

2009-2010 Committee Procedure Updates & Information

Dear Chairperson,

Please take a moment to review the following helpful information for your committee to run smoothly. It is imperative that you share this information with committee members to eliminate confusion and to ensure proper procedures are followed. We would like to encourage someone from the committee to attend a PTO meeting prior to the event to let all in attendance know what's going on and possibly after to let everyone know how things ran.

Your committee may have a budget see below. These budgets have been approved and thus must be **strictly** adhered to. All expenses must be totaled and receipts must be stapled to the reimbursement form (copy attached) and put in the treasurer's file in the PTO drawer in the front office. Extra copies of the expense form are available on the website and are in the folder as well.

****New this year all checks must be made payable: "BUCKINGHAM ELEMENTARY PTO"***

When you have collected monies, please send a quick email to Fiona Jackson, PTO treasurer fionajackson@comcast.net so you can make arrangements to turn in the monies and Fiona can make the deposit as soon as possible.

Approved Budgets 2009-2010:

Art Expo - \$250.00	Recess supplies - \$600.00
Secret Shoppe - \$4500.00	Care by Celebrating Children -\$600.00
Fall Fest - \$4000.00	Field Day- \$50.00
Garden Committee - \$500.00	Teacher's Appreciation Lunch -\$175.00
Heart -to -Heart - \$300.00	Teacher's Conference Dinner -\$100.00
Homeroom Coordinator -\$100.00	Bus Driver's Breakfast -\$175.00
Science Fair-\$250.00	Welcome Back Ice-cream Social -\$175.00
Red Cross Blood Drive - \$50.00	Teacher's Welcome Back Luncheon -\$
200.00	
Sixth Grade Graduation- \$500.00	

Copy Reminder of Changes Installed 2008-09 School Year:

1. Remember we are trying to "go green" to cut down on cost, no **color** copies, and copies must be half sheet when possible so there will be 2 flyers per page (however, we realize there may be times a full page is needed). Please send all copies of your flyers for proofreading and approval to Emby Staub, PTO Co-President ukstaub@hotmail.com once approved it will be posted on the PTO website.
2. When copies are approved **PRIOR** to being printed, copies are to be made at Mail Boxes Etc. in Buckingham; we have an account under Buckingham Elementary. **You must fill the form out completely.** See attached form. **(Make sure you note what the expense is for.)**

3. Your budget includes copy fees. If your copy fees exceed \$25.00 you need **PRIOR** PTO approval (contact Emby Staub ukstaub@hotmail.com) Please make sure your committee members are not making flyers each week, utilize the website!

Thank- you for helping your children have a great year! The 2009-2010 PTO Board