

Salem School PTO

TITLE: Policy for Assemblies

DATE ADOPTED: February 24, 2009

POLICY/PROCEDURE(S):

It is the policy of the Salem School PTO to support and encourage enriching experiences for Salem School's students by funding school assemblies. To that end the PTO will include a line item for Assemblies in its budget each year. The dollar amount within the Assemblies line item may change from year to year as deemed appropriate by the PTO Membership.

An Assemblies Chairperson and/or Assemblies Committee will be assigned the task of researching, planning, and scheduling Assemblies for the school year. The Chairperson/Committee must work closely with the administration and teaching staff in order to choose assemblies that support Salem School's educational plan and curriculum. The Assemblies Chairperson/Committee will seek approval from the administration for each proposed Assembly and then will bring the proposed Event before a PTO Meeting so that the PTO Membership can vote on it. While some Assemblies may not be appropriate for all Grade Levels, an effort should be made to balance expenditures so that all Grade Levels benefit from the funding.

When an Assembly is approved, the Assemblies Chairperson/Committee will then make the necessary arrangements for the Assembly, which may include among other things:

- Making arrangements and scheduling with vendors, entertainers, or other entities;
- Filling out the School Use Form;
- Organizing a committee to set up for the Assembly;
- Organizing a committee to clean up after the Assembly;
- Making certain that contracts reach the PTO President;
- Making certain that invoices reach the PTO Treasurer.