



STUDENT ACTIVITIES GUIDELINES

Effective 2021-2022 School Year

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PTO student activity events are open only to students attending Conover Road Primary School, Conover Road Elementary School and Cedar Drive Middle School, as well as to students placed out of district.

1. CHAPERONES

- There must be a sufficient number of parent volunteers to run any student activity. At a minimum it should be 1 adult per 15 children. It is preferable to have a 1 to 8 ratio for younger grades and 1 to 10 ratio for older. All chaperones should be PTO members.
- All volunteers should wear name tags and arrive at all events at least 15 minutes before starting time. The student activity chairperson should also provide nametags for all children at events located off school property. Said nametags shall only identify the name of the Colts Neck School the children attend and not their individual names.
- Chaperones should not smoke or consume alcoholic beverages while volunteering at said event.
- Chaperones should be informed of their responsibilities. Please keep socializing to a minimum. It is essential that two chaperones be posted by bathrooms, locker rooms and all exit doors. Chaperones need to periodically inspect bathrooms and locker rooms.

Please see ATTACHMENT A regarding specific volunteer/chaperone guidelines

2. FOOD ALLERGIES AND PHYSICAL LIMITATIONS

- If a child in grade pre-kindergarten through 6 attending a PTO sponsored event has a severe food allergy and food is served, then that child's parent/guardian, or an authorized representative of the parent/guardian, should attend the event to ensure that child's safety.
- Similarly, if a child in grade kindergarten through grade 6 is suffering from a physical injury/disability and the PTO sponsored event involves physical activity,

then that child's parent/guardian or an authorized representative of the parent/guardian will be asked to attend the event to ensure that child's safety.

3. EVENT DATE AND LOCATION

- When you have met with your committee and have a date, time and location for your event please contact the Student Activities Director for approval. She will also ensure that date is put on school calendars.
- If the event will be located at one of the Colts Neck Schools, please contact Student Activities Director as soon as possible. Let her know the date and time, location (school and room requested) and type of event and she will put the request into the Business Office for review. You will receive confirmation once it has been approved by the Business Office.
- When date/location is approved, please notify the building principal.

4. BACKPACK FLYERS and OTHER COMMUNICATION

- The event should be announced via virtual flyer/email a minimum of two weeks before the event. All flyers must contain the PTO logo which is found under "Forms" on PTO website. Flyers must be approved by the Student Activities Director. You may email them to studentactivities@coltsneckpto.org. She will then forward flyer to webmaster for posting on the CNPTO newsletter/website.
- Additional communication about your event (reminders about permission slips, need for volunteers or other help, etc.) will need to be put into the bi-weekly PTO newsletter which goes out every other Wednesday morning. Email request to the Student Activities Director at studentactivities@coltsneckpto.org **by the prior Friday** and she will have it put into the newsletter. Bulk emails will only be sent out on an urgent basis. If you do require a bulk email, send the email request to the Student Activities Director.

5. PERMISSION SLIPS

- All permission slip notices for student activity events must contain the wording below. Furthermore, **no child may attend** any such event **unless the permission slip is properly signed by a parent/guardian** and a telephone number where that parent/guardian may be contacted during the event is listed. If there is a designated driver, that name and phone number must be indicated.

- The wording below must be included on the PTO permission slip:

As the parent or legal guardian of the child named above, I hereby give my full consent and approval for my child to participate in (Name of Event). In addition, I do hereby waive, release and hold harmless the Colts Neck PTO, its officers, teachers and volunteers for any injury that my child may suffer in the course of participation in the designated activities. In the case of serious accident or illness, I request to be contacted at the telephone number listed above. If I am unreachable, you are authorized to treat my child according to standard emergency procedures.

- A blank PTO permission slip can be downloaded from the PTO website under “FORMS.” Please see **PTO Permission Slip, ATTACHMENT B** for an example.
- A permission slip must be provided for every child. There can be no exceptions.

6. SIGN-IN/SIGN-OUT SHEETS

You will need to create a spreadsheet of all permission slips and monies received for each student. This should also be used as a sign in and sign out sheet for the event. Every student **must have a completed permission slip and must be signed in and out.** The sheets must be reviewed at the end of the night to insure all children are accounted for. If a child is not signed-out, the parent must be called to insure the safety of the child. All completed sign in/sign out sheets should be kept in the PTO Binder.

7. CONTRACTS

- All contracts concerning PTO events **must be approved and signed by the Student Activities Director** or the President. Please refer to the **PTO Expenses and Monies Received Guidelines, ATTACHMENT C** for further details about the contract policy as well as other financial policies.
- Any company contracted to provide services for any PTO sponsored event must be properly licensed in the State of New Jersey. The Student Activities Director must receive a copy of said license. The PTO shall have the discretion to request background checks for any employee of a company, contracting with the PTO, who will attend a PTO sponsored event.
- No deposit checks will be sent without a written contract and Vendor Payment Form (found on PTO website under “FORMS”). Student Activity Director must sign both.
- Final payments (which are usually due the day of the event) must also be requested using the Vendor Payment Form. Final payments must be done with a PTO check.

8. BUDGETS

- Please adhere to your budget. The PTO is not responsible for any overages.
- Any expense over \$500 must be approved by Student Activities Director prior to purchase.
- All expenses need to be sent to the Students Activities Director for approval **prior to reimbursement** by completing a Reimbursement Worksheet (found on PTO website under “FORMS”). You should indicate if you had any supplies or services donated and their approximate value. All expenses should be submitted within one week of the event.

- A Monies Received Report (found on PTO website under “FORMS”) must be submitted to the Assistant Treasurer within 2 days of the event.
- As a general rule, the PTO does not tip at these events. If you feel it is absolutely necessary then it must be preapproved. Please submit all requests to Student Activity Director prior to the event.
- Please try to collect an amount similar to the previous year (typically around \$15) per event. If this is not possible, please review with Student Activities Director prior to the event. It is **not necessary** to provide a memento for each event i.e. T-shirt. Absolutely, no gift cards/lottery cards are to be given to students.

9. BEHAVIORAL ISSUES

- In all instances, the chaperones, the student activity coordinator and the administrator may use discretion in handling behavioral issues.
- In the event a chaperone at a PTO sponsored event witnesses a child acting in an inappropriate, non-violent manner, or is informed that the child acted in such manner, then the chaperone should address the child, inform the child that the behavior is inappropriate, and warn the child that if the inappropriate behavior continues, then the child will be removed from the activity. To ensure that the child understands, the chaperone should have the child repeat these instructions. The chaperone should then continue to closely supervise that child. If the inappropriate behavior continues, then the activity chairperson should be notified as well as the administrator, if present. The child may be removed from the activity and their parent or guardian should be contacted to pick up the child.
- In the event the inappropriate behavior is violent in nature, the child may not be given a warning, but may be immediately removed from the activity and their parent or guardian should be notified.
- If a chaperone notices that a child is upset, the activity chairperson should be notified.
- Building principal must be contacted 24 to 48 hours prior to the actual event to determine if there are any children that are unable to attend the event due to school disciplinary issues. The school should have already contacted the parents of the child but we need to be aware of any situations.

10. EMERGENCY/EVACUATION PLAN

- If authorities are contacted for any reason during a PTO sponsored event whether on or off premises, then a chairperson for the event, or their designee, must contact the following:
Student Activities Director
PTO President
Superintendent - 732-946-0055 x4104

- In the event the building needs to be evacuated, the student activity chairperson should keep the sign-in sheets with them at all times. These need to be used in order to take a roll call once the students have safely left the building. Each chaperone should be given one sheet of names. They are to gather those children and keep them with them until the authorities release the children to their parents. All children need to be signed out.
- Prior to leaving the building the student activity chairperson should check all hallways and bathrooms to make sure the building is properly evacuated.

11. CELL PHONE POLICY

- Cell phones are not permitted at PTO sponsored events. If a child is using a cell phone the phone will be confiscated until the end of the event. This includes using the phone for picture taking, texting etc. NO CELL PHONES just like in school.
- For older grades an announcement should be made at the beginning of the event alerting children to the policy.

12. PTO BINDER

- You should have received a PTO binder with information about your grades student activities. Please be sure to keep copies of all your documents, flyers, financial forms and event paperwork in this binder. This will be helpful for the next chair to see what has been done in the past.
- Please fill out the **Event Recap Form ATTACHMENT D**. Keep a copy with your PTO Binder and forward a copy to the Student Activities Director.

FINAL NOTES – Call the Student Activities Director with ANY questions and/or suggestions. It would be helpful, if you could come to a PTO meeting after your event to talk about it.

Refer to ATTACHMENT E for a quick summary of the most important Student Activity Guidelines and for Planning Procedures.

ATTACHMENT A

PARENT VOLUNTEER GUIDELINES FOR STUDENT ACTIVITIES

- Parent volunteers are needed at various student activities to help run the event.
- The number of volunteers needed is determined by the Chairperson of the event. In planning the event determine how many volunteers you need at each station, handling sign in/out, food, monitoring bathrooms etc. Planning in advance is the key here.
- The first volunteers that must be utilized are the parents who registered via the PTO website. Prior to the event the chair will contact all volunteers to determine who will be able to assist with the event.
- After that if any additional volunteers are needed the volunteers will be selected based on parents that indicated they wish to volunteer on the permission slip (MEMBERS ONLY). The order in which the permission slips are received is how those parents will be selected. It is somewhat of a “first come, first serve” system.
- If you have more volunteers than you need for the event let the volunteers know that they are not needed at this time but they should be the first people called if any additional volunteers are needed for the next event.
- As a general rule it is better to have too many volunteers than not enough volunteers so always cover yourself and have a few extra volunteers at the event. Many times there will be volunteers that have to cancel at the last minute or are no-shows etc.
- On the flip side you don't want so many volunteers that they are standing around with nothing to do, then everyone will start socializing and they tend to forget about the children they are there to chaperone.
- The ratio of chaperones to children should be 1 to 8 for the younger grades and 1 to 10/15 for the older grades.
- All entrances/exits/bathrooms should be covered by chaperone.
- If you have any questions about the above guidelines, contact the Student Activities Director for assistance.



Name of Child: _____

Homeroom Teacher: _____

Name of Parent/Guardian: _____

Telephone Number Where Parent/Guardian Can be Reached During Event:

As the parent or legal guardian of the child named above, I hereby give my full consent and approval for my child to participate in _____. In addition, I do hereby waive, release and hold harmless the Colts Neck PTO, its officers, teachers and volunteers for any injury that my child may suffer in the course of participation in the designated activities. In the case of serious accident or illness, I request to be contacted at the telephone number listed above. If I am unreachable, you are authorized to treat my child according to standard emergency procedures. Does your child have any dietary restrictions? If yes, please explain:

If your child has a health condition, including a severe allergy or special need, a parent or guardian must be in attendance at the event.

I understand that this event will be governed by the disciplinary guidelines set forth in the PTO Student Activity Procedures, a copy of which is available on the PTO website (www.coltsneckpto.org).

Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Please check if you wish to volunteer during the event (PTO-members only). _____
(You will be notified if needed.)



Expenses & Monies Received
Guidelines & Procedures

The Colts Neck PTO is dedicated to supporting the education of students and promoting student support and enrichment in Cedar Drive Middle School, Conover Road Elementary School, and Conover Road Primary School.

Each committee must spend within its allotted budget and in a judicious manner.

TAX EXEMPT: The Colts Neck PTO is a non-profit, tax-exempt organization. We do not pay sales tax on goods and services purchased for the PTO. **When you are making purchases, you will need a Form ST-5 to give to the vendor, which includes our exempt organization permit number. The form will prevent us from being charged sales tax and can be used in stores and online.** Please use this form when making purchases ONLY on behalf of the PTO. All personal purchases must be in a separate transaction. If you need a copy of the form, please contact the Treasurer. (Please see attached list for policy of some local stores.)

If a store refuses to eliminate the sales tax from a PTO purchase, even with our TE certificate, then the purchase may have to be paid for directly with a PTO check or credit card. Exceptions can be made at vendors (such as warehouse stores) who don't accept tax-exempt forms. In cases such as this, please get approval from your PTO executive board contact before making the purchase.

If you make a purchase for a PTO event without using the tax-exempt form (or getting prior approval) then we cannot reimburse you for the tax portion of the purchase.

PURCHASES: When buying goods and services above **\$500**, the PTO recommends that you receive two competitive estimates before purchasing, at a minimum of every 2 years. If changing an existing vendor, get the approval of your PTO EB member before committing to the purchase.

When making buying decisions, we strongly encourage you to:

1. Check the PTO Directory and Newsletter/Website for businesses that advertise with us.
2. Use a business that has supported the PTO in the past and intends to do so in the future. (Contact the PTO Fundraising Director for details.)
3. Use a business located in Colts Neck.
4. Contact the previous year's Committee Members for vendor suggestions.

Any single expenditure \$500 or above must be paid directly to the vendor. Do not spend your own money and submit for reimbursement. Submit an invoice and Vendor Payment Form (see below) to your Executive Board Contact, who will approve and pass them along to the Treasurer to issue a check to the vendor.

Purchases less than \$500 can be paid by you, in which case you will be reimbursed (see below). Gift cards/lottery tickets will NOT be reimbursed. Alternately, an invoice and Vendor Payment Form can be submitted to your Executive Board Contact, so the Treasurer can pay the vendor directly.

CONTRACTS: In some situations, contracts must be entered into, and will require prior approval by an Executive Board member. Contracts under \$2,500 **MUST** be reviewed and approved by your Executive Board Contact, the President, **or** the Vice President. ANY contract over \$2,500 **MUST** be reviewed and signed by the President or Vice President **and** the Executive Board Contact, in accordance with the PTO By-Laws.

PROCEDURE FOR DIRECT PAYMENT OF VENDOR INVOICES: In order for a vendor to be paid, the Vendor Payment Form must be filled out (a copy is available on the PTO website under the “Forms” tab or an Excel version can be emailed to you). Fill out **ALL** the information. It is especially important to itemize your invoices by vendor. One form should be completed for each separate vendor that must be paid. Attach all **original** invoices/bills to the worksheet and verify the total on the worksheet to your receipts. *The worksheet **must be signed** by your Executive Board Contact for approval and accuracy.* The board member will then submit this form to the Treasurer for payment. The Treasurer will issue a check directly to the vendor. Please submit all invoices within one week of the event. Vendor payment requests cannot be made after June 30.

PROCEDURE FOR REIMBURSEMENT: In order to be reimbursed for expenses, the Reimbursement Worksheet must be filled out (a copy is available on the website under the “Forms” tab or an Excel version can be emailed to you). Fill out the name of the Committee, the name and address of the member to be reimbursed, whether you’d like your check delivered via mail, sent home with your child, or you will pick it up, and itemize your receipts by vendor and category. Attach all **original** receipts to the worksheet and verify the total on the worksheet to your receipts. *The worksheet **must be signed** by your Executive Board Contact for approval and accuracy.* The board member will then submit it to the Treasurer for payment. The Treasurer will issue a check. Please submit all expenses within one week. Reimbursement requests cannot be accepted after June 30.

NOTE: All expenses for your event must be paid through the PTO checking account. **Do Not Deduct Expenses From The Start-Up Money Or From Monies Collected.** You will need to fill out a reimbursement worksheet, as explained above.

NOTE: The PTO DOES NOT reimburse tips without prior approval from the President or Vice President, as well as the Treasurer. **NO EXCEPTIONS will be made.** Requests must be submitted to the Executive Board Contact who will submit it to the President or Vice President and the Treasurer. The PTO DOES NOT reimburse gift cards/lottery tickets. Please DO NOT purchase these for events.

PROCEDURE FOR MONIES RECEIVED: The Colts Neck PTO is required by its auditors to keep a detailed accounting of all monies received. This means that all events and activities that receive money must keep a record of all cash and each check collected. For student activities and fundraising events, please keep a list of attendees and payment received from each attendee. This must be submitted to the Assistant Treasurer as part of the Monies Received report and should reconcile with the monies submitted for deposit.

After an event, you must fill out and sign the Monies Received Report (a copy is on the PTO website under the “Forms” tab or an Excel version can be emailed to you), detailing cash and check amounts and submit to your Executive Board contact to approve. After EB approval, submit the form, all monies, and any cash boxes to the Assistant Treasurer within two days after the event or activity. If payments are received in advance of the event, please give it (with a completed Monies Received Report) as you collect it so it can be deposited in a timely manner and be included in that month’s Treasurer’s Report.

Do not leave deposits for the Assistant Treasurer in her mailbox, porch, etc. All deposits must be handed to her directly to avoid loss.

Checks: When submitting checks, the following details must be included on the Monies Received Report: name, check #, amount of check, and total of all checks collected. A separate Excel spreadsheet may be used. All checks **MUST** be made payable to **Colts Neck PTO or CNPTO**. (*No exceptions.*) Also confirm that all checks have been signed. As committee chair, it will be your responsibility to go back to the families and get new checks written if incomplete or incorrect checks are submitted to the Assistant Treasurer.

Cash: If you require a cash box for an event, please notify the Assistant Treasurer at least four days in advance. A small amount of start up cash is available directly from the Assistant Treasurer, who will have you sign off on any cash you take for your event. If additional is needed, contact the Treasurer; she will issue you a check, which you can cash at your bank or at the PTO’s. If you received a cash advance for your event, you will be required to complete a separate monies received report for the return of said startup cash. This should be separate from the monies received form you complete for the deposit of all cash earned at the event.

Personal checks are the preferred form of payment for the PTO. When planning an event, please clearly indicate the amount and state “*Checks only, please, made payable to the CNPTO.*”

All CNPTO committee chairs must sign the Expense and Monies Received Guidelines and Procedures acknowledgement form and return to either the Treasurer or the Assistant Treasurer before beginning any event that requires the receipt or expenditure of money.

Questions and concerns should be addressed to the Treasurer or Assistant Treasurer.

Expense, Budget and General Financial

Melanie Yale

Treasurer

treasurer@coltsneckpto.org

512-350-7722

Receipts, Monies Received Report and Cash Boxes

Vanessa Rahman

Assistant Treasurer

assistanttreasurer@coltsneckpto.org

732-261-2781

Tax-Exempt Forms

CN PTO is a tax-exempt organization. When shopping for PTO events, please try to use the tax-exempt form whenever possible. Copies of tax-exempt form are in your committee binder or please contact the Treasurer for a copy.

AC Moore – need card (ask Board Contact)

Acme – show form at checkout

Target – show form at checkout

5 Below – show form at checkout

Michael's – show form at checkout

Party Fair (Pond Road) – in system

Shop Rite – show form at checkout

Staples – in system

Walmart – need to apply for card (bring tax-exempt form and apply – when you get the card, please give it to the Treasurer for future use)

Wegmans – show form at checkout

If shopping at different stores, please show copy of form at checkout. If store requires additional information, please let the Treasurer know.



STUDENT ACTIVITY EVENT REVIEW AND RECAP

Name of Event:

Date and Time of Event:

Was the event well attended? Yes No

How many children attended?

How many volunteers were needed?

What food if any did you have at the event?

1. What would you keep and/or change about the event?

2. Would you use the same location/DJ/amusement provider/food etc?

3. What challenges, if any, did you face in planning this event?

4. Would you recommend the same event for next year's committee and why?

5. Please list any expenses, monies received etc. below.

6. Please attach any examples of flyers, copies of paperwork etc.

Please keep a copy of this form in the PTO Binder and forward a copy to the PTO Student Activities Director.

ATTACHMENT E

STUDENT ACTIVITIES – Quick Steps and Pointers

1. Meet with your committee and find dates for activities as soon as possible. Dates and locations book quickly so it's best to do it early.
2. Confirm date with Student Activity Director.
3. Discuss activity and compare with previous activities.
4. Confirm activity with Student Activity Director.
5. Develop list of responsibilities:
 - Budget
 - Flyer, which should go out at least 2 weeks before event and must be approved first
 - Reserve space at the school—contact the Student Activities Director.
 - Go over any food restrictions, especially for allergies
 - Create a class list based on permission slips to use for signing in and out
 - Contact chaperones and make sure you have a 1-8 ratio for younger grades and 1-10/15 for older. Better to have too many chaperones than too few.
 - Go over responsibilities with chaperones. They are there for job and not to socialize. It's best to have a few dads there. Make sure entrances/exits/bathrooms are covered.
6. No cell phones allowed at activities. They will be confiscated and left at check in/out table until the end.
7. One warning for inappropriate behavior. Next, a parent will be called and their names will be put on a list for future events (this must be confirmed with committee chairs).
8. Remember that these activities are strictly governed by PTO guidelines—it is a privilege, not a right. A tremendous amount of work and time goes into these activities and if everyone knows what is expected of them, it is a very rewarding experience.
9. Confirm your activity with school Admin. before event, especially if there are special instructions with janitors and audio/video.
10. Get there early for your activity so you are completely set up before children arrive. Clean up after your activity—the janitors always appreciate it and they don't mind some pizza and drinks as well.
11. Everyone must be signed out.

12. Send out thank you email to your volunteers.
13. Fill out reimbursement form promptly, within 3 school days after event was held. Use tax ID number when making purchases for event.
14. There is no tipping allowed unless it has been preapproved. Send request to Student Activity Director before the event.
15. Keep to your budget, and please try not to charge more than \$15 per student.
16. You may have 1 event.
17. Be creative and ask for ideas.
18. You can ask for donations but note them for the next person so they don't think that item came from budget.
19. Don't be afraid to ask questions.

Have Fun! Your Children Will Love These Special Events!

STUDENT ACTIVITIES – Planning Procedures

- Have a meeting with your Co-Chair as soon as possible to decide on the event you will be doing. (The events from previous years are mostly just suggestions. If you have an idea for another event please reach out to the Student Activities Director for approval)
- We try to hold most of the Student Activities in March, April, and May with a few exceptions. (8th Grade Dance, Pancake Breakfast and Ice Cream Social, 2nd Grade Carnival, and 5th Grade moving up party)
- Start researching the Facility, DJ and any other things you will need for your event as early as possible. Facilities and rentals book up early.
- Please get quotes from multiple vendors for anything that you are renting or purchasing. We want to make sure the money for these events are being spent as best as possible.
- Figure out your budget (what the PTO gives you to spend and what you will need to charge parents to make up the rest) and **STICK TO IT!** The PTO is not responsible for budget overages.
- Once you figure out what you need to book for your event you need to have an invoice as well as a Vendor Payment form (found on the PTO website under forms) filled out and handed in to the Student Activities Coordinator for approval. It will then be passed onto the treasurer who will issue the check.
- Please remember to try and get the best price on anything you need to purchase for the event (snacks, drinks, prizes) **USE OUR TAX EXEMPT FORM WHEREVER POSSIBLE.** You should keep a copy with you whenever you are purchasing something for the event.
- The only events that need to purchase gifts for the kids (other than some giveaways) are 2nd Grade Carnival (t-shirts) and 5th Grade Moving up Party (drawstring bags with CDMS logo). Please plan your budget accordingly. Absolutely **NO** gift cards/lottery tickets.
- Once your event is about a month out you will need to make a flyer to be sent home with the students. All flyers must include the PTO logo and must be stapled with a permission slip. They must be sent to the Student Activities Director for approval before distribution.
- You need to create a spreadsheet to keep track of students who hand in their permission slips, monies received as well as if they have an allergy. This spreadsheet can be printed out once completed and used as a sign in and sign out sheet at your event.
- You will receive a list of parents who have signed up to volunteer. Reach out to them a few weeks before to make sure they are okay to help now that you know the date of the event. You will need parents at the door to have parents sign their children in and out, parents keeping an eye on the bathrooms as well as parents just wandering around keeping an eye on everything. Certain events will require more or fewer parent volunteers, depending on the venue.

- You will need to know the Balances on your venues, or rentals a few days before the event and once again submit a Vendor Payment form as well as an invoice to the Student Activities Coordinator for approval. The checks will then be issued so you can pay the balances the night of the event.
- The PTO discourages tipping. If your event requires you to tip someone it must be approved by the Student Activities Director in advance. Each event is different so, please do not hesitate to contact the Student Activities Director with any questions you have.

Thank you for taking the time to volunteer. Without you the PTO could not have such great events for our students.