

Oak Ridge PTA

Program Chair Guidelines 2009-2010

Because every program or activity is different, and some chairs have been doing the same programs for a long time, we don't have "job descriptions" for each chair position, however, there are some. There are a few things to keep in mind as you plan your activity, event, or program:

1. Our volunteer coordinator, Michelle Mahoney, collects volunteer forms from volunteers and compiles a list of volunteers interested in your program. This is done resulting from the PTA open house, as well as when memberships come in. We know a lot of chairs recruit their friends and acquaintances by word of mouth, and that is great! But because we want every member to feel valued, **we ask that you please contact potential volunteers on the list Mary provides whether or not you actually need their help.** You may find a new valuable and talented volunteer, or (if you don't use them for your program) they can feel free to pursue other volunteer opportunities.
2. **Please remember that all in-school volunteers must be current PTA members, and have a CORI form on file from within the past three years.** Parents can complete CORI forms in the school office. If you have any questions about membership, you can contact the membership coordinator, Jennifer Tickell, at jtickell@comcast.net or 508-420-2868.
3. Please remember to check our **budget** for resources available for your program. Then **save receipts** and complete a fund request form to get reimbursed for any out-of-pocket expenses. For more information on the budget for this year, you can contact our Treasurer, Andrea Melvin, at italia4us@comcast.net or oakridgepta@yahoo.com
4. Please remember to use the Oak Ridge PTA resources to make your program successful. This year we will again have a **monthly newsletter, web site, and lobby bulletin board** where you can publicize your events and activities, and recruit volunteers. Our **volunteer coordinator** (see above) can help connect you with parents interested in occasionally volunteering for one-time needs. **The PTA officers** are more than willing to help out in any way we can, including getting information about your program into the *Sandwich Enterprise* and the *Sandwich Broadsider* PTA box.
5. Finally, please try and fill out an **Event Summary Form** (available on the web site) to help future planners for activities and events. Please turn these forms in along with other pertinent event information to the volunteer coordinator.

Thank you for supporting your PTA!