

2025-2026 Helpful Tips for Committee/Event Leaders

Thank you for helping make our events run smoothly and creating a blueprint for those who will run it after you!
You are the difference maker, we appreciate you so much!

*Obtain the blue binder for your event (see President or Vice President). Ask questions early and proactively about all of the details of your event or committee. Start planning right away so that you have enough time for a successful event!

-Budget: Check with the Treasurer for your current budget and address any questions/concerns with the Treasurer/President.

-Room space reservation: Most likely your space is already reserved, double check the events calendar and reserve if necessary <https://www.coabvm.org/events-calendar>. Contact the President with questions/concerns. Two weeks before your event, reach out to our Facility Manager, Jim Jarosz (jjarosz@coabvm.org) with details about room set up (how many tables/chairs, layout, etc.)

-Volunteers: Recruit a team of volunteers. Plan ahead to ask during a Parent CORPS meeting on the "Help Wanted" board, have room parents reach out to parents, or place an ad in the e-news

-Communication: E-mail Kristin Smigelski (kristin.smigelski@assumptionacademy.org) for all e-news submissions. Invites and ads need to be placed a few weeks in advance so that they're able to run through several e-news cycles. E-mail Andrea Mandat (amandat@coabvm.org) for social media post requests.

-Supplies: Be sure to check for supplies in the Parent CORPS closet or loft before making purchases.

*Remember to double check with Mr. K. and/or Jim Jarosz about access into the building for set up and for the actual event.

Post Event:

-Funds Collected: Please gather your funds collected and send them in with ONE correct set of paperwork to Jodie Pekar-Sholtis (Assistant Treasurer) for deposit. The Event Income Report is available under the Parent CORPS tab on our website and here: [PC Event Income Report](#) This needs to be done within a few days, ideally 3-5 days. We don't want cash and checks sitting for too long, please make sure you are turning funds over as quickly as possible!

-Reimbursement: Please gather all of your receipts and submit all paperwork to Tom Ludwick (Treasurer). The check request form is available under the Parent CORPS tab on our website and here: [PC Check Request Form](#)

-Binder Update: Update your event binder with helpful information about budget, what worked, and what didn't work. Leave as much helpful information for the next lead as possible, including your contact info, should they need to reach out.

-Thank Yous: Be sure to personally thank your volunteers and everyone that helped make your event a success.

-Next Event Lead: Recommend anyone you think that might be interested in taking on the lead for your event next year.

-Report: If there were any issues or problems related to your event, reach out to the PC president and/or Mr. K to make sure it's addressed.

Thank you for your help!