

Central Valley PTA Committee Guidelines

1. A committee plan needs presented to the Executive Board a minimum of 45 days before the event. Communicate with the President when setting a date to insure no conflicts.
2. All flyers/communications going out to the schools/families need to be submitted to the President and VP of Committees a minimum of 45 days before the event **AND** before being sent to the principals and superintendent for approval. When emailing communications to the school, the President and VP of Committees should be CC'd on these emails.
3. You must communicate with the Treasurer before starting your planning process to establish with them the best way to get the funds budgeted for your committee.
4. All committees must have a working finance report going as soon as they start planning. This is very important as we plan events every year to be able to look back and see what we did and what we spent in previous years.
5. Budget Planning begins in January/February for the following year. Communicate with the VP of Committees if you would like changes to your budget to be considered. Any budget increases after the budget is approved needs to be presented to the board and then membership at a meeting.
6. Committees need to have volunteer sign in sheets at most events so we can verify who was there.
7. Volunteer sheets and expense reports need sent to VP of committees after each event.