

Committee Responsibilities

Committees will be formed and supervised by the LAPTO. Committees will consist of a Chairperson(s) and/or Co-Chairperson(s) and Committee Volunteers. Committee Volunteers are asked to attend committee meetings as needed and assist the committee with implementation of projects related to the event. Committees will also evaluate projects/events/programs and also present new ideas.

Outline of Chairperson Responsibilities

Chairs and Co-Chairs are asked to head the committee, host organizational meetings as needed, prepare brief reports, set goals, develop action plans and manage the operations of the committee and the event. Chairs, Co-Chairs and/or a committee volunteer are asked to attend PTO Meetings as needed or requested to report on event progress. PTO Meetings are held the 3rd Tuesday of each month at 6:30 p.m. at the school.

To include (with the help of your committee):

- ◆ Take charge of directing, managing and implementing projects, programs or events.
- ◆ Coordinate and contact other volunteers who signed up – **DO THIS FIRST!**
- ◆ Set project budgets and secure approval.
- ◆ Request budgeted funds for your event from the LAPTO.
- ◆ Track project expenditures.
- ◆ Assist with recruiting additional volunteers if needed.
- ◆ Delegate responsibilities.
- ◆ Manage action plan and timeline for event.
- ◆ Communicate pertinent information in a timely fashion to school community & LAPTO.
- ◆ Maintain proper files.
- ◆ Obtaining necessary authorization for event/ project.
- ◆ Communicate and meet with the LAPTO as needed & requested.
- ◆ Assist with flyers/memo/posters & other communications/notices for LAPTO NEWSLETTER as needed to promote the event/project at school. (**Please see LAPTO Procedures for Members for further guidelines.**)
- ◆ Assist with new idea development.
- ◆ Remind your committee volunteers to record their volunteer hours! For further information on the LA Volunteer Program refer to the **Parent Volunteer Handbook**.

Commitment: 1 school year or 1 event as it pertains to the specific committee.

If your committee is involved with a fundraising event:

The Chairperson of any Fundraising Committee must supervise and maintain accounting of funds raised for the purpose of the fundraiser. This person will need to work closely with the Treasurer of the LAPTO to maintain accurate and proper records of all fundraising monies. All funds for Lincoln Academy fundraisers must be properly secured by the Chairperson and/or LAPTO Treasurer. Please review the processes outlined in the "**Lincoln Academy Fund-Raising Procedure Guidelines**". A Fundraising Report needs to be submitted to the LAPTO. Additional duties **may** include setting and attaining financial goals for the year, assist with determination of how raised funds will be allocated and providing reports explaining the aforementioned.

NOTE: If involved with a fundraiser that is raising funds specifically for Outdoor Lab or Middle School trips, **you must keep track of how much money each individual student raises.**

<p>For safety reasons, please leave any cash or checks for LAPTO Treasurer and/or any valuable items for LAPTO Board with the Front Office! Do not leave in the Parent Corner. Thank You!</p>
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Waste Management Recycle America – The school does participate in a streamline recycle program. The recycle dumpster is located near the entrance to the parking lot. The following items are accepted: newspapers, phone books, cardboard boxes, aluminum, glass and plastics. Please be sure to recycle while working on events and projects!