

Welcome to the 2023-2024 Nash Home & School

Activity Coordinator Orientation!

The packet of information you are reading contains detailed and valuable information to insure your success as an Activity Coordinator. Please review it carefully, but feel free to contact any member of the H&S Board with additional questions or new ideas. We are here to support you in any and all possible ways.

Please know that you are a vital part of making General Nash Elementary a great place to go to school. Your investment in your student is recognized and appreciated.

A SMALL commitment makes a BIG difference if we ALL participate.

Thanks for your participation...

Jackie Arnold, Co-President 267-446-7333 jgbazar@hotmail.com	Desiree Pepe, Co-Preseident 215-817-1118 qtdez115@yahoo.com
Vice President, Kerry Spicer Kerry.spicer1111@yahoo.com	Steff Hicks, Secretary 267-934-2809 hicks.steff@gmail.com
Marian Monchais, Controller marian.monchais@gmail.com	Kristina Nissen, Treasurer 215-802-7927 danieln4915@gmail.com
Lauren Biase, Communications 214-760-8411 lbiase28@gmail.com	

generalnashhomeandschool@gmail.com

[H & S Website](#)

We're all in this together!

Communicate Your Event

It is important to advertise all H&S events. Here are some guidelines to help you “get the word out.”

There are 4 main ways to publish information about an event:

Option 1: We have a closed group on **Facebook**. If you would like to advertise your NASH event on Facebook, please contact Lauren Biase (lbiase28@gmail.com).

Option 2: You can request to advertise your event in Dr. Bowen’s weekly email. You should write a small blurb about the event and send it to lbiase28@gmail.com. Please make the subject line of your email is, “(Event Name) weekly email,” “(Event Name) Morning Announcements,” or “(Event Name) Nash News and Morning Announcement.” Your email should also include the date(s) you would like your event to be advertised.

Option 3: The **website**- Please contact Lauren Biase (lbiase28@gmail.com) if you have something to be added to the website.

Option 4: H&S has a **bulletin board** just outside of the parent pick up door. H&S members maintain the bulletin board. If you wish to post a flyer or poster about your event, contact anyone on the board via email.

*****IMPORTANT*****

It often takes many reminders for people to get a single message. Ideally, it is most profitable if you *plan ahead* and utilize multiple options for advertising.

Flyer Approval Process

We have gone paperless! All flyers can be shared via FB and Dr. Bowen's Weekly email. Flyers will need to be approved by the Nash office and H&S **BEFORE** the flyer is shared. When submitting a flyer to be shared via digital communications please include a short blurb about your event for advertising purposes. **All** flyers should be submitted through the Communications Officer- Lauren Biase (lbiase28@gmail.com)

Rarely, a flyer may need to be copied and printed. We need to send any flyers that need to be copied to the district copy center. This is handled electronically by the Nash office staff. There is generally a 10 school day turnaround for these copies to be returned. This is a cost saving measure for the General Nash budget.

Please Note: If you would like your flyer added to the website, North Penn School District now requires all digital communications be ADA Compliant. Our flyers need to be accessible to everyone. Specifically, all flyers need to be readable by a screen reader for the visually impaired. In order to meet this criteria, we are asking flyers be kept simple with limited graphics and basic fonts. Please avoid using graphics in place of text. All graphics included on a flyer need to have image alternative text that the screen reader can read for those who cannot view the image. This can be done prior to submitting the flyer by the creator or by a Home and School board member, which could increase the time we need to process flyers. Questions regarding ADA Compliance can be directed to the Communications Officer (Lauren Biase)

The following is the procedure for flyer approval/copy process.

1. Flyers to be shared via digital communications should be submitted as a word document for approval via e-mail to the Communications Officer (Lauren Biase –lbiase28@gmail.com). Please include which weeks you would like for your flyer to be included in Dr. Bowen's email. If it is not possible to submit the flyer digitally please email the Communications Officer for alternate arrangements. If a flyer has been approved to be copied it needs to be submitted **three weeks prior to when you need to distribute it**. Please email the Communications officer to discuss.
2. H&S will review the flyer and forward a copy to the office.
3. The office will review the flyer. If approved the flyer will be included in digital communications.
4. Upon approval H&S will email the coordinator the flyer was approved.

Reserving a Room & Extended Care

Once the date for your event has been determined and approved by both Dr. Bowen and the H&S Board, you'll need to **reserve a room** for your event.

The district uses "School Dude" for room reservations. Contact Dana Koch in Nash's office. She will add your reservation to School Dude and forward it to the custodial staff. Mrs. Koch's email is kochd@npenn.org. If you need something specific for your event, let Mrs. Koch know and she can include it in the comments on the School Dude reservation.

Extended Care: If you need to set up your event during extended care hours (7 -9 a.m., 3:40-6 p.m.) you will need permission from Dr. Bowen.

General Nash Elementary Home & School Event Form

The General Nash Elementary Home & School Event Form is to make sure everyone involved gets all of the information he/she needs. At least two weeks prior to your event you need to fill out the online event form. The form can be found at the end of this packet and additional copies can be printed from the Nash website. Please make sure you discuss any details that are not covered on the form with the proper department. The form can be submitted to the office or scanned and emailed. Please contact the H&S Co-Presidents, Jenna Cohen or Desiree Pepe with any questions (contact information on cover sheet)

H&S Meeting Agenda Requests

If you wish to discuss and/or report anything to the H&S during monthly meetings, please contact our H&S secretary, Steff Hicks (contact information on cover sheet). She will be sure to include your event on the agenda.

Event Debriefing

After the completion of a successful event, it's important to record a summary to keep records for next year's planning team. Please survey the volunteers that worked with you and complete a "General Nash H&S Event Wrap Up" form (found at the end of this packet). A very helpful communication tool, this form will be used to build upon your success in the future.

Please note: It is important that you record the names and contact information for the volunteers that helped you make your event a success. The H&S Board will extend an invitation to the Volunteer Appreciation Luncheon, hosted at the end of each school year, to each of your volunteers. A personalized thank you note from you as the Chairperson is a nice gesture as well.

Please forward all names and contact information to Renee Ferullo, our NVC Coordinator, at renee.ferullo@gmail.com.

Budget

The H&S Board will have a working budget meeting in July. This budget will be presented to the H&S Membership for approval at the September General Meeting. Please read the line items below that correspond with your event.

If your committee is a fundraising event, understand the profit that is projected. Please know that you are not personally responsible for raising funds, it's merely a guideline to help you understand what funds H&S is hoping to raise with your event. Also, please contact the H&S Treasurer or other board member by July of the present year, if you foresee any changes from the previous budget in funds required and/or resulting profit for your committee in following years.

****If you need to be **reimbursed** for any purchases made, please use the Check Request Form located on the H&S website under the Treasurer/Controller page Attach all receipts & invoices for the purchase(s) to the Check Request Form. Any purchases that **exceed** the budgeted amount for the event **must** be approved by the Home & School Board prior to the purchase being made. Copies of this form are also in the office and all requests should be emailed to the Treasurer. IF the form cannot be email please reach out to our Treasurer, Kristina Nissen (contact information on cover sheet) to make alternate arrangements.

If a check is needed *prior* to an event, or on the day of an event, please provide at least 1 weeks' notice to the Treasurer. *We require the a receipt or invoice to issue a check.*

See the up to date H&S budget listed on the website as a baseline for your event.

Acquiring Volunteers

When planning your event, please consider the use of parent volunteers. We have used parent volunteers not only for things like set up & break down, but for specific tasks during the event as well as “behind the scenes” tasks (making posters/games/assembling items).

Home and School has found great success with utilizing Sign Up Genius in order to acquire volunteers. As the coordinator, it is your responsibility to set up the Sign Up Genius. Once complete, forward the Sign Up link to our NVC Coordinator Renee Ferullo renee.ferullo@gmail.com who will then forward it to our Nash Volunteer Crew. It is very important to utilize the NVC for volunteers as *most* duties require clearances and this is our way of ensuring our children are being kept safe.

Home & School suggests getting your Sign Up Genius out at least 2 weeks prior for a smaller event, 3 weeks for a larger event. Keep in mind most families will need time to accommodate their schedules. A reminder can be sent to volunteers closer to the event.

Student Volunteers

When student volunteers are needed (High School and/or Middle School) as determined by the event coordinator, a separate Sign Up Genius will be created for STUDENTS ONLY. The separate sign-up is very important to find the appropriate balance of parent to student volunteers. The sign up genius will be specific as to the exact time frame that the students will be needed, understanding that they will mostly likely need to arrange for transportation.

The STUDENT Sign Up genius will be forwarded by the Nash Volunteer Coordinator (Renee Ferullo) to our contacts at both the High School and Pennfield Middle School (1) day after it is sent out to the Nash Volunteer Crew. The high school and middle school clubs meet on a monthly basis, so please keep this in mind while planning. Consider asking the NVC Coordinator to send a heads up with your events date to get it on their radar if you feel it's too early to put out a Sign Up.

Should a parent contact a coordinator directly for volunteer hours for his/her child, please inform them of our procedure and ask them to reach out to the appropriate contact at either Pennfield or NPHS for current opportunities at Nash. An event coordinator may also add a student volunteer to their own student sign up.

NPHS National Honor Society (Michelle McLarnon mclarnmr@npenn.org)

NPHS National Honor Society (Bill Jackson jacksowt@npenn.org)

NPHS Key Club (Linda Law lawlk@npenn.org)

Pennfield National Junior Honor Society (Nicole Quiring quirinnd@npenn.org)

Pennfield National Junior Honor Society (Donna Mower mowerdl@npenn.org)

*Please note on all student sign ups, "Any student who may show up and is not signed up in advance should not expect to acquire hours" -- the student can either stay and enjoy the event, or choose to leave. Any students that mistakenly sign up on the NVC PARENT/ADULT version will be deleted.

On event day, the coordinators will need to have a sign in/sign out sheet for the student volunteers to log their time.

If you have any questions/concerns, please feel free to check with the H&S Co-Presidents- Desiree Pepe (qtdez115@yahoo.com), or Jackie Arnold (jgbazar@hotmail.com) or our NVC Coordinator Renee Ferullo (renee.ferullo@gmail.com) on the policy.

Thank you!

*******NEEDS UPDATING: Guidelines for Purchasing Goods for Home & School Activities**
(Tax Exempt Status)

The PA Dept. of Revenue has granted the North Penn School District Coordinating Council exemption from PA sales tax. As a chapter of the Coordinating Council, the General Nash H&S is also allowed this exemption. If your committee or event requires a sizable purchase of taxable goods, please use our tax-exempt status to save us the cost of sales tax. See the following guidelines:

- Notify the treasurer about your intended purchase and which retailer you will use. (Each retailer has its own policy for processing tax exempt purchases.)
- The treasurer will tell you how you should proceed. She may have to loan you the state tax exemption certificate to present at time of purchase, or she may have to procure a tax exempt card from the retailer.
- If you do have to use the tax exemption certificate, please use it with care! It may only be used by the authorized H&S representative. It may be used only for purchases of goods for H&S sponsored events benefiting the students. It should be returned to the treasurer after use.
- Goods that are purchased to resell to a third party are NOT exempt from sales tax! For example, books purchased from a vendor for a Book Fair are subject to tax because they are NOT purchased for the student's direct use. Rather, they are purchased in order to sell. The applicable sales tax must be paid to the vendor, who must remit the sales tax to the state. Therefore, it is important to clearly distinguish your merchandise amount from your sales tax amount when paying the vendor. Notice that the third party does not pay sales tax again for this merchandise, so you should price it accordingly.

Guidelines for Collecting Money from H&S Activities

- If you will need a cashbox filled with start-up change for the event, notify Marian Monchais, Controller, marian.monchais@gmail.com
- If the activity involves order forms being sent in from home to the Nash office (such as yearbook sales or membership dues), be sure that there is a large, well-marked collection folder for the orders in the general H&S mailbox located in the main office.
- At the conclusion of the day's activities, the chairperson should count all money and record accordingly to the following: (keep a record for yourself as well)
 - Total amount in checks: \$_____
 - Total amount in cash (bills only): \$_____
 - Total amount in coins: \$_____

Please use the Money Counting worksheet provided. Request more worksheets from the Controller as needed. This form is also located on the H&S website under the "Treasurer/Controller" page.

- Money should be organized according to these guidelines:
 - CHECKS:
 - Bundle checks in stacks of no more than 50 checks per stack.
 - If adding machine is available, provide adding machine tape for each stack.
A zero subtotal must be shown at the top and total at bottom.
 - CASH (bills only):
 - Separate bills in denominations (1's, 5's, 10's, 20's, etc.)
 - Face all bills in same direction
 - Bills should be grouped using large paper clips in 25 bills per stack (all the same denomination per stack)
 - All stacks that are not full (ex. Less than 25 bills) should be marked with a small piece of paper under paper clip indicating the actual dollar amount.
 - COINS:
 - Request empty coin rolls from Controller, if needed.
 - Roll coins into full wrappers
 - Extra coins should be placed in an envelope loose and marked with the total amount
- The money should be counted and organized by the chairperson as soon as possible after the event. The money should then be transferred to the controller by either delivering the money directly to the Controller or having Mrs. Koch (Nash office secretary) put the money into the office safe. *The money must be marked with the Controller's name, event name, your name and the total amount enclosed.* Please notify the Controller that the money is in the safe and ready for pick up.

Thank you for your cooperation

Guidelines for Using the Home and School Cashbox

The Home and School owns a lockable metal cashbox that can be used for events where cash payments take place. At your request, it can be stocked with some start-up cash in various denominations when it is given to you, so that you will be able to make change for customers.

Please follow these procedures if you will need to use the cashbox:

1. Notify the Controller (by phone or email) at least 1 week in advance of your event.
2. If start-up cash is requested, estimate what amount you will need. The Controller can give you a standard mix of denominations, usually totaling \$50, or you can specify your own requirements.
3. Arrange with the Controller where to meet to get the cashbox. The Controller will have you count and verify the start-up amount in the cash box.
4. After the event, be sure to get all income counted and transferred to the Controller as soon as possible for deposit, as per the Money Collecting Guidelines. Then, contact the Controller to arrange to return the empty cash box.

Note: In the bookkeeping, the Controller will list the start-up cash as negative income (for example, -\$50.00). When the final event income is accounted for, it gets added to that amount, so that the net income from actual sales will be apparent, as it should be. Therefore, do NOT separate out the start-up cash when counting your income.

General Nash Elementary H&S Event Form

Please submit this form at least two weeks prior to your event

Name of Event:

Date of Event: _____ Time of Event: _____

Arrival Time for Set Up:

Event Coordinator #1:

Phone #: _____ Email: _____

Event Coordinator #2:

Phone #: _____ Email: _____

Space Where the Event Will Take Place (check all that apply):

Gym/Set Up Time: _____ Library/Set Up Time: _____

Cafeteria/Set Up Time: _____ Other/Set Up Time: _____

Lobby/Set Up Time: _____ Specify Space: _____

Items Needed for the Above Event (check and complete all that apply):

Tables/# #Needed*: _____ Trash Cans/# Needed: _____

Chairs/# Needed*: _____ AC or Heat Needed: _____

Extension Cords/# Needed: _____ Fans/# Needed: _____

AV or Technology Needs: _____ Café/Gym Doors Open: _____

*If special table/chair arrangements are needed, please attach a copy of the layout requested to this form.

Extra Requests/Notes:

Coordinator provided copies to: _____ Principal _____ Extended Care _____

_____ Principal's Secretary _____ Head Custodian _____ H&S Board
_____ Technology, if needed

General Nash H&S Event Wrap Up

Name of Event: _____

Activity Coordinator(s): _____

Expenses: _____

Profit, if applicable: _____

Contacts (vendors, school personnel, etc.): _____

Donations: _____

How many volunteers were required?: _____

Don't make this mistake next year!

Maybe we should try this....

Would you consider coordinating the event next year? _____

If no, do you know of a replacement? _____ Name: _____

Potential Date for Next Year:

Additional Comments:

Please return the form to the Nash Home & School, Attn: H&S President

Money Counting Worksheet

Counted by: _____

Date: _____

Event: _____

<u>Bills</u>	#	\$
50's	_____	\$ _____
20's	_____	\$ _____
10's	_____	\$ _____
5's	_____	\$ _____
1's	_____	\$ _____
Total Bills:		\$ _____

<u>Rolled Coins</u>		
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
Total Rolled Coins:		\$ _____

<u>Loose Coins</u>		
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
Total Loose Coins:		\$ _____

Total Cash: \$ _____

Total of Checks: + \$ _____

Grand Total: = \$ _____