

Event and Committee Chair Frequently Asked Questions

Q. What is the date of my event?

A. Generally, events fall on similar dates year to year. If you would like to change the date of your event, please speak with the Vice President as soon as possible; it is the responsibility of the VP to create the events calendar for the year.

Q. How do I book the space for my event or meeting?

A. The space for events and meetings, including outdoor space, needs to be booked through “schooldude.” Until you have booked your space, it is not reserved for your event and can be used by another event or organization. The instructions for using “schooldude” were sent through email. If you need them again, please ask the VP.

Q. How do I communicate with the Thoreau Community?

A. Communication can happen in a variety of ways, Thoreau Announcements (TA), Room Parents, Facebook, or flyers.

Q. How do I get information on Facebook?

A. Email the chair of the Communications Committee with the information you would like to distribute. The contact information can be found in the back of your directory.

Q. How do I communicate with Room Parents?

A. Email the Room Parent Coordinator. It is the responsibility of the Room Parent Coordinator to filter how much information is being communicated through room parents. The contact information can be found in the back of the directory.

Q. How do I get information in the Thoreau Announcements?

A. The deadline for submission to the TA is Monday at 9pm for that week. Send messages to thoreauannouncements@gmail.com and cc the co-presidents. Please indicate whether your message should run once or weekly until the event. Keep formatting to a minimum.

Q. What if I want information to go out in a separate blast?

A. A separate blast email sent on a day other than Thursday needs to be coordinated through the co-presidents. It is not always possible to send a blast. It is the job of the co-presidents to manage the number of communications that are being sent. The email must be in the system by 12pm. The system is set to distribute new information at 1pm each day.

Q. How do I get a flyer out?

A. The number of flyers needed for each classroom can be placed into the teacher mailboxes. Please keep in mind that teachers do not check mailboxes every day. Some teachers hold all information until Fridays for distribution.

Q. Where do I do my printing?

A. We encourage you to use Bud at Ripley or Tracy Culkins at Minuteman Printing (20 Beharrell Street, West Concord, 978-369-2808, mmp1907@aol.com). Typically both offer great prices and service. In the past, Tracy has received the class lists early in the school year and can sort numbers of copies by class for you. Please mention the name of your event on any invoice.

Q. How do I solicit volunteers for my event or committee?

A. Create a sign-up genius. Send the link to the PTG leadership team for posting on the PTG website. Additionally, create messaging to be communicated through one of the aforementioned methods that highlights what you are looking for and includes the link.

Q. How do I communicate with Staff?

A. Donna Macone, dmacone@concordps.org sends an email to staff regularly. Additionally, Principal Charles, acharles@concordps.org sends an email to staff on Sunday evenings. The PTG leadership team meets regularly with the PTG staff representatives. Messages and questions can be communicated through them as well. Please communicate with staff through one of these resources.

Q. How do I communicate with PTG leadership?

A. The leadership team consists of the co-presidents and vice president. Please send all emails to the three people in these roles.

Q. Where do I get food for an event?

A. The PTG leadership leaves these decisions up to you. We encourage you to consider your overall budget when purchasing food for an event. For example, when possible, we highly encourage you to order pizza from Comella's in Concord; the cost of their pizza is usually half of what other restaurants charge. Over the course of a school year, the money saved on pizza orders for all PTG events can add up to a thousand dollars in savings!

Q. What do I do about peanut allergies at my event?

A. If your event takes place during school hours, such as Field Day, all food must be approved through the school nurse, Meg Jensen. Events after school hours should have clearly labeled food and should attempt to offer a variety of options including peanut-free food and gluten free food.

Q. What is the budget for my event/committee?

A. The budget will be sent to you soon after it is voted on and passed in September. Familiarize your self with your budget. It is your responsibility to ensure that your event will come in at your allotted budget number. If you anticipate needing to exceed your budget, reach out to the PTG leadership before you spend. If you exceed your budget without prior approval we can not guarantee reimbursement.

Q. How do I get photos from my event posted on the bulletin board at school or on Facebook?

A. Photos can be placed in both places, once you can confirm that all children in the photos have a signed photo release on file. This can be checked with our PTG leadership, the Communications Chair or with Donna Malone in the main office.

Q. How do I get reimbursed for what I have spent on my event?

A. Submit receipts in an envelope to the Treasurer. There should be a note that clearly labels what event each expense was used for, and a specific description of each expense. Tally your expenses and reflect how they correlate to your budget. Your name and address should also be clearly written. This envelope can be placed in the PTG mail crate inside the main office mail room.

Q. Does the PTG have an Ipad?

A. Yes. There is a PTG device located in Sue Howard's office. It is labeled "PTG." If the office is locked, please request access in the main office.

Q. Do we have a way to accept credit cards as payment at events?

A. The PTG owns two Paypal credit card swipers which can be used with the PTG Ipad. These are found in Sue Howard's office. An account and password are required to use them. Please request this information at least 48 hours in advance of your event.

Q. I would like to step down from my position. What should I do?

A. The earlier you communicate your desire to take a break from volunteering, the better. Please let the Co-presidents and Vice President know. It is your responsibility to find a replacement. Ideally, you will identify someone before your scheduled event so that this individual can be trained on the details.

Q. I am new to chairing this event. How do I know what to do?

A. A play book should be created and maintained by current chairs to be passed along to new volunteers when leadership of an event changes. This book should have a time line of required action items, a detailed list of how the budget was spent, and tips for the next year.

Q. I am overwhelmed! I have more questions! I need support! Who should I contact?

A. While the VP's major job responsibility is direct event and committee chair support, the entire PTG leadership is here to support you. Don't hesitate to contact them for any reason.