

## 2021-22 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: [Volunteer - Woodland Parents' Club \(weebly.com\)](http://Volunteer - Woodland Parents' Club (weebly.com))

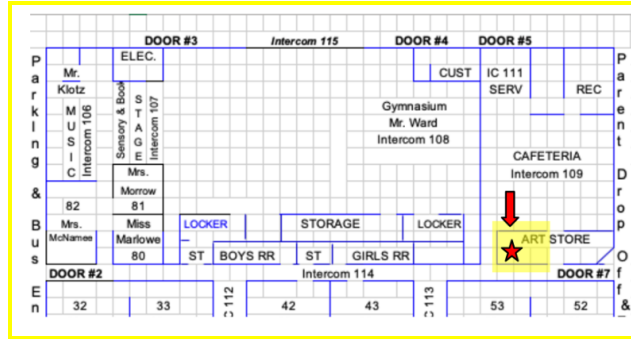
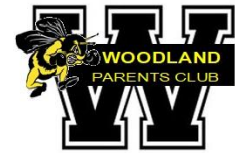
Approximate total amount of Woodland Staff: 67

### **MUST DO:**

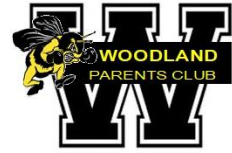
- Review WPC bylaws, paying particular attention to the procedures outlined in Articles IX, X, XI. These explain your role as a committee chair, finances, and budgeting procedures  
[2021-22 WPC Bylaws](#)
- Discuss your budget plans and goals with your assigned board liaison prior to the event.
- Make 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 48 hours 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 2 day turnaround time for printed materials to go home with children in their communication folders is needed.
  - 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 mailing.
- **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 thirty 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:** Submit copy requests to the copy mom (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.
- **Event Completion:** Please complete the event completion form at the below link within 7 business days of your event.  
[Event Completion Form](#)
- **Photos at events:** For PUBLIC EVENTS sponsored by the School District or a District Support Organization, such as a school dance, 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).***
- **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
  - 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 and filled in their contact information on the volunteer sign-in sheet legibly and in completion.
- **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
- Checks to be made payable to: Woodland Parents' Club

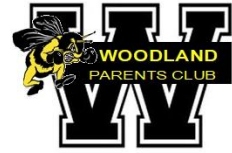
### **Petty Cash**

- 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](#)

**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 flyer 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 mom with copy requests at least 7 days prior to distribution date. Please contact her 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 flyer. (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)*

### **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.

### **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)*
- 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).