



# Beaumont Elementary School

## Home & School Association



### **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 the BES HSA executive board 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** – Jane Martin 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 Jane ample notice of information that you want relayed to the school community. Her deadline is Thursday for Sunday Blast.
- **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. Steps – forward the flyer to the President Tory Stagnaro for review prior to filling out a copy request form in the office.
- **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 chairs Donna Lang or Kristin Baker with ample time to prepare for event coverage. Please give details and/or pictures of your event to the yearbook chairs Renee Liberato and Pikk Haas 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. (Eg. – indoor beautification is tasked with decorating the BES Bear and lobby bulletin board monthly. You can promote your event or program by coordinating with the beautification chairs – 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:

- **Reimbursement for expenses** – Please run all expenses by your board liaison before making large purchases. 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. All expenses must be submitted within 30 days of the event unless granted more time by your board liaison. 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. The treasurer will email you when your check is ready to be picked up.

- **Check reconciliation/deposit form** – Please take your time to be accurate when filling out this form. Assistant Treasurer Angela Chapson must reconcile all payments and deposits to ensure that our balance is correct and that payments have been duly noted and applied to correct payees. Keeping on top of this, including cash deposits from fundraising events is critical to have accurate figures.
- **Copy request form** – 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. It includes classroom, cafeteria, and field use. Forms can be found on the district website and linked via the BES HSA website.
- **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 and 2<sup>nd</sup> VP. This can be done in a detailed email or using the recap form. If your event/committee has 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.

**Contracts** – All contracts must be signed by either the President or 1<sup>st</sup> VP of the Executive Board of the HSA. 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, Jane Martin to assist with your volunteer needs. Please make sure you contact all volunteers who signed up for your committee, even if you don't need the help of all. Pass on extra volunteers to the 2<sup>nd</sup> VP, who will recirculate volunteers at large, as needed.

### **Miscellaneous**

**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.

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,

Lesley Dente  
On behalf of the Beaumont HSA Board  
lesley.dente@comcast.net  
610-725-0622

Revised 2/14