

Sauder PTG
Launch Document
 for Chairpersons

We appreciate you volunteering to lead this event. Fundraising is a primary focus of the PTG, which provides key resources to our school. This document is intended to provide important information and goals to help your event be a success!

Please contact your Vice President or any member of the Executive Board with questions or for guidance. The Executive Board is here to help you. We wish you a successful event!

Event: _____ Event Date: _____

Chairperson(s): _____

PTG Vice Presidents: (1) Angela Arnold - Services (2) Tana Mellion - Ways and Means
 Contact Information: (1) xandria_46@yahoo.com (2) melliont@gmail.com
 (1) 919-724-1080 (2) 330-283-2545
**You can always contact sauderptg@gmail.com with any question or concern*

FINANCIAL EXPECTATIONS
 This event is considered to be a *service*. Event Budget: _____

VENDORS	If using an outside vendor for fundraising, the vendor must be approved by the PTG Executive Board prior to agreeing to any verbal or written contract. Allow one week for the Executive Board to respond to requests. The PTG will not be held responsible if the vendor is not approved prior to signing or agreeing to an outside vendor's contract.
PTG BY-LAWS REGARDING SPENDING	Spending according to PTG By-Laws: ARTICLE VIII SECTION (5) Individual chairperson spending shall not exceed 50% of the current expense, operation, service, or fundraising budget in one lump sum expense, not to exceed \$250. Amounts above \$250 must be approved by 3/5 majority by the Executive Board.
FINANCIAL FORMS - Bank Deposit Report - Cash Box Request - Check Request - Reimbursements	<p><i>All financial forms are on the website - sauderptg.com</i></p> <p>A PTG Bank Deposit Form must be filled out by the chairperson or the person processing money for an event or activity. There always needs to be two people working together to count money and fill out a deposit form. Contact an Executive Board member when a deposit is ready to be made. Due to the PTG liability insurance, only Executive Board members are able to leave school grounds with any funds or items belonging to the Sauder PTG.</p> <p>If you need petty cash on hand to make change for your event, a Cash Box Request form must be filled out prior to the event or activity. A one week notice to the Treasurer is required.</p> <p>A Check Request Form must be filled out for all expense reimbursements for an event or activity. The chairperson is accountable for the given budget of their event and must sign the request forms submitted by their committee members. Receipts must be submitted in order to be reimbursed.</p> <p>Reimbursements will attempt to be made within 3 months prior to or 2 week following the event or activity. Unusual circumstances will be considered by contacting the Vice President responsible for the event prior to purchasing items for the event. Receipts should be submitted as soon as possible, but no longer than 30 days past the event.</p>

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TAX EXEMPT STATUS	Please be aware that the Sauder PTG is a non-profit organization and has a tax exempt status. If you are purchasing items for your Sauder PTG event or activity, please attempt to purchase them at tax exempt stores. Most stores request a tax exempt card. The Blanket Exemption Certificate (<i>found on sauderptg.com</i>) provides the information you need to receive the tax exempt status. Please check the vendor list included in the binder or check with the Treasurer.
DONATIONS	Contact the Executive Board prior to soliciting potential donations from outside vendors. This helps to monitor which businesses are being solicited so that the same establishments are not repeated contacted. All donations solicited and collected on behalf of the Sauder PTG for any event become property of the Sauder PTG. The items must remain on school property and may be stored in the PTG closet.
COMMUNICATION	Flyers and release dates are to be approved by the Vice President responsible for your event. Once approval is gained, all event flyers must be approved by Mr. Reindel prior to distribution. Please allow 3-5 days for each approval. Handouts should be printed on purple PTG paper using the PTG copier code 59999. Be respectful of the Sauder staff when using the copier. All emails regarding the event are to be copied to the Vice President responsible for the event.
CHAIRPERSON RESPONSIBILITY	The chairperson is accountable and responsible to communicate with the Vice President and/or Executive Board, all issues pertaining to the event's revenue, spending, profit, and goals by following the above guidelines and the Sauder PTG By-Laws.
PTG BY-LAWS	The Sauder Elementary PTG By-Laws are in effect and are to be followed regarding all events and chairperson spending. Refer to the PTG By-Laws in your binder and posted on the Sauder PTG website (<i>sauderptg.com</i>).

Chairperson(s): _____

Vice President: _____

Date: _____