

To following overview has been prepared to address some of the commonly asked questions regarding Pennington Day. More comprehensive documentation of the event and of each committee is available for review.

What is the mission of Pennington Day?

Pennington Day is an annual community function, traditionally held in the spring and intended to:

1. Further Pennington's community spirit, identity as a community and quality of life
2. Allow community groups, businesses, civic organizations and businesses from within the Hopewell Valley to inform the community of their mission
3. Allow community organizations from within Hopewell Valley to raise funds through their sponsorship of Pennington Day events and/or booths
4. To disburse any funds in excess of expenses to charitable organizations within the Hopewell Valley

How is Pennington Day organized?

Pennington Day in its current form consists of a Board of Trustees, a Grants Committee, Pennington Day Co-chairs and approximately thirty committees.

Pennington Day Board of Trustees

The Board of Trustees is the administrative arm of Pennington Day, which consists of at least six, and not more than eleven volunteers from the local community, at least one of who must be a past Pennington Day Chair. The term of office is three years. A Trustee may hold consecutive terms not to exceed six years.

The primary functions of the Board are:

- To establish and oversee the policies of Pennington Day
- To act as a liaison to Borough Council and the Mayor, the Pennington Police Department and the Pennington Public Works Department
- To have charge of all funds, securities and financial records of the organization including the filing of federal and state tax returns as necessary
- To obtain liability insurance for the event
- To nominate and elect candidates for the Pennington Day Grants Committee
- To serve as a liaison to the Pennington Day Grants Committee having final approval of the applications for the distribution of funds
- To recruit and elect candidates for the position of Chair and Co-chair of Pennington Day
- To provide guidance and assistance to the Chairs

The Pennington Day Grants Committee

The Pennington Day Grants Committee consists of at least seven and no more than eleven volunteers from the local community. The term for members is three years. Members can hold consecutive terms on the Committee but not more than six years.

The function of the Grants Committee is to disburse Pennington Day funds in excess of expenses to charitable organizations in the greater Hopewell Valley area.

The Pennington Day Chair and Co-chair

The Pennington Day Chairs are recruited and elected by the Board of Trustees annually. Chairs should be in place if possible by January 1st. The term for Pennington Day Chairs is from the time of election to the following January. Chairs may serve no more than one consecutive term. Those Chairs may then be nominated for positions on the Board of Trustees or Grants Committee.

The primary functions of the Chairs are:

- To recruit volunteers to manage the organization and implementation of all areas of Pennington Day
- To issue/authorize contracts to all paid performers and personnel
- To acquire necessary permits, insurance and waivers for the use of facilities, materials, or equipment necessary for the operation of Pennington Day in consultation with the appropriate Committee Chairs
- To notify, in cooperation with affected committees, vendors that they are to pay NJ sales tax (booth committee) and health (food committee) permits as applicable
- To manage the financial operation of Pennington Day in accordance with the guidelines established by the Board of Trustees. This entails validating all expenses incurred by Pennington Day committees prior to reimbursement and submitting vouchers to the Treasurer for payments
- To manage and direct all volunteer committees working on behalf of Pennington Day
- To abide by the Pennington Day Policies and Procedures reporting regularly to the Board of Trustees on the management and organization of Pennington Day

What are the committees that make up Pennington Day?

While there may be some variation in committees from year to year the majority remain constant. A list of Pennington Day Committees from last year follows:

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| 1 Art Festival | 15 Pennington Dinner & Swim |
| 2 Bake-a-thon | 16 Photographer |
| 3 Booklet | 17 Posters/Fliers |
| 4 Booklet Distribution | 18 Press Release |
| 5 Booths | 19 Public Safety |
| 6 Children's Games | 20 Run-for-fun |
| 7 Children's Entertainment | 21 Security |
| 8 Contributions | 22 Site Planning |
| 9 Dog Show | 23 Student Art Contest |
| 10 Entertainment | 24 Tables & Chairs |
| 11 Food | 25 Tennis |
| 12 Library Book Sale | 26 Treasurer |
| 13 Local Heroes | 27 T-shirt Artist |
| 14 Pancake Breakfast | 28 T-shirt Sales |