

## 2022-23 WPC COMMITTEE CHAIR INFORMATION

Thank you for volunteering for the Woodland Parents' Club. This packet includes all the information you will need for the school year. We hope you find this information useful with your committee planning. We are all here to help! We couldn't do what we do without you and we appreciate your help.

**School Principal:** Michael C. Salwiesz, Ph.D., Principal, [msalwiesz@perrysburgschools.net](mailto:msalwiesz@perrysburgschools.net)

**School Secretary:** Emily Keller, [ekeller@perrysburgschools.net](mailto:ekeller@perrysburgschools.net)

**Cafeteria Manager:** Betty Rinestine

**Custodial Head (daytime):** Glen Brandt

**Custodial (evening):** Denise Dorn

**Teacher Liaison:** Ashleigh Hamilton, [ahamilton@perrysburgschools.net](mailto:ahamilton@perrysburgschools.net)

### **WPC Board Staff:**

**WPC President:** Nicole Hancock, [nicole.hancock0185@gmail.com](mailto:nicole.hancock0185@gmail.com)

**WPC Vice-President:** Deborah Schiering, [debby930@SBCGlobal.net](mailto:debby930@SBCGlobal.net)

**WPC Treasurer:** Eustacia Raye, [emraye@hotmail.com](mailto:emraye@hotmail.com)

**WPC Secretary:** Emily Mennitt, [ehoward731@hotmail.com](mailto:ehoward731@hotmail.com)

**WPC Communications:** Jon Sicotte, [spikechiquet@gmail.com](mailto:spikechiquet@gmail.com)

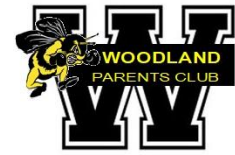
**Assigned WPC Board Liaison:** \_\_\_\_\_

List of Committee Chairs: [2022-23 Committee Chair List](#)

Approximate total amount of Woodland Staff: 67

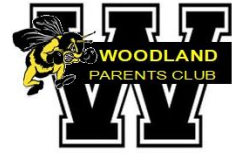
### **MUST DO:**

- Review WPC bylaws, paying particular attention to the procedures outlined in Articles IX, X, XI. These explain your role as a committee chair, finances, and budgeting procedures  
[2022-23 WPC Bylaws](#)
- Discuss your budget plans and goals with your assigned board liaison prior to the event.
- Make sure to inform your assigned board liaison with the dates of your event(s) so that they may be added to the calendar.
- All **flyers** must be approved by the Principal, Mr. Salwiesz. Please allow **10 days** for approval. Please e-mail a copy to the School Principal, Mr. Salwiesz, and the Secretary, Emily Keller, for review (please also cc the WPC president and the board liaison).
  - Once approved, a **7 day** turnaround time is needed for the copy room chair to print and dispense materials to go home with children in their communication folders.
  - The school principal, Mr. Salwiesz, can include parent club information in his weekly email as well, please submit information early in the week so that he will have time to add it into his weekly mailing.
  - We will also be having a **monthly WPC Newsletter**. If you would like to include information regarding your upcoming event, need for volunteers, and or how the



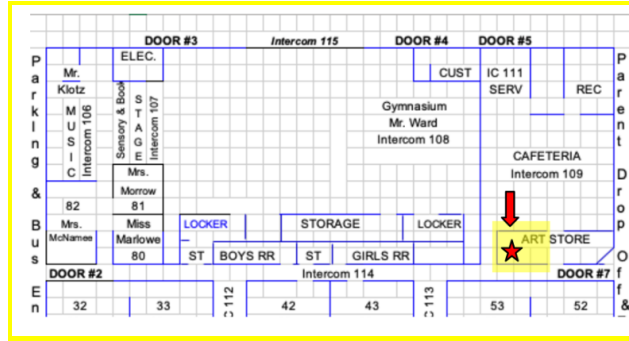
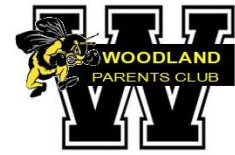
event went, please email the information to your WPC executive board contact **prior to the end of the month**. The WPC Newsletter will be sent out at the beginning of each month.

- **501c3:**
  - Effective 1/1/2022, the Woodland Parent Club is a 501c3.
  - What this means:
    - We are now a tax exempt organization and we can accept charitable contributions from individual people and/or companies.
      1. This would include any donations no matter how small even for the No Sale Fundraiser.
    - If someone is buying goods, then the donation would be the amount in excess to the cost of the goods. For example, if providing food, then the donation would be the amount received after deducting the cost of the food.
  - Employer ID #: 34-1902796
  - Donation Acknowledgement Letter per IRS Standards: Letters for acknowledgement of Donation can be provided upon request.
    - [Letter Template](#)
- **Brochures:** If you need a copy of the most current WPC Brochure, please reach out to your WPC Board Liaison. These are updated annually.
- **Building use permits** must be completed for your event. Building permits must be completed online by your assigned WPC Board Liaison.
  - Please make sure to reach out to your WPC board Liaison **at least 30 days prior** to the event but no later than 10 days prior to the event to ensure that the building use permit is submitted timely for approval.
  - Note: Please make sure to inform the WPC Board Liaison of any custodial needs such as table/chairs set-up including the amount of people expected, what room, time frame for event and set-up/tear down, extra trash cans, lighting, A/C, etc. for your event so that the WPC Board Liaison can complete the building use permit in its entirety to ensure you have what is needed. Once the building use permit is submitted, your needs for the event will be automatically communicated to the custodial staff.
- **Copies/Flyers:** Submit copy requests to the copy room chair (see chair committee assignment sheet). As always, you can make your own copies. All WPC communications are done on blue paper (located at the bottom drawer in the copy room). No copies can be done prior to 9am, due to teacher priority. You will need to obtain the swipe card from the office to use the copy machine.
  - Only use the laminator if you have been trained by the secretary in the main office.
  - Again, requests for items to be printed to go home in students folders should be sent to the copy room chair at least 7 days in advance.
  - We are also very lucky to have a volunteer that is a graphic designer that can help with flyer design. If you would like for her to assist with your flyer design she will need the information **at least 2 weeks prior** to when you need to have the

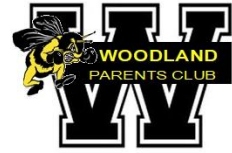


flier to send for approval to Michael and then to the copy room chair to print out and send home. This way she has time to work on the design and any needed edits. Her contact information is as follows:

- Emily Musterman
- [emily@designbyforage.com](mailto:emily@designbyforage.com)
- **Event Completion:** Please complete the event completion form at the link below within 7 business days of your event. Please also provide an update to your executive board liaison regarding your event to be included in the WPC Newsletter and/or at the next WPC meeting agenda.
  - [Event Completion Form](#)
- **Photos at events:** For PUBLIC EVENTS sponsored by the School District or a District Support Organization, such as a school dance or any other WPC events where you plan to take photos, please post the crowd release notice at this link: [Guidance on Photography and Recording](#) outside of entry doors or on the perimeter of the filming area. **At each event, please take a photo of all the entrances with the sign clearly posted in public view for your records.** The notice should be large enough that those passing by will clearly see it.
  - School personnel **must** review any photographs or recordings for students on the school district's Do Not Photograph List and for anything that may otherwise identify the student, such as showing intervention services. Photography in the classroom environment is discouraged for any personal use; District Support Organizations and Perrysburg School District may use classroom photography for promotional purposes once it has been reviewed.
  - ***Please send photos/videos to School Secretary, Emily Keller, for review and approval to be able to use/post the photos from the event (also cc the WPC President and Vice-President).***
    - Once approval from Emily Keller has been received then you may coordinate with the WPC Communications Liaison to have the photos posted on the WPC Facebook Page and Website.
- **QR Codes:**
  - [WPC Website QR Code](#)
  - [WPC Facebook Page QR Code](#)
- **Reimbursements/Petty Cash/Reconciliation:** Please refer to the WPC Finance Procedures section below.
- **Storage** closet is located off of the Cafeteria wash room. It is a walk through room with a sink.
  - In this room there are table cloths, event supplies, as well as WPC Committee chair shirts to wear for your event(s). Note: This is a shared closet with the school, the parent club supplies are on the left side of the room.



- **Volunteers:** Don't forget to have the volunteers for your event complete the volunteer sign-in sheet and submit it to the WPC Volunteer Appreciation Chair (cc. WPC President and Vice-President).
  - [Volunteer Sign-in Form](#)
  - Note: You are responsible for recruiting your own volunteers for your event. Sign up genius is the fastest way to do this. Shared signup genius log-in information:
    - User name: woodlandparentsclub@gmail.com
    - Password: jacketsyellow13
  - Please make sure to get the **name and home address** for all of your volunteers so we can ensure that they are recognized for volunteering at the end of the school year.
  - If a volunteer needs acknowledgement of volunteered hours, the WPC President or Vice-President will complete the letter and email it to the volunteer after receipt of the Volunteer sign-in sheet.
    - As event chair, please make sure that the volunteer marked the need for this letter and filled in their contact information on the volunteer sign-in sheet legibly and in completion.
- **WPC T-Shirts:** WPC T-shirts are available for committee chair members/volunteers. Please reach out to your WPC Board Liaison if you need a T-shirt.
- **Don't forget to review your specific event information sheet for further details regarding your specific event(s) and reach out to your WPC Board Liaison with any questions.**



## WPC FINANCE PROCEDURES

We will be using online submissions for petty cash and reimbursement/check requests this year. Hopefully this will be convenient for all our volunteers needing to deal with finances. You will still have the option of submitting a paper request if you prefer. **Here's how it will work:**

### **Event Attendee Payment Information:**

- WPC Venmo: @Woodland-ParentClub
  - If using venmo for an event, please coordinate with the WPC President, Nicole Hancock.
- Checks to be made payable to: Woodland Parents' Club

### **Petty Cash**

- Please use the link below to complete your request for cash. When possible, please submit at least 3 days prior to your event.  
[Woodland Parents Club Petty Cash Request](#)
- Please make sure the form is completed at least 3 business days before the event.

### **Reimbursements/Check Requests:**

- Before spending money:
  - Before spending for your chair, please reach out to your Board Liaison regarding the budget allotted.
- After:
  - Keep in mind that reimbursement requests should be turned in to the WPC Treasurer within 30 days of the event. The WPC Treasurer will reimburse you within 7 business days of when the form is submitted.
    - Click on the link below and fill out the form. You will be prompted to choose your method of delivery for the check and don't forget to scan in receipts and upload them to the form before submitting. You will automatically receive a copy of your request.  
[WPC Reimbursement/Check Request](#)
  - Make sure to complete the WPC Cash/Check Reconciliation form to be turned in with any cash or checks you received at your event. Please reach out to the WPC treasurer within 7 business days of your event to coordinate the exchange of the cash/checks from the event. You may print out a copy of the form at the following link to complete:  
[Cash/Check Reconciliation Form](#)

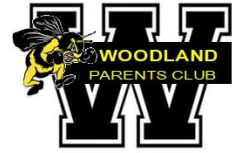
### **Vendors - use of service and/or rentals:**

If you will be paying a vendor that is an individual, partnership, and/or a LLC for a service that equals \$600 or more cumulative over a calendar year, then we are required to issue the vendor a 1099 form. If the vendor is a corporation then a 1099 is not required.



- This would include any services and/or rental including equipment such as bouncy houses, games, etc. A service would be defined as something other than a product.
- The vendor must submit a W9 to us so that we may issue them a 1099.
- Please reach out to the WPC Treasurer with any questions and to have the needed forms issued to the vendor if they fall under the above stipulations.
- Links to the needed forms:
  - IRS 1099 MISC (rental of equipment): [Form 1099-MISC \(Rev. January 2022\) \(irs.gov\)](#)
  - IRS 1099 NEC (service): [Form 1099-NEC \(Rev. January 2022\) \(irs.gov\)](#)
  - W-9 (to be completed by the vendor and submitted to the WPC Treasurer): [Form W-9 \(Rev. October 2018\) \(irs.gov\)](#)

**NOTE:** Pre-Approval must be given for funds over budget. WPC cannot guarantee reimbursement on funds that go over budget.



## COMMITTEE CHAIR CHECKLIST

### **AT THE BEGINNING OF SCHOOL YEAR:**

- Check the WPC CALENDAR to make sure the Event Date works with your schedule.
- Review the WPC Bylaws
- Know where the WORKROOM and STORAGE CLOSET are located.
- Contact your WPC board liaison with questions or concerns

### **PRIOR TO YOUR EVENT:**

- Complete building permit for event(s) as well as the Hold Harmless Clause and the Bloodborne Pathogens Policy Form. *(see committee chair information section above)*
- Complete the attached vendor contract form and turn in to the appropriate person, as applicable. *(see committee chair information section above)*
- Obtain budget information
- Create event flier and submit to the Principal, Mr. Salwiesz, and cc the WPC president, and the WPC board liaison
- Discuss event budget and plans with board liaison for approval.
- Create a signup genius using the WPC parent club account (see committee chair information above). E-mail a copy of the link to the Principal, Mr. Salwiesz, to distribute to all parents.
- Provide WPC copy room chair with copy requests at least 7 days prior to distribution date. Please contact them to make your copy arrangements. Flyers should be given to parents at least 7 days or more prior to the event.
- Email information for the WEBSITE and Facebook posts to the WPC Communications Board Liaison including the link to sign up genius and digital copy of the flier. (Please cc the WPC President and board liaison).
- If a cash box is needed for your event, submit a petty cash request to the treasurer, within three business days. Make pick-up and drop off arrangements with her directly. *(see link under the WPC Finance Procedures Section above)*
- Coordinate with the WPC Treasurer if utilizing a vendor that you will be paying a cumulative of \$600 or more over the school year for a service and/or rental of equipment *(see the above Vendor Section under the WPC Finance Procedures for additional information).*

### **AT THE EVENT:**

- Make sure all volunteers sign in on the attached volunteer sign-in sheet.
- Remember to take PHOTOS of the event for the Yearbook and to post the required signage for this (see photos at events section above)
- Wear your WPC t-shirt

### **AFTER THE EVENT:**

- Submit the completed volunteer sign-in form to the WPC Volunteer Appreciation Chair (please also cc. the WPC President and VP).
- Complete the Event Completion form via the designated link.
- Send an email thanking your volunteers for their assistance.
- Submit reimbursement forms within 30 days of the event. *(see link under the WPC Finance Procedures Section above)*

## Woodland Parents' Club



- Reach out to the WPC treasurer to submit the WPC Cash/Check reconciliation form within 7 business days of the event as well as any cash/checks received at the event.
- Submit photos to the school secretary, Emily Keller, for review and approval to be able to use/post the photos (Please cc WPC President and Vice-President on the email as well!).
  - Once photos have been approved by Emily Keller then they can be provided to the WPC Communications chair to be posted on the WPC Facebook Page and Website.
- Provide completed Charitable Donation Acknowledgement Letters for donations received to any entity that has requested one.