



## ECS PCO Committee Chair Starter Guide and Procedure Checklist

Thank you for volunteering to chair a committee this year! Hopefully it will be a fun and rewarding experience for you! As you prepare to organize your event, please review the checklist. If you have any questions, please contact the volunteer coordinator at [volunteer@ecspco.org](mailto:volunteer@ecspco.org) or the ECS PCO Steering Committee at [parents@ecspco.org](mailto:parents@ecspco.org).

### To Do 6-8 Weeks ahead of event, minimal

	Contact the past event chair(s). They will be able to give you valuable, practical advice about the event. Unsure who that is? Contact <a href="mailto:volunteer@ecspco.org">volunteer@ecspco.org</a> Refer to the PCO Handbook (online and hard copy in office) for in depth information from past chairs.
	Contact the volunteer coordinator. They will be able to give you your budget and any logistical support you may need.
	Contact the ECS Administration to discuss the event and their expectations. Keep them informed throughout the planning process. Always message the principal(s), vice principals, office manager(s), E-Day staff, cafeteria staff (if you will be in their space) and facilities director.
	Complete a building use form <a href="http://ecspco.org/wp-content/uploads/2019/11/Event-Form.pdf">http://ecspco.org/wp-content/uploads/2019/11/Event-Form.pdf</a> After that, create a space plan and secure necessary equipment with <a href="mailto:facilities@ecspgh.org">facilities@ecspgh.org</a> They will help you gather supplies like tables, chairs, extension cords, tents and other items as needed. If they cannot provide something then turn to volunteers to borrow items. They will also explain any rules and procedures.
	Develop a committee of volunteers. Please do not turn away helping hands! Sign Up Genius is an easy tool to recruit and manage volunteers. We have a PCO Sign Up Genius account that committee chairs should use rather than their personal login. Please contact the PCO to see if any volunteers have already signed up. If you do not need any volunteers, please contact those who did sign up to help and let them know.
	Advertise your event by completing this form <a href="https://tinyurl.com/PCOcommunications">https://tinyurl.com/PCOcommunications</a> The form will cover the PCO Facebook page and e-blast communications (like the Pulse weekly newsletter). If you are hosting an event, Invite teachers and staff members to attend (example- post a notice on the staff fridge).
	Present volunteer requests and event updates at PCO meetings. Email <a href="mailto:parents@ecspco.org">parents@ecspco.org</a> to get added to the agenda or send in a committee update 1 week ahead of the meeting.

### To Do 2-4 Weeks ahead of event (continued on p. 2)

	Locate materials. Review the inventory of the PCO supplies (currently stored at the IS) before making any purchases. Record any items you take. You may need paper goods, decorations, office supplies, cash box(es), raffle tickets, event sign in sheets.
	Be a presence on the PCO Facebook page to hype the event and answer any questions people may have. Consider creating a Facebook event. It's easy to update announcements, get a tentative RSVP count and make your event visible.
	Items may need to be ordered or purchased at the store- allow enough time. The ECS PCO is a tax exempt organization. Contact the PCO Treasurer for more information on how to make qualifying purchases. Follow purchasing guidelines (including using approved vendors) <a href="http://ecspco.org/purchase-and-reimbursement-instructions/">http://ecspco.org/purchase-and-reimbursement-instructions/</a>
	Request a cash box, if needed, at least 7 days in advance <a href="http://ecspco.org/how-to-request-a-cash-box-for-pco-event/">http://ecspco.org/how-to-request-a-cash-box-for-pco-event/</a>
	Ensure that all necessary school employees know that the event is happening and what impacts it will have on the school building. This should have been done in the 6-8 weeks before but check back in to make sure it is still acceptable. Consider sending a reminder the day before too!
	If you will be serving food, contact food services to review potential allergens and procedures.
	Maintain good financial records. Photocopy and record purchase receipts. If you are collecting money, email receipts to families that send in money. Keep a database that the treasurer can review of any transactions. Fill out expense reports. Refer to the financial section of the Committee Chair binder for necessary forms and information or the PCO website.

### **At the event**

	Document the space with photos. Label items with painters tape if you move things from different areas of the school (obtain permission before moving anything). Note any pre-existing damage. This includes the bathrooms and outdoor space, as needed.
	Utilize a sign in sheet. Please submit it to the PCO at the event conclusion. This count helps with future planning. A copy is in your Committee Chair binder.
	You will need 2 volunteers to verify the cash box start and finish totals. Students must have adult supervision at the cashbox at all times.
	At the event, make sure photos are taken. They are great to share out to the community and useful when planning future events.
	At the event, employ good volunteer management strategies. Have enough volunteers so you can rotate volunteers out after 30-60 minutes. Clearly explain their duties at the beginning of the shift and let them know where necessary materials are located. Check in with them during the event. It may be helpful to write up duties for volunteers to refer to and in case you get distracted while trying to relay the information verbally.
	Enjoy a successful event!

### **After the event**

	Provide a recap to the ECS and ECS PCO community using the google form <a href="https://tinyurl.com/PCOcommunications">https://tinyurl.com/PCOcommunications</a>
	Submit Volunteer Reimbursement Forms and necessary receipts. <a href="http://ecspco.org/purchase-and-reimbursement-instructions/">http://ecspco.org/purchase-and-reimbursement-instructions/</a>
	Meet with your committee to record successes and improvements to consider in the future.
	Send thank you notes to all the volunteers, including student help; paper or e-cards are great but emails are totally fine.
	Complete a Chairperson Event/ Committee Wrap Up Form (Google Doc). The volunteer coordinator will contact you with the form. <a href="http://tinyurl.com/pco-chairperson">http://tinyurl.com/pco-chairperson</a> This form is an important resource for future chairs and the PCO.

Communication is a big key to success! Never assume anyone knows what you're thinking and go that extra mile to make sure everyone is looped in.

Thank you again for volunteering to organize an event for the ECS community!

Sincerely,  
Beth Lott, parent volunteer coordinator