

## MSIS PTA Committee Information

Dear Chairperson,

I would like to thank you for chairing a committee this year for MSIS. It is important to the students, I appreciate it, and our school will be a better place for it. I hope you find it as satisfying as I do to be involved. The following information should help you in your work:

If your committee involves an event in the school, whether during school hours or after hours, you must fill out a Use of Building form, which can be found in the main office file cabinets. It is submitted to Doreen Sulfaro and the pink copy will be returned to you when approved. Be complete and descriptive of exactly what you need. If there is a special setup that you need, please include it on this form or attach a form to the request for Doreen to forward to the custodians. This includes equipment and table setups in gymnasium, hallways, cafeterias, etc. Include a diagram if necessary. You need to fill out this form also if your committee chooses to have a meeting in the school building. Submit your flyer to me for approval at least 3 weeks prior to your event. You will be informed if it will be online only or to be photocopied for distribution. Separate Flyer Procedure information available. If you need a cash box for your event, please contact Simone Jacobs, our Treasurer at [sjacobssawmillpta@gmail.com](mailto:sjacobssawmillpta@gmail.com) at least 7 days prior to your event. Separate Cash Box Request Voucher available.

Let me know if you need volunteers for your committee or event. We will have sign-up sheets at PTA meetings, Open House and I can send them via email also. If you would like to use a high school volunteer, please see the separate letter from Debbie Virga. If someone offers to volunteer, please make sure you contact them whether you end up needing to use them or not and thank them for offering.

Please try to attend PTA meetings. If you cannot, please contact one of the Co-Presidents to give them a report. Separate Committee Report form available.

If you purchase supplies for your committee, please use the Tax Exempt form. Submit Expense Reimbursement Request Voucher to Simone Jacobs, Treasurer at [sjacobssawmillpta@gmail.com](mailto:sjacobssawmillpta@gmail.com) If you collect money, submit all checks and cash with a Deposit Record form to Nicole also, as soon as possible. It is important not to hold checks.