

Barrington PTO **Committee Guidelines**

1. Get a Visitor's Badge and sign in at the office when you come to volunteer.
2. Check your mailbox to stay informed. (Located in the showcase below the PTO Bulletin Board)
3. Keep a detailed notebook, set committee goals and write an end of year committee report so things may improve next year.
4. Know your Budget. Use it as a guideline.
5. Enlist the help of volunteers. Be in touch with everyone who is interested and train them to follow your footsteps.
6. Attend PTO meetings. (Sept. 3rd, Dec.. 16th, Feb. 24th, and , May 20th)
7. Publicize your event. Please submit articles to our Publicity Chair Lisa Downey Gearhart lisa.downey@hp.com Dead Line for the Fall Newsletter is September 11th. Please post information on the PTO Bulletin Board.
8. Printing guidelines – You may use the school copier after 3 pm (4 pm for big jobs). Please log copy count in the PTO book located in the teacher's lounge. If you have a large job, please be in touch with Jason Fine regarding having the aides help (these may or may not be approved).

Have fun and thanks for volunteering!