



## COMMITTEE CHAIR INFORMATION PACKET



Thank you for taking on a Committee Chair role at Blossom Hill School. Your time and effort, as a volunteer in our school community, is providing our children with incredible experiences through curricular and extracurricular programs and community building events. This wonderful tradition at Blossom Hill continues thanks to you!

### COMMUNICATIONS AND PUBLICITY

Communication plans for your event must be approved by the President of the H&SC. Please send your plans to [president@blossomhill.org](mailto:president@blossomhill.org) for review and approval. Communication options are detailed below:

#### Soft Copy Communications

##### “Wednesday Buzz”

The “Wednesday Buzz” Packet is our weekly communication home to parents – distributed electronically every Wednesday afternoon. It is comprised of our weekly “Beehive” newsletter, and any flyers from the District or child-focused organizations.

##### The Beehive

All H&SC Committee events, requests for volunteers, etc. should be communicated in *The Beehive*. Please submit articles via email or as a word attachment by Friday afternoon of the week before you would like the article to appear. The appropriate committee chair should approve any article s/he asks a committee member to write. Think ahead! You may want to submit all articles for your event in advance (it helps our Beehive Editor know what is coming). Please keep formatting to a minimum. Articles should be concise and upbeat! Submit to [beehive@blossomhill.org](mailto:beehive@blossomhill.org) and cc: [president@blossomhill.org](mailto:president@blossomhill.org).

##### Website & Facebook

To request that something be publicized on the H&SC website, (i.e. Harvest Festival, The Hive, etc.) please email our H&SC Facebook Manager/Web Content Chair at [facebook@blossomhill.org](mailto:facebook@blossomhill.org) and cc: [president@blossomhill.org](mailto:president@blossomhill.org).

##### Room Parents

Sending a note to Room Parents to distribute to their classes is an excellent way to get a message out. A brief write-up may be submitted to the H&SC Vice President for approval. The H&SC Vice President will then pass the approved e-mail to the Room Parent list to share with their classes.

##### Vertical Response

The H&SC utilizes Vertical Response e-mail marketing software for only very time-sensitive, mission-critical and board-approved communications to all parents in the school.



## Hard Copy Communications

### Cabinet Bulletin Boards

There are a variety of bulletin board cases around campus, some of which are available for committee use to publicize events or activities. The bulletin boards are designated to be used as follows:

- Front of school gates: Cornerstone uses year-round.
- Library wall: 1. Library 2. H&SC 3. H&SC Behind 1st Grade Block: H&SC and LGEF
- Kindergarten: H&SC and Kindergarten messages
- MPR along Blossom Hill Road: H&SC

Approval to post items inside cabinets is required from H&SC President. Cabinet keys are held by Julie Sheehan in the office. Please be sure to remove any posters/flyers promptly when your event is over.

### Vinyl Banners

If you wish to use vinyl banners to publicize what you are working on, there is a space for large banners on the back side of the Kindergarten block and at the front of the school. The banners can be affixed by a custodian. Please be sure to complete a custodial request form requesting your banner to be hung with at least one week notice.

### Paper Posters

All posters must be approved by H&SC President before posting. Please try not to overrun our beautiful school with flyers and posters and remember to remove your materials promptly when your event is over.

### Laminating

Our laminating team will laminate posters or flyers on a weekly basis. Please check with [laminating@blossomhill.org](mailto:laminating@blossomhill.org) to confirm that the item you'd like to have laminated will fit the machine. Since the team does not laminate every day, please make sure to give them plenty of notice.

### Easels

We have over a dozen wooden easels in the H&S shed. Please email the President for permission to borrow them in case another committee requires them. Remember to return them to the shed when your event is over.

### Flyers

Flyers to be included in the "Wednesday Buzz" packet must be sent in PDF format to Julie Sheehan and [president@blossomhill.org](mailto:president@blossomhill.org) for approval by no later than 2pm on Friday afternoon. ALL non-H&SC flyers need to be reviewed and approved by the District Office.

## FACILITY USE

### On-Campus Room Reservations

Use of campus facilities requires permission from school administration. To reserve a room on a weekday while a custodian is on site, please contact Julie Sheehan or Cindy Adams in the front office. There are two rooms that can be reserved for meeting or event use - the Flex Room and the Multipurpose Room. Please make your reservations at least two weeks in advance of your event.



### **Using School Facilities after School Hours**

Use of campus facilities when school is not in session requires District approval. To reserve space during non-school hours, you must go through Facilitron. A custodian must be paid for and onsite during these events. Examples of non-school hour events includes: rehearsals in MPR, weekend activities, use of fields and all other spaces.

### **Ladders**

Please visit the school office for information about borrowing ladders.

### **Tables and Chairs**

The H&SC owns six 6' tables and two 8' tables for H&SC use. These are kept in the storage room at the back of the MPR. If you need tables or chairs set up for an event or meeting, please complete a facilities request form in the front office and submit to the custodial staff at least two weeks in advance of your event, activity or meeting.

## **GETTING VOLUNTEERS**

H&SC committees primarily use the SignUp Genius web application to secure volunteer sign-ups, whether it's for class activities or larger events. Everyone can see who is signed up for what, and reminders are sent automatically via e-mail. The H&SC has a SignUp Genius account that is open for all committee chairs to use. The email address to use at sign-in is [volunteers@blossomhill.org](mailto:volunteers@blossomhill.org) and the password is: Blossom2! (case sensitive). If you have any questions about using SignUp Genius, please contact [volunteers@blossomhill.org](mailto:volunteers@blossomhill.org).

## **EXPENSES**

Please try to keep all expenses to a minimum. A budget for your committee will be provided to you by the H&SC Treasurer. Please operate within your budget, keep good records of your expenditures and submit expense reports promptly. Committee chairs for larger events will be asked to attend a H&SC Board meeting before their event takes place for budget review and approval purposes.

Expenses above \$500 need full Board of Director approval for reimbursement. Expenses can be reimbursed by completing a General Fund Check Request form, available on the H&SC website. For committee reimbursement, please have the Committee Chairperson authorize the request before submitting for reimbursement. All requests must be authorized by committee chair or H&SC officer before a check is issued. Reimbursement checks will not be issued by the Treasurer without a fully approved request complete with receipts. Please allow 10 days for a check to be approved, prepared and signed.

A deposit must have a completed deposit request form. For high volume sales (such as Honeybee Choir, Chorus, The Play, etc.), where there are multiple checks, we need the checks to be accompanied by a spreadsheet with name, check number and amounts. Also included should be any breakdowns you have that you want accounted separately - e.g. play tuition, buyout, DVD purchase, etc. This information is needed to make sure the money is distributed correctly.



## **CONTRACTS**

Any contracts required for an event **MUST** be signed by the H&SC President for insurance protection purposes (and also so the Board is aware of what's going on). Soft copies of contracts can be emailed to [president@blossomhill.org](mailto:president@blossomhill.org), or hard copies can be left in the H&SC President folder in the school workroom.

## **GIFT POLICY**

We have a strict no-gift policy. The H&SC is unable to reimburse for gifts purchased for committee members, chairs or volunteers.

## **THE H&SC SHED**

All H&SC items are stored in the shed next to Clubhouse. Shed keys are held by Cindy Adams in the office. When returning things to the shed, please be considerate of the next committee who will be using the items. Clearly label boxes and make sure that items are returned tidily and in good working order. Please let [vicepresident@blossomhill.org](mailto:vicepresident@blossomhill.org) know if anything gets broken or needs to be replaced.

## **H&SC COPIER CODE**

Please use copier code 11461 for all H&SC copy jobs. Please make every effort to do things electronically whenever possible, in an ongoing effort to save paper.



Please don't hesitate to email [president@blossomhill.org](mailto:president@blossomhill.org) should you have any questions.

**THANK YOU FOR YOUR COMMITMENT TO BLOSSOM HILL SCHOOL!**