

**Wakefield Elementary PTA**  
**2008-2009**  
**Committee Chair Guidelines**

1. Understand committee's objective/goal.
2. Determine timeframe in which event/service will take place. See Calendar of Events handout.
3. Meet with PTA Board VP to develop a Plan of Work. See Plan of Work document.
  - a. Determine action steps for event/program.
  - b. Determine number of volunteers and their roles.
    - Contact VP Volunteers for volunteer names and contact information.
  - c. Determine resources needed:
    - Community Partners – underwrite events, gift donations, food, etc.,
    - Teachers – ideas, student schedules, class time,
    - Facilities – use of room, building, equipment.
4. Develop communication plan:
  - a. Flyers in Monday folders,
  - b. Announcements in newsletter,
  - c. Phone messages,
  - d. Morning Broadcast into classrooms.
5. If taking in money (i.e. fundraising, paid events, etc.), track pertinent information (such as student name, class, track, and payment information).
6. Use financial forms for payments and deposits, as needed.
  - a. PTABankDepositForm-2007.xls
  - b. PTACheckRequestForm-2007.doc
  - c. PTARceiptVerificationForm-2007.doc.
7. Capture key events with photographs for yearbook and write-up for newsletter.
8. Acknowledge volunteers in newsletter.
9. Write a critique including positive feedback and areas of improvement for next year and share with VP.