

**Chairperson Form**

**Please remember to send information in a timely way. Communication must be coordinated. Those folks approving/updating/changing information need enough time to make the updates!!**

Name(s) of Chairperson(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone(s) of Chairperson(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email(s) of Chairperson(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event/Fundraiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Communication Needs for Event/Fundraiser (if checked, please complete section indicated):**

Flyer – Flyers **must** be approved before distribution. (Section A)

Event Page – will need to add/update respective page on website (Section B)

Online Store – will be available to be purchased through Shop SPS (Section C)

Calendar – will be added to online calendar (on home page of school website) (Section D)

Homeroom Parent Weekly Email – will be included in weekly email to families (Section D)

Facebook – will be posted on School’s Facebook page (Section D)

Church Bulletin – will be included in the Sunday bulletin (Section D)

**\*\*\*Items appearing in the Church Bulletin must be submitted 2 (two) weeks prior to when it should be in Bulletin due to the printing schedule**

Volunteers – will require assistance from adults and/or students (Section E)

**Section A – Flyers**

If the event/fundraiser requires flyer(s) please send to Sarah Fowler [alassetiwele@yahoo.com](mailto:alassetiwele@yahoo.com) for edits **at least 2 weeks prior** and then to Lisa Caldwell [clutterranch@comcast.net](mailto:clutterranch@comcast.net) and Sister Geri [gmarr@spsangelway.org](mailto:gmarr@spsangelway.org) for final approval.

Use checklist below to track **ALL** flyer approvals.

Flyer sent for edits

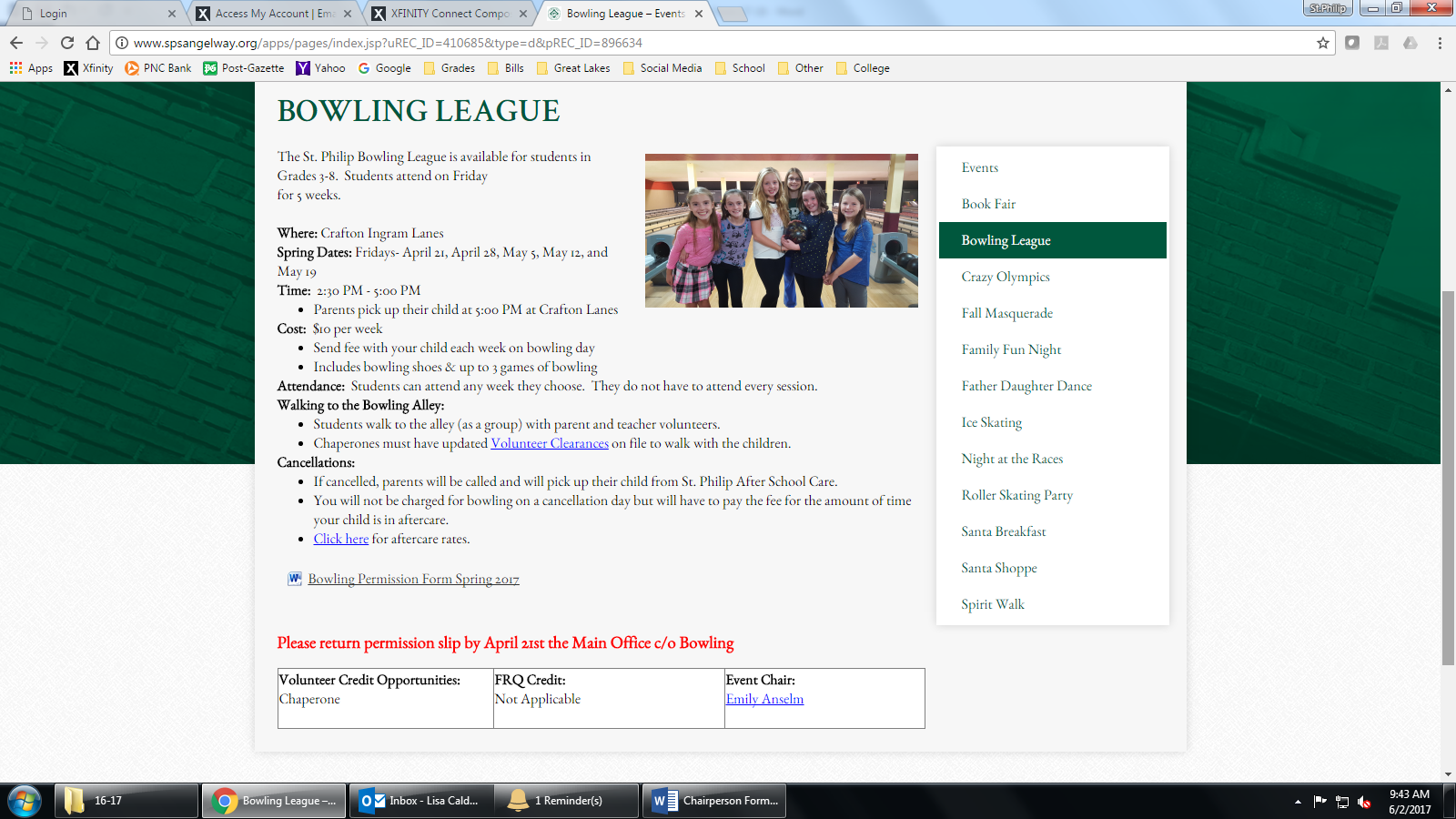
Flyer sent for approval

Flyer ready for distribution

**Section B - Event Page Update**

Before any flyer or announcement goes out about your fundraiser/event the corresponding page on **the school website needs to be up-to-date so the communication is consistent**. Please visit the page and provide updates/changes to Emily Marino at [emtonymarino@verizon.net](mailto:emtonymarino@verizon.net) **at least 2 weeks prior** to any communication going about your event/fundraiser.

These pages are located at: [www.spsangelway.org](http://www.spsangelway.org) > PTG > Event or Fundraiser.



When emailing updates use this checklist to assure everything is included.

Date(s) of event/fundraiser (start and end of ordering, date of event, date of pickup, or any other relevant dates)

Time and Location (where is pickup or event and times)

Costs and FRQ (cost of tickets, items, any FRQ information)

Volunteer opportunity (yes or no; details if yes)

Contact info for chair(s) (email and phone number)

Any other relevant details

**Section C – Online Store Items**

If your event or fundraiser is selling through [www.ShopSPS.org](http://www.ShopSPS.org), before any flyer/announcement goes out **the items need to be in the online store so communication is consistent**. Please use the example and table below to send information to Tyler Dewhirst at [PTGtreas@gmail.com](mailto:PTGtreas@gmail.com) **at least 2 weeks prior** to any communication going about your event/fundraiser.

Date to appear in store: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to be removed from store: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Example of how to complete information for online store:*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | ***Type*** | ***Price*** | ***Sizes*** |
| *Ticket* | *Adult* | *$7.00* |  |
| *Ticket* | *Child* | *$5.00* |  |
| *Shirt* | *Blue, Red, Green* | *$10.00* | *S, M, L, XL* |
| *Shirt* | *Blue, Red, Green* | *$12.00* | *XXL* |
| *Flowers* | *Red Begonias* | *$7.50* | *Half Flat* |
| *Flowers* | *Red Begonias* | *$13.00* | *Full Flat* |

**Information for online store:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Type** | **Price** | **Sizes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Include Student Name & Homeroom (for FRQ purposes)?  Yes  No

Include Name to Reserve Tickets Under (for attendance list purposes)?  Yes  No

**Section D – Calendar / HR Parent / Facebook / Church Bulletin**

If your event/fundraiser requires additional venues of communication please check what’s needed below and provide relevant information to Lisa Caldwell at [clutterranch@comcast.net](mailto:clutterranch@comcast.net) **at least 2 weeks prior** to any communication going about your event/fundraiser.

School website calendar (order due date, event date, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Parent Weekly Email Date(s) should appear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook Date(s) should appear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bulletin Date(s) should appear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\***Items appearing in the Church Bulletin must be submitted 2 (two) weeks prior to when it should be in Bulletin due to the printing schedule**

Write-up should read:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section E – Volunteers**

Adult volunteers needed

\*\*\***Also include this information in sections B and D above**

|  |  |  |
| --- | --- | --- |
| **Task** | **Hours** | **# Needed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Middle school volunteers needed

It is assumed service hours will be given when middle school volunteers help with events/fundraisers. The volunteer form to be completed by the chairperson(s) and given to student is located on the school website. Click on Current Families and scroll down to Middle School Service Hours Form.

If middle school volunteers are needed, email the following information to Emily Anselm at [seanselm6@gmail.com](mailto:seanselm6@gmail.com) **at least 2 weeks prior** to when volunteers are needed and she will send it to the middle school homeroom parents to send to their classrooms:

Number of volunteers needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, time and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other relevant info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who to contact if questions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any questions or comments about this form can be emailed to Lisa Caldwell** [**clutterranch@comcast.net**](mailto:clutterranch@comcast.net)