

# Dublin PTA

## Event Chair

### Packet

Event Name: \_\_\_\_\_ Type here \_\_\_\_\_ Event Date \_\_\_\_\_ Type here \_\_\_\_\_  
Net Budget \_\_\_\_\_ Type here \_\_\_\_\_ Theme: \_\_\_\_\_ Type here \_\_\_\_\_  
Location: \_\_\_\_\_ Type here \_\_\_\_\_ Time: \_\_\_\_\_ Type here \_\_\_\_\_

#### Chair Contact Information

Head Chair: \_\_\_\_\_ Type here \_\_\_\_\_ Co-Chair: \_\_\_\_\_ Type here \_\_\_\_\_  
Email: \_\_\_\_\_ Type here \_\_\_\_\_ Email: \_\_\_\_\_ Type here \_\_\_\_\_  
Phone: \_\_\_\_\_ Type here \_\_\_\_\_ Phone: \_\_\_\_\_ Type here \_\_\_\_\_

#### PTA Representative Information

Monica Anglin VP

Email: [monicac005@gmail.com](mailto:monicac005@gmail.com) , [DublinPTA@gmail.com](mailto:DublinPTA@gmail.com)

Phone: 1-248-875-7568

Special Notes:

\_\_\_\_\_ Type here \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Thank You for putting “P” in PTA!

Dear Head and Co-Chair,

Dublin Elementary Parent Teacher Association is so excited to have the opportunity to work with you. Dublin PTA and the Dublin staff **LOVE** our volunteers. It truly takes all of us working together to succeed! I'm confident you are going to bring many incredible things to the table. As I'm sure you know, Dublin PTA hosts many events throughout the year. We are able to do this because of our community of parents/members like you who step up. On behalf of the **entire** executive board, Dublin staff, and our Dublin families, THANK YOU! We wouldn't be able to do it without you!

To help you plan a successful and fun filled event, we are providing you with a list of guidelines to follow. PTA's are non-profit organizations, which means the planning needs to be executed in a specific way. This information packet contains the guidelines that you are expected to adhere to as a PTA event chair. If you have questions or need clarification, or are in need of any assistance, please reach out to Monica Anglin, your PTA Representative.

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We want you to be empowered to bring your creative and inventive ideas into planning. The possibilities can be endless! So let's get those creative juices flowing shall we! We can't wait to see what you come up with. It will surely be amazing 😊



**Executive Board**  
**Dublin Elementary PTA**  
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Thank You for volunteering!

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## Dublin PTA Event Chair Guidelines

- ★ \*All ideas ***must*** be approved by Ms. Bigi in terms of...having enough space, equipment, and allowed in school settings. She is a valuable advocate and is helpful in getting us whatever we need.
- ★ \*All flyers, forms, sign-up geniuses, or social media posts ***MUST*** contain Dublin Elementary PTA.
- ★ At ***NO*** time can we host an event that ***excludes*** a child or their family for any reason. Be that gender, race, religion, etc.
- ★ \*All social media posts must be first posted on Dublin Elementary PTA's official page by the ***Dublin PTA secretary.*** *(you are encouraged to share the post after.)*
- ★ \*All flyers, forms, sign-up geniuses, or Social media posts ***MUST be approved by PTA representative and Ms. Bigi.***
- ★ \*When events are shared on unauthorized/unofficial social media pages (i.e Facebook groups run by parents, community pages, eg.), a disclaimer is required to be added that the event is for Dublin students and families of Dublin students only and are ***not*** open to the public, unless stated otherwise.
- ★ All flyers/proofs/posts ***MUST*** be submitted to [DublinPTA@gmail.com](mailto:DublinPTA@gmail.com) for approval.
- ★ If/When you create a sign-up for volunteers or donations please submit to your PTA representative for approval and distribution
  - *All sign-ups ***MUST*** be blank when submitting for approval. (If there is anyone on the sign-up they will be removed before sharing.)*
- ★ \*Purchases ***MUST*** be made by Co-chairs/Volunteers and then submitted for reimbursement via the official reimbursement form with ***original receipt*** (online purchase invoices are acceptable) to the Dublin PTA Treasurer. *(Completed forms should be sent to school office addressed to ***Lindsey Banes, Treasurer***)*
  - -The budget for the event will be clarified in this packet. You will only be reimbursed up to that amount unless otherwise previously approved.
  - -A reimbursement request form will be attached.
  - - If you need more money for an event, please submit a Budget Increase Form. (attached)
  - Any/All items purchased with PTA money are to be turned in within three (3) schools days post event. This includes but is not limited to: props, utensils, non perishable food, drinks, cups, plates, napkins, prizes, decorations, supplies, etc.
- ★ \*A tax exempt form for all big ticket items to reduce the cost of sales tax will be attached.
- ★ \*Any personal or business ***monetary (Cash or Check)*** donations are required to be submitted ***to the Dublin office staff ASAP.*** Inform your PTA representative of the amount, who it was from, and the date it was turned into the Dublin office staff.
- ★ \*Any ***non monetary*** community donations are to be documented and a report provided to the PTA regarding details of donations (ie food, supplies, decorations, services, eg), the retail value of said goods and services, a contact name, address and phone number.
- ★ \*When forms are submitted with money for an event, the money ***must remain with the forms.*** Only a Dublin PTA board member and the PTA treasurer are authorized to ***separate*** or ***remove money.*** All forms and money should be directed to the Dublin school office.
  - *(The treasurer with an additional board member will account for monies received and attendance count, you and your co-chair are welcome to come in and count with the*

*board members, if you dont you will be provided any and all information for the event at that time.)*

- ★ \*Any donations or payments in the form of a check **MUST** be made out to **Dublin Elementary PTA.**
- ★ \*Follow Event Chair Responsibilities.
- ★ \*When seeking community donations, you expected to be considerate and professional. You are a representative of Dublin PTA and our school community. We rely on the community for donations for multiple events a year. If for any reason, you need assistance with a community member or business, please reach out to your board representative. When in doubt, ask.

**A PTA is non-political. At no time, do we allow our membership to share any political information at/during our hosted events. If you become aware that an attendee/volunteer is sharing information/literature that has not been previously approved by the board, please inform your PTA representative immediately.**

# Event Chair Responsibilities

Below is a list of the responsibilities for your chair position. Questions should be directed to your PTA Representative, Vice President Monica Anglin. We are here to help provide guidance when you need it, not to micromanage. Dublin PTA is appreciative for your time and willingness to be involved.

- ❖ Meet with your Co-chair to share ideas and get acquainted.
  - Remember to be mindful and respectful of your partner.
- ❖ Choose a theme! Decide how you want to incorporate the theme, what activities do you want to offer, do you want to offer food, or snacks? Keep in mind food allergies when selecting any food related items. Submit your plan to the board for approval.
- ❖ Once approved, create a flyer with your event information. Does this form need to be sent home to students? If so, the PTA can print it directly at school to be sent home. This form can also be posted on Dublin PTA social media, and website. You create it, we share it!
- ❖ While planning your event, it is vital to incorporate the PTAs mission, *everychild,onevoice*, and to uphold the values of a PTA by creating an *all inclusive* event.
- ❖ Communicate with your PTA representative. We will check in with you often, but don't hesitate to reach out if you need something sooner!
- ❖ If you plan on selling anything at the event (i.e. raffle tickets, food, eg), please coordinate with your PTA representative. (A board member is always required to be present in regards to any/all monetary transactions.)
- ❖ If your event requires a large deposit, please reach out to your PTA representative. We will provide you with a check ASAP.
- ❖ Work within the budget to plan the event. If you need help finding cost effective ways to execute your plan, please reach out to your PTA Representative.
  - Complete a budget increase form if necessary.
- ❖ Work within the guidelines provided by the PTA Board.
- ❖ Create a sign-up for volunteers/donations. We recommend using the website SignUp Genius. This is a crucial step in hosting a successful event.
- ❖ Find sponsors (If applicable). We love our community businesses and we love sharing them with our membership!
- ❖ Supervising the event, which includes but not limited to: arriving early to set up, delegating tasks and managing volunteers, managing unexpected problems/challenges, taking pictures, staying after the event to assist in cleaning up.
  - Work with school janitors (*if necessary*) for setup and cleanup. They are very helpful!
  - While taking photos you **MUST** ask for parent/guardians permission.

- Any photographs taken at the event that are not of personal nature are required to be shared with your PTA representative.
- ❖ Ask for help if you need it. (We are here for you! Use us!)
- ❖ Accept any and all volunteers, if the sign up is full, find something for them to do. We do not turn anyone away who wants to help. If you are unsure, ask us.
- ❖ Have fun and enjoy yourself! The memories you help make for our students are priceless!

**Note:** If you have any issues that are time sensitive and you are unable to reach your PTA representative, please reach out to Rachel Heater, Dublin PTA president.

Email: [RachelHeater123@gmail.com](mailto:RachelHeater123@gmail.com) Mobile: 1-248-499-4488

# Dublin Elementary PTA 2022-2023 Payment Reimbursement Voucher

This form **MUST** accompany all requests for funds

Submission Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Description & Purpose of Request: \_\_\_\_\_

\_\_\_\_\_

Students Name: \_\_\_\_\_ Teachers Name: \_\_\_\_\_

How would you like to receive your check?

In office     Sent home with student     Mail

Notes:

1. Please complete only the top portion of this form.
2. **ORIGINAL** receipts, invoices, and/or contracts **MUST** be attached in order to receive reimbursement.
3. Please retain a copy of this form and receipts for your records.
4. Place form in the PTA mailbox or red Treasurer's folder. A scanned copy of this form and receipts can be emailed to **Dublinptatres@gmail.com** however, the original form and receipts should subsequently be submitted for record keeping.

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For Treasurer Use Only

Committee/Event: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

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PTA Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

PTA Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Issued to: \_\_\_\_\_

Check Amount: \$ \_\_\_\_\_ Check Date: \_\_\_\_\_



Date Submitted: \_\_\_\_\_  
Name of the Event: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Date and Time of Event: \_\_\_\_\_  
Location: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Head Chair Officer's Name Printed: \_\_\_\_\_  
Signature of Head Chair Officer: \_\_\_\_\_  
Signature of Advisor: \_\_\_\_\_

**Treasurer Use Only**

Is the Chair person submitting the request   
Submitted 3 weeks prior to event   
Is the purpose Fundraising:   
Was an PTA Officer Present   
Amount Requested: \_\_\_\_\_  
  
Approved:  Denied:

**Please answer thoroughly all the questions below. Use this sheet or attach a separate sheet.**

TOTAL AMOUNT REQUESTED: \_\_\_\_\_

1. Is this request for an on-campus activity? Yes  No

2. Is this request for an activity open to the entire community? Yes  No

3. Have you found any sponsors? If so, who? \_\_\_\_\_  
\_\_\_\_\_

4. What is the reason you are requesting the increase? \_\_\_\_\_  
\_\_\_\_\_

5. Is this something we need to make it a great event? \_\_\_\_\_  
\_\_\_\_\_

6. Have you requested any other budget increase for this activity/event? If so, what and how much?  
\_\_\_\_\_

7. Please describe the event with as much detail as possible? What is your vision? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Please list expenses and/or an explanation of the monies already spent? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please provide a date that you need the funds by? \_\_\_\_\_.



# Event Flyer Examples

All Flyers MUST contain the following

- Name of event
- Date of event
- Time of event
- Due date
- Location
- Student name and teacher
- Parents email address
- Parents phone number (in case its needed)
- Any special instructions
- Price (to be determined by you) if applicable
- Text stating "Make checks payable to

Dublin Elementary PTA"



## Registration/Food Pre-Order Form

Registration/Pre-Orders Due: Friday, January 13th, 2023

Return completed form with payment (checks payable to Dublin Elementary PTA) to your student's teacher or the main office.

### Bingo Registration - Free

Student Name: \_\_\_\_\_ Teacher: \_\_\_\_\_  
 Parent Name(s): \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 # of people attending: \_\_\_\_\_ Phone: \_\_\_\_\_

(Note: This is NOT a drop off event. Students must be accompanied by an adult who will remain on campus for the entire event.)

### Food Pre-Orders

#### FUN PACK OPTION - \$12 dollars

Includes 1 large pizza, 2 waters, & 2 juices

Fun Pack # \_\_\_\_\_ x \$12 each = \$ \_\_\_\_\_

Check one or indicate Quantity (no special orders):

Pepperoni \_\_\_\_\_ Cheese \_\_\_\_\_

(large pizzas are 8 large slices)

#### A LA CARTE OPTIONS

Water # \_\_\_\_\_ X \$1 each = \$ \_\_\_\_\_

Extra Bingo Pads # \_\_\_\_\_ X \$3 each = \$ \_\_\_\_\_

Pizza Slices # \_\_\_\_\_ X \$2 each = \$ \_\_\_\_\_

Large Pizzas # \_\_\_\_\_ X \$8 each = \$ \_\_\_\_\_

Check one or indicate Quantity (no special orders):

Pepperoni \_\_\_\_\_ Cheese \_\_\_\_\_

TOTAL = \$ \_\_\_\_\_



Dublin Families,

It's that time of the year - Family Bingo Night is back and the Dublin PTA is excited to host a great night out with the family! Come join your favorite teachers and staff for Family Bingo Night!

**Date:** Friday, January 20th, 2023

**Time:** 6:30-7:30pm  
Doors open at 6:00 pm for food

**Where:** Dublin Elementary School

425 Farnsworth Rd, White Lake MI 48386

**Admission:** Free (each family member will receive 1 Bingo pad)  
Additional Bingo Pads will be \$3 per pad.

Be sure to arrive early to check in and get food. Bingo starts at 6:30 pm. Bingo pads and food vouchers will be passed out at check-in. Extra Bingo cards/pads can be purchased throughout the event and we will be playing plenty of Bingo. Prizes will be awarded after each game!

Pizza, popcorn, and drinks will be available for purchase throughout the event. All items will have a limited quantity and will be available on a first come, first serve basis. We strongly encourage pre-ordering food prior to Bingo Night.

Pre registration for the event is required via the Registration/Food Pre-order form on the back. All order forms and money must be delivered to your child's teacher or the main office by Friday, January 13th, 2023.

\*\*Volunteers needed - check the Dublin Times for sign-up\*\*

\*\*\*\*PTA MEMBER BONUS\*\*\*\*

Every PTA member will receive a FREE bag of popcorn for the family.

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Thank You for volunteering!

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Michigan PTA  
PO Box 510535  
Livonia, MI 48151  
734-975-9500

February 4, 2023

To Whom It May Concern:

The PTA/PTSA unit listed below is a subordinate association chartered by the Michigan Congress of Parents and Teachers (Michigan PTA) and as such is included in our group exemption. The Internal Revenue approved group exemption recognizes our subordinates as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Central Organization: Michigan Congress of Parents, Teachers and Students  
Subordinate Organization: **Dublin Elementary PTA**  
425 Farnsworth Road, White Lake, MI 48386  
Michigan PTA ID#: 413001  
EIN: 382935341

The above-mentioned PTA/PTSA unit is recognized as a qualified subordinate in good standing, under group exemption number 5017, through November 30, 2023

Sincerely,

A handwritten signature in black ink, appearing to read "Jenna McMechan", is written over a light blue circular stamp.

Jenna McMechan  
Secretary, Michigan PTA

*Michigan PTA mobilizes the forces of school, home, and community  
in order to ensure a quality education and nurturing environment for every child.*

Thank You for volunteering!

*everychild. onevoice.*<sup>®</sup>