

## **R.O.P.E. Procedures, Information and Contacts for Chairpersons 2011-2012**

**Updated October 10, 2011**

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Dear Chairperson(s):

Thank you for undertaking the important role of chairperson for the R.O.P.E. event or committee. We appreciate your help! Please keep any valuable information, contacts, and details from your event in the recruiting folder you will receive from Karen Figueroa, VP Recruiting, Tel. 595-9041, [kareninct1@yahoo.com](mailto:kareninct1@yahoo.com). Once you've completed your event or at the end of the year, please make sure that your folder has been placed back in the

R.O.P.E. office (located across from the gymnasium). We would like to keep all folders on file in the R.O.P.E. office for the following school year.

### **Important People for R.O.P.E. Event Planning**

Mrs. Gloria Manna – Principal

- Announcements & approval of all Fliers

Mr. Ken Childs – Vice Principal

- Scheduling & room availability (check the office calendar as well!)

Rich Boritz, Media Center

- Audio/visual needs

Rosa, Kitchen Staff

- Kitchen availability & support

Mr. Scott Chandler, Gym Teacher

- Gym & field use

Mr. Graham Leftwich, Music Teacher

- Forum/stage use

Toni Cummaro–R.O.P.E. VP Operations

- Setup for events
- City permits

Jeanne Stefanowicz-R.O.P.E. Co-Treasurer for checks

Suha Buckey-R.O.P.E. Co-Treasurer for deposits

Paul Franco, Head Custodian

- Custodial assistance

### **R.O.P.E. Mailbox & Office**

As your event approaches and during the event, please check the R.O.P.E. Mailbox located in the main office below the teacher mailboxes and in the file cabinet located in the R.O.P.E. office (located across from the gymnasium). A key to the R.O.P.E. office is located in the R.O.P.E. Mailbox in the main office. All information that comes into the office is put in the mailbox or file cabinet in the R.O.P.E. office. All the money for fundraising should remain in the R.O.P.E. Mailbox located in the main office until the appropriate person picks it up.

As events come up, we have enough room in the new R.O.P.E. office to store items for distribution. We also have a new freezer located in this office. If you need to use the freezer for your event, please plug it in and close the top 24 hours prior to using it. Once you are done, please make sure it is empty, unplug it and leave the door open. This will help keep the freezer clean. We will also have a computer and printer in the R.O.P.E. office for you to use. Please make sure you lock the R.O.P.E. office and place the key back into the R.O.P.E. Mailbox in the main office. .

### **Financial Procedures**

You and your committee are responsible for the order tracking and communication with the vendors. You are also responsible for requesting start up cash, verifying payments, counting, and contacting the Co-Treasurer, Suha Buckey, Tel. 703-2029, [suha928@yahoo.com](mailto:suha928@yahoo.com) to arrange the depositing of funds. Each event has a pre-approved budget and you will be responsible for staying within the pre-approved budget. Any expenditure that exceeds the budget needs to be pre-approved. Attached is the form to be completed and submitted to the VPs of Fundraising, either MaryLu Conte, Tel. 968-1487, [conte0516@optonline.net](mailto:conte0516@optonline.net) or Jamie Antonucci, Tel. 348-8750, [tonjam89@optonline.net](mailto:tonjam89@optonline.net).

Expenditures for the following social events should be submitted directly to the Co-Presidents for pre-approval: Movie Night, Boys/Girls Night, Turkey Bingo, Softball, 5th Grade Dance/Social, and Graduation.

If start up cash is needed, contact Jeanne Stefanowicz Tel 461-8579, [jmsdfs@optonline.net](mailto:jmsdfs@optonline.net) with enough time before the event to arrange it. **Please do not take your expenditures in cash during a cash event (Boys/Girls Night, Pumpkin Patch, Turkey Bingo, Holiday Mart, Plant Sale).**

### **Deposits**

Contact Suha Buckey, Tel. 703-2029, [suha928@yahoo.com](mailto:suha928@yahoo.com) before your event to arrange for the deposit of funds. Do not hold onto cash or checks. Chairpersons are not insured for loss or theft. Please use the enclosed deposit form, or obtain a form from the R.O.P.E. file cabinet in the R.O.P.E. office. Please keep a copy for your records.

Cash boxes are available in the R.O.P.E. office in the tall black file cabinet supply drawer. Please write a student name when processing orders on all checks to facilitate contacting the student seller if there are any issues with payment of check.

Fundraising chairpersons' signatures are not required to deposit funds. Please keep us posted as to your deposits/expenditures so we can monitor the R.O.P.E. budget for accuracy.

### **Reimbursements**

Please submit all pre-approved expenditures to Jeanne Stefanowicz, Tel. 461-8579, [jmsdfs@optonline.net](mailto:jmsdfs@optonline.net) by completing the check request form provided and attaching your receipts. Checks will be cut once a week and will be put in the R.O.P.E. box or mailed

Jeanne Stefanowicz can provide you with a CERT-119 for purchasing items without sales tax. **Again, please do not take your expenditures in cash during a cash event (Boys/Girls Night, Pumpkin Patch, Turkey Bingo, Plant Sale.)**

If someone has made a donation for an event, the entire amount is to be accepted as a donation. R.O.P.E. will not reimburse for the materials or cost of goods to create, purchase or supply the donation. R.O.P.E. will generate a donation acknowledgement, complete with a value, of any and all donations, for the donor's records.

**Fliers**

All Fliers must say at the bottom: *Sponsored by R.O.P.E.- a member of the Stamford PT Council.* All Fliers need to be approved by the Co-Presidents first, **before** seeking the approval of the principal, Gloria Manna.

**For fundraising events**, please send a copy of the Flier to MaryLu Conte, Tel. 968-1487, [conte0516@optonline.net](mailto:conte0516@optonline.net) or Jamie Antonucci Tel. 348-8750, [tonjam89@optonline.net](mailto:tonjam89@optonline.net) for approval. You can also leave a copy in the R.O.P.E. Mailbox labeled to their attention (*please call first to inform the VP's it is in the R.O.P.E. mailbox*) for review and approval. After their approval, they will forward it to, Lori Johnston 325-4731 [lori@johnston.net](mailto:lori@johnston.net) OR Chris Hoque 327-3093, [chrishoque@yahoo.com](mailto:chrishoque@yahoo.com)

**If your event is not a fundraiser, please forward it to Lori Johnston or Chris Hoque first.** Once Lori or Chris has approved the Flier, please e-mail or give a copy to Mrs. Gloria Manna at [gmanna@ci.stamford.ct.us](mailto:gmanna@ci.stamford.ct.us) for her final approval. You can also leave a copy in her mailbox in the main office.

All Fliers sent home should be in both English and Spanish. Once approved by Mrs. Gloria Manna, please send the Flier to Elisabeth Rosas, Tel. 406-9853, [elyptc@hotmail.com](mailto:elyptc@hotmail.com) for Spanish translation. Please give Elisabeth Rosas at least one week advance notice for translation. Also, leave yourself plenty of time for Mrs. Manna's approval, since she may not always be available when you need her.

Please make sure that you have a contact name, telephone number and e-mail address on the Flier. If you do not wish to use your personal e-mail, please use [ropeinfo@gmail.com](mailto:ropeinfo@gmail.com). All emails sent to R.O.P.E.info in response to a Flier will be forwarded to the appropriate contact as soon as they come in. PLEASE do not set up separate R.O.P.E. email addresses. It is important that we keep one central email identity.

If you wish to send your approved Flier via email, please forward it to [ropeinfo@gmail.com](mailto:ropeinfo@gmail.com) for distribution. R.O.P.E.info e-mails will be sent every Thursday. Please note: your information may be blocked together with other events to avoid sending multiple emails. We will try our best to make your information stand apart from the other reminders. All attachments sent via email must be in PDF form. We can create PDF's if necessary.

You are responsible for making copies of the Fliers for distribution. Please use the copier in the media center. If this one is not available, please ask Gloria Manna to provide help with using another copier. The paper is located in the R.O.P.E. office. You can obtain a key from our R.O.P.E. Mailbox located in the main office. Please make sure that the office is locked when you leave. If the paper supply is running low, please contact Jeanne Stefanowicz Tel 461-8579, [jmsdfs@optonline.net](mailto:jmsdfs@optonline.net)

### **Fliers Cont'd**

The total number of copies needed is 737 broken down as follows:

For K-2<sup>nd</sup> , you can make **387 copies** to be distributed as indicated below:

1. For the following classrooms, you can make 20 copies per 5 classes  
Kindergarten Rooms 204, 206, 208, 210, 212,; \*\* Plus 209- 18 copies
2. For the following classrooms, you can make 22 copies per 11 classes:  
1<sup>st</sup> Grade Rooms 211, 214, 215, 216, 217,  
2<sup>nd</sup> Grade Rooms 103, 105, 107, 201 202, ,203;
3. For the following classrooms, you can make the number shown below:  
Room 102, 12 copies (1<sup>st</sup> grade room)  
Room 213, 15 copies (1<sup>st</sup> grade room)

For 3rd-5<sup>th</sup> , you can make **350 copies** to be distributed as indicated below:

1. For the following classrooms, you can make 20 copies per 6 classes  
3<sup>rd</sup> Grade Rooms, 407, 409, 410, 411, 412, 414 \*\*Plus Room 101 10 copies
2. For the following classroom, you can make 25 copies per 4 classrooms  
4<sup>th</sup> Grade Rooms, 503, 506,507, 506,
3. For the following classrooms, you can make 24 copies per 5 classrooms  
5<sup>th</sup> Grade Rooms, 401,403, 405, 504, 505

Once the copies are made, please place in the teachers mailboxes per the classroom numbers above for distribution for Thursday's folders. Please make sure you give the teachers at least two to three days to be able to sort them for the children's folders. Please keep a master copy of your Flier in the R.O.P.E. office. Place one copy in the R.O.P.E. basket.

### **Announcements**

Submit in writing to Mrs. Gloria Manna any message you would like announced over the loudspeaker and when. You can either leave her a note in her mailbox or send her an e-mail [gmanna@ci.stamford.ct.us](mailto:gmanna@ci.stamford.ct.us).

**Reminder notices** (information that does not need a full Flier, or is a reminder) can be made by Wednesday to be included in the reminder Flier distributed on Fridays. All Reminder notices must also have at the bottom: *Sponsored by R.O.P.E.- a member of the Stamford PT Council.*

### **Balloons**

We have a helium tank in the R.O.P.E. closet. Please check the inventory of balloons and ribbons before ordering for your event. After you use the tank complete the form on the clipboard so the tank will be adequately maintained for all events.

### **Operations/Permits**

If your event involves set up at Roxbury (inside or outside), special custodial needs or the event involves more than 100 people in attendance; you will need to fill out special forms and permits. Please contact, Toni Cummaro Tel. 323-0554, [acummaro@optonline.net](mailto:acummaro@optonline.net) a few weeks before your event. Mrs. Gloria Manna must sign these forms.

If you have any questions, please feel free to contact Lori Johnston, Tel. 325-4731 [lori@johnston.net](mailto:lori@johnston.net). OR Chris Hoque 327-3093, [chrishoque@yahoo.com](mailto:chrishoque@yahoo.com), Thank you for your assistance and we look forward to another successful school year!