



Beaumont Elementary Chairperson Guidelines

The duties of a chairperson consist of planning and overseeing individual community events, fundraisers, cultural arts, school service, liaison and communications committees.

Communications

Please keep your assigned BES HSA executive board Liaison informed of your plans and any other Board Member that you require assistance from for execution of your role – i.e. Blast communications, contracts, reimbursement, etc...

- **Weekly Blasts** – Claudette McCarron, our VP of Communications, lists the Blast submission guidelines on the lower left corner of the email weekly. The instructions are also found on the HSA website. Please give Claudette ample notice (via email at besblast@gmail.com) of information that you want relayed to the school community via the Blast Email. **The deadline is Thursday for the upcoming Sunday Blast.** If you need a special mid-week communication for your event, please contact your Committee Liaison & Claudette McCarron to approve and coordinate.
- **Flyers** – In our continued effort to cut down on paper usage, we're asking that you try to adhere to the one flyer per event guideline. If you require additional paper notices, we'll take every circumstance into account and work with you. Please forward the flyer to President Courtney O'Brien for review prior to filling out a copy request form in the office. Lisa Toland will not make copies unless she knows that Courtney has approved the flyer.
- **Publicity and Yearbook** – If you have an event that would be suitable for mention in the local Patch electronic newsletter, the local media or the internal lobby display, please contact the Publicity Chair, Leslie Elliott, with ample time to prepare for event coverage. Please give details and/or pictures of your event to the yearbook chairs, Magan Pilato, Jennifer Bracco and Claudette McCarron, so it can be included in our yearbook.
- **Internal Communications** – In an effort to streamline communication flow and coordinate crossover roles, please share information with fellow chairpersons as warranted. (E.g. – Indoor Beautification chairs Carey Gillis and Elena Williamson are tasked with decorating the BES Bear and lobby bulletin board monthly. You can promote your event or program by coordinating with them – Father Daughter Dance, Mother Son Event, Play Day, Bear Gear, have all decorated the BES Bear in the past.)

Forms

Please note the following forms that may be applicable to your project:

- **Expense Reimbursement / Check Request Form** –Please run all expenses by your board liaison before making large purchases. The HSA President will need to sign off on all purchases over \$500. All expenditures will be reimbursed via check from the HSA. **Please note that personal expenses such as food for volunteers, gas reimbursement or other personal miscellaneous items will not be reimbursed. We also will not reimburse volunteers with tickets to events.** All expenses must be submitted within 2 weeks (Along with all receipts and/or invoices) of the event unless your board liaison has granted more time. Checks will be placed in the treasurer bin of the HSA hanging folders in the school's office, logged by first initial of your last name. Melissa Park, HSA Treasurer, will email you when your check is ready for pick up.
- **Copy Request Form** – Once approved, please see Lisa Toland in the office for copy requests.
- **District Use of Facilities form** – This form is required when we use the school or facilities outside of school hours. This includes classroom, cafeteria, and field use. Please do not bother Lisa Toland as all forms can be found on the district website – http://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/31/Facilities_Use_Application.pdf
- **Cash Box Request Form** – If your event requires a cash box, there is a Cash Box Request Form that is required at least one week prior to the event. This form is available from the HSA website or in the school office. Once completed, please put the request in the Treasurers Folder in the School office and send email to the Treasurer and Assistant Treasurer to notify them of the request. Cash Boxes are available in the HSA Closet.
- **Recap** – In an effort to pass on your wisdom, directions, suggestions and helpful hints to the next chairs and board members, please follow the recap form and submit to the President. This can be done in a detailed email or using the recap form. If your event/committee HSA quite a bit of guide materials to pass on, the HSA will provide you with a binder to amass the information and pass on. Your feedback will also be used for committee budget planning for the upcoming fiscal year.
- **See Page 3 for Additional Instructions for Financial Forms**

Contracts

All contracts must be signed by either the President of the Executive Board of the HSA because we are covered by liability insurance. No chairperson is authorized to sign a contract on behalf of the BES HSA. This is in accordance with our HSA bylaws. Please retain copies of contracts to be submitted with your recap/summary at the conclusion of your event or the current school year.

Volunteers

In addition to the lists of volunteers collected from the Volunteer forms in September, we'll continue to solicit for help as needed via the weekly Blast, Volunteerspot.org, and flyers (as needed). Work with the VP of Communications, Claudette McCarron, to assist with your volunteer needs in our weekly email blast. Please make sure you contact all volunteers who signed up for your committee, even if you don't need the help of all.

Miscellaneous

- **Police Presence** - For safety reasons, a police officer is required at all events held on the Beaumont School grounds. Due to costs associated with this, the HSA has reserved a separate budget expense for all of the events that meet this requirement (I.E., Fun Run Social, Pizza Bingo, Movie Nights, Father Daughter Dance, Play Day, and Book Fair Nights). ***This expense will no longer clear through individual committee budgets.***
- **Teacher Volunteers** - In an effort to thank our teachers for working at HSA sponsored events, the HSA will typically thank teachers at the end of the year. The HSA encourages committee chairs to write thank you notes to any teachers who help at your event(s).
- **HSA Closet** - Please check the closet before buying new supplies. And please be courteous to your shared users of supplies and keep the closet as neat as possible. You can always come in the next day to put away your event's supplies.
- **Cafeteria** - If you need to use the cafeteria or the refrigerator/freezer in the kitchen, please contact Terry Messantonio.
- **School Set-up** - If you need to have a certain room or outside area set up, please contact our school custodian.
- **Tax Related Information** - The Beaumont HSA is a Non-Profit Organization. However, the HSA does not have a Tax-Exempt Status. As a Non-Profit Organization, the HSA is able to supply tax letters to parents for their direct cash donations to report it on their tax returns.
- **Posters** - There is a Poster Maker in the school office that is available for making posters for your events.
- **Volunteer Spot** - Consider using online sign up for your events for people to bring items and performing specific duties. Just sign on and pick Beaumont as your school: www.volunteerspot.com.

Ask for help

You are all an integral part of the BES HSA! We couldn't function as a fundraising, supportive entity without dedicated volunteers. The students and families of BES benefit tremendously from your efforts. The HSA Executive Board is supportive of your efforts and will assist you in creating successful events, programs and services for the BES community.

Thank you,

Beaumont HSA Board

Courtney O'Brien, President (courtneyobrien70@gmail.com)

Ann McCarthy, 1st Vice President (collinan@yahoo.com)

Autumn O'Reilly, 2nd Vice President (autumnoreilly@hotmail.com)

Claudette McCarron, VP of Communications (mccarronlondon@yahoo.com)

Melissa Park, Treasurer (melissapark97@yahoo.com)

Michele Bolton, Assistant Treasurer (michelerose8@yahoo.com)

Leah LeComte, Secretary (lalecomte@gmail.com)

APPENDIX - Beaumont HSA
Financial Forms Instructions

Cash Box Funds Received

- The Cash Box Funds Received form should be completed if you are planning to sell any items and need funds to make change at your events.
- Place completed form in Melissa Park's Treasurer Folder, located in office, at least 1 week prior to your event.
- Please notify Melissa via email once you have submitted your form.

Event Deposit Form

- The Event Deposit Form should be used anytime you receive payments. You can choose to turn in the form after your event is completed or in batches if you receive money before the event.
- Place the completed form in Michele Bolton's "Assistant Treasurer" folder, located in the office, within 2 weeks after completion of your event.
- Please notify Michele via email once you have submitted your form.

Expense Reimbursement /Check Request Form

- The Expense Reimbursement/Check Request form should be used anytime you need to be reimbursed for expenses spent on your event as well as a check to pay a vendor for services.
- Place the completed request form in Melissa Park's "Treasurer" folder, located in the office, within 2 weeks after the completion of your event. Please be sure to attach all receipts or invoices and retain copies for your records.
- Please notify Melissa via email once you have submitted your form and receipts.
- Once the check is ready, Melissa will notify you via email. The checks will be available for pick up in the "Parent Reimbursement" folder in the office.

Additional forms can be found in the Beaumont office or on the HSA website - <http://beaumontsa.org/volunteering.aspx> (scroll to the bottom of the page).

Melissa Park, Treasurer

Email: melissapark97@yahoo.com

Michele Bolton, Assistant Treasurer

Email: michelerose8@yahoo.com