



LEARN HOW TO:

**Plan your event
timeline**

**Create and manage
the budget**

**Work collaboratively
with the SRL
advancement office
and accountant**

Get Reimbursed

**Use our Non-Profit Tax
ID to your benefit**

**Coordinate your
volunteer committee**

**Find local friendly
vendors**

**Use/create a guideline
book for your
successors**

**Obtain permits and
licenses**

**And, also,
we just
want to
thank you
for all you
do for St.
Rose.**

St. Rose of Lima PTA Event Chair Management Meeting

Monday, June 3rd

7:00 – 8:30 – school cafeteria