

To ALL Coordinators

First - A big Thank you to all of you for volunteering to coordinate the different school activities and events this year. We appreciate all your help!

We would like to take this opportunity to welcome you back to another school year and to review a few processes!

FROM PATTI GARCIA – TO RESERVE THE CONFERENCE ROOM OR ANY OTHER SCHOOL FACILITY:

1. Dates must be approved by Mrs. Edwards.
2. Email Mrs. Patti Garcia your request for Gym and/or Conference Room with dates and times needed
3. Mrs. Patti Garcia will make and firm the reservation
4. Mrs. Patti Garcia will notify the coordinating parent of the reservation/confirmation
5. Mrs. Patti Garcia will enter the event on the school calendar

THE PROCESS FOR RE-IMBURSEMENT:

1. Fill out a Check request form (found on the PC tab on St. Mary website) - <https://sites.google.com/a/st-mary.net/st-mary-school-parents-club/school-events>
2. You as coordinator for this event, will need to sign off on this form (make sure receipts are attached)
3. Volunteers requesting to be reimbursed can put this form in the “PC check request payments” folder in the school office, hanging on the inside office door. Please be sure to send an email to PC Presidents and (Kshama Perera & Teresa Cademartori) let us know there is a payment request that needs our signature.
4. PC Presidents will sign off on the request & PC Treasurer Olivia Florence will reimburse. Process takes about 2 weeks. If reimbursement is needed sooner, please let us know.
5. We will individually email all coordinators with budgets for all events.

FOR SENDING OUT INFO & FLYERS IN WEDNESDAY BULLETIN:

1. After dates are confirmed, create the flyer and email PC Presidents for approval
2. After PC approves the flyer Mrs Edwards must approve.
3. Forward the initialed flyer to Mrs. Patti Garcia to be included in Wednesday envelope. Flyers/inserts must be received by Mrs. Garcia by Monday 4pm.
4. Please allow time for this whole process as Mrs Edwards may be busy and not able to approve immediately.

Your name only will be listed on the PC tab on the St. Mary website, as the coordinator for the event so that volunteers who are interested to help out and can call on you.

Thank you once again for all your help!  
Teresa Cademartori & Kshama Perera (PC Co-Presidents)