



SCJ PARENT ASSOCIATION

Event Chair Guide 2026 - 2027

The role of an Event Chair is to develop, plan and execute an awesome event for our kids and community (and hopefully raise a ton of money, depending upon the event). Bring your imagination, ideas, and vision to make your event memorable! The PA is here to help you.

GENERAL INFORMATION

GET AN EARLY START

Begin to develop a plan for your event *as early as possible*. Depending on the size of your event, build your team early. You are NOT expected to do all the work yourself. Divide up the planning and work into reasonable chunks and recruit your team of volunteers. The sky is the limit in terms of ideas, but be realistic about the scope of work, your budget, and you and your team's ability to execute. Additionally, coordinate early on with other chairs and team leads such as PA Bar and Liquor License Chairs, Organization Committee Lead, Graphic Design Lead, etc. We are all here to streamline your efforts, help relieve the workload, and make your event a success. See the [Event Chair Contact List](#).

INITIAL MEETING

The PA will schedule a meeting with you in advance of your event to discuss your budget, themes and decor, volunteer staffing, marketing and communications, timeline for execution, and any items specific to your event. We hope this initial meeting will allow the PA to answer all your questions and address any concerns, and generally help you create an amazing and manageable event.

BUDGET

The PA will work with you to develop your budget. A main responsibility as Chair is to manage your budget. Please create a spreadsheet early on to track your expenditures. As a reminder, any unused or unopened items from each event should be returned and refunded (including alcohol). A proper record of spending will allow us to better budget for events in the future and also provide a better idea of the net proceeds that can be achieved from each event.

COMMUNICATION

Event Chairs are responsible for creating all event marketing materials and communications for your event. Generally, this consists of designing a visually colorful flyer based on your event theme and creating all communications about your event and volunteer requests that the PA will disseminate to parents on your behalf. Please refer to the [PA Communication Submission Guidelines](#) for details.

THEMES, SUPPLIES, AND DECORATING

The PA has many, many items available for use. We encourage you to utilize existing decor and supplies to save on your budget wherever possible. Claudia Fera - Organization Committee Lead, will show you the decorations, supplies and materials available for use. As you begin planning your event, please schedule a campus walk through with Claudia Fera before you make any purchases.

PURCHASING

We ask that all purchases for on-campus events that are funded by the PA rely on the following before resorting to purchase:

1. Reuse Existing Items

First, find out what items and supplies already exist and reuse them. This includes decorations, supplies, greenery, potted plants, lighting, banners, tablecloths, vases, tea lights, lanterns, centerpieces, chair covers, speakers and sound system, etc. For example, do not buy single-use plastic or vinyl table coverings. We have tablecloths available for use and volunteers who launder, fold and return them to the PA.

2. New Purchases

Disposable Items—plates, bowls, cups, silverware, etc—these should all be **compostable**. Not recyclable, but **compostable**. The PA [Amazon Shop](#) has many

of these items available for you to purchase. If you have an Amazon list of any items you would like to purchase for your event, please create a list of links of your items and email it to Adrian Sanchez Del Campo at scjpacommunication@stcyrilschool.org Adrian will get the items onto the [Amazon Shop](#) so the PA can receive the commission when you purchase.

Decor and Other Items—Please choose plastic alternatives whenever possible. For items intended for students to take home or to be sold at the \$1 table, please choose paper-based items instead. Plastic decor items that can be saved and reused for future events are fine, but please consider alternatives that may exist such as items made from glass, wood, paper, etc. Again, please include links of any Amazon products you'd like to purchase and send to Adrian who will post it on the [Amazon Shop](#).

Note: It is not required that purchases be made via the [Amazon Shop](#). Costco and other store purchases are great so long as they meet these guidelines.

SITE PLAN

Your event may require you to create a Site Plan that includes the location of tables, booths, stages, vendors, etc. The Site Plan is for volunteers to know where to set up and for Andre, SCJ's Plant Manager, to know where to put tables and chairs. Please be sure to include adequate Trash Stations—both Waste and Recycle bins at each station. We will discuss your site plan, if applicable, at your initial event meeting with the PA.

VOLUNTEERS

Recruiting volunteers early is essential. In addition to you and your volunteer team, you will likely need to schedule additional volunteer events to execute your plan, especially on the day of the event and for clean up after. Consider the number of volunteer events you will need to schedule, and the amount of volunteers required for each event. For a better response, describe specific volunteer jobs or tasks wherever possible.

Pro Tip: Volunteer events are more fun with music, snacks and/or drinks. Advertising this may result in a better turnout.

Requesting Volunteers

Each Event Chair will work with Volunteer Coordinator, [Deborah Nicolaou](#), to create a [SignUpGenius](#) that includes all volunteer opportunities for your event.

Reporting Volunteer Hours

You are responsible for tracking and reporting all volunteer hours to Deborah within two weeks following the event. Please be sure to contact Deborah to review and confirm all volunteer hours with her. For volunteer questions, please email Deborah at scjpavolunteercord@stcyrilschool.org. Please note all volunteer hours will be updated monthly for every event.

REIMBURSEMENTS

When requesting reimbursements, please make sure to keep all receipts. Receipts are mandatory to show monies spent. Receipt copies **must** be attached to the expense form. Please communicate to your team that they must also retain any receipts in order to be reimbursed. NO RECEIPT - NO REIMBURSEMENTS! NO EXCEPTIONS! *Credit card statements are not sufficient.* Additionally, please do not combine reimbursable items and personal items on a single receipt. We strongly recommend adopting a practice of taking photos of physical receipts as soon as you obtain them. Encourage your team to do the same.

All reimbursement requests must be submitted via [Reimbursement Form](#). Once completed, please email the form, and copies of all receipts to Sima Seropian, PA Treasurer, at scjpatreasurer@stcyrilschool.org. ***We strongly request that reimbursement requests are submitted timely following the event or expenditure.***

Please note: Reimbursement requests **must** be submitted within 30-45 days of spending to be reimbursed. Please allow up to 14 business days for your reimbursement to be processed.

RESERVING THE HALL

To request the Hall for your event (including setup and take down days, and volunteer events), please email Theresa Garcia in the Rectory office at parish@st-cyril.org and cc the PA at scjpa@stcyrilschool.org. Be sure to book well in advance and adhere to all Hall use and cleanup guidelines for every event. Please review [Hall Usage Rules and Policies](#).

RESERVING TABLES, TABLECLOTHS, DECOR AND SUPPLIES

Reserving Tables and Chairs — Please email Mrs. Austria at maustria@stcyrilschool.org well in advance of your event and provide a list of the type and number of tables and chairs, including

when, how and where you want them set up. If you have an event site plan, please also email the finalized version with your request. Claudia Fera, Organization Team Lead, at (818) 822-1176 to request items. Claudia will coordinate all item use and explain check out/check in procedures.

EVENT CLEAN UP

Event Chairs are responsible for all event clean up, including returning all borrowed PA items to Claudia or a PA member will unlock the cabinets for you to place all the items as you found and in the manner they were given to you. ***We suggest you take a picture of the items before you borrow them so we can assure the items are placed back appropriately.*** This may include day-of or next day break down, laundering tablecloths and chair covers, and cleaning. Please be sure to request appropriate numbers of volunteers for clean up and reserve the Hall as necessary following the event to allow adequate time for clean up.

VENDORS

If your event requires vendors to come on campus—food trucks, music, catering, or any outside business or individual—the School requires each vendor to sign an [Outside User Agreement](#) prior to the event. The PA will provide assistance with this.

INSURANCE

For on-campus events that include vendors on campus, the school requires a one-day insurance policy. The PA will assist in coordinating the one-day rider through the School insurance provider. The budget provided to you by the PA will account for this cost.

VIRTUS TRAINING AND FINGERPRINTING

All parents who volunteer at the school must complete VIRTUS training and be fingerprinted. This is a mandatory requirement.

The VIRTUS program was developed to ensure a safer environment for children within Catholic institutions. Re-certification is required every 4 years. Use the following link to find upcoming sessions: [VIRTUS Training](#). Select “Los Angeles – San Fernando Region” from the dropdown menu. SCJ may also host on-site training opportunities throughout the year. For questions about VIRTUS and fingerprinting, please contact the School Office.

SOCIAL MEDIA – FACEBOOK & INSTAGRAM

Follow our social media accounts! Please help us boost our ratings/outreach by following us on social media and/or providing your input on our amazing school. [Facebook](#) ; [Instagram](#) ; [Great Schools](#)

THANK YOU!

Thank you for volunteering for this important role! The school and PA Board are here to support you in any way you need. It's going to be a great year!