

## Guidelines for PTO Committee Chairs

Thank you for volunteering to chair/co-chair a PTO committee. The following are some brief guidelines that have been established by the PTO over the years to provide direction as you plan your event. Please do not hesitate to contact the PTO Ranjini Reddy (978.263.1812; [president@conantpto.org](mailto:president@conantpto.org)) if you have any questions.

### Recruiting Volunteers:

Here are a few avenues to recruit volunteers for your event:

1. **VolunteerSpot.com** is a great way to organize your volunteer help. It removes the back-and-forth of emails for assigning volunteers to spots or getting food, etc donated at school. It is a free service and it takes only a short time to set up. The website will provide links for your event that you can then publicize. If you have any questions, please contact Ranjini Reddy or Lou Anne Reynolds ([Louanne.reynolds@emc.com](mailto:Louanne.reynolds@emc.com)).
2. **Email notices** can be sent out to the families through the room coordinators. Send your notice to the Volunteer Coordinator Geetha Prabhu ([volunteer@conantpto.org](mailto:volunteer@conantpto.org)) for distribution.
3. Volunteers can also be recruited through the **PTO News Flash** that typically goes out every Sunday. Any information that needs to be included in a News Flash needs to be submitted to the PTO Chair ([president@conantpto.org](mailto:president@conantpto.org)) by the preceding Thursday.
4. Send out a **flyer** to the families. You can make copies of the flyer on the copy machine in 6<sup>th</sup> grade pod. Please make sure you get “trained” by either Karen Olsen or Ann Lack in the front office prior to using it. Mrs. Olsen also has a list with the number of children in each class who are the youngest in the family. This way you can send out just one flyer per family. Please make sure the front office gives you an okay before you send any material home. You can place the flyers in the teachers’ mailboxes on Thursday or Friday mornings so that they go home with the students on Fridays.
5. Check with the **Volunteer Coordinator** for names of people who have showed interest.
6. Mr. Sugrue can also send out an email to the Conant Community. This email list is larger as the News Flash goes out to only those families who have signed up to receive it. We use this method sparingly and reserve it for a “last push” of a message, so to speak.

### Communicating with Parents:

The Conant PTO has two online methods of reaching the Conant Community.

- The Crier
- The Newsflash

The *Conant Crier* is also a great way to reach Conant families. Our *Crier* co-editors are Shobana Sampath and Poornima Chakravathy. The *Crier* is usually available online on the first Monday of the month. Below are the deadlines for the 2012-13 school year's *Crier*:

Article Deadline	Softcopy (online)	Editor
Sep 2	Sep 7	shobanas@yahoo.com
Sep 26	Oct 1	poornima_rc@hotmail.com
Oct 31	Nov 5	shobanas@yahoo.com
Nov 28	Dec 3	poornima_rc@hotmail.com
Dec 19	Jan 2	shobanas@yahoo.com
Jan 30	Feb 4	poornima_rc@hotmail.com
Feb 27	Mar 4	shobanas@yahoo.com
Mar 27	Apr 1	poornima_rc@hotmail.com
April 24	April 29	shobanas@yahoo.com
May 29	June 3	poornima_rc@hotmail.com

Please notify the editor if you plan on submitting an article to the *Crier*. The best way to submit an article is via email either as an attachment or as part of the message. If you would rather send in a hard copy, the couriers for the editors are Sanjana Krishna (Grade 5- for Shobana Sampath)- Room 5 for Shobana Sampath) and Rohan Chakravathy (Grade 5- for Poornima Chakravathy).

## *The Newsflash*

Every Sunday, the PTO sends an email via Constant Contact to the Conant Community. This is a great way to communicate with the school community about an event or activity.

To send notices to the Conant Community via these emails please follow these directions:

Create your email message in a Word document. Please keep the messages concise and include the date and time of the event. If you are recruiting volunteers, please make sure that you have a contact name, email address, and any other relevant information such as Volunteer Spot links, etc. Typically messages will appear first in Weekly Announcements and subsequently move to the Upcoming Events or Reminders section.

The deadline for all submissions is every Thursday. Plan to announce your event or activity at least two weeks prior to the event.

If you have any questions about this process, please contact Ranjini Reddy at [president@conantpto.org](mailto:president@conantpto.org). Many thanks for your cooperation!

### **Expenses:**

To allow the PTO to accurately account for expenditures and profits, please keep a record of both for your event. The “Cash to Treasurer” document includes more details on to how to hand over cash to the treasurer and receive reimbursement for expenses accrued.

### **PTO Mailboxes:**

Most committees have PTO mail boxes that are located on a filing cabinet to the right of the staff mailboxes in the Main Office. If you leave something for a PTO member in the mail box that is relatively urgent, please follow it up with an email or a call.