



Beaumont Elementary School

Home & School Association



Beaumont Elementary School (“BES”) Committee Chairperson Guidelines

The duties of a committee chairperson consist of planning and overseeing individual BES community events, fundraisers, cultural arts, school service, and liaison and communications committees.

Communications

Please keep your assigned BES HSA executive board Liaison informed of your plans and any other Board Member that you require assistance from for execution of your role – i.e. Blast communications, contracts, reimbursement, etc.

- **Weekly Blasts** – Valerie Cheng, VP of Communications, lists the Blast submission guidelines on the lower left corner of the email weekly. The instructions are also found on the HSA website. Please give Valerie ample notice (via email at besblast@gmail.com) of information that you want relayed to the school community via the Blast Email. The deadline is Thursday at 6 p.m. for the upcoming Sunday Blast. If you need a special mid-week communication for your event, please contact your Committee Liaison & Valerie to approve and coordinate.
- **Flyers** – In our continued effort to cut down on paper usage, we’re asking that you try to adhere to the one flyer per event guideline. If you require additional paper notices, we’ll take every circumstance into account and work with you. Please forward the flyer to Magan Pilato or Megan Schwartz for review prior to filling out a copy request form in the school office. Lisa Toland, BES secretary, will not make copies unless she knows that flyer has been approved.
- **Publicity, Yearbook and Facebook** – If you have an event that would be suitable for mention in the local media or the internal lobby display, please contact the Publicity Chair, Leslie Elliott, with ample time to prepare for event coverage. Please give details and/or pictures of your event to the yearbook chairs Claudette McCarron and Leslie Elliott so it can be included in our yearbook. Information for the HSA Facebook page should be sent to Alicia Mendicino.
- **Internal Communications** – In an effort to streamline communication flow and coordinate crossover roles, please share information with fellow chairpersons as warranted. (e.g. – Indoor Beautification chairs Amanda Kaune and Jill Rios are tasked with decorating the BES Bear and lobby bulletin board monthly. You can promote your event or program by coordinating with them – Father Daughter Dance, Mother Son Event, Play Day, Bear Gear, have all decorated the BES Bear in the past.)

Forms

Please note the following forms that may be applicable to your project:

- **Expense Reimbursement / Check Request Form** – Please run all expenses by your board liaison before making large purchases. The HSA President will need to sign off on all purchases over \$500. All expenditures will be reimbursed via check from the HSA. Please note that personal expenses such as food for volunteers, gas reimbursement or other personal miscellaneous items will not be reimbursed. We also will not reimburse volunteers with tickets to events. All expenses must be submitted within 2 weeks (along with all receipts and/or invoices) of the event unless your board liaison has granted more time. Checks will be placed in the treasurer bin of the HSA hanging folders in the school’s office, logged by first initial of your last name. Jessica Weinberg, HSA Treasurer, will email you when your check is ready for pick up.
- **Copy Request Form** – Once approved, please see Lisa Toland in the office for copy requests.
- **District Use of Facilities form** – This form is required when we use the school or facilities outside of school hours. This includes classroom, cafeteria, and field use. There is no need to request this form from Lisa Toland as all forms can be found on the district website – https://www.tesd.net/cms/lib/PA01001259/Centricity/Domain/31/Facilities_Use_Application.pdf.
- **Cash Box Request Form** – If your event requires a cash box, there is a Cash Box Request Form that is required at least one week prior to the event. This form is available from the HSA website or in the school office. Once completed, please put the request in the Treasurer’s Folder in the School office and send an email to the Treasurer and Assistant Treasurer to notify them of the request. Cash Boxes are available in the HSA Closet.
- **Recap** – In an effort to pass on your wisdom, directions, suggestions and helpful hints to the next chairs and board members, please follow the recap form and submit to the President. This can be done in a detailed email or using the recap form. If your event/committee has quite a bit of guidance materials to pass on, the HSA will provide you with a binder to amass the information and pass on. Your feedback will also be used for committee budget planning for the upcoming fiscal year.

See Page 3 for Additional Instructions for Financial Forms

Contracts – All contracts must be signed by either Co-President of the Executive Board of the HSA as we are covered by liability insurance. No chairperson is authorized to sign a contract on behalf of the BES HSA. This is in accordance with our HSA bylaws. Please retain copies of contracts to be submitted with your recap/summary at the conclusion of your event or the current school year.

Volunteers – In addition to the lists of volunteers collected from the Volunteer forms in September, we'll continue to solicit for help as needed via the weekly Blast, Facebook, Volunteerspot.org, and flyers (as needed). Work with the VP of Communications, Valerie Cheng, to assist with your volunteer needs in our weekly email blast. Please make sure you contact all volunteers who signed up for your committee, even if you don't need the help of all.

Miscellaneous

- **Food Policy at all HSA Sponsored Events** – The TESD Food Policy now strictly prohibits students from bringing outside food into the school for any school function during school hours, including holiday parties. For holiday parties, all students must bring in their own school snack. Homeroom moms can work with their class teachers to think of creative ways for students to bring in a fun snack. For all other functions (i.e., 4th grade promotion event, Bell Avenue, etc.), the committee chairs can work with TESD District Food Services to coordinate the food being served.
- **Police Presence** - For safety reasons, a police officer is required at all events held on BES grounds. Due to costs associated with this, the HSA has reserved a separate budget expense for all of the events that meet this requirement (i.e., Fun Run, Ice Cream Social, Movie Nights, Father Daughter Dance, Play Day, and Book Fair Nights). This expense will no longer clear through individual committee budgets.
- **Teacher Volunteers** – In an effort to thank our teachers for working at HSA sponsored events, the HSA will typically thank teachers at the end of the year. The HSA encourages committee chairs to write thank you notes to any teachers who help at your event(s).
- **HSA Closet** – Please check the closet or Room 11 (where partial space is reserved) before buying new supplies. And please be courteous to your shared users of supplies and keep the closet as neat as possible. You can always come in the next day to put away your event's supplies.
- **Cafeteria** - If you need to use the cafeteria or the refrigerator/freezer in the kitchen, please contact Terry Messantonio.
- **School Set-up** – If you need to have a certain room or outside area set up, please contact our school custodian.
- **Tax Related Information** – The Beaumont HSA is a Non-Profit Organization. However, the HSA does not have a Tax-Exempt Status. As a Non-Profit Organization, the HSA is able to supply tax letters to parents for their direct cash donations to report it on their tax returns.
- **Posters** – There is a Poster Maker in the school office that is available for making posters for your events.
- **Volunteer Spot** – Consider using online sign-up for your events for people to bring items and perform specific duties. Just sign on and pick Beaumont as your school: www.volunteerspot.com.

Ask for Help – You are all an integral part of the BES HSA! We couldn't function as a fundraising, supportive entity without dedicated volunteers. The students and families of BES benefit tremendously from your efforts. The HSA Executive Board is supportive of your efforts and will assist you in creating successful events, programs and services for the BES community.

Thank you,

Beaumont HSA Board

Megan Schwartz, Co-President

Magan Pilato, Co-President

Alicia Mendicino, 1st Vice President

Lauren McLaughlin, 2nd Vice President

Jessica Weinberg, Treasurer

Kris Toscano, Assistant Treasurer

Amanda Kaune, Secretary

Valerie Cheng, VP of Communications

APPENDIX - Beaumont HSA
Financial Forms Instructions

Cash Box Funds Received

- The Cash Box Funds Received form should be completed if you are planning to sell any items and need funds to make change at your events.
- Place completed form in Jessica Weinberg’s Treasurer Folder, located in office, at least 1 week prior to your event.
- Please notify Jessica via email once you have submitted your form.

Event Deposit Form

- The Event Deposit Form should be used anytime you receive payments. You can choose to turn in the form after your event is completed or in batches if you receive money before the event.
- Place the completed form in Kris Toscano’s “Assistant Treasurer” folder, located in the office, within 2 weeks after completion of your event.
- Please notify Kris via email once you have submitted your form.

Expense Reimbursement /Check Request Form

- The Expense Reimbursement/Check Request form should be used anytime you need to be reimbursed for expenses spent on your event as well as a check to pay a vendor for services.
- Place the completed request form in Jessica Weinberg’s “Treasurer” folder, located in the office, within 2 weeks after the completion of your event. Please be sure to attach all receipts or invoices and retain copies for your records.
- Please notify Jessica via email once you have submitted your form and receipts.
- Once the check is ready, Jessica will notify you via email. The checks will be available for pick up in the “Parent Reimbursement” folder in the office.

Additional forms can be found in the Beaumont office or on the HSA website -
<https://www.beaumontsa.org/forms-and-guidelines.html>.