

## COMMITTEE RESOURCES & GUIDELINES

- **DATES FOR COMMITTEE EVENTS**
  - We encourage that if your committee is planning an event at the school, to please finalize a date with the PTO as soon as possible. Since we're in the newest building, many organizations around Newton are already requesting use of Cabot
  - Please also inform the Principal, Eric Sprung the date of your event as he tries to be present at all school and PTO events
  
- **USING BUILDING SPACES**
  - If you need a space to meet and want to use a space at Cabot for an event, you will need to contact the Co-Presidents to file a building permit for use of the space. We get charged an hourly Facilities fee from the City of Newton for the custodians and there is a 3 hour minimum. *Please click this link for more details on the rates:* [Custodial Rates for Building Permits](#)
  
- **EVENTS**
  - If you're planning a Committee event at the school, make sure you get the necessary permits for your event
    - If you need to use rooms in the school building, then the PTO has to file a **building permit** (contact the co-presidents to facilitate this permit). *Also see Custodial Rates for Building Permits above*
      - Also contact our Senior Custodian, Ron Luce regarding the rooms you would like to use, layout and set-up/breakdown of your event (#of chairs, tables, trash barrels, technology use, etc.). His e-mail is: [Ronald Luce@newton.k12.ma.us](mailto:Ronald.Luce@newton.k12.ma.us)
      - **IMPORTANT!** : If your Committee needs to use the building the night before your event to set up, please contact Senior Custodian, Ron Luce to confirm that a custodian will be on duty that night (in the event that someone is on vacation) so that you have access to the building. If set-up involves custodial help, you may have to file a building permit for that night.
    - If you need use of Cabot Field, then you must file a **Field Use Permit** with Newton Parks and Recreation: [Field Use Permit Application](#)
      - If your event is considered a Special Event (Fair, festival, etc.) then you will need to file a Special Event Permit with Newton Parks and Recreation: [Special Event Permit Application and Info](#)
      - For additional information on permits, please see [Newton General Permitting information](#)

- **Selling Items at your event**

- If you are planning to sell items at your event, please contact the PTO Treasurer to let her know if you need cash boxes and/or credit card readers
  - For cash boxes, please tell the PTO Treasurer how many cash boxes you will need and the starting cash (including bill denominations) for each cash box
  - For credit card readers, please let the PTO Treasurer how many you will need. **We currently have 3 credit card readers available for use** and you will need to download the **PayPal Here App** on your computer or phone (**please make sure your device is compatible**) in order to use them.
    - Please note the Wifi signal inside the building is a bit spotty (outside the signal is stronger) so you will want to test out the area(s) where you plan to use the credit card readers as well as the equipment you plan to use.
- If you will be selling food items at your event, please make sure that you and your volunteers follow the guidelines set forth by the Health and Human Service Dept. See [PTO Sponsored Bake Sales](#)

- **RAFFLES**

- In order to conduct a raffle at an event, we are required to comply with requirements set forth by the State. See [MA guidance on Raffles](#)
- If you plan to do a raffle at a committee event, please check in with the Co-presidents and the Cabot Fair committee to ensure that our Raffle permit is valid. See [Filing raffle/bazaar permits with the City of Newton](#)
  - Raffle permits are good for 1 year and usually the Cabot Fair Committee files that document sometime in the Spring
- Also after your raffle is over, you must submit to the PTO Treasurer information about your raffle as it must be included in the Annual Report with the City of Newton and the PTO will also need to file a tax form and pay 5% of the raffle proceeds to the State Gaming Commission
  - **Information needed after your raffle:**
    - Amount of Money Received
    - Expenses connected with your raffle
    - Net proceeds from your raffle
    - Purposes of the proceeds from your raffle
    - Names and addresses of all winners over \$250.00

- **POSTING IN THE PTO NEWSLETTER/PTO WEBSITE OR CABOT FACEBOOK PAGE**
  - **Newsletter:**
    - To post a notice or event, please contact our Corresponding Secretary, Gayatri Aryan via e-mail at [cabotptowebmaster@gmail.com](mailto:cabotptowebmaster@gmail.com)
    - Please put **Cabot Exec. Committee** in the subject line so Gayatri can filter out your request from the numerous community requests she receives
  - **PTO Website or Facebook:** To post a notice or event, please contact our FB/website manager, Esther Aronov via e-mail at [esther.aronov@gmail.com](mailto:esther.aronov@gmail.com)
    - If you need an image to go with your notice, please make sure the image is in JPEG format and not in PDF form
  
- **PTO STORAGE**
  - The majority of PTO items are in our basement storage area. To access this area, you will need a key (contact the PTO co-presidents, Senior Custodian, Ron Luce, or Principal Eric Sprung to gain access). The entrance to the storage area is through Room 111 (Electrical Room), go down the set of stairs to your left and the storage area will be around to your right
  - Other PTO items such as Cabot Fair games, tents, and other big items are located in the custodial area on the first floor. You will need to contact Ron Luce, the senior custodian to get access to these items
  - Smaller, everyday use items such as pens, markers, clipboards, acrylic sign stands, paper goods, tape, etc. are located in a row of 2nd floor lockers (Humpty Side) and are marked "PTO" on the front of them. Please let us know if there are other items you would like to have placed in this storage area
  
- **EXPENSES RELATED TO YOUR COMMITTEE**
  - If you need to purchase items for your committee, you can get purchases exempt from sales tax by using the PTO's Sales Tax Exemption Certificate: [PTO Sales Tax Exemption Certificate](#)
  - Also in order to get reimbursed for purchases connected with your committee, you will need to fill out the Check Reimbursement form found on the Cabot PTO website (Click on "About the PTO," and go to "Committee Forms and Resources") and attach your receipt(s). The form will be reviewed by the PTO Treasurer and Co-presidents before a check can be issued. If you do not have a printer and need a printed form, please let us know and we'll get one to you