**Volunteer Coordinator Guide 2018-2019**

Thank you so much for your willingness to coordinate a PTO event! These important community-building events could not occur without your willingness to share your time and talent. In an effort to assist you, we have created a *general*event planning timeline. Please note that this guide is intended to serve as a supplement to any requirements that are specific to the needs of your event. Finally, we have created a list of important contacts for each PTO event at the end of this guide.

**Timeline**

***6-12 months before event***

* Identify a date for the event you are coordinating. Ideally, the date will be set in the spring of the prior school year. The PTO Volunteer Coordinators (Leigh and Jessica) will assist you in selecting a date that works with the school calendar. Be careful not to schedule events during school-sponsored events, breaks, or religious holidays. We also try to spread PTO events as evenly as possible across the school year.
* Make sure your event is listed on the PTO calendar (PTO Volunteer Coordinators should make sure that this happens.)
* Identify committee members for the event. Committee members are different from day-of-event volunteers. Committee members are involved in planning/coordinating the event; general volunteers show up to event to do an assigned task (i.e, set up, hand out popcorn). Most committees comprise between 2-5 members. Although the Co-Volunteer Coordinators (Jessica and Leigh) will work with you to identify committee members for your event, you can also feel free to recruit your own committee members.
* Communicate with PTO Volunteer Coordinators about how much PTO money has been allocated to support your event.
* Set up a schedule to meet regularly with your committee to plan your event.

***8 weeks before event***

* Communicate with school secretary (see contact information for school secretaries below) to confirm event date and discuss space needs.
* Communicate with custodial staff if you need help setting up for your event. Custodians can help with providing tables, chairs, gym mats, extension cords for popcorn machine, etc (see contact below).
* Start advertising for day-of-event volunteers. If you are coordinating a large event such as Glo Ball, we encourage you to send a Sign-up Genius to help organize volunteers.
* When requesting volunteers, don’t forgot to ask for help with set-up and clean up.
* We encourage you to request volunteers via: 1) PTO listserve, 2) Facebook, and 3) Franklin-Randall weekly newsletter.
* Event coordinators recruit and organize their own day-of-event volunteers. However, if you are having trouble recruiting volunteers, the PTO Volunteer Coordinators (Leigh and Jessica) will be happy to help! Please reach out to Leigh or Jessica if you need help (see contact information below).
* The number of volunteers needed for each event depends largely on the event you are coordinating (e.g., the carnival requires more volunteers than the movie nights).

***1 month prior to event***

* If your event requires use of the popcorn machine, ask to have it made available. The popcorn machine is usually located at Randall but it is transported to Franklin for various events. Don’t assume it will be at either school; it is important to ask in advance.
* Start advertising for your event. We recommend that you advertise via different modalities.

o Flyers placed in Friday folders

o PTO listserv (frpto@googlegroups.com)

o Franklin-Randall PTO weekly newsletter (see instructions

below.)

o Friends of Franklin-Randall Facebook page

***3 weeks to 1 week prior to event***

* Advertise event weekly via PTO Listserve, Franklin-Randall weekly newsletter, and Facebook.
* Contact PTO Treasurer or Assistant Treasurer to secure petty cash for your event if applicable.
* Connect with school secretaries to help support low-income families who may need tickets for events such as the GloBall and carnival (see contact information below.)

***After the Event***

* If your event raised money for the PTO, please contact the PTO Treasurer or Assistant Treasurer to deposit money (see contact information below.)
* Send in receipts for supplies and licensing to PTO Treasurer for reimbursement (see contact information below.)
* Consider sending an email to thank custodial staff who helped set up the event. They often work extra hours to help make PTO events a success!
* Optional: Write or give a short report at the next PTO meeting

**General Information and Contacts**

***Soliciting Businesses for Fundraising***

Prior to soliciting businesses to sponsor or donate to an event, please contact PTO President Megan Spicer ([megspi15@gmail.com](mailto:megspi15@gmail.com) ) and PTO Fundraising Chair Amanda Veith (veith.amanda@gmail.com) for approval.

***Petty Cash for Events:***

Contact Sharon White, PTO Treasurer, at [reddinwhite@gmail.com](mailto:reddinwhite@gmail.com) or Assistant Treasurer Chris Benish at [frptotreasurer@gmail.com](mailto:frptotreasurer@gmail.com)

***Event Reimbursement:***

Find PTO reimbursement form at: <http://www.franklinrandallpto.org/finances/>. Please direct reimbursement questions and submit the form to PTO Assistant Treasurer Chris Benish, [frptotreasurer@gmail.com](mailto:frptotreasurer@gmail.com)

***Translation of Flyers:***

Yvonne Wullschleger (Spanish BRS)- [ywullschlege@madison.k12.wi.us](mailto:ywullschlege@madison.k12.wi.us)

Yeng Her (Hmong BRS)- [her9@madison.k12.wi.us](mailto:her9@madison.k12.wi.us)

***Franklin-Randall Newsletter:***

The Newsletter is sent via email to Franklin-Randall families every Friday. To have your message included in the newsletter for any given week, email the newsletter by 7 p.m. on Wednesday: [newsletter@franklinrandallpto.org](mailto:newsletter@franklinrandallpto.org)

***Providing Support for Low-Income Families Who Want to Participate:***

To help support low-income families interested in participating in events that require tickets, please contact Franklin Secretary Diane Kopan at ([dkopan@madison.k12.wi.us](mailto:dkopan@madison.k12.wi.us)), and Randall Secretary Shari Joslin ([sjoslin@madison.k12.wi.us](mailto:sjoslin@madison.k12.wi.us) ). Secretaries can inform you of the students who qualify for free or reduced lunch, and you can arrange to provide flyers and complimentary tickets to place in Friday folders for these students.

**Event Specific Contacts**

Event: **Randall Movie Night (Sept. 28)**

PTO Contact: Jessica Cook, [jesswc11@gmail.com](mailto:jesswc11@gmail.com)

Randall School Secretary: Shari Joslin,[sjoslin@madison.k12.wi.us](mailto:sjoslin@madison.k12.wi.us)

Custodian: Richard Neustadter, [rdneustadter@madison.k12.wi.us](mailto:rdneustadter@madison.k12.wi.us)

Event: **Glo Ball (Nov. 10)**

PTO Contact: Leigh Luedtke, [jimandleigh@gmail.com](mailto:jimandleigh@gmail.com)

Franklin School Secretary: Diane Kopan, [dkopan@madison.k12.wi.us](mailto:dkopan@madison.k12.wi.us)

Custodian: Paul Donohue, [pdonohue@madison.k12.wi.us](mailto:pdonohue@madison.k12.wi.us)

Event: **Marvelous Math Morning (Jan. 27)**

PTO Contact: Leigh Luedtke, [jimandleigh@gmail.com](mailto:jimandleigh@gmail.com)

Franklin School Secretary: Diane Kopan, [dkopan@madison.k12.wi.us](mailto:dkopan@madison.k12.wi.us)

Franklin Custodian: Paul Donohue, [pdonohue@madison.k12.wi.us](mailto:pdonohue@madison.k12.wi.us)

Event: **Franklin Movie Night (Feb. 22)**

PTO Contact: Leigh Luedtke, [jimandleigh@gmail.com](mailto:jimandleigh@gmail.com)

Franklin School Secretary: Diane Kopan, [dkopan@madison.k12.wi.us](mailto:dkopan@madison.k12.wi.us)

Custodian: Paul Donohue, [pdonohue@madison.k12.wi.us](mailto:pdonohue@madison.k12.wi.us)

Event: **School Carnival (March 2)**

PTO Contact: Jessica Cook, [jesswc11@gmail.com](mailto:jesswc11@gmail.com)

Randall School Secretary: Shari Joslin, [sjoslin@madison.k12.wi.us](mailto:sjoslin@madison.k12.wi.us)

Custodian: Richard Neustadter, [rdneustadter@madison.k12.wi.us](mailto:rdneustadter@madison.k12.wi.us)

Event: **Super Science Saturday (March 9)**

PTO Contact: Jessica Cook, [jesswc11@gmail.com](mailto:jesswc11@gmail.com)

Randall School Secretary: Shari Joslin,[sjoslin@madison.k12.wi.us](mailto:sjoslin@madison.k12.wi.us)

Custodian: Richard Neustadter, [rdneustadter@madison.k12.wi.us](mailto:rdneustadter@madison.k12.wi.us)