTANT - ptocommunications@gmail.com is the e-mail to contact our communications department. When in doubt about publishing, submitting, or posting, please contact Brook Noring or Kathy Spence through this e-mail.
 - ✓ FACEBOOK : feel free to post on our facebook page (make sure you have joined the group). If you do not have a facebook page, please contact the communications department, give them the information, and they will post for you.
 - ✓ KBC-PTO e-mail blast to families. Again, contact the communications department.
 - ✓ WEBSITE: We can post on our website via the communications department. Please e-mail information to the communications department at least one week in advance of when you would like it publicized. All forms, fliers, etc., MUST be in .pdf format for the website.
 - ✓ NEWSLETTERS: Newsletters go out the first and third Sunday of each month or as needed by our communications department. Any fliers or documents MUST be in .pdf format. Please e-mail items to communications one week in advance of when you would like it publicized. The more notice you can provide to communications, the better (and the more it can be publicized). If it is not emailed as a PDF, with at least one week notice, it most likely will not make the next newsletter.
 - ✓ GOOGLE CALENDAR: Please visit our calendar on the PTO website. For information to be added to the Google Calendar, please e-mail communications at least one week in advance. You can also sync your Google Calendar with ours simply by adding kbcpto@gmail.com to your Google Calendar “Other Calendars” list.

- ✓ BULLETIN BOARD: We welcome you to post about your event on the bulletin board in the hallway at the front doors of the school. Put up a poster, reminder notice, photo of your event – be creative. Please contact Christine Isaacs, our bulletin board chair, at kbcpto@gmail.com for more info.
- ✓ The KCN and Elburn Herald are also great venues to use for publicity. KCN deals with matters within the Kaneland school community, while the Herald will reach out to the whole community for more community driven events (for example, these would NOT be a place to advertise fun lunch, but great for McCare Nights and Bingo & Auction Night). Information to be publicized in either of these two publications can be e-mailed to Kim Bartkowiak at kbcpto@gmail.com. There are specific deadlines for both of these, so please e-mail info to Kim as soon as possible.
- TIPS: Newsletters are great for announcements, updating details about the event, communicating the results of an event and for thanking volunteers and those who participated. Facebook is a quick way to get the word out and easy quick reminder for families – especially if they love social media. E-mail blasts reach all families signed up with PTO. The website holds all information regarding all our events. Encourage friends and parents to visit it often. Many questions are already answered here. The bulletin board is a great visual for all to see as they come to the school.
- DON'T FORGET IN THE END to thank, thank, thank, THANK all the volunteers/staff/business people that have helped you. USE communication venues discussed earlier.

3. GETTING HELP

- Some committees are great for those who need something they can do on their own time, with little need for additional assistance. Others require a team behind you to get the job done. If you are one of these, we have a sign up through the Sign Up Genius for committee members. Once posted and a list is formed, you will receive a list of volunteers. PLEASE, contact them as soon as possible and introduce yourself. Vice-President, Denise VanDeVeire, can assist if you need a Sign Up Genius for your event: more volunteers, night of event help, etc. Please e-mail her at kbcpto@gmail.com.

4. MONEY

- Forms for purchase reimbursement can be found in the Treasurer's mailbox at school and also on the PTO website under "Forms and Fliers". YOU MUST HAVE A RECEIPT to get purchases reimbursed. If the item is costly, you may have the PTO billed directly, utilize the credit card, or get a check for the amount with a pre-written invoice. If using any of the latter, you must contact the Treasurer, Laura Marler at kbcpto@gmail.com, for details.
- Reimbursement forms and receipts must be placed in the PTO Treasurer box in the office. Please mark envelope PTO ATTN: Treasurer.
- If your event requires petty cash and cash boxes, please contact Laura Marler with what is needed. At least one week's notice will be needed for petty cash (again, the more notice given, the better).
- Forms you may need:
 - ✓ Tax Exempt form – YOU WILL NOT BE REIMBURSED FOR TAX – we are a tax exempt organization and cannot reimburse you for sales tax paid. Use this form to keep you from paying sales tax.
 - ✓ 501(c)3 form – use so Merchant can get a tax write off – if they donated
 - ✓ Donation receipt – if your item was donated and they want a receipt for their donation.

✓ Reimbursement form – use in order to get your money back

5. LOCATION OF YOUR EVENT:

- PLEASE know YOU are responsible if your event requires a room, chairs, tables, sound system, etc. As soon as possible, reserve any items you need with the school and / or district.

✓ CONTACT: Pam Berth at kbcpto@gmail.com.

6. We hope this gives you a little assistance with getting started with your event! We know many questions can arise in the duration of planning. Please, at any time, contact any of us. We know the valuable time you sacrifice for the committee you represent. The students, staff, parents and PTO board appreciate the enthusiasm you show and the time you give! THANK YOU!!!!

KBC-PTO Executive Board 2015/1016

Julie Keen, *President*

Denise VanDeVeire, *Vice-President*

Kim Bartkowiak, *Secretary*

Laura Marler, *Treasurer*

Lola Salamon, *Co-Treasurer*

Brook Noring, *Co-Communications*

Kathy Spence, *Co-Communications*

Lisa Tingler, *Director of Fundraising*

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