



EVENT CHECKLIST

Communication:

- _____ "Home and School sponsored" on all flyers
- _____ Nonflexible due date for volunteer sign up using SignupGenius.com
- _____ Contact person/s listed on communications
- _____ Copy to chair before submitting (due date for newsletter is 9 am Monday)

Volunteers:

- _____ Confirm *Safeguarding* status before event (campus secretaries)
- _____ Name tags used at all events
- _____ Mandatory meeting immediately preceding event (approx 10 min)
- _____ Printed instructions/expectations
- _____ Volunteer recognition/thank you submitted to Campus Connection

Budget:

- _____ Knowledge of event budget; Please do not seek cash donations.
- _____ Start up cash 1 week prior to event; Request Tax Exempt if needed
- _____ Funds deposited immediately after event (2 signatures on counts)
- _____ Check request for expenses within 10 business days of event

Procedures:

- _____ Written instructions for volunteers reviewed and updated
- _____ Event Summary filled out to assist with future events
- _____ Submit final summary to Chair within 2 weeks of event