

St. John XXIII Catholic School

PTO VOLUNTEER Checklist

WE ARE HERE TO HELP AND ANSWER QUESTIONS ALONG THE WAY!
THANK YOU FOR TAKING LEAD ON A SCHOOL EVENT AND CREATING LASTING MEMORIES FOR OUR FAMILIES.



1. PRE-EVENT PLANNING

- Bill Lundgren (PTO President) & Erin Brewster will get you started!
- Choose the event date that works best for your schedule and a fun venue space that fits the needs of the event.
 - Confirm the logistics with Marie Lippe (Principal) & Bill Lundgren prior to promotion (date, location, etc.). We have a lot going on, and this will ensure nothing overlaps! If fundraising is taking place at the event, please discuss this prior to the event.



2. LOGISTICS & PREPARATION

- Once logistics are confirmed & approved, please work with Amy Jo (Parish Office) to reserve any necessary SJ23 rooms/building spaces.
 - If a certain room layout is needed or AV is required, please inform her of this as well so Todd and his team have everything prepared for you and other volunteers!
 - Send your schedule for the unlocking of building doors (when set-up/clean-up is taking place, and when guests will be arriving/departing).
- Please plan ahead! If cash is needed prior to the event date, a check request needs to be submitted to the School Office at least two week prior to the event date.
 - This allows time for all necessary signatures on the check and for you to go to the bank in time.



3. MARKETING & REGISTRATION

- Send all event details to Erin Brewster (date, time, location, purpose, etc.)
 - A flyer/invitation will be created and sent to you for final approval before promotion.
- Inform Erin if there is a cost for tickets/attendance and how payment will be accepted.
 - A QR Code or CCB Link will be added for guests to pre-pay and/or RSVP

4. EVENT DAY/POST-EVENT

- Ensure the room is cleaned up properly and all decorations, etc. are put away.
- If cash was collected at the event, please count it and bring to the School Office to be recorded.
- Getting Reimbursed: Please turn in all receipts to Seneca Graykowski. Note: We do not reimburse for tax, as sj23 is tax exempt. Please ask for a certificate prior to any purchases, or work with her directly to place orders through our Amazon/Wal-Mart/Target account.



Thank You!