

# Salem School PTO

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**TITLE:** Policy for Scheduling Family Events

**DATE ADOPTED:** February 24, 2009

**POLICY/PROCEDURE(S):**

It is the policy of the Salem School PTO to support and encourage a sense of community within Salem School. To that end the PTO will include a line item for Family Events in its budget each year. The dollar amount within the Family Event line item may change from year to year as deemed appropriate by the PTO Membership.

A Family Events Chairperson and/or Family Events Committee will be assigned the task of researching, planning, and scheduling Family Events for the school year. The Family Events Chairperson/Committee will seek approval from the administration for each proposed Event and then will bring the proposed Event before a PTO Meeting so that the PTO Membership can vote on it. Family Event should be geared such that all Grade Levels and their families can participate.

If the Event is approved, the Family Events Chairperson/Committee will then make the necessary arrangements for the Event, 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 Event;
- Organizing a committee to clean up after the Event;
- Making certain that contracts reach the PTO President;
- Making certain that invoices reach the PTO Treasurer;
- All flyers for Family Events will include the verbiage, "All students and other minor children must be accompanied by a parent or other supervising adult at all times;"
- Unaccompanied minors will be required to leave the event.