

Committee Chair Guidelines & Procedures

Thank you for volunteering to chair a PTO committee!

Our committees are essential to the programs, events, and experiences the PTO provides for District 3 students, families, and staff. As a Committee Chair, you will have ownership of planning and coordinating your committee while working in partnership with your designated PTO Board liaison. These guidelines help keep communication, finances, and events organized and consistent across the PTO.

Your PTO Board Liaison

Each committee will be assigned a PTO Board liaison. Your liaison is your primary point of contact for questions, approvals, communication, and planning. Keep your liaison informed of major plans and decisions, particularly those involving dates, locations, outside organizations, purchases, fundraising, or communication with District 3 families.

For events involving an outside partner - such as the library, park district, local business, or vendor - please keep your PTO liaison included in the planning process so everyone understands the event structure and what has been committed to on behalf of the PTO.

Committee Budget

Your committee will be allocated a [budget](#) for the school year/event.

Please plan your event or program within this budget. Spending above the approved budget is not automatically reimbursable. If you anticipate going over budget, contact your PTO Board liaison before making the purchase or financial commitment.

The PTO may approve additional funding depending on available funds and the circumstances, but additional reimbursement is not guaranteed. Any unapproved expenses above the committee's allocated budget may become a personal donation from the committee member/family who incurred the expense.

We appreciate the generosity of our volunteers, but we do not want anyone to feel obligated to personally fund a PTO program. Please reach out before spending beyond your budget so options can be discussed.

Purchases & Tax-Exempt Status

The PTO is a tax-exempt organization. Whenever possible, committee purchases should be made using the PTO's tax-exempt documentation or through an approved tax-exempt purchasing process. Please do not assume sales tax will be reimbursed.

- Contact your Board liaison or Treasurer before larger purchases.
- Ask about PTO tax-exempt documentation and approved stores/accounts.
- Determine whether the PTO should place the order directly.
- The PTO's tax-exempt status is for PTO-authorized purchases only and may not be used for personal purchases.

Expense Reimbursement

If you are purchasing approved items personally and requesting reimbursement, save and submit all itemized receipts. Receipts should clearly show what was purchased, the amount paid, and the date.

Complete the PTO reimbursement process and submit documentation to the Treasurer within 30 days of the purchase/event. Reimbursement is limited to approved committee expenses and the committee's authorized budget unless additional spending was approved in advance.

Fundraiser Money & Deposits

If your committee collects cash, checks, or other payments for a fundraiser or event, coordinate with the PTO Treasurer regarding collection and deposit procedures before the event.

- PTO funds should never be deposited into a personal account.
- Committee members should not hold PTO funds longer than necessary.
- Whenever possible, two people should verify/count cash collections.
- Submit the appropriate deposit documentation with collected funds.
- Checks should be payable to Fox River Grove District 3 PTO unless otherwise instructed.

Communications & ParentSquare

Committee Chairs should not independently submit PTO-wide ParentSquare blasts or district-wide communications. All PTO-wide communications should first be sent to the designated PTO Board contact for review, coordination, and submission.

- This helps ensure information is accurate and consistent.
- It allows messaging to be coordinated with other upcoming PTO events.
- It helps avoid overwhelming families with too many communications at once.
- It protects the PTO's access to District communication channels.
- It ensures required language, disclaimers, dates, logos, and links are included.

Please allow 10 business days for communication requests whenever possible. Committee Chairs are welcome to create draft flyers, posts, and announcements, but they should be reviewed through the PTO communication process before distribution or submission to the District.

Flyers & Required Language

PTO flyers and promotional materials should use approved PTO branding whenever applicable. When required, materials should include: "Not a school-sponsored event." Final materials should be sent to your Board liaison before printing, posting, submitting to ParentSquare, or distributing to students/families.

Working With Outside Organizations

We love partnering with local organizations and businesses. Committee Chairs should not independently enter into agreements, contracts, financial commitments, or sponsorship arrangements on behalf of the PTO. Before confirming an arrangement involving costs, contracts, fundraising percentages, sponsorships, facility use, insurance requirements, or other obligations, involve your PTO Board liaison.

Donations & Soliciting Businesses

Before requesting donations, gift cards, raffle prizes, sponsorships, or other contributions from businesses, coordinate with the PTO Board. This helps prevent multiple committees from approaching the same businesses and helps maintain positive community partnerships. Donations received on behalf of the PTO should be documented and reported to the Treasurer.

Raffles, Games & Fundraising Activities

Discuss any raffle, drawing, contest, game of chance, ticket sale, or new fundraising activity with the PTO Board before advertising or collecting money. Some activities may have additional legal, financial, District, or PTO requirements that need to be addressed before moving forward.

After Your Event

Within 10 days following your event/program, please:

- Submit outstanding receipts and reimbursement requests.
- Turn over any collected funds and deposit documentation.
- Provide your Board liaison with a brief recap of what worked and what you would change.
- Share approximate attendance/participation and final expenses/revenue.
- Provide recommendations or notes that may help next year's committee.

Committee Chair Quick Check

Before you...	Please...
Spend PTO money	Stay within your \$XX budget or get approval first.
Send something to District families	Send it through the PTO communication process first.
Collect money	Coordinate with the Treasurer first.
Make a purchase	Check the tax-exempt process first.
Ask a business for something	Coordinate with the Board first.
Commit the PTO to something	Get Board approval first.
Are unsure	Ask your Board liaison before moving forward.

Thank You!

Our goal is not to micromanage our committees. We want Committee Chairs to be creative, take ownership, and enjoy volunteering. These procedures help protect our volunteers and the PTO, keep finances organized, and make sure families receive clear and coordinated communication.

Thank you for helping make District 3 a great place for our students, staff, and families!

