

Tiger PAWS Chair Guidelines

*These guidelines apply to all committees. Any committee specific notes should reside with that committee's documentation.

- **Storage Shed:** The Tigers PAWS shed requires a key for entrance. Stop in the office to check out a key as needed. Note: This shed is shared with OCCS.
- **Home Bulletin:** Announcements are due by 2:00 on Tuesday. One of the chairs needs to submit the announcements. Announcements will run for 2 weeks at least. Do not rely on the office to pull prior years announcements. Each announcement should be reviewed and resubmitted every year. Note: Regular Tiger PAWS announcements go out on Wednesday however we can send extra emails any day of the week if needed.
- **Social Media sites:** Send announcements to Matt Van Schepen for posting on our social media sites: Facebook and Instagram.
- **Church Announcements:** Announcements for churches should be sent to the OCCS office. The office staff have the current email addresses for all churches connected to our school. This list does change yearly so this ensures all supporting churches are included.
- **Tiger PAWS Treasurer:** There is an envelope in the office for the Tiger PAWS Treasurers. If you have receipts, checks, bills, & reimbursements, you can drop these off in the office or directly with the treasurer. Please make sure bills are labeled clearly with your name or the committee you are working on. Each committee should work with the treasurers directly during fundraisers to handle the transfer of money.
- **Supplies**
 - **Local stores:** You can charge at Don's and Fareway to the Tiger PAWS account. Make sure it is the Tiger PAWS account and not the school food service account. Don's will have you sign for purchases. Please make sure your signature is clear so it can be identified later. If you turn in Fareway receipts, please put your name and committee on the receipt somewhere. You can also pay for expenses and be reimbursed. A reimbursement form is available in the office. Please turn in all receipts to the office or give to the Tiger PAWS Treasurers.
 - **OCCS Kitchen:** Items can also be ordered through the OCCS kitchen. The School Supplies & Kitchen committee keeps an inventory of what we have on hand, so PLEASE contact them before buying supplies for projects. Do not go directly to OCCS head cook.
- **Replacement chair-people:** At a spring Tiger PAWS board meeting, the board will discuss new committee appointments. Board liaisons for each committee will be responsible for contacting via telephone or in person those appointed to serve on each respective committee.
- **Google drive folders for each committee:** Committee chairs are required to keep their procedures up to date in the Google drive for their committee. New committee members will be given access to the appropriate Google drive folder each year.
- **Board Liaisons:** Each Tiger PAWS committee will have a Tiger PAWS board liaison assigned to it. The committees will notify their assigned board liaison of their meetings, and other communication as necessary. The board liaison reports about their assigned committee at each Tiger PAWS board meeting.
- **Copies:** You may request copies from the office of agendas, fliers, etc. There is no cost to print at school.
- **Phone calls to associates:** If you leave a message, it is your responsibility to follow up.
- **Meetings:** Please try to meet in person if possible. Face to face communication allows for clearer understanding and questions to be addressed in an efficient manner. **Open meetings with prayer** in keeping with the first priority in our mission statement (prayer).