

Kaneland Blackberry Creek Elementary School PTO



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.

- 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!
- 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 through the newsletter, the PTO facebook page, 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 Laura Herra 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 account, please contact the communications department, give them the information, and they will post for you.
 - ✓ 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. Each committee is responsible for writing the “blurb”, or information, that will be put on the website for their event. Please don’t just send the skeleton info for your event. The communications department doesn’t know the details of your event, and will not be responsible for providing the content. Send exactly what you would like on the website, including pictures.
 - ✓ NEWSLETTERS: Newsletters go out typically the weekend after the monthly PTO meeting, 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. Each committee is responsible for writing the “blurb”, or information, that will be put in the newsletter for their event. Please don’t just sent the skeleton info for your event. The communications department doesn’t know the details of your event, and will not be responsible for providing the content. Send exactly what you would like in the newsletter, including pictures. (this can be the same “blurb” for the website and the newsletter)

- 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.
- 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, Lisa Tingler, 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.
- MONEY
 - Each Committee will receive a budget after the September PTO meeting. That budget is for you and your committee to use for the various expenses for your event.
 - You can contact kbcptotreasurer@gmail.com if you are in need of making a purchase in advance and would like to use the PTO credit card.
 - Reimbursement forms can be filled out at <http://kbcpto.org/pto-reimbursment-form/> A copy of the receipt must be emailed to Angie Bennett/Leslie Freeman at kbcptotreasurer@gmail.com after filling out the form online.
 - In the event you need checks prior to your event to pay a vendor, you can contact us by email again at kbcptotreasurer@gmail.com and we will make arrangements to get those checks to you.
 - If you need anything to be put on the web store, email kbcptotreasurer@gmail.com AT LEAST two weeks in advance. Please include all the information including dates you need it on the webstore.
- LOCATION: 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.

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!!!!