

YSFA 2010-2011

Committee Chairperson Packet



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YSFA Financial Procedures

Kim Peoples – YSFA Treasurer
386-0507 (home)
kim@ysfa.org

COMMITTEE CHAIR(S):

COMMITTEE NAME:

COMMITTEE EXPENSE BUDGET:

\$ _____

Committee chairs are responsible for controlling the spending of their members so that the budgets are not exceeded. Special requests for additional funding must be brought to the YSFA board *BEFORE* the budget is exceeded.

All correspondence with the Treasurer can be done through the YSFA mailbox in the schools main office, by phone, or by email.

Reimbursement Request

To recover the cost of items purchased out of pocket by a committee member, submit a completed REIMBURSEMENT REQUEST form along with the original receipt(s) to the Treasurer through the YSFA mailbox. The form can be found on the www.ysfa.org website under the Forms heading. Items on the receipt(s) that are being reimbursed must be circled. Reimbursement Request forms and accompanying receipts must be submitted within 30 days of the expense. Reimbursement checks will be returned via the U.S. mail.

Check Request

When a vendor requires payment in advance, or when an invoice is received that must be paid directly by the YSFA, submit a completed CHECK REQUEST form to the Treasurer. The form can be found on the www.ysfa.org website under the Forms heading. ***Please provide at least three day's notice if a check is required.*** Each YSFA check requires two officer's signatures - the advance notice will ensure that the check will be issued in time. For invoices that require payment, submit the invoice along with the completed Check Request form to the Treasurer, the Treasurer will mail the check directly to the vendor.

Deposit Notice

When in charge of an event that generates money, such as a fundraiser, cash and/or checks being submitted must be accompanied by a completed DEPOSIT NOTICE form. The form can be found on the www.ysfa.org website under the Forms heading. Two committee members should count all cash and/or checks to verify the total amount received. The completed form and all cash and/or checks must be turned in to either the YSFA President, President Elect, Vice-President, or Treasurer at the end of the event.

Cash Box Request

When in charge of an event that requires cash to make change, a CASH BOX REQUEST form must be submitted to the Treasurer at least one week in advance of the event. On the form, indicate the denominations of change required. The Cash Box Request form is available directly from the Treasurer. Cash box requests require a trip to the bank, therefore advanced notice is essential.

ALL RECEIPTS MUST BE SUBMITTED!

***** Do not “eat” YSFA expenses! *****

- Funds are raised for a reason – expenses are expected to be reimbursed.
- The annual budget is based on prior years expenses. If all expenses are not reported, the actual money needed to fund the activity next year will be underestimated.

NO REIMBURSEMENT AMOUNT IS TOO SMALL!!

Committee Chair

Tips and Hints

2010-2011

Thank you for volunteering to lead a committee within the YSFA. The information in this packet includes reminders, basic training, and tips to help you in your role. We want to personally thank you for stepping up and taking on this very rewarding role. We appreciate the commitment you have made!

So let's get started.....and have some fun!

The YSFA Executive Board
2010-2011



Contact and Use Your Committee Volunteers

If you have been given a list of volunteers for your committee, **please contact every single one of them.** You can use e-mail, telephone, or a note home with the child. Even if your event is in the distant future (e.g., Fun Day), please contact the volunteers now, at the start of school, just to let them all know they haven't been forgotten and to introduce yourself as committee chair.

Try to find some way to **use every volunteer.** You may need to delegate more of the work than you had planned or think of new ways to use the committee. Never tell an eager volunteer, "No, thanks, we don't need your help." Every year, volunteers are turned off because no one called them. If your committee's job really isn't big enough for all of your volunteers, please at least have the courtesy to call everyone and explain the situation. Your committee volunteers should not have to call you to make the initial contact.

Committees are empowered to make decisions within the scope and budget of their project

The YSFA President, Lisa Palmer (386-8996) and Vice President, Allison O'Hagan (386-6872), are the **liaisons between the YSFA committees and the Executive Board.** You can call them with any questions or if you need help in any way.

When you have a decision that must be debated or discussed in detail, do **that during a committee meeting**, not at a general monthly YSFA meeting. Use your committee members to hash out issues, consider alternatives, and come to a decision. If the decision is potentially controversial or needs approval from YSFA leadership, call the President or Vice President and set up a time for everyone to meet to discuss the issue. Also, if your committee is very small and you want advice from outside the committee, you can call the President or Vice President.

Your presentation at a monthly YSFA meeting is to **announce your committee's decisions**, plans, and need for additional help, if necessary. You do not need to introduce debate on committee issues at a monthly meeting. If discussion at a monthly meeting gets too detailed or bogged down in debate, the President will suspend discussion and send the issue back to the committee for follow-up. In the interest of time, we will not do committee work at general meetings.

We really want the members to hear a report directly from each committee each month, preferably **no more than 5 minutes per committee.** If you, the chairperson, are not available to attend a general meeting, please enlist one of your committee members to give your report. As a last resort, you can ask one of the YSFA Presidents to give your report.



School Resources are Available to YSFA Committees

The school is allowing Lisa Palmer and Allison O'Hagan to do the photocopying for the YSFA. If you have a photocopying job to submit, complete a Copy Request Form (see the YSFA website at ysfa.org). Leave the job in bin on the wall by the YSFA mailbox. Allison or I will complete the job for you, once Dr. King has approved it and distribute according to your instructions. If you need the job by a certain deadline, be sure to specify that. We will also distribute your materials by class or to specific names, for example. Just make your instructions as clear as possible. Make sure you leave your phone number.

If your committee needs brightly colored paper or more than a ream (500 sheets) of any color, including white, you need to purchase the paper directly as part of your committee's expense budget. There are approximately 1,100 students at our school.

Laminating is to be done by the paraprofessionals ONLY. Laminating film is very expensive, so consider carefully before submitting an item to be laminated.

School Newsletter and other Communication Tools

The YSFA newsletter comes home at the end of the month. Lisa Pagano and Erin Clark are the writers for the newsletter. If your committee has a text announcement, submit it in writing to Erin or Lisa. See other important information flyer for submission due dates. Please be advised that Lisa and Erin may need to edit your announcements for space considerations.

If you want to send home a flyer as an attachment to the newsletter, you must get Principal King's approval, and then give the original to Erin or Lisa. Dr. King does initial all our flyers to show her approval. Erin or Lisa will submit the entire newsletter to the Office for copying, usually by the 25th. The YSFA newsletter is photocopied in one big job, all on white paper.

You are encouraged to take advantage of the following methods to publicize your committee and its accomplishments and to thank your volunteers:

- YSFA display case in the lobby
- YSFA website, accessible from the school's website
- YSFA monthly newsletter

Please consider using e-mail to communicate with your committee and the YSFA Executive Board keeping them informed.

Lisa Palmer	President	lisa@ysfa.org
Allison O'Hagan	1 st Vice President	allison@ysfa.org
Jessica Luz	2 nd Vice President	jessica@ysfa.org
Jeri Fell	Secretary	jeri@ysfa.org
Kim Peoples	Treasurer	kim@ysfa.org

Please keep good records for the next chairperson!

- Notes from your committee meetings
- Copies of flyers, announcements, signs, etc.
- Lessons learned
- Advice for next time
- Phone numbers of contact people
- Copies of invoices, contracts, etc.
- Photographs of the layout of the event, the event itself
- “End-of-Year Checklist” form (in this folder)

Turn your files over to the President by June 1st, or as soon as you conclude your role as chairperson. If you plan to continue as chair, you can keep your files, but please complete the End-of-Year Checklist anyway.

Co-Chairing a YSFA Committee?

Read these tips to make sure you stay friends through it all.

1. Divide the responsibilities clearly

Start by agreeing how you are going to divide the responsibilities. For a complex project like an auction, be specific and write it down. If you're not sure of the tasks involved in your project, speak to the past chairperson, review the project files, and brainstorm. Make sure your committee volunteers know the division of responsibility, too.

2. Communicate frequently

Successful co-chairs talk with each other a lot. As issues arise, you need to discuss, decide, and move on. Don't assume you know how your co-chair feels. Talk.

3. Be reliable

Do what you say you'll do. Live up to your assignments. Having a co-chair doesn't mean you can slack off. It's not her job to pick up after you since no one person is in charge.

4. Stay on task

Resist temptation to do the work of the other co-chair. You'll avoid duplication of effort and possible hurt feelings by sticking to your scope of responsibilities. Feel free to offer advice, but don't push her aside.

5. Be flexible

Sometimes it's just unproductive to debate a minor point. Be flexible and compromise once in a while. Keep in mind the real reason you're working on the committee—the students.



1) The Newsletter submission due dates are as follows:

September- 9/13	October- 10/11	November- 11/15
December- 12/13	January- 1/10	February- 2/14
March- 3/14	April- 4/11	May/June- 5/16

Please make sure you get your information to the newsletter committee on time. You can email your submissions to newsletter@ysfa.org.

2) Finding volunteers for your committee:

1. From the sign in sheet at the meet and greet
2. Volunteers info will be passed to you after a spread sheet is set up from membership forms.

3) Emailing your volunteers:

1. From your email account, set up a group that way you can send out a mass email when needed.
2. We are working on an alternative but for now, this is the best option.

4) Please keep track of volunteer hours

Flyer Check List

When you are sending a flyer home, please ensure to follow the checklist.

- Use YSFA Letterhead. Posted on website under YSFA forms.
- For review please email flyer to Lisa@ysfa.org or Allison@ysfa.org
- If the bottom portion is being returned that the event is listed on the bottom portion. This way it can be placed in the appropriate folder.
- Complete a copy request form a week before you need your flyer copied. The administration needs 48 hours to approve and then the office staff needs time to make copies. The copy request forms are in the bin on the office wall and posted on website under YSFA forms.
- Put a label on one of the plastic folders with the event name. The plastic folders are in the bins on the office wall.
- Email your flyer to the webmaster at thewebguy@comcast.net so it can be posted on the website. Have flyer posted under event tab.
- If you are requesting money please put on the flyer:
For any returned checks repayment will be in either cash or a certified check.

Checks should be made payable to YSFA-event name.



YOUNG SCHOOL FAMILY ASSOCIATION

YSFA
End-of-Year Checklist

Committee: _____ Year: _____

Chairperson: _____ Contact Number: _____

Co-chair: _____ Contact Number: _____

This folder contains information that next year’s chairperson should find helpful. I have enclosed the following (check all that apply):

- Copy of all flyers—hard copy and computer files
- Vendors used
- Budget and actual costs
- Photographs
- Planning issues
- Number of volunteers needed
- Suggestions for next year’s chairperson
- Other information

Please keep a copy of this report in your committee files and send a copy to the President by June 1. Thanks!

The most important advice I pass along is: