

HOPE Committee Chair / Co-Chair Guidelines

Thank you for volunteering your time to serve as a HOPE Committee Chair or Co-Chair. Standing committees are created by HOPE Executive Board to promote the goals and carry out the work of HOPE. The following are brief guidelines that have been established by HOPE to provide direction as you plan your event or manage your project. Please do not hesitate to contact HOPE execs if you have any questions.

Where to Start

* If this is your first year as a Chairperson, try to contact the immediate past chairperson at the beginning of the school year for guidance, and to answer any questions you might have about the committee.
* Review your committee’s description and responsibilities document found in the event / project’s Dropbox folder as well as other event docs (flyers, volunteer list, Hope Event Planning and Evaluation Form, etc)
* Review the HOPE database volunteer list for anyone who specifically noted they would help with our event. Contact your volunteers ASAP, even if the event isn’t for months. Send a note or email to acknowledge their participation and give an estimated time as to when you will contact them to start organizing the event. This will help solidify their commitment and ensure that they mark their calendars.

Recruiting Volunteers

* Review HOPE database volunteer list for potential volunteers. Contact HOPE Secretary for this list.
* Sign-up sheets at HOPE monthly meeting.
* Contact the HOPE Teachers’ Rep and ask for a volunteer request in the teacher’s newsletter.
* Sign-Up Genius is a great way to reach a larger volunteer base and is the preferred method when you need volunteers for scheduled time slots, specific food/product donations, etc. To utilize Sign-Up Genius contact HOPE President to obtain Sign-Up Genius Login and password. An existing HOPE membership distribution list is already pre-loaded in the system. Create a new sign up with your event details and volunteer needs, and then save as a draft. Send the link to either the HOPE President or the HOPE Exec Board member that is serving on your committee for approval before sending out to the distribution list.

Budget/Expenses

* The Chairperson is responsible to operate within the budget and shall secure Board approval before expending funds *in excess* of the budgeted amount. There is no guarantee additional funds will be available.
* Committee Chair must consult with HOPE Board member serving on committee before any official contracts are signed.
* Submit original receipts for reimbursement to the Treasurer. Please include payable to, the amount and the purpose of reimbursement.
* The Chairperson is responsible for totaling all deposits before turning over to the Treasure. Be sure to include on all correspondences that checks are to be written out to HOPE (Heyworth Organization of Parents and Educators).
* Review the HOPE donation list and receive approval before requesting community or parent donations at an appropriate time of year. HOPE maintains a donations database to ensure we do not overdo our requests.

By-Laws

* All by-laws must be reviewed and followed to ensure consistency with all events / projects.

Communication with Parents

* A Chairperson is expected to provide content/posts for the HOPE Facebook account to advertise their upcoming activity and to recap the results of their committee when the activity is completed. This can be done months surrounding the event. This is most impactful closer to the event. A recap needs to be posted no later than 4 weeks post event. Content for the post and pictures must be submitted to the HOPE Vice-President, HOPE Secretary or HOPE Facebook Editors group.
* All communications going out to parents, teachers, businesses or the community must be reviewed and approved by the HOPE President **and** the Principal prior to sending communications.

Communication with HOPE Membership and/or Executive Board

* A Chairperson is expected to report their committee's activities at HOPE meetings. If you are unable to attend a meeting, you should submit a committee report to any of the board members prior to the meeting or have another member present a report in your absence.
* A Chairperson is expected to keep all documents in Dropbox under event/project folder for future use.

Communicating with Teachers

* All communications going out to parents, teachers, businesses or the community must be reviewed and approved by the HOPE President **and** the Principal prior to sending communications.
* Send approved flyers out to teachers through mailboxes.
* A Chairperson is responsible for decorating a portion of the HOPE bulletin board in the month of your event. Please coordinate with other Chair people who share your month. All ongoing projects can advertise on assigned months.

HOPE Mailbox

* The HOPE mailbox is located in the teacher’s lounge with their mailboxes. You can utilize the mailbox to collect information back from teachers or students. You can also leave something for a HOPE member in the mail box. Please let that member know there is something waiting for them in the mailbox.

Committee Follow Up

* Complete the HOPE Event Planning and Evaluation Form after event/project and submit to HOPE President and save in DropBox Folder.
* Each committee has a folder in Dropbox which should contain a description of the committee & the responsibilities of the Chairperson. It should also contain any copies of Flyers pertaining to the committee event that are distributed to parents and teachers throughout the school year. This folder should be updated continually by the Chairperson.

Thank Volunteers

* Chairperson should thank their volunteers. This can be done through an email, individual note or Facebook post – there are countless (and simple) ways to do this, but it makes a big impact.

Ongoing Standing Events

Events are scheduled throughout the year to allow time to pass between volunteer requests, donation requests and cost to parents/families. Please respect each event’s timing and work to ensure success of all HOPE events. Note the below is intended to provide general guidelines: other school events such as Curriculum Night, Homecoming, Open House, etc. can also be used to inform parents about upcoming events, the role of HOPE, etc.

* Fall – Hornet Walk
	+ Promoting Event in September through end of event in early October
	+ Donation requests in Summer
* Winter – Santa Breakfast
	+ Promoting Event in November through end of event in early December
	+ Donation requests in Fall
* Late Winter – Carnival
	+ Promoting Event in January through end of event in February
	+ Donation requests in fall
* Spring – Hornet Hoedown
	+ Promoting Event in March through end of event in April
	+ Donation requests in Winter
* Spring – Teacher Appreciate Week
	+ Internal event for HES staff
	+ Donation requests in Winter