

# BCSHA

## Committee Chairperson Info Packet

Thank you for volunteering to lead a committee for BCSHA.

The information in this packet includes common-sense reminders, basic training, and insider tips to help you in your role as committee chair. With the help of volunteers like you, Berlin Community School will be the best it can be, our students will enjoy the benefits, and we will have the satisfaction of knowing our involvement makes a difference.

### Guidelines & Tips for Success

#### Berlin Community School-General Information

215 South Franklin Ave Berlin NJ. Office: 856-767-0129 Fax: 856-767-2465

**Mr. Phil Silva, Elementary School Principal** [silvap@bcsberlin.org](mailto:silvap@bcsberlin.org)

**Mrs. Kellilyn Mawson, Middle School Principal** [mawsonk@bcsberlin.org](mailto:mawsonk@bcsberlin.org)

District Website: [www.bcsberlin.org](http://www.bcsberlin.org)

Head Custodian (Ext 206) – Tom Pratt

Office Secretaries – Elementary School-Cindy Behnke Email- [behnkec@bcsberlin.org](mailto:behnkec@bcsberlin.org)

Middle School-Liz Snuffin Email- [snuffine@bcsberlin.org](mailto:snuffine@bcsberlin.org)

#### ***BCSHA Executive Committee***

President - Lil Graham	<a href="mailto:lilg99@gmail.com">lilg99@gmail.com</a>	856-767-5322
Vice President - Anna Behnke	<a href="mailto:annarbehnke@gmail.com">annarbehnke@gmail.com</a>	609-352-0997
Treasurer - Courtney Whitman	<a href="mailto:cwhitman1974@gmail.com">cwhitman1974@gmail.com</a>	609-330-9095
Secretary - Gena Krug	<a href="mailto:creativegena@gmail.com">creativegena@gmail.com</a>	609-617-6047

**If you're at school and have a question about how to proceed with something head to the school office.**

- School Hours: Kindergarten– 4th, 8:25 am – 2:50pm; 5th-8<sup>th</sup> 7:30am-2:19pm
- Early Dismissal hours: Kindergarten– 4th, 8:25 – 1:02pm; 5<sup>th</sup>- 8<sup>th</sup> 7:30-12:35pm

***In the elementary school office, there is a file box that we use for communication among our committees. This box has file folders labels with each committee name. This is also the place you can look for your mail***

#### **Setup Requirements for Events Located at the School**

- **During school hours**, you must complete the [Assembly Request Form](#) in the Elementary office with Cindy Behnke.
- If your event is **after school hours**, you must complete and submit the [Use of Facility Form](#) application form to Mrs. Christine Weber, PALS/CER Manager. ***This form must be submitted at least 30 days prior***

**to an event in order to obtain Board of Education approval. Events will not be approved if this deadline is not met.**

- Any questions regarding the use of facilities, please contact Mrs. Christina Weber, PALS/CER Manager.
- ***This form must be submitted at least 30 days prior to an event in order to obtain Board of Education approval. Events will not be approved if this deadline is not met.***
  - Any questions regarding the use of facilities, please contact Mrs. Christina Weber, PALS/CER Manager.
  - ***You will need to know what will be needed (tables, chairs, special equipment i.e microphone), when, and where (what room) for both forms.***

### **Co-chairing a BCSHA Committee?**

1. Divide the responsibilities clearly - Start by agreeing how the responsibilities will be divided. For a complex project like an auction, be specific and write it down. If you're not sure of the tasks involved in your project, review the project files, speak to the past chairperson and brainstorm. Make sure your committee volunteers know the division of responsibility, too.
2. Communicate frequently - Successful co-chairs talk with each other a lot. As issues arise, you need to discuss, decide, and move on. Don't assume you know how your co-chair feels.
3. Be reliable - Do what you say you'll do. Live up to your assignments.
4. Stay on task - Resist temptation to do the work of the other co-chair. You'll avoid duplication of effort and possible hurt feelings by sticking to your scope of responsibilities. Feel free to offer advice, but don't push your co-chair aside.
5. Be flexible - Sometimes it's just unproductive to debate a minor point. Be flexible and compromise once in a while. Keep in mind the real reason you're working on the committee—the students.

### **Contact and Use Your Committee Volunteers**

- If you have been given a list of volunteers for your committee, **please contact everyone on the list.** You can use e-mail or telephone. Even if your event is months away, please contact the volunteers now. It's an opportunity to introduce yourself as the committee chair and thank them for offering to help. Volunteers should not have to make the initial contact.
- Try to find some way to **use every volunteer.** You may need to delegate more of the work than you had planned or think of new ways to use the committee. Never tell an eager volunteer, "No, thanks, we don't need your help." Every year, vital volunteers are turned off because they didn't feel needed. If your committee's job really isn't big enough for all of your volunteers, please at least have the courtesy to reach out everyone and explain the situation.

## **Making Decisions within the Scope & Budget for Your Committee**

- Please do not hesitate to call one of the BCSHA executive committee members with any questions or if you need help in any way.
- You are responsible for controlling the spending of your committee members so you do not exceed your budget. Special requests for additional funding must be brought to the BCSHA Board and voted on at the next general meeting BEFORE the budget is exceeded.
- Committee meetings will be set at the discretion of the Chair. When you have a decision that must be debated or discussed in detail, do that during a committee meeting, not at a general monthly BCSHA meeting. Use your committee members to deal with issues, consider alternatives, and then come to a decision. If the decision is potentially controversial or needs approval from BCSHA leadership, email/call and set up a time for everyone to meet to discuss the issue.
- Before a date/time can be changed for your event, it must be approved by BCSHA and the Principal.
- We really want BCSHA members to hear a report directly from each active committee at the general meetings, preferably no more than 5 minutes per committee. If you, the chairperson, are not available to attend a general meeting, please ask one of your committee members to give your report, if you have one. Your presentation at the monthly BCSHA meeting is to announce your committee's decisions, plans, and need for additional help, if necessary. If there is no one able to attend from your committee, please send an email to the president of BCSHA.

## **Get the Word Out!**

- **Before** distributing information to students or teachers, **ALL COMMUNICATION** must be approved by the president of BCSHA and they will forward to the principal, this included emails to parents, flyers, events and etc... Please try to conserve copy paper whenever possible, by using half sheets, or copying on both sides of one sheet of paper. Copies can only be made after regular school hours.
  - **This information should be submitted 3 days before not including weekends.**
- Copy Promotional Flyers and Forms (only send home to Kindergarten-4<sup>th</sup> grade)
- BCSHA Facebook Page
- Genesis Email Blast- contact Dr. Joseph Campisi, Superintendent
- Put on the school webpage-Dr. Joseph Campisi, Superintendent

***You are encouraged to take advantage of the following methods to publicize your committee and its accomplishments and to thank your volunteers: Try to send flyers home 3 weeks before events and post on Facebook then have an email blast go out to remind everyone 1-2 days before the event as well as repost on Facebook. Consider a Facebook event...***

Please keep good committee records for continual success!

- Notes from your committee meetings
- Copies of flyers, announcements, signs, etc.
- Lessons learned and advice for next time
- Phone numbers of contact people
- Copies of invoices, contracts, etc.
- Photographs/diagrams of the layout for the event.
- Committee Summary Report & Completion Checklist forms

It is very important for you to turn your information within a few weeks of concluding your role as chairperson so the next volunteer has time to review for the following year and ask questions.

### **Tips from the Treasurer**

- Do not hold on to cash/checks - **Please turn in deposits within 3-4 days of collection to the treasurer.** We have had problems with bounced checks and we would like to deposit them as soon as possible.
- Use the financial forms, fill them out completely and get them turned in quickly.
- Submit your receipts! Don't eat your BCSHA expenses! We're just grateful you chose to invest your time. No reimbursement amount is too small!

We raise funds to cover the expenses of our events. The BCSHA board sets annual budgets based on prior years' experience. If a lot of expenses are unreported, we will underestimate the actual money needed to fund the activity next year.

"Reimbursement Request" forms are included in this packet; additional copies can be found in the folder in the BCSHA Treasurer's mailbox in the school's office (ask the secretary if you need help). Put your receipt and the form back in the Treasurer's mailbox.

A Great Resource- Check out: [www.PTOtoday.com](http://www.PTOtoday.com), Pinterest, and Facebook Groups

Thank you for volunteering to lead a BCSHA committee! We greatly appreciate your time and talents!

## **FORMS BELOW**

# DEPOSIT FORM

Berlin Community School and Home Association  
215 S. Franklin Avenue Berlin NJ 08009  
Courtney Whitman, Treasurer 609-330-9095

Deposit for: \_\_\_\_\_ (Committee)

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

Cash
\$100 x _____ = _____
\$ 50 x _____ = _____
\$ 20 x _____ = _____
\$ 10 x _____ = _____
\$ 5 x _____ = _____
\$ 1 x _____ = _____
\$ .25 x _____ = _____
\$ .10 x _____ = _____
\$ .05 x _____ = _____
\$ .01 x _____ = _____

CHECKS
# Of Checks to be deposited _____
Check total _____

Total Cash \$ \_\_\_\_\_

Deposit Total: \_\_\_\_\_

Chairpersons Signature:  
\_\_\_\_\_

CASH TOTAL: _____
CHECK TOTAL: _____

Treasurer's Signature: \_\_\_\_\_

# Request for Payment/Reimbursement

Berlin Community School and Home Association  
215 S. Franklin Avenue Berlin NJ 08009

Courtney Whitman, Treasurer 609-330-9095

Name: \_\_\_\_\_

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

**Committee**

**Total Amount**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Due to the fact the BCSHA organization is tax exempt, taxes will not be paid. Please refer to the website or the treasurer's folder in the elementary school office for the tax exempt form.5

# BCSHA Committee Summary Report

Your report will help BCSHA events function more efficiently. We won't have to reinvent the wheel every year and waste time figuring out what works, what doesn't and how to go about running a productive committee.

Please use additional sheets, if necessary, to include all pertinent information.

Committee Name: \_\_\_\_\_

Chairperson(s):

\_\_\_\_\_

\_\_\_\_\_

## EVENT BASICS

Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Location: \_\_\_\_\_ # of Attendants: \_\_\_\_\_

How was participation/attendance? (Specifics, if possible) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was there a cost to attend or participate? (Why or why not? Should you have/have not?)

\_\_\_\_\_

\_\_\_\_\_

Total Revenue: \_\_\_\_\_ Total Expenses: \_\_\_\_\_ Profit: \_\_\_\_\_

Was the committee budget adequate?

\_\_\_\_\_

\_\_\_\_\_

Would you recommend doing this event again? \_\_\_\_\_

Anything in the when/where/cost that was particularly good or bad?

\_\_\_\_\_

\_\_\_\_\_

## COMMUNICATIONS

How did you promote your event/project (flyers, email, posters, etc.)?

\_\_\_\_\_



Where are the leftover supplies from your committee? Are they labeled?

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PICTURE, DIAGRAM, DRAWING, etc. of SETUP

(Please use the back of this paper)

Actual PROCEDURE for your committee, step by step:

Thank you for taking the time to fill out this form.

Your comments are very important to help with this event in the future.

Please attach copies of flyers/forms and/or any additional information sent out.

Additionally, please include a link with your committee's computer files, if possible on

# BCSHA Committee Completion Checklist

Committee: \_\_\_\_\_

Year: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Co-chair: \_\_\_\_\_

Contact Number: \_\_\_\_\_

I have enclosed the following (check all that apply):

- Committee Funds Log
  - AMOUNT NEEDED FOR CASH BOX
- Summary of Committee
- Copy of all flyers: hard copy \_\_\_\_\_ computer files \_\_\_\_\_
- Vendors used
- Budget and actual costs
- Planning issues
- List of volunteer with contact info
- Suggestions for next year's chairperson
- Other information

Your completed folder and google drive file will be extremely valuable to BCSHA & next year's chairperson. Please be sure to fill out all of the following forms & include as much info as possible. Thank you for giving your time and making the commitment to this committee and BCSHA!