



## **WRSHA Committee Handbook**

**A Guide to Every Chairperson's  
Responsibilities, School-Wide Communications,  
& Monetary Reimbursement**

The Woods Road School and Home Association (WRS HA) welcomes you to the new school year! Your volunteerism helps make it possible for us to plan an extraordinary year full of many memorable activities for our children. Thank you for stepping up to chair a committee.

**This Handbook contains important information you need to know about chairing your committee and interacting with your Executive Board contact in order to have a successful event/fundraiser.**

**There are three keys to having a successful event/fundraiser:**

- 1. Leading your committee**
- 2. Communicating with your Executive Board Contact and the wider school community**
- 3. Managing your committee's budget**

## Your Executive Board Contact



YOU should connect with your Executive Board Contact to:

- ✓ Submit potential event dates for approval
- ✓ Provide updates on committee activities
- ✓ Inform of any budgetary or other issues
- ✓ Submit requested communications for approval
- ✓ Let them know if you need help securing volunteers
- ✓ Let them know of issues or complaints and their resolution, even if resolved immediately

What does your Executive Board Contact do?

Your Executive Board contact is there to:

- Help you navigate the process
- Help you arrange date(s) and space for your event
- Help you arrange for volunteers
- Help you communicate with parents/guardians
- Secure necessary approvals (**flyers, etc.**) from the Woods Road School office
- Answer questions
- Provide other assistance as needed.

Other responsibilities of your Executive Board Contact include:

- Reviewing your flyers and other communications and securing approval from the WRS office. These approvals **MUST** be secured before any communication is distributed to parents/guardians, students, teachers, etc.
- Communicating with the rest of the Executive Board regarding any budgetary concerns.
- Acting as a sounding board and sharing ideas on how to solve any problems that cannot be solved within your committee.
- Providing you with information about how your committee has functioned in the past. If needed, they can try to put you in touch with someone else who may be able to answer your questions.
- Providing updates on the activities of your committee at WRSHA General Meetings if you are unable to attend.

# Leading Your Committee



A Committee Chair organizes and runs a committee by setting goals, organizing resources, holding meetings, tracking expenses, delegating tasks, and communicating with the Executive Board, committee members, and the school community at large. You can organize your committee in a manner that best suits your objectives. Regardless of how you choose to run your committee, the following are tips for a successful year:

- Understand your budget;
- Develop a plan and timeline for committee activities;
- Attract committee volunteers. Possible ways to do this include:
  - Recruiting people you know who may be interested in helping;
  - Manning a sign-up table at Back to School Nights;
  - Soliciting volunteers at WRSMA General Meetings;

- Including a request for volunteers in the weekly WRSCHA email. (See Communication section for instructions.);
- Creating a flyer requesting volunteers. (See Communication section for instructions.);
- Attend WRSCHA General Meetings;
- Manage your committee folder located under the teacher mailboxes in the main office.

### **Reserve Space for Your Event**

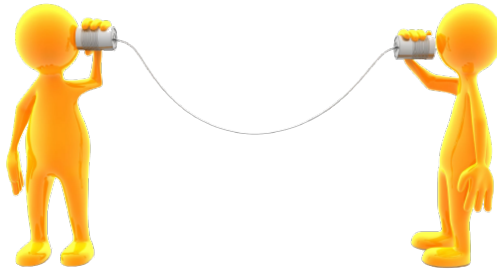
All space at any district facility and associated resources (chairs, tables, microphones, AV equipment, etc.) need to be reserved by WRSCHA with the District's Building & Grounds online reservation system.

If you need to reserve space, you must complete a WRSCHA Permit Request Form and submit the completed form to your Executive Board Contact. Your Executive Board Contact will use the information in the form to secure a permit and, if necessary, police and custodial presence. It is your responsibility to ensure the information is accurate and to let your Executive Board Contact know about changes to the information, so they in turn can change the reservation.



WRSCHA Permit  
Request Form.docx

# Communication



There are multiple methods to choose from for distributing your message to the Woods Road School community:

- Paper Flyer
- WRSMA's Weekly Email
- WRSMA's Facebook Page
- School Messenger Email Blast
- Morning Announcements

**ALL COMMUNICATIONS MUST BE APPROVED BY YOUR EXECUTIVE BOARD CONTACT AND THE SCHOOL OFFICE PRIOR TO DISTRIBUTION. PLEASE ALLOW AT LEAST THREE SCHOOL DAYS FOR APPROVAL TO BE OBTAINED.**

Each communication method is discussed on the following pages. Depending on your message, you can select one or multiple methods of communication.

All communication regardless of method should include all pertinent information including:

- Who (Volunteers, attendees, etc.)
- What (What is the event?)
- When (Date(s) and time(s))
- Where (Specific location)
- Committee contact including name and contact information (phone and/or email)
- If requesting volunteers, be specific about what help is needed and when.



**Paper Flyers:**

Paper flyers are distributed by classroom teachers and sent home in student backpacks. Flyers should reach every family.

When your flyer is ready to submit for approval, it should be sent to your Executive Board Contact for their review. They will review the flyer to ensure it meets WRSHA guidelines as well as WRS office requirements. Your Executive Board Contact will then submit the flyer to the WRS office for approval. The WRSHA President should be copied on all approval requests sent to the office. All flyers must be approved by your Executive Board Contact and the school office prior to distribution. Please allow at least three school days for approval to be obtained.

Paper flyers can be sent home via per student count or family count. Per student count means each student receives a flyer in his/her backpack resulting in a family with multiple children receiving multiple flyers. This may be appropriate if a response is requested for each student. Family count means each family receives one flyer rather than each student. Only one sibling in each family will receive the flyer in his/her backpack. This may be appropriate if the flyer is intended to inform with no response requested. Please save paper and use family count when possible.

Please follow these simple **copier guidelines** when copying your flyer **after it has been approved by your Executive Board Contact and the office:**

- Please only copy during school hours and allow any teacher or staff to have priority to use the copier if they need it.
- Request the WRSHA copy keycard in the office. This card must be swiped in the copy machine to keep track of the number of copies WRSHA makes.
- The office staff maintains the per student count and the family count. The appropriate count can be obtained when you request the copy keycard. Please add one or two additional copies to every class in case of miscount or if the teacher needs to send home more than one copy (e.g. split parent households).
- Use one of the copiers in either the teacher's lounge or the teacher supply room (near the 3<sup>rd</sup> grade classrooms). Please do not use the office copier.
- Place the appropriate number of copies in each teacher's mailbox. In addition, please place a copy in the mailbox for each of the specials and other staff/services teachers. An additional 50 copies should cover these additional teachers and staff and leave a few extra to leave on the office counter.

### **WRSHA's Weekly Email:**

WRSHA's weekly email is distributed Sunday mornings to all families that gave their email for use in the Friend Finder along with the Woods Road School staff. The email does not reach all school families but should reach the majority of them.

To have your message included in the following week's email, send your blurb to your Executive Board Contact and the WRSCHA Corresponding Secretary by Wednesday night. This will allow time for your Executive Board Contact to review the blurb and the Corresponding Secretary to incorporate it into that week's email prior to sending the email to the school office for approval on Friday.

Requests received after Wednesday night may not be included in that Sunday's email and may need to wait until the following week. Please keep this in mind if your message is time sensitive.

It is possible to include a link to form or flyer in the weekly email. The form or flyer should be submitted as a **PDF** with the blurb so it can be approved prior to distribution.

### **WRSHA's Facebook Page:**

WRSHA's Facebook page can reach any Woods Road School family which follows WRSCHA on Facebook or otherwise visits our page.

If you would like your message to be posted on the WRSCHA Facebook page, send your message to your Executive Board Contact and the Media Specialist indicating you would like it to be posted on Facebook.

Please also indicate if you would like it to be posted immediately or on a particular date.

Please keep in mind that while we should be able to post a message on a specific date, we cannot guarantee posting it at a specific time on that day. If you have a specific need, please provide the Media Specialist as much lead time as possible.

**School Messenger Email Blast:**

School Messenger email blasts are sent by the Woods Road School principal and reach all Woods Road School families.

**Requests for a School Messenger email blast must be sent to your Executive Board Contact with a copy to the WRSHA President.** Requests should include the exact message and wording you would like to see in the email blast. Your Executive Board Contact will review the request and forward to the appropriate office staff for approval and distribution.

Please keep in mind that office staff generally leaves at 3:30 PM. While requests submitted early in the day can often be completed in the same school day, the more notice you can provide the more likely your message is to be distributed when you would like.

### **Morning Announcements:**

For some committees/events, it may be appropriate to share information with all students and staff via the daily morning announcements. If you would like your message to be included in the morning announcements, please send it to your Executive Board Contact who will review it and submit it to the school office for approval, copying the WRSMA President. Please include the exact text of the announcement, the date you would like the announcement to begin, and how many days you would like the announcement to run.

### **Requesting Responses/Sign Up/Payment:**

Some events/fundraisers will require families or participants to sign up and possibly submit payment. **Committees are strongly encouraged to use Community Pass for this purpose whenever practicable.** Community Pass allows for easy tracking of registrations and allows participants to submit payment via credit card. Reports can be run periodically providing a current list registrations and/or payments.

To use Community Pass for your event, please talk to your Executive Board contact who will help collect the necessary information and coordinate with the Executive Board member(s) responsible for setting up Community Pass. Please submit request at least one week in advance of Community Pass needing to go live.

For some events/fundraisers, a response may be requested via paper flyer. If a response is requested, the flyer must include:

- Instructions to label a return envelope with the committee name so that responses can be routed back to the appropriate committee. Remember, it's possible for multiple committees to be requesting responses during the same timeframe.
- Request for parent/guardian name, student name(s), teacher(s), phone number and/or email address so all information is at hand should you need to contact that parent/guardian.
- Deadline for returning response.

A response may also be requested via paper flyer "tear-off". A "tear-off" is where part of the form is filled in by a parent/guardian and returned to the school via their student's backpack and part of the form is kept by the parent/guardian. When using a tear-off, the portion to be returned should also indicate the committee contact name(s) and telephone and/or email address as well as the deadline for responding.

If payment is requested, the following verbiage must be included regardless of communication method: "Payment via check made out to WRSCHA is preferred. Please include a phone number and your child's name on your check. WRSCHA cannot be responsible for lost cash. If sending cash, please send exact change only."

Please also indicate "There will be no refunds." This will insure that a family/individual that is unable to attend an event due to personal reasons cannot request a refund from WRSCHA.

# Budget



WRSHA is a non-profit organization and every dollar raised through fundraising goes into one budget which funds all of WRSHA's activities. Managing your committee's budget is crucial to the success of your event/fundraiser and the overall operation of WRSHA. The Executive Board manages cash flow month to month, as money is coming in through fundraising and being paid out at the same time.

Your Executive Board Contact will inform you of your committee's budget at the beginning of the school year. Your budget consists of expected committee income and expected committee expenditures. Depending on whether your committee is for an event or fundraiser, it's possible that either the expected income or expected expenditures will be zero.

Some tips for managing and staying within your budget:

- **Know your committee budget amount and assign yourself, or someone else, to manage the expenditures for your committee.** This is especially important for larger committees where many people make purchases.
- **Don't pay sales tax when making purchases!** WRSCHA is a non-profit and therefore not required to pay sales tax. Bring a copy of the WRSCHA Tax-Exempt Form as proof that we are a non-profit. Sales tax is not reimbursable. Discuss any sales tax issues with your Executive Board Contact prior to making a purchase.



WRSCHA Tax Exempt  
Form

- **Consider using the WRSCHA Amazon business account if appropriate.** Please contact your Executive Board Contact for information on how to use it.
- **Submit receipts and deposits as soon as possible, even if you don't have them all.** This is especially important for money collected well in advance of an event. Receipts and deposits must be submitted within 10 days of your event or activity or within one month of collection, whichever is earlier. **Deposits need to be handed directly to the Treasurer. They cannot be left in the Treasurer's folder for safety reasons. Please contact the Treasurer directly to set up a time to meet.**
- **Profits:** Committees may not use their own event/fundraising net profits to further fund their own committee purchases. The money made over and above your fundraising goal goes into the overall WRSCHA budget.



- **Exceeding Your Budget:** If you think you will need extra funding to operate your committee, you must contact your Executive Board Contact ASAP. Your contact will bring the matter before the Executive Board and advise you if your request for an increase is approved. Significant increases in operating funds must be approved by the Executive Board and also may also be discussed at a WRSCHA General Meeting.
- **Tipping:** When customary, tipping for deliveries to an event will be reimbursed up to 10%.

Please do not spend funds in excess of your budget until you have received your formal approvals. If approval is not given, these expenditures will not be reimbursed.

### **WRSCHA Treasurer Form: Your key to monetary reimbursement & deposits**

A WRSCHA Treasurer Form must be submitted for all reimbursement and deposit requests.



WRSCHA\_Treasurer\_Form.pdf

### **Reimbursement Requests:**

To be reimbursed for any expenditure, you must complete a WRSCHA Treasurer Form. Additional copies are located in the Treasurer's hanging file folder under the teachers' mailboxes in the school's front office. Submit your completed form along with any receipts or paperwork to the WRSCHA Treasurer. You may submit your reimbursement request via email to the Treasurer, by placing your forms in the Treasurer's file, or by sending it to school with your child in an envelope addressed to WRSCHA Treasurer.

Reimbursement requests required by a particular date should be submitted two weeks in advance to allow time for proper signatures.

### **Deposit Requests:**

To give WRSCHA a deposit of money, you must to complete a WRSCHA Treasurer Form. Deposits must be given directly to the Treasurer in-person. Money/checks are not to be left in the Treasurer's folder. WRSCHA By-Laws indicate that all funds for deposit must be turned over to the Treasurer no later than ten days following an event. All deposits should be submitted to the Treasurer within one month of collection if that is earlier than ten days following your event.

## Dropbox



WRSHA uses Dropbox to store and maintain files and history from year to year. As a committee chair, you will be granted access to the Dropbox folder for your committee. There you will find a history of flyers, files, and other information related to your committee organized in folders by school year. Please save ALL information related to your committee in the appropriate folder on Dropbox. This includes, but is not limited to, flyers, schedules, timelines, permit requests, Community Pass requests, order information (if appropriate), any other information that could help the committee in future years. Consider storing notes and lessons learned during your time on the committee.

Please note, WRSHA began using Dropbox for the 2016-2017 school year and gathered as much history as possible. The amount of history and files gathered varies by committee.

**Once again, thank you for  
volunteering  
your time and energy to  
Woods Road School!**

