

Committee Guidelines

The Committee Chairperson & committee members are responsible for the planning & running of their PTO event/program. The following guidelines and checklist have been put in place to help you have a successful event!

Dates

- The PTO Board tries to plan the calendar at the beginning of the school year and works with the school administration to ensure that there are no conflicts. If you want to change dates or set a new date, make sure to check with the PTO board first.

Planning

- Try to have a plan in place 4-6 weeks ahead of your event. Reference PTO binders/information for what has been done in the past. Get new ideas from online sources like Google, PTO Today, Pinterest, etc.
- Work with the parents that volunteer to be a part of the event committee. (PTO Board will email the information for those parents who signed up to help with your committee at the beginning of the school year.)
- Have a committee meeting to plan and delegate tasks. Committee meetings do not need to be held at school – they can be held at a local restaurant, the library or someone's home.) It is really important to include all parents who signed up to be on a committee – it helps parents feel included & helps to split up the work load so that no one volunteer is overwhelmed.
- Present the plan at a PTO meeting. Doing this helps to get new ideas, fine tune and make sure everything will work with school and district rules.

Committee's are responsible for putting together emails, blackboard messages and flyers for their events.

- *Please copy (cc) the PTO Board on all email communications. Often times, Board members are the first ones asked when there is a question – so we need to have access to the information.*
- Please include the 'who, what, why, when & how' in your communications.
- Make sure that communications go out in a timely manner so that families have time to plan.
- All communications must be sent out in English and Spanish.
- All email letters that you would like to be sent out via the PTO mailbox need to be submitted to the PTO Board and Hilltop's Bilingual Liaison, Araceli Chino (aracelichino@u-46.org) at least one week in advance of when you want the email sent. The PTO Board will send out the completed email.
- Blackboard messages – these are the messages that the Principal sends out as phone messages as well as email messages. These need to be sent to the Principal at least one week in advance of when you would like it to go out.

Flyer Distribution

- *Flyers should go home with all students 1-2 weeks prior to the event to give families time to plan.*

- Please email a copy of anything being sent home with students to the PTO Board and the Hilltop Principal for approval before distributing.
- All flyers must be in English and in Spanish. Mrs. Chino can translate for the PTO – but please get to her at least a week before you need to make copies.
- Please make sure to get the most current class count before making copies. You can get a current list from Dawn Schar in the office.
- Any flyers that you want to have go out on Friday – put in teachers mailboxes by the Thursday before 2pm. This way the teachers will have time to check their mailboxes and get them distributed.
- Let the PTO board know when you are going to be putting the flyers in teachers mailboxes – this way we can email staff and teachers and give them a heads up on what’s coming.
- Please always make 10 extra copies to give to the office. Parents often go to or call the office when they need to get another.
- Please use the paper that is in the PTO Office (not the paper kept in the copy room) If you would like to use color paper – each committee can purchase the paper they want (cost will be part of the committee’s budget.) If paper is running low in the PTO office – please contact the PTO Board and we will replenish.
- Check with the office to find out when is the best time to make copies. If you are unable to get your copying done during the day – let the PTO Board know and one of us can copy for you.
- One of the best times to copy is when teachers do not have specials or lunch – which is on Wednesdays from 12:30-2pm.

Website/PTO News

- Please email hilltphawkspto@yahoo.com with any emails or website updates. Please remember that they must be in English & Spanish.

Budget

- Please contact the PTO Treasurer, to find out the budget for your event/committee.
- Please remit all receipts for your event within one week of the event date, to ensure timely reporting of all financials. **You will need to submit a “Check request form” with your receipts.**
- Please do not put any money or checks into staff mailboxes. If you need to leave cash or checks for someone, please give to the office. The person who needs it can pick it up there. Make sure to put it in an envelope with the recipients name on it.
- If a ‘cash box’ is needed for your event please let the Treasure know at least 1 week in advance. **You will need to submit a “cash box” request form.**
- If a check is needed to pay a vendor – please let the Treasurer know at least 1 week in advance of when it is needed.
- All cash and checks that you have collected from your event need to be given to the treasurer within one week of your event. **You will need to submit an “event deposit form” with your cash and checks.**
- **Forms can be found on the Hilltop website under “Budget Guidelines.”**

Visiting Hilltop

- When at Hilltop, please make sure to sign-in at the front office and indicate where in the building you will be.
- As parents visiting the school, we are also role models. We need to follow the same Be Safe, Be Respectful, Be Responsible Rules that the students do.

Recruiting Volunteers

- Since not all parents/caregivers have online/email access, it is suggested that a flyer asking for volunteers is sent home 2-3 weeks in advance of the event. Emails asking for volunteers should be sent out as well. Again, all flyers and emails need to be in English and Spanish.

“Thank You”

- It is the responsibility of the committee persons of each event to make sure that volunteers as well as any outside person or business that donated time, money or product to a PTO event is shown appreciation.
- The committee can put together a “Thank You” email that can be sent out to the PTO community and Thank You notes can be provided to committee persons to send to any outside person or business.

Additional Notes

- All money should be sent to the school address in care of the PTO/committee chairperson. Money from vendors, etc., should never be sent to a parents home address.
- Using the Hilltop Lunchroom Kitchen: The PTO is not allowed to use the oven or refrigerator (per district rules.) The PTO can use the kitchen area & sink. To use the kitchen area – an authorization form must be filled out. Please contact Shannon Weber (Food Service Lead) at shannonweber@u-46.org or Karen Marz (Food Service Assistant Lead) at karenmarz@u-46.org for a copy of the form – complete and submit it to them before the event date.
- Per district rules, we cannot have any Christmas trees decorated with lights in the school.
- Check inventory of PTO supplies on the school dock – before purchasing more.
- Past Event flyers and notes for some of the events/programs can be found on the PTO website – www.hilltophawksppto@yahoo.com
- Confirm with the yearbook committee if they have a photographer for the event – or schedule a volunteer to take pictures.
- If extra table are needed – contact school custodian (kimswanson@u-46.org) at least 4 weeks prior – to have her order from the district. Please make sure to let her know if the tables are needed upstairs or downstairs – so they can be delivered to the right floor (very difficult to move many tables on the

elevator). The sooner they are ordered – the better chance you will get the newer/lighter weight tables.

- Any contracts that are needed with outside vendors (book fair co., assemblies, yearbook, etc.) need to be submitted to the PTO Board.

The PTO Board will do their best to help & support the PTO committees. However, PTO committees should try to complete all tasks for their events/programs.

Thank you.