

To: PTC Committee Chairpersons

From: Leann Dockins
Judy O’Gallagher
8th Grade Co-Presidents

Enclosed in this committee binder is important information that will help you make your event go more smoothly. Your binders will be collected at the end of your term and passed onto the next chairperson. Please keep all papers in the binder for next year’s chairperson. Review the following forms and let us know if you have any questions. Thanks again for your support!!

Committee_____

Budget_____

Please keep us updated about your committee’s activities and meetings throughout the year. After the end of your event please provide your final number to the 8th Grade Presidents or 7th Grade President within two weeks.

Following is a list of the materials included in your committee packet, please take some time to review and let us know if you have any questions.

1. Communication with Park Families
2. Check Request for Events
3. Check Disbursement Procedures
4. Deposit Procedures
5. Cash Handling Procedures for PTC Events
6. Miscellaneous Forms
7. Tax Exempt Form

We are looking forward to working with you this year and make this another successful year for the PTC. Please feel free to contact Leann at [708-261-7974/dockinslt@kjww.com](tel:708-261-7974) or Judy [708-352-2286/jbgallagher@sbcglobal.net](tel:708-352-2286).

Leann Dockins
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