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.

MUST DO:

- Review WPC bylaws, paying particular attention to the procedures outlines in Articles IX, X, XI. These explain your role as a committee chair, finances, and budgeting procedures.

- Discuss your budget plans and goals with your board liaison prior to event.

- All flyers must be approved by Mrs. Price. Please allow 48 hours for approval. Email a copy to her directly (cc president and cc your Board Liaison).

- Building permits must be completed for your event. Please make sure you have included any and all needs (room, time, custodian, extra trash cans, tables, lighting, A/C, etc.) for your event. Building permits must to be completed at least thirty days prior to the event.

- Copies: Submit copy requests to the copy mom. As always, you can make your own copies. All WPC communications are done on blue paper. 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.

- Reimbursements may be submitted electronically or through a paper copy request from the treasurer. Link to online reimbursement is available under the document link on the parent club website: www.woodlandparentsclub.weebly.com

- Storage closet is located off of the Cafeteria wash room.

- You are responsible for recruiting your own volunteers for your event. Sign up genius is the fastest way to do this. Signup genius user name: woodlandparentsclub@gmail.com and password: jacketsyellow13

WPC FINANCE PROCEDURES 2017-2018

This school year, we are testing online submissions for petty cash and reimbursement/check requests. Hopefully this will be a 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:

Petty Cash

- Please use the link below complete your request for cash. When possible, please submit at least 3 days prior to your event.

  Petty Cash Request

- Paper requests will also be accepted. Please print the form and deliver to the treasurer at least 3 days before your event. (**Please make sure the form was either scanned and emailed or is in the treasurer's hands 3 days before the event. **Dropping it off at the school office only works if the treasurer has been notified that the request is in the mailbox!**)

Reimbursements/Check Requests:

- **Before spending money:**
  - Chrissy will initiate an expense approval for each person authorized to spend money. This authorization will include the event, your name and email, and a pre-approved dollar amount. A copy of this expense approval will automatically be sent to you via email from JotForm and to the treasurer.

    Expense Approval

- **After:**
  - You have two options for submitting your reimbursement request.

    1. If you are more comfortable with a paper copy, please print the form, attach receipts, and submit to Susan Luce (mail to 9633 Bishopswood Lane or leave in the WPC mailbox in the school office)

    2. Click on the link below and fill out the form. You will be prompted to choose your method of delivery for the check, scan in receipts, and sign your request before submitting the form. You will automatically receive a copy of your request via email from JotForm

       WPC Reimbursement/Check Request

NOTE: Preapproval 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

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

PRIOR TO YOUR EVENT

- ☐ Complete building permit for event(s).
- ☐ Obtain budget information
- ☐ Create event flyer and submit to Mrs. Price, cc president, and board liasion
- ☐ Discuss event budget and plans with board liaison for approval.
- ☐ Create sign up genius using parent club account. Copy link to Mrs. Price to distribute to all parents.
- ☐ Provide 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 event.
- ☐ Email information for WEBSITE to president and Facebook posts to vice-president including link to signup genius and digital copy of flyer
- ☐ If a cashbox is needed for your event, submit petty cash request to treasurer, within three business days. Make pick-up and drop off arrangements with her directly

AT THE EVENT

- ☐ Make sure all volunteers sign in on form provided. Submit copy to volunteer appreciation chair after event.
- ☐ Remember to take PHOTOS of the event for the Yearbook.

AFTER THE EVENT

- ☐ Submit volunteer form to Volunteer Chair
- ☐ Send email thanking your volunteers for their assistance
- ☐ Submit reimbursement forms within 30 days of event
- ☐ Submit photos to Nicole Bryson nbryson@perrysburgschools.net