



Indian Hill PTO Club Guidelines and Procedures



- ___ 1. Complete and Submit New Club Proposal Form *(D 1-2)*
 - include all info, attach extra documentation if necessary
- ___ 2. Facilities reserved
- ___ 3. Communications in:
 - sign up sheet
 - e-blast, PTO website
 - emails out to specific school
- ___ 4. Complete/compose sign up sheet
- ___ 5. Emergency Medical Form Included *(D 1-3)*
- ___ 6. Parent Volunteers
- ___ 7. Participation Agreement signed by parents *(D 1-4)*
- ___ 8. Notify All Parents that Payment and registration have been received. (Confirm that all paperwork is in order and student is enrolled) Prior to the start of a club, the Club Sponsor should email all participants to let them know that he/she has received their registration and payment. The creation of the Club Roster will help facilitate this.
- ___ 9. Participant Roster and Emergency Contact Info (have handy at club sessions at all times).
- ___ 10. Snack provided? If so, make sure it complies with IH district food policy.
- ___ 11. Evaluation Form for Participants (parent).
- ___ 12. Evaluation of program by sponsor
- ___ 13. Submit evaluation/recommendations to IH PTO Board