**EVENT PLANNING**

- **Schedule a Pre-Event Meeting** - Scott Disch and Caryn Barron would like to meet with event chairs ONE MONTH prior to event.
- **Signing Contracts** - Please contact Leah Follette, PTO President, for all contracts.
- **Using the PTO’s Existing Inventory** - Contact Caroline Walter, Building Chair
- **Security** - Please note that all events on school grounds with more than 300 people, must have an on-site security guard. Please contact Yesely Love, HISD Liaison, to arrange.
- **Coordinating with Custodians** - Please contact Ramon Ballariel and cc Caryn Barron on all communication
- **Coordinating with the Cafeteria** - Please contact Amber Short
- **Send out a schedule/timetable** of event (if occurring on school grounds) to Caryn Barron and Leah Follette ONE WEEK prior to event.

**COMMUNICATION**

- **Consult the Communications Team early!**
- **Use the “Submit Mustang News”** to submit all forms of communication (Mustang News, Monday folders, PTO website, PTO social media pages)
  - Mustang News and Monday Folder Requests must be submitted online by Monday at noon the week BEFORE publish/distribution date. (Hard stop because approval is needed from Scott Disch)
  - **Website Updates** - Submit TWO WEEKS in advance
  - **PR – Local News Sources** - Submit at least SIX weeks prior
  - **Grade Level Emails** - Send requests to both Sarah Nelson, VP Communications and Erika Wagner, VP Room Reps
  - **Emailing Teachers** - Send to Scott Disch TEN days early and he’ll distribute to teachers.
  - **Morning Announcements** - Send to Scott Disch and Raquel Lira 24 hours in advance
- **No independent websites**
- **QR Codes** - Can be created in Canva or use Google QR Code Generator (via Chrome Web Store)

**VOLUNTEERS**

- **Developing your Committee(s)** - Take advantage of the Back to School Bash to recruit committee members!
- **New this year: SignUp.com**
- **All volunteers MUST be VIPS approved.**
- **Chairs should submit a list of pre-checked volunteers to the front office (if during school hours).**

**FUNDING/ REIMBURSEMENTS**

- **Corporate Sponsorship** - Please consult Jordan Jewett, Corporate Sponsorship Chair, PRIOR to contacting outside businesses.
- **Requesting Checks to Vendors** - Please fill out the Reimbursement Form. Please note that this can take up two weeks.
- **Requesting Cash for Custodians/Tips** - Contact Casey Ball, VP Treasurer Expense, ONE WEEK prior to need
- **Reimbursement Form** WestUPTO.org/Finance-Page Please remember:
  - All expenses require a Reimbursement Form
  - PTO CAN NOT reimburse for sales tax
  - The IRS Sales Tax Exemption form can be found at WestUPTO.org/Finance-Page
  - Forms must be dated the same as the invoice date or earliest invoice date if multiple invoices are included
  - All forms need a VP signature before being submitted to Casey Ball, VP Treasurer - Expense
  - Please allow two weeks for reimbursements
- **Squares** - If you need to use the Squares for your event, please contact Brittany McDowell, VP-Treasurer - Income.
- **Budgets** - Please contact Angela Castle, VP Budget & Finance for your budget and/or to request budget increases.

**POST-EVENT**

- **Clean Up Crew** - Don’t leave garbage or decor. Please return everything back to where it came from within 24 hours. If you have questions, please contact Caroline Walter, Building Chair
- **Send out Thank You Notes and Tax Documents** (if applicable). If you have questions, please contact Annika Bermudez, VP - Fundraising
- **Write up a post-event review**

**WUES CONTACTS**

- **PTO Chair Emails** - Can be found at WestUPTO.org/executive-board-committees
- **Scott Disch (Principal)** - SDISCH@houstonisd.org
- **Caryn Barron (Business Manager)** - CBARRON2@houstonisd.org
- **Raquel Lira (Clerk)** - RLIRA@houstonisd.org
- **Ms. Roodi (Admin Asst)** - broodi@houstonisd.org
- **Ramone Ballariel (Plant Operator)** - rballari@houstonisd.org
- **Amber Short (Cafeteria)** - Amber.Short@houstonisd.org