



### Guidelines for Committee Chairpersons

1. Your primary contact at McDonogh is Jen Little, Director of Parent Relations, 443-544-7049, [jlittle@mcdonogh.org](mailto:jlittle@mcdonogh.org). Jen will post dates to the calendar, coordinate school venues, work with support staff (such as housekeeping, maintenance, dining hall, and computer services), supply stationery/name tags, and post information on the website. Jen is your first point of contact for logistics needs from the school.
2. If you plan to use a location on campus for your meetings, you must schedule the space through Jen. If you have a last minute meeting, please call ahead to Jen to make sure the room is available. Jen will preclude any conflicts at the meeting location; however, you may want to access the master calendar online to be sure your meetings do not conflict with other MPA or school events. To check the calendar online go to [www.mcdonogh.org](http://www.mcdonogh.org), log in, click "Calendar" on the front page. If you must cancel a meeting, please contact Jen, your committee members, and the MPA president.

The Parents Association has storage space in the basement of Jane Bay. Please coordinate with Jen to store any supplies there. The MPA does not have a storage area in the Feward St. John Student Center (Walker Board Room, Kassap Conference Room, Klein Lyceum, or the Aarsand 1373 Room) at this time. Please be sure to remove all food and drink items after your meeting.

3. It is your responsibility as a chairperson or vice-president to be aware of the budget for your committee or division and to remain within the budgetary restrictions. Please forward deposits and check requests to MPA treasurer Krislin McCarthy [Krislin\\_mccarthy@verizon.net](mailto:Krislin_mccarthy@verizon.net) or 443-812-2774) in a timely fashion. The treasurer can provide up-to-date information about your budget. Anyone who makes purchases for your committee or event should keep receipts and receipts for all expenses. An Expense Reimbursement Form must be completed with receipts attached and submitted to the treasurer in order to be reimbursed. No one may be reimbursed without filling out the proper form.
4. If you have a mailing, contact Jen Little for mailing requirements. If you need labels or printed envelopes, you must request them at least two weeks before your mailing.
5. The Communications Department is available to help you with publicizing your event. Once your event has been approved by MPA and administrative leadership, you should submit the event name and purpose, location, date, division, and any essential details to Jen. Please allow time for materials to be created, proofread, edited, and approved by Communications.
6. The electronic *Parent News* newsletter and the website are most efficient and cost-effective means of publicizing your events. Please be careful to check your committee folder for copy read lines and publication schedule. Contact Jen Little to have your event publicized.
7. The MPA has letterhead, envelope, note cards, thank-you cards, and nametags for use, etc. Jen can locate any supplies you may need.
8. Please keep a record of your work throughout the year. There is no substitute for your experience!

**Thank you for making time to volunteer this year!**