

General Guidelines for Committee Chairs

UP Home & School Association

- ✓ Every committee will be assigned a board member as a contact person. Please contact this person with any questions or approvals throughout the year.
- ✓ If your committee is collecting payments, (checks or cash) please talk to a Co-Treasurer beforehand about how this will be handled. If you will be collecting money on the day of an event, please fill out the Cash Box Request (found at <http://www.uphsa.org/form.htm>) and hand it in to a Co-Treasurer at least one week prior to the event. Please return your cash boxes to a board member no later than 24 hours after the event.
- ✓ If you need to place any orders, please fill out a Purchase Order (found at <http://www.uphsa.org/form.htm>) and hand it in to a Co-Treasurer to place the order. Please be sure all information is filled out on the form. If you need a check cut for reimbursement, please fill out a Check Request (found at <http://www.uphsa.org/form.htm>), attach all receipts and hand it to a Co-Treasurer for processing (allow at least one week). Any expenses must be approved by a board member. It is important that you submit receipts soon after the expense is incurred so that Co-Treasurer(s) can balance the budget.
- ✓ At the beginning of the school year, the Volunteer Coordinator of your Committee will receive access to UPHSA's database that will enable electronic contact with parents who have volunteered to help with your committee. Please contact all parents on that list so that everyone who offered to help gets an opportunity. ***Any contacts made are for that event only and not for personal or business use*.**
- ✓ If you are unable to attend the monthly Home and School meeting, please contact the board member that is listed as your contact and give your monthly report. This way the entire Home and School Association can stay informed.

Thank you
UPE Home and School Board Members

Bridget Newmiller	President
Denise Wiggins	Vice President
Ricki Sodicoff	Secretary
Paola Murphy	Co-Treasurer
Donna Smith	Co-Treasurer