

Eagleville Elementary School

2019-2020 Home and School Chair Instructions

Thank you for volunteering to help with a Home and School event! Our organization would not be a success without people like you! In this packet you will find some guidelines and tips for helping you in your position.

Please never hesitate to contact any board member for help.

Committee _____

Co-Chair (if applicable) _____

Budget (if applicable) \$ _____

Date of Event (if applicable) _____

2019-2020 Home and School Board Members

President

Betty Nascimento--Eaglevillepresident@gmail.com

Vice President

Michelle Price--EaglevilleVP@gmail.com

Treasurer

Jean Salotti--Eaglevilletreasurer28@gmail.com

Secretary

Tracey Gemzik--Eaglevillesecretary@gmail.com

2018-2019 Additional Contacts

Principal

Dr. Kelley Harmer--kharmer@methacton.org

General Guidelines

The date of your event, if applicable, is listed above.

Your budget, if applicable, is listed above. It is important to stay within your budget! Any questions, please contact Jean Salotti or Betty Nascimento.

Electronic Communication is great way to notify people of deadlines and keep everyone in the loop. Eagleville Home & School Association uses Konstella to communicate with our families. You will want to send out notifications for your event. You can send them to Betty Nascimento via email and she will make sure the Principal approves it and that the notice is sent.

Copies should be made at Eagleville and should be made in black and white only unless there are special circumstances that have been discussed with the President.

If you'd like a flyer to go home for your event, please forward it to Betty Nascimento and she will handle making sure the Principal approves it. Once it is approved, you will be notified and you can make the appropriate copies in the Main Office. Please coordinate with Michele Vitelli to make the appropriate copies. Please remember that the copier is for student/faculty use, so please be considerate when copying.

Please provide an electronic version of any new flyer to Tracey Gemzik so the information can be kept for future chairs.

If you have ANY questions about the budget for your event or about submitting monies or reimbursement requests, contact Jean Salotti. Both the "Home & School General Deposit Form" and "Home and School General Reimbursement Form" are included in this packet

****Any volunteers helping with your event must have obtained their volunteer clearances through Methacton School District, with no exceptions.**

If you have any questions, please don't hesitate to contact any member of the Executive Board. Thanks again for your commitment to Eagleville! We couldn't do it without you!