



Event Planning Guide 2015/2016

- **Approval of Cost Increases:** We want to keep our events as affordable as possible and prices should remain the same as the previous year. However, in some cases exceptions will be made due to increases in food/supply costs. Please contact the PSO Treasurer (treasurer@anppso.org) for approval if this should occur.
- **Underwriting & Fundraising:** Please do not solicit for donations/underwriting for your event without Board approval. If donations are received, please contact the PSO Treasurer for a gift receipt tax form for the giver.
- **Payment for Services:** Contracted Servicers from outside the Archway North Phoenix community who provide services for PSO events must be paid with checks (not cash). Payment may be processed by contacting the PSO Treasurer for a check.
- **Handling Monies:** All checks must be made payable to "ANP PSO". WE CANNOT ACCEPT CHECKS MADE OUT TO THE SCHOOL! Please collect and count all checks/cash and submit with a Deposit form. See Treasurer Welcome letter for more details.
- **Reimbursements:** Please submit an Expense Reimbursement form with receipts within 30 days after the event ends. See Treasurer Welcome letter for more details.
- **Communications:** Please submit a copy of any flyers, emails, etc regarding your event to Emily Lawson (communications@anppso.org) for approval. You may not send out any emails or distribute any flyers on your own. Please refer to Communications Guidelines doc on the PSO website for more details.
- **Copies:** Once approved by the Communications, any copies of flyers, handouts, etc can be made at Metro Printing & Copying at Cave Creek and Eugie. We have an account with them.
- **Logo:** Only use approved Archway North Phoenix logos on communications. These can be obtained from any Board member.
- **Volunteers:** Please contact all those who sign up!
- **Committee Reports:** Please update your committee report if spending, planning dates, events, etc change so that next years committee will have accurate information.