

Line Elementary PTC Event Policy

Chairperson of the event shall complete an Event form within 30 days after the event and present to the Events Coordinator. The form will be included in the events folder for future reference. The Events Folder will be managed by the Events Coordinator.

The form will outline the following items:

Date and time of event

Chairperson name and contact information

Any volunteers and their contact information

Did the event need more/less volunteers than those who participated

Description of the event

Advertisement of the event (via newsletter, sending home notices with students, etc) and when this was done

How many people attended the event?

Supplies needed for the event (include a copy of all receipts for reimbursement)

Where were the supplies obtained?

Budget outline or total cost/earnings

How did the overall event go?

Suggestions for next years event

A copy of the form is available in the Events Folder & on the Line Elementary PTC website.

Reimbursement for items purchased for event:

All receipts must be submitted within 30 days of the event for consideration and reimbursement. Any receipts received after this time will not be considered for reimbursement. A copy of all receipts should be included with the event form and **original receipts will be submitted to the Treasurer** for payment.