

PAC COMMITTEE CHAIR INFORMATION

The PAC Board members would like to officially welcome each of you to your chairperson positions and **THANK YOU** for stepping up to serve our school! We realize this is a significant donation of time and talent, and your service and commitment to our school and our kids is irreplaceable. We truly value your assistance! In an attempt to try to make your jobs easier, we would like to provide some basic information that you may need throughout the course of this year.

<u>BOARD POSITION</u>	<u>MEMBER NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
President	Ryan Newell	614.329.8670	rnewell73@sbcglobal.net
1st Vice President	David Michalec	614.625.7685	michaldf@hotmail.com
1st Vice President	Julie Edmundson	614.600.6734	julieangel88@gmail.com
2nd Vice President (Wish List)	Cara Vanasdale	614.865.1334	cara@insight.rr.com
2nd Vice President (Scholarships)	Kim Bedzyk	740.417.0968	bedzykbunch@mac.com
Treasurer	Patrick Carr	614.284.3260	patrick.m.carr@jpmchase.com
Secretary	Karen Heil	614.439.5261	karen.heil@hotmail.com
Communications	Libby Popadak	330.307.8444	libby.popadak@gmail.com
Parliamentarian	Ted Jordan	614.397.9361	tedjordan@me.com

PAC Supply Room Chair: Lisa Solazzo 614.309.0030 solazzofamily@hotmail.com

DUTIES & RESPONSIBILITIES:

Q) What are my responsibilities as chairperson?

A) Responsibilities vary from committee to committee. Some previous committee chairs have completed position description forms, describing what your position entails. Please contact a PAC 1st Vice President to find out if that information has been compiled. If not, the 1st VP will be able to provide you with information about your event and job responsibilities.

Chairpeople need to plan to attend or call into the PAC General Meeting preceding their event to inform the Board of their event's progress and/or any issues with which they might need assistance. For information about calling in, please contact the President.

Additionally, we need each chairperson to **complete both the Event Planning and the Event Feedback questionnaires**. The purpose of this information will be to add continuity to the events as future chairpeople step into unfamiliar roles.

In fact, if you know that you are not planning to Chair your activity next year, it would be appreciated if you would try to identify/recruit a successor. Having that person work with you this year to familiarize themselves with your activity is even better, if possible.

EVENT PLANNING:

Board Contact: 1st Vice Presidents

Q) How do I reserve a space for my event at St. Paul?

A) If you will be holding your event within the school or on parish grounds, please contact Marcy Wooster in the school office (614.882.2710) as early as possible. Please note spaces book up early.

Q) How do I schedule to have a reserved space at St. Paul set up in advance?

A) Submit a diagram of your desired layout to Jim Keating at jimk@stpacc.org at least 2 business days in advance. Please include a contact name and phone number in case of questions. If you are unable to email your layout diagram, please give it to Marcy Wooster in the school office.

Q) How do I get permission to use the Parish marquee or place signage around Parish property?

A) Contact Pat Kitzler in the Parish Office (614.882.2109) for assistance with getting permission from Fr. Charlie. Please submit your request as early as possible for timely consideration.

BUDGET:

Board Contact: PAC Treasurer

Q) How do I know if my activity has a budget for expenses?

A) Please contact the Treasurer for more information.

Q) How do I get reimbursed, pay a vendor, or get cash for an event?

A) Please download the check reimbursement form at <http://stpaulk-8.org/stpaul/media/documents/general%20downloads/PAC---Check-Request.pdf> Send to the school office care of PAC Treasurer. If urgent, please call the Treasurer.

Reimbursements: Attach receipts to completed form.

Payments to vendors: Please check that billed amount is correct and attach invoice.

Event cash: Please contact the Treasurer at least 2 weeks prior to event with cash needs (be as specific as possible).

Q) Where do I deposit my activity's profits?

A) Return monies to the school office, attention PAC Treasurer. Please alert the Treasurer to activity (i.e. date you dropped money off, how much cash and how many checks are part of the activity, etc.) via e-mail. **Please ensure that all deposits have been counted and verified by at least 2 volunteers.** Please use the Cash Deposit Bank Form to reconcile all funds. This form can be found at <http://stpaulk-8.org/getattachment/Parents/PAC/2014-15-NEW-Cash-Form.pdf.aspx>. This process helps to ensure the appropriate controls around funds deposited.

COMMUNICATIONS:

Board Contact: Communications Chairperson

Q) How do I get information about my event on the St. Paul School website?

A) Please send your information two weeks in advance of your desired publication date to the Communications Chairperson. Please note in your email if you have gotten pre-approval from the office for items to be published on the website.

Q) How do I get information about my event published in the parish bulletin?

A) There are two ways to handle this:

- 1) Send your information to the Communications Chairperson two weeks in advance of your desired publication date, and she can work with Dee Shomo to coordinate having it published;
- 2) Or, you can send your information directly to Dee Shomo (stpaulchurch@stpacc.org) in the parish office. Once your information has been approved by Fr. Charlie, Dee will try to include it in the bulletin as space permits. Please submit all information *by Wednesday the week prior to publication*. It is helpful if you send your information in a Word.doc file. (Please note that if you send your information directly to Dee, we would appreciate it if you would still copy the Communications Chairperson on your email so that she can ensure that all events are receiving necessary publicity without duplicating efforts.)

Q) How do I get flyers sent home with the kids?

A) Submit a draft of your flyer for approval either to the office or via email to Ms. Gillivan (sgilliva@cdeducation.org). Once your flyer has been approved, check with the office staff to determine the appropriate number of flyers needed. Flyers can be sent home by “youngest & only” or to all students. Once photocopied, flyers will need to be counted out by classroom and then returned to office for distribution.

Please note that in the interest of saving money and resources, many times it's good to consider attaching an electronic copy of the flyer to an email blast. (See below)

Also, to add uniformity to PAC Committee correspondence, it would be great if you could include the PAC logo on your flyer. Please contact the Communications Chairperson to get an electronic copy of the logo.

Q) How do I send out an email blast?

A) Submit your email for approval *at least 2 days in advance* either to the office or via email to Ms. Gillivan (sgilliva@cdeducation.org). Please designate to whom the email blast should be sent (one class, one grade, entire school, etc.)

Or, if you prefer, you can send your information to the Communications Chairperson. She will work with you and the office to get your email approved and distributed.

Also, to add uniformity to PAC Committee correspondence, it would be great if you could include the PAC logo in your email. Please contact the Communications Chairperson to get an electronic copy of the logo.

Q) What if my committee wants to handle all aspects of communications?

A) That is great, but please copy the Communications Chairperson in all your communications (or just send her an email with an overview of your communications plan) so that we can ensure that all events are receiving necessary publicity without duplicating efforts.

LOGISTICS:

Board Contact: 1st Vice Presidents and Event Supplies Chairperson

Q) Does PAC have any supplies we can use? If so, what are they and where are they located?

A) While in the planning phases of your activity, please contact the PAC Supply Room Chairperson for a list of available supplies or check the inventory list at <http://www.signupgenius.com/go/10c0c4daaab2cab9-pacsupply>. Once you have determined your needs, the Supply Room Chairperson will consolidate all items in the pick-up area of the PAC Supply Room so that they are ready for your event.

At your event set-up, you will borrow a key to the PAC Supply Room from the office and then retrieve your items. When your event is over, please plan to return all remaining items to the pick-up area in the PAC Supply Room. To maintain organization and inventory counts, the Chairperson will put everything away.

The PAC Supply Room is located beneath Miller Hall, near the PSR offices. From the school: use the door just before Miller Hall and go down the stairs. At the bottom of the stairs, turn right; go to the end of the hall, and then turn left at the end of the hall. The Supply Room is behind the locked double doors.

Q) Who do I contact if I need more volunteers for my activity?

A) Please contact a 1st Vice President to discuss.