



# Chairperson Checklist

**Thank you so much for chairing an activity at Sherwood. We really appreciate your time.**

Your Contact Person / Vice President: \_\_\_\_\_

Her contact information: \_\_\_\_\_

Please chat with your Vice President months before your PTA event happens. You will want to plan everything out in advance.

1. Make sure you are aware of your budget (if you have one): \_\_\_\_\_
2. If you need cash on hand at your event, request it two weeks in advance via the "Request for Payment form." The Treasurer will send you a check and you are responsible for taking it to the bank and getting the correct denominations you need for the PTA event. Cash boxes can be found in the PTA storage closet (in the gym).
3. Please read the detailed **Guidelines from the Treasurer** (can be found on PTA website). It will explain all of the paperwork you need to fill out before, during and after the PTA event.
4. Most forms can be found online and from your VP or treasurer. <http://www.sherwoodpta.org/forms.html>
  - a. **Building Event Planning Form** (Must be filled out online – PTA website.) It is to request space in the building for the event. Also to explain what help you need from the custodial staff. Must be completed one week prior to the PTA event.
  - b. **Tax Exempt Certificate** (Need a printed copy to show retail stores. Get form from your VP or Treasurer.) PTA is exempt from paying sales tax. Use when making purchases on behalf of the PTA. PTA will not reimburse you for sales tax.
  - c. **W-9** (Print online – PTA website.) Give W-9 to vendors providing a service for the PTA event.
  - d. **Request for Payment** (Print online – PTA website.) Submit to Treasurer with receipts from the PTA event.
  - e. **Deposit Report** (Print online – PTA website.) Submit to Treasurer with money collected from the PTA event.
  - f. **Committee Report** (Must be filled out online – PTA website.) Online report to submit after the PTA event is complete. Will be saved for next year's chairperson.
  - g. **Cash Drawer Form.** (Print online – PTA website.) Assists in documenting/counting beginning and ending cash amounts.
5. The PTA only sends out 4 fliers (packets of fliers) a year. You may not send paper copies home on your own. Discuss with your VP when the packets will be sent home and how to include the event.
  - a. Make sure your flier is edited by your VP or the President before sharing it with all of Sherwood.
6. Share the activity with Dawn Bardone so she can include it in the Friday morning PTA News-Bytes email. Must submit before Wednesday at 5 p.m. to be included that week. [dawn.bardone@hotmail.com](mailto:dawn.bardone@hotmail.com)

Please stay in contact with your VP; she is here to help. Also, if you have a financial question, contact the PTA Treasurer, Sarah McDonald at 885-3320 or [sherwoodptatreasurer@gmail.com](mailto:sherwoodptatreasurer@gmail.com)

Sincerely,  
Tracy Huebner, PTA President  
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