

New Events Process

Updated September 27, 2017

PURPOSE: All new ideas for social and/or fund raising events (referred to as events) must be vetted using this process. Existing events/fund raisers are excluded from this process.

PROCESS:

1. Originator(s) of the event prepares a write-up containing the following details:
 - a. Overview
 - b. Audience
 - c. Proposed date and time
 - d. Estimated costs
 - e. Estimated time commitment
 - f. Estimated number of volunteers needed
2. Originator(s) emails write-up to PTO Board (hansonpto@hansonpto.org)
3. Originator(s) contacts PTO Secretary (hansonpto@hansonpto.org) for addition to the next meeting's Agenda
 - a. PTO Secretary adds to next meeting's Agenda if there is allotted time
 - b. If there is no allotted time at the next meeting, PTO Secretary adds to the following meeting
4. Originator(s) present event to PTO Board at monthly meeting
 - a. PTO Board approves – Go to Step 5
 - b. PTO Board requests edits/additional information – Originator(s) return to Step 1
 - c. PTO Board denies
5. PTO Board presents event to the Principal
 - a. Principal approves – Go to Step 6
 - b. Principal requests edits – PTO advises Originator(s) of edits; Originator(s) return to Step 1
 - c. Principal denies
6. Originator(s) creates “Event sub-committee” if necessary to plan the event

The following steps are to be completed by the Originator(s)/Event Sub-Committee once an Event is approved and ready to be scheduled

7. Apply for Building Approval if needed* (Building Use Application is available from PTO Board) is completed and submitted to Sharon MacDonald and CC to Hanson PTO (hansonpto@hansonpto.org). *
**Building Use Application is required for any event taking place on school property.*
8. Identify number of volunteers if needed
9. Create a volunteer sign up site through Sign-up Genius (<http://www.signupgenius.com>)
10. Coordinate volunteers through the Volunteer Coordinator [currently Kristen Nehiley, knehiley2006@yahoo.com]
 - a. Email the event details, number of volunteers needed and link to sign up
11. Create a flyer/notice for the event
 - a. If the flyer/notice is to be sent home with the student, see Distribution Process.
12. Distribute flyer/notice following proper distribution process. See Distribution Process.