**BVESA COMMITTEE HEAD GUIDELINES 2017-2018**

**COMMUNICATION**

The BVESA Website & Communication Committee is a group of parent volunteers who facilitate the distribution of school, community and BVESA notices to the BVES parent population.  This year, we will continue to distribute the majority of notices via BP NOTES - all notices will be posted to the BVESA website ([www.bvesa.com](http://www.bvesa.com/)) and will be sent via e-mail to all parents that have subscribed.

To distribute information from a BVESA committee or for an event within BVES via BP NOTES, please follow these instructions and guidelines:

* Submit information about your event/committee via the form found at the following link: <http://www.bvesa.com/bpnotes/>
* Your submission will be sent to the BVESA Board and Front Office for approval. Approval is required from both the BVESA board and front office prior to posting.
* Approvals sometimes take a few days so please submit your request with enough time for the approval process. Last-minute submissions are not guaranteed to be posted on time.
* Only BVESA committee/event information and BVES-related posts will be distributed through BP NOTES.

To distribute information from any organization *other than* BVESA via BP NOTES, please follow these instructions and guidelines:

* Email an electronic copy of your notice to the following contacts.  It’s important that all three contacts are copied on one email message so that we can ensure all District, BVES Front Office and BVESA approvals are secured prior to distribution.
	+ Carolle LaCollia - clacolla1777@bcsdny.org
	+ Anna Speno - aspeno1048@bcsdny.org
	+ BP NOTES - bpnotes@bvesa.com

\*\*PLEASE NOTE\*\* If you want to send a hard copy notice home via backpacks, the same approval and content guidelines apply. After approval is secured, hard copies must be provided to the BVES Front Office.

**PHOTOCOPY POLICY**

* Please consider the environment and cost (especially color copies!) before making photocopies.
* All photocopies should be made at a FedEx Office location or via FedEx Online using the following **BVESA Account Number:  0656368403**
* Please pay using cash or your personal credit card and submit the receipt ALWAYS accompanied by a Request for Reimbursement Form to the BVESA Treasurer mailbox in the Front Office (Attn: Lara Perkins) or by emailing Lara at treasurer@bvesa.com with electronic documents for reimbursement.
* Members of your committee who use the account must submit receipts to you - the committee chair who is responsible for tracking budget spend - and you, in turn, can submit for reimbursement.

**PURCHASES & REIMBURSEMENT**

* BVESA is a tax-exempt organization.  Please be sure to use a tax-exempt form when making purchases as we will not be able to reimburse you for money spent on tax.
	+ All expenses over $300 need BVESA Co-president and Treasurer approvals.  Please e-mail details of the expense to copres@bvesa.com and treasurer@bvesa.com to secure approvals PRIOR to incurring it.
	+ All payments to an individual or LLC over $600 must be accompanied by a 1099 form.

\*\*PLEASE NOTE\*\* Costco will not accept the tax-exempt form because membership cards (which are required to make a purchase at check-out) are held by individuals, not a tax-exempt organization like BVES.

* Submit receipts ALWAYS accompanied by a Request for Reimbursement Form to the BVESA Treasurer mailbox in the Front Office (Attn: Lara Perkins) or by emailing Lara at treasurer@bvesa.com with electronic documents for reimbursement.
* Lara Perkins will check the BVESA Treasurer mailbox every Friday and payments/reimbursements will be issued within 7-10 days.
	+ Mailed checks will take 7 business days to arrive.
	+ QuickPay payments will be transferred immediately.
	+ If payment is required in less than 15 days, please contact Lara at treasurer@bvesa.com to make arrangements.

**BUDGETS**

* If you are having a problem - or anticipate having a problem - adhering to your budget, please let the BVESA Board know ASAP.
* It is strongly recommended that you have a designated committee member handle all money.  He/she should keep an accurate log of who has made payments and how (cash/check).
* If you are on a committee which plans or organizes an event that fundraises for BVESA, please know that Maggie Kennedy is our BVESA Fundraising Chair. Please feel free to contact her at fundraising@bvesa.com with any questions or needs to help your event run smoothly.  Additionally, before soliciting donations please contact Maggie to see if target shops/entertainers/organizations have already been approached for donations this year from BVES.

**VOLUNTEERS**

* If you have been given a list of volunteers, please contact all volunteers on your list, even those you don’t anticipate needing. Each person brings different talents and strengths to the committee - please utilize them.
* Pass along any untapped volunteers to Jen Petra (vp@bvesa.com) so that we can potentially reassign them as additional needs arise.