

BROOKDALE HSA

CHAIRPERSON EVENT GUIDE 2022-2023

Thank you so much for volunteering to spearhead an HSA event. This document contains information to assist you in your planning efforts. If you have any questions, please reach out to the HSA Executive Board Members.

HSA Executive Board

Nadine Knapp, President - nadineknapphsa@gmail.com

Paulette Reuther, Vice President - paulettereutherhsa@gmail.com

Laura Hazen, Secretary - secretary@brookdalehsa.org or laurahazenhsa@gmail.com

Laura Evangelista, Collecting Treasurer - lauraevangelistahsa@gmail.com

Laurie Orosz, Disbursing Treasurer - laurieoroszhsa@gmail.com

Chris LaBadia, Membership Engagement - chrislabadiahsa@gmail.com

Jaclyn Puleo, Class Parent Liaison - jaclynpuleohsa@gmail.com

Chairperson Guidelines

1. One month prior to the event, check-in with the HSA Board via email to confirm event date and budget, as well as to set up a meeting/phone call to discuss event details. Any changes regarding event prices (i.e. tickets, refreshments, class fees) must be approved by the HSA Board. All vendor contracts may only be approved/signed by a member of the HSA Board. In addition, if your event occurs after regular school hours, a permit is required and must be submitted to the Facilities Department by the HSA Board Secretary, Laura Hazen. Please confirm that a permit has been submitted for your event.
2. All materials to be sent home (i.e. event flyers) **MUST** be approved by the HSA Board and Ms. Barton. Email the flyer to the Board, who will then have it reviewed by the principal. After approval, the flyer should be forwarded to Mrs. LoBasso for distribution.

3. Please note that the District is discouraging the use of paper flyers. However, there are certain events that do require paper flyers (i.e. Halloween Dance, Holiday Shop, etc.) The HSA has purchased colored paper and a case of white copy paper for HSA use. Please check with Mrs. LoBasso first to see if paper for your event is available. If not, you may purchase the paper and submit a check request form to the Disbursing Treasurer.
4. Materials to be sent home should be distributed at least 2-3 weeks before the event. Please build in enough time for the approvals and copying if needed. The Virtual Backpack is emailed to the school community on Thursdays, so please be aware of that in terms of timing.
5. All materials regarding an HSA event must clearly specify the following:
"PARENTS/GUARDIANS OR DESIGNATED ADULT MUST SUPERVISE THEIR CHILDREN AT ALL HSA EVENTS. PARENTS OF UNSUPERVISED CHILDREN WILL BE CALLED TO PICK UP THEIR CHILD FROM THE EVENT." In addition, you must specifically mention on the flyer that it is a "Brookdale HSA Event."
6. If you will need a cash box for your event, you must notify the Collecting Treasurer at least ONE WEEK prior to the event. Please let her know how much cash, and in what denominations, you will need to start with.
7. After the event, the cash box should be either handed to the Collecting Treasurer or placed in the safe in Ms. Barton's office. No cash should be placed in the HSA mailbox, sent home with children or leave the school premises with anyone other than the Collecting Treasurer. **Please refer to the HSA Financial Policies & Procedures section "Procedures for Secure Handling of Cash".**
8. If you are collecting money for an event beforehand, please remember our cash-free policy. Please instruct parents to label envelopes with their child's name and class, as well as the event name. Encourage parents to use the online payment option when that is offered. All checks should be made payable to "Brookdale HSA."

9. At least one week prior to the event, make sure the Custodians are aware of the date and time. If you need tables, chairs, etc. to be set up for your event, please create a diagram of your proposed set up and leave with Mrs. LoBasso in the office.

10. Please keep all documentation related to your event. When your event is complete, please fill out the Event/Committee Wrap Up Form provided. All receipts for reimbursement should be submitted together to the Disbursing Treasurer, in accordance with the Financial Policies and Procedures which are contained in your folder as well.

Please review and abide by the general HSA GUIDELINES FOR VOLUNTEERS and FINANCIAL POLICIES AND PROCEDURES, and ensure that your volunteers abide by the guidelines and policies.

Again, thank you for your efforts! Please don't hesitate to reach out to the Board if you have questions.