

MOSAIC PTO Communication Checklist

This checklist is in place to ensure quality communication between PTO board, PTO committees, MOSAIC parents and Dr. Clark. If you are chairing a function or setting up an event please review this list. Thank you!

1. The event or function **MUST** be approved by MOSAIC PTO board with details and logistics that align with our PTO Mission and Vision as well as insurance policy.
2. If the event requires a Mehlville School District facility, a facilities request form **MUST** be filled out by a board member. Details of the event need to be clearly communicated so a board member can inform central office at least two weeks prior to the event. The event details need to be clearly outlined in accordance with the facilities request and include an event lead as a secondary contact.
3. Submit a budget request for funding with details as to what you are purchasing to the PTO at least one month or more prior to the event or function date for approval. If approved, the board will advise within a week of receiving the request. If the event is 4 months out or more but will require major funding please submit a budget request with event request. The board would like to prevent wasted energy within our PTO committees. In short, we would like to approve the plan and move forward to ensure energy is spent on making the event successful.
4. Our tax-exempt letter will be handled by MOSAIC PTO board members **ONLY**. If your purchases are large and require tax exemption, those purchases **MUST** be approved by the board prior to any commitment.
5. Event and functions that require promotional flyers **MUST** be submitted MOSAIC PTO board for approval or edit as well as a timeline for release to parent population. The board would like your flyer to be submitted and approved 4 weeks before the date of the event if your event is raising money or affiliated with local business for promotion.
6. If you have questions for the board please email us. Our emails can be found on the MOSAIC PTO website: http://mosaic.mehlilleschooldistrict.com/school_info/p_t_o. Please allow us adequate time to respond.