

BOWEN PTO VOLUNTEER GUIDELINES

Budget: Prior to working on a PTO event or program, please make sure you review the budget that has been assigned. You can get this information from the PTO Co-Chairs at chair@bowenpto.org. The budget is the amount the PTO has estimated for this event or program. If you think it is not enough, please discuss this with the co-Chairs early on so we can make adjustments. If you can complete your event or program and spend less money, more money will go to the school. Ways to keep costs down can include looking for parent and business donations of time and materials, comparison shopping, checking the PTO closet for supplies before purchasing anything and using our preferred vendors.

Note, the PTO is a tax-exempt organization. We have a form stating so which most vendors accept, sometimes in printed form and sometimes by creating an account with it attached. If you are making a large purchase where this could save PTO funds, please email chair@bowenpto.org and we will give you a copy of the form or help you make arrangements.

Preferred Vendors:

- **Printing and Photocopying:**

Newton North High School Graphics Communications
457 Walnut Street
Newtonville, MA 02460
nnhs_graphics@newton.k12.ma.us
(617) 559 6431

Photocopying, printing, binding, poster-size, booklets, folding, stuffing envelopes. Always check here first for the best prices.

Process: Email your piece to the print shop. Then follow up with a phone call to review details and set pick up time or arrange for delivery to the school. The center is usually open until 6:00pm. Request an invoice, which you can email to treasurer@bowenPTO.org or leave in the blue bin in the Bowen lobby marked "Treasurer" and the PTO will pay the invoice directly. Please note the invoice which committee ordered the printing and a description of what it was for.

Their rates are significantly lower than Staples or other copy centers so please use NNHS whenever possible. Turnaround time and quality is good but plan to follow up and stay on top of the job. Try to give them some time for larger, more complex jobs, remember the students are doing this work.

- **Food and Decorations:** Please use Walmart or Costco whenever possible, and always check the PTO closet for supplies before purchasing more. Mrs. Megrian has the PTO closet key. Whole Foods, Star Market, and Wegmans have donated food in the past. Comellas in Chestnut Hill is our pizza of choice.

Communications:

- If your event or program requires communication to all parents, a group of parents, and/or Bowen Staff, please try to let us know as early as possible by sending an email to chair@bowenpto.org. This gives us time to schedule your communication around other school and PTO events. It is always helpful if you can draft your email or other communication for us, even if it is not 100% perfect, as our newsletter editor can finish it off. You can include photos as well. Our newsletter gets scheduled for every other Sunday evening, so we can include it in the newsletter if you send it to us by mid-week the week prior. We can promote the event on our website or Facebook account as well.

- Flyers can be color or black & white – always consider black & white if you think that will not reduce the effectiveness of your message. You can print on colored paper which is significantly lower in cost than color ink on white paper. Please design your own flyer or email us and we will help you. Flyers can be printed at NNHS – email us at chair@bowenpto.org for a quantity and class breakdown. Flyers must be separated into classroom packs, labeled with teacher name and grade, and delivered to Mrs. Megrian in the Bowen office at least 2 days prior to the distribution day. All flyers require approval ahead of time by the Principal and school – this is NPS policy. You must have approval to send anything home with students and to post anything on the walls.
- Lobby display includes the PTO board and the boxes out front of the school. If you would like your event to be featured, email us at chair@bowenpto.org. If you would like to make the display, Mrs. Megrian has the letters for the letterboard and the keys to both display boxes in the teacher’s lounge.

Teacher Courtesy. When we use school grounds for events or communication, we are using spaces our teachers rely upon. We ask that you be respectful of the space. If you are using the library or gym, please notify the respective teacher ahead of time. And if you want to post things on the boards in the lobby, check with the art teacher to make sure you are not interfering with her artwork display plans.

Money Handling: Please follow these guidelines as related to cash and checks

- All monies collected at any PTO-sponsored event must follow the below protocols:
 - Checks should be made payable to Bowen PTO only; Memo area should contain PTO event name so we can account for it correctly.
 - Cash should be stored in the PTO cashbox; bills should be counted before and after any event and results recorded on an enclosed sheet. You must request access to the cashbox and cash by emailing treasurer@bowenpto.org. Please try to make your request 1 week in advance and let us know if you need change.
- All new fundraising, raffles, or other initiatives that involve collecting money from the Bowen community must be approved by the Bowen PTO executive board. Please submit your ideas to chair@bowenpto.org.

Permits: Most school events require permits. This includes any type of formal meeting that occurs on school property. The PTO gets a handful of free events per year – other events require us to pay for custodians. The permit process allows us to check for availability as well as secure custodians. The custodians are usually available for us when we need them but can add cost to an event. The best way to secure meeting space is to email us at Chair@bowenpto.org ahead of time - we can alert you to any conflicts on the calendar.

- Permits for all meetings or events need to be submitted to the school custodian three (3) weeks prior to the event. Without a permit in the custodian’s hands, you cannot use the school space legally.
- In general, weekends are much more expensive than weekdays as we pay more for the custodians than during the week. Fees always include 1 hour before and 1 hour after an event. Rates are on the NPS website and can run \$58 per hour per custodian for weekends.
- Please be sure to check availability with the school custodian or Mrs. Megrian prior to submitting your permit request for any meeting or event.
- The co-Chairs usually handle securing the permits via the city website, so email us at chair@bowenpto.org . The fees for the permit will be paid directly by the PTO Treasurer.

Food Handling: If you plan to have food at your event or program, please coordinate with the hospitality volunteer who maintains a food handling permit. You must have a food handling permit to serve certain types of cold and hot foods. And you must be aware of serving anything with nuts during school hours. Alcohol is not permitted on school property unless a special permit is obtained with School Committee approval; we have not found it worth the effort in the past.

Reimbursement: If you need to be reimbursed for money you spent on behalf of the PTO, please fill out a reimbursement form and submit with your receipt to treasurer@bowenpto.org or in the blue bin marked "Treasurer" in the lobby. Remember to ask for budget guidelines ahead of time so there are no surprises. You can find the reimbursement form on the bowenpto.org website [here](#).

Executive Committee: The PTO executive committee includes the PTO leadership, The Principal, and a teacher liaison. The committee meets regularly in the Principal's office. If you have questions for Ms. Guzzi regarding ideas, events, or other parent-wide issues, you can speak to one of the PTO co-Chairs and we can address at our next meeting. Or, we can have you attend the meeting to present in person. Using these meetings for parent business helps to manage everyone's time and make sure we are all on the same page. Please email us for dates of upcoming meetings.

Thank you for volunteering with the Bowen PTO!