

PTO Committee Chair Frequently Asked Questions

How long is my role as a Committee Chair?

Most committee chair roles last 2 years. At the end of your 2nd year, you will be asked to help find your replacement.

I want to change the way my Committee as operated in the past. Can I do that?

We love excitement and enthusiasm to improve all committees. Work with your eBoard representative before finalizing changes. There may be external factors that to be considered and your eBoard representative can help you ensure success.

How do I communicate my event or information to the community?

To communicate your event or general information via eTales, the website, Facebook, electronic flyer or marquee, you must submit a [Communication Request Form](#) on the PTO Website. The content of your message should be formatted exactly how you would like it to appear. Submit electronic flyers in MS Word so that the PTO logo can be added.

* [Home/Contact the PTO/Online PTO Requests/Submit a Communication Request Form](#)

My event or information needs to be communicated by the Principal. Do I still need PTO approval?

Yes. You will still need to submit a [Communication Request Form](#) so that we can provide the PTO logo and to ensure the information in your communication aligns with our publications (financially and logistically). We will forward all communications to the Principal on behalf of the you and your committee.

When do I need to submit communication requests?

All communication requests should be submitted in accordance with the following timelines:

- Electronic Flyer, eTales and Website: Thursday prior to Sunday publication
- Facebook: 24 hours prior to publication
- Marquee: 1 week prior to post

Can I create and distribute a physical flyer?

In alignment with the school, we will greatly reduce the amount of physical flyers. We are limiting physical flyers to a few major events. However, we will distribute electronic flyers through eTales and the PTO Website.

Can I advertise that a fundraiser gives money back to the school?

No. We must avoid using written language that indicates money is going back to the school to maintain our non-profit status. Instead, we can use phrases like 'benefits the school', 'supports our kids', or 'sponsors Cottonwood'.

Can I send an all school email through our online system?

We limit all emails to the weekly eTales and urgent/high priority requests.

How do I get materials printed for my event?

The PTO receives significant discounted printing services through the Cherry Creek School System. CCSD Print Services can also design flyers for \$5. They can be contracted at: printing@cherrycreekschools.org or Phone: 720-886-5840.

For a full list of services and pricing, reference their online website here: <https://www.cherrycreekschools.org/Printing>.

How much money do I have to spend on my committee?

Each committee is given a budget by the Treasurer. You must receive President approval before exceeding the budget. You can make requests to Executive Board to increase the budget for the following year if necessary.

How do I get reimbursed for my out of pocket expenses?

All reimbursement requests must be submitted within 30 days of purchase using our online [Check Reimbursement Form](#) on the PTO Website. You will need to attach a soft copy of your receipt to the form. Checks will be written on Wednesday mornings and left at the front office for pick up.

* [Home/Contact the PTO/Online PTO Requests/Submit a Check Reimbursement Form](#)



Where do I pick up my reimbursement check?

It generally takes up to 1 week to receive your check and you will need to pick it up in the front office. If you have any questions about your budget or the reimbursement process, contact the treasurers at treasurer@cottonwoodpto.com.

How do I get a Cheddar Up Link for my event or committee?

Cheddar up requests can be made using our online [Cheddar Up Link Request Form](#) on the PTO Website.

* [Home/Contact the PTO/Online PTO Requests/Submit a Cheddar Up Request Form](#)

Can I sign a vendor contract?

No. All contracts must be sent to the PTO Presidents so they can be reviewed by CCSD legal and signed by the Principal. You can submit your contracts for signature by completing this [Contract Review Request Form](#).

What else does a Vendor need to get approved to be at a Cottonwood event?

All vendors must submit a Certificate of Insurance to CCSD Risk Management. The certificate must list Cherry Creek School District #5 as an ADDITIONAL INSURED with minimum liability limits of \$1,000,000 per occurrence. You may email or fax the certificate to Cherry Creek School District Risk Management at: riskmanagement@cherrycreekschools.org or FAX: 720-554-4641. Any questions, please call Christine Baxter at 720-554-4617 or Jody Prentice at 720-554-4626

I need a Master List of all kids for my Committee. How do I get that information?

The PTO Presidents receive a master list of all students at the beginning of the year. You can request the list directly from them at presidents@cottonwoodpto.com.