



HSA Committee Toolkit

Thank you for volunteering to lead a Hamilton HSA committee and support our goals to deepen the connection between home and school, and provide enrichment and supplemental programs to benefit our children.

WE ♥ VOLUNTEERS!!

GETTING STARTED

- Confirm date(s) of your activity by contacting Jenelle Wise, wiseguys06@gmail.com
- Budget and pricing questions should be directed to Fayth Holt, Fayth.LitkeHolt@ehi.com; expenses over budget allotment will not be reimbursed without prior approval and all sales must go through our website
- Keep in mind that the HSA is a 501c3 tax exempt organization so if purchasing anything always present our tax exempt form (available online and in the school vestibule); we cannot reimburse any tax charges

COMMUNICATIONS/PROMOTIONS

- For inclusion in weekly blasts, our website and in Husky Headlines email Sheila Berard, scberard@verizon.net, and Stephanie Carosella, secarosella@gmail.com
- Promote on our Facebook group page **Husky Headlines by Hamilton HSA**
- If you design a poster, please share with Mrs. Pierides for approval before distributing/posting
- Talk up the activity among your friends
- NOTE: pictures of students cannot be posted on social media, used on collateral or submitted to media outlets without parental permission; Mrs. Miller has permission slips

RESOURCES

- If your activity requires use of the gym, reserve the gym through Mrs. Miller
- If your activity requires audio/visual support, please arrange time with Mr. H to see the sound system or work with Mrs. Miller to connect with the district A/V team
- Connect with Jenelle and former committee head for guidance
- Consider seeking local businesses to sponsor your event for product or small donations
- Attend HSA meetings

Expense reimbursement

- **Within 14 days of the purchase**, complete a “Check Request/ Reimbursement Form” available online or in the school vestibule
- Attach to the form an itemized receipt*
- We recommend you make a copy of your reimbursement form/receipt and keep until you receive your check
- Please share this information with any committee member who may have expenses too

* remember as a tax-exempt organization we cannot reimburse any tax charges