

Chairperson Event Information/Guidelines

- As per the Rectory, all events must have 2 people to chair an event. The person who is the main chair will be in charge of running the event and ordering what is needed for the event and the co-chair person will help the chair with whatever is needed and will also handle the money.
- Verify with the Rectory prior to the event that the desired location for the event has been reserved and arrangements have been made for keys. The parish calendar is available on <http://qhchurch.org/>.
- Obtain a list of volunteers that signed up for the event from the HSG VP.
- Attend a short meeting prior to and after the event with the Vice President and Treasurer to keep the Board up to date on the plans and expenses for the event. This will also give you a chance to let the Board know any ideas that you might have to promote the event and increase participation from the families.
- Please attend the monthly HSG meeting before and after your event to give a brief report of your event to the school families.
- Any printed information, whether for the bulletin or to be sent home, **MUST** be approved by the HSG Board prior to printing.
- With prior arrangements with the Treasurer, checks for payment the night of the event and cash boxes with startup money can be made available for the event. Please make this request 7-10 days prior to your event.
- And single expenditure over \$100 **MUST** be reviewed with the HSG Board.
- All expenditures require written receipts. You will have a copy of the tax exempt form that must be returned after your event. (Treasurer must have all information to the Rectory for the end of the year audit.)
- Please provide regular updates to the HSG Board regarding the status of your event, especially areas that are behind schedule or areas that need assistance.
- **ALL** receipts from your event are to be submitted to the Treasurer for reimbursement. Expenses are **NOT** to be paid out of proceeds from the event.
- All money must be properly documented and turned into the Treasurer no later than 3 business days after the event when the money was collected or after the due date of presale.
- After the event, let the Board know any suggestions or comments that you have regarding the event and ways to improve the event for next year.
- Return the volunteer list to the Vice President so families can be credited for the hours that they worked at the event.

Thank You for volunteering your time to chair the event.