



RHSA Chairperson Guidance 2015-16

Dear Chairpersons,

Thank you for your commitment and dedication to our school and the Rolling Hills Home and School Association (RHSA). Without your volunteer efforts, our activities and fundraising would not be possible and the RHSA would not be able to exist.

The RRHSA is non-profit organization dedicated to enhancing and enriching our student's elementary school experience. Home and school funds (HSA) are intended to benefit the students through the enhancement of school programs and activities. The HSA Officers and chairpersons are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow the procedures and policies in this Chairperson Guidance.

Thank you for your cooperation and ongoing commitment to the Rolling Hills community.

Sincerely, RHSA Board

2015-2016 BOARD OF THE ROLLING HILLS HOME AND SCHOOL ASSOCIATION

Board President – Jeanne Lindros

215-595-3804

jeannelindros@gmail.com

Membership – Carolyn Chiarello

267-808-3917

Cmh4778@aol.com

Treasurer – Kim Williams

215-499-8688

KRWilliams2003@gmail.com

Secretary - Jen Jannini

215-499-5553

Jenj2824@gmail.com

Fundraising – Colleen Zarnowsky

215-688-3766

Zarnowsky@comcast.net

www.rhhsa.org/leadership

Financial Policies:

Budget: Check with treasurer to confirm the type of your event: cost neutral, investment or fundraiser. Clarify your budget and/or fundraising expectations for your event. Please share the budgetary constraints and/or fundraising expectations with other committee members. Plan accordingly.

Event Income Report: If your event generates income you will be required to submit the **EVENT INCOME REPORT** (found online) with your deposit. Please review it in advance so you are prepared to complete onsite at your event. You will need 1 person to complete and 1 person to serve as a witness. The form and deposit must then be submitted to the Treasurer within one week of the event. Contact the Treasurer (rollinghillhsa@gmail.com) to coordinate submission.

Advance Payments: The preferred method of payment is the online store for event admission/registration and product sales. Please verify your pricing strategy with the Treasurer to ensure coverage of PayPal transaction fee. You will need to work with the Treasurer and Web Site manager to create your event in the School Store. Encourage participants to register and pay online (ask people who cannot register online to email chair to make alternative arrangements). Allow 4-6 days for completion of these systems. If despite the recommendation to pay online, checks or cash are submitted in advance of your event to pay for registration or product, a chairperson or committee member must track funds received and track the participants and/or products purchased. Please transfer cash/check to treasurer as quickly as possible. At a minimum, deposits should be arranged with the treasurer on a weekly basis. All deposits should include a **DEPOSIT NOTICE FORM** available online or copies can be obtained in the home and school closet.

Cash Events: If your event generates cash on site, please borrow the RHHSa cash box or bring an envelope to collect the cash along with a **DEPOSIT NOTICE FORM**. There should always be two volunteers staffing any area that collects cash. The cash needs to be sorted in order of denomination and counted with another member of the committee prior to leaving the event. Please seal the cash in the envelope with the **DEPOSIT NOTICE FORM** and write the associated event, date, and who is submitting the money on the outside of the envelope. Please notify the Treasurer and the President, via email or text, on the night the amount of money collected at the event. If the event is at school, please work with the Treasurer or Office Staff to leave the funds in the school safe. If the event is offsite, please partner with the Treasurer to arrange for the money to be transferred to the Treasurer within 1-2 days with a completed **DEPOSIT NOTICE FORM**. If you anticipate a large amount of cash at the event, please arrange with treasurer to coordinate deposits during event. If your event requires change, please provide change request to treasurer a week ahead of your event.

Purchases: Purchases may be made for your event (i.e. prizes for Bingo), within budget limits and within parameters set by committee. Any purchases over \$100 needs board approval. For deposits and/or significant pre-approved purchases (over \$100), the H&S credit card made be used. Please contact treasurer in advance to coordinate payment. If you need to make a credit card payment, please provide advance notice to ensure enough time to coordinate the payments prior to your event. **NOTE: RHHSa is a tax-exempt organization.** Before purchasing items, please be sure to get a copy of our tax exempt letter from the Treasurer.

Expense Tracker Form: If you make purchases for your event, they must be tracked using the **EXPENSE TRACKER FORM** (found online). Expense forms are due within one week of the event date.

Reimbursement: Save receipts and submit reimbursement request to the Treasurer via online reimbursement form (must include event and purpose for purchase) and attach scanned copies or smart phone photos of receipts. All reimbursements must be submitted within 7 days of the event. Please indicate preferred reimbursement method (either by check or Paypal transfer). Checks will be issued directly from the bank and mailed to the address provided. Please allow 7-10 days for processing. Please contact the treasurer if you cannot use the online submission process.

Operations:

RHSA Meetings: Committee Chairperson(s) and/or Committee member(s) are expected to attend RHSA meetings leading up to the event to report on event planning and to attend the meeting post-event to report on the event. You are also expected to connect with the board in between meetings if any problems arise or you have any questions or concerns.

Set the Date: Please identify a date and time for your event as quickly as possible. The date will need to be approved by the Board and the Principal. Please remember to check the school and district calendars to avoid conflicts. Dates must be set as early as possible for events on school/district property. Once your date is selected, simply notify President via email and they will coordinate approval process via email.

On-site events: If your event is going to take place on school grounds (before or after normal school hours), a **BUILDING USAGE FORM** must be filled out once your date is selected, as soon as possible. Please work with the Secretary to complete this task. .

Registration: If your event requires registration but not payment, please partner with Web Site developer to create online form. Allow 4-6 days for completion. If there is a fee to participate, registration will be through the online store. Again, you will need to partner with the Web Site developer to create the link on the store site.

Volunteers: We strongly encourage committee work and engaging multiple volunteers in your effort. Please coordinate with the Membership Chairperson to tap into the list of people who have already expressed interest and/or work with the Web Site Manager to create online volunteer sign-up forms. Allow 4-6 days for completion. Where possible, we would like to see co-chairs (ideally the co-chairs should have children in different grades, so there is someone with institutional knowledge when one graduates). Please note: no volunteers can be paid! Please note: Volunteers will need to complete the required volunteer clearances per Council Rock School District Guidelines. See: <http://www.crsd.org/Page/43435>.

Sponsorships: If your event needs sponsors or donations, please check with Fundraising Chair to determine who has already sponsored events this year before approaching a company. If your event secures sponsorships or donations, please submit a list of the sponsoring entities to the Fundraising on the **EVENT SUMMARY REPORT FORM**. Should you need a letter for the donor/sponsor, please see contact the Treasurer or Board President and a letter will be provided on letterhead.

RHSA Supplies: Please consult with Board to determine if there are any existing supplies that can be used for your event rather than purchased (i.e. paper products, decorations, prizes, etc).

Clean Up: Remember to engage volunteers to clean up (breakdown) after your activity/event. Please note if your event is at the school there will be custodial staff on site (weekdays at no charge, weekends you will need to pay an additional fee). You or a member of your committee should check-in with the custodian at the beginning of the event (you may be asked to sign-in on an Aramark sign-in sheet). You should also alert the custodian prior to your departure. The custodians are there to assist you with reasonable clean up and moving/removal of items. Please work with board to request custodians to be on site at your activity. For events with: 200 or less people = 1 custodian is recommended; 200-399 people = 2 custodians are recommended; and 400 people and above = 2-3 custodians are recommended.

Distribution of Product or Materials to Families (via school): Our goal is to move away from paper forms and/or tickets, however in the event that you have paper or actual products (i.e. KidStuff book or Field Day T-shirt) that need to go home to students we ask the following: 1) before distributing anything via school, alert the President so they are aware and can answer any questions from office staff and/or teachers 2) please include a cover letter for the teachers describing the item and associated request. Alternately, you can write an email message and ask the President to share with our RHSA teacher liaison and front office staff who will then blast the message to the teachers in advance of the items being delivered to their mailboxes/classrooms.

Teacher Participation: If you would like to extend a special invite or communication to teachers, please share the request with RHSA teacher liaison and copy the principal and RHSA President.

Marketing and Promotion:

Listserv: Please create listserv announcement(s) for your event and share with the RHHSA President for posting in the weekly RHHSA listserv announcement. RHHSA Announcements go out Sunday. Submissions are due by Friday. Please coordinate with the President if you plan to submit something for inclusion in the Principal's listserv or have something posted to the e-Friday folder.

Flyer: You may choose to create a flyer for your event which includes registration details, photos, etc. All flyers must be submitted to the President prior to posting on the e-Friday folder and the RHHSA website. Please allow 4-6 days for these to be posted. Please note if you want a flyer to be featured in the listserv announcement it needs to be posted online (again allow 4-6 days) prior to requesting inclusion on the listserv. All flyers need to promote online registration/payment as the preferred option. See Sample Flyer for recommended information.

Website: Please advise the Web Site Manager and President of any promotional content you would like on the Web Site. Please allow 4-6 days.

Social Media: Partner with the President to request postings on RHHSA social media pages on certain dates. Limit your reminders to (2-3) timely announcements (i.e. deadlines for registration, etc).

Take photos: Please assign one of your committee members to take photos of your event or work with the Yearbook Chair to ensure that photos will be taken. Post-event please share photos with Board, Web Site manager, and Yearbook chair. These can help with future marketing and reporting at the public meetings.

Reporting and Tracking:

- BUILDING USAGE FORM submitted for onsite event (work with RHHSA Secretary.)**
- Chair and Committee Members understand budget parameters and tracking responsibilities. Chairperson will explain both to Committee Members.**
- Tracking of participant registration and/or product purchases and associated payment method is to be tracked by Committee Chair or a Committee Member (REGISTRATION/PRODUCT TRACKING SAMPLE FORM available online.)**
- Expenses are to be tracked on the EXPENSE TRACKING FORM and submitted within one week of your event to the Treasurer.**
- All reimbursements are to be submitted, using the online REIMBURSEMENT FORM, within one week of the event's conclusion. The Treasurer can refuse reimbursement if you miss this deadline.**
- If checks/cash are coming in for your event then deposits are to be made weekly, using the DEPOSIT NOTICE FORM. The DEPOSIT FORM and money are to be given to the treasurer for deposit in the bank.**
- If your event generates income, the INCOME EVENT REPORT must be completed & submitted within one week to the Treasurer.**
- An EVENT SUMMARY FORM must be completed for all events and submitted within one week of the conclusion of your event to the President.**
- All necessary documents and forms can be found on the Rolling Hills HSA website: www.rhhsa.org/leadership.**