

Saint Bernard



Catholic School

Faith in Every Child

***Parent Teacher Organizations (PTO)
Bylaws***

***Adopted on 4/7/2015
Amended on 7/14/2015***

Parent Teacher Organizations (PTO) By-Laws

Article I...Name

The name of this organization shall be St. Bernard Parent Teacher Organizations. It is independent of all state and national organizations and associations.

Article II...Objectives

Objectives of the St. Bernard PTO shall be:

- A. To establish a home-school partnership that will bring about a spirit of cooperation in the education of our students.
- B. To give volunteer support to the principal, teachers, staff members, and students.
- C. To advocate for adequate laws, included but not limited to school policies, for the care and protection of children in our schools.
- D. To help develop between educators and the general public cooperative efforts that will ensure a quality education for all of the children in our school.
- E. The primary objective of the fund-raising aspect of our organization should be to foster and support school and student activities that will promote citizenship as well as pride in our school.
- F. To establish and maintain, whenever possible, a scholarship fund of \$500 to aid a graduating senior who was also a graduate of the St. Bernard Catholic School in their pursuit of higher education. The first PTO Scholarship will be made available for the 2015/2016 school year through an application process in conjunction with applications used for the Robert H. Wetzel Scholarship, which is offered through St. Bernard Catholic Church.
- G. Award a PTO Scholastic Achievement Award to the top graduating student. The process for consideration will be a student who has earned a 4.0 semester grade through middle school. If more than one student has earned a 4.0, students who took Algebra as a 7th grader will rate higher than a student who took pre-Algebra as a 7th grader. If needed, semester grades will be compared from 5th grade and below until the tie is broken for the students in question. More than one student may receive the PTO Scholastic Achievement Award if the students have earned it following these guidelines.

Article III...Policies

The program of this organization shall be educational, faith-based, family-oriented, and shall be developed through meetings, committees, and projects.

- A. This organization shall be non-commercial and non-partisan.
- B. This organization may cooperate with other community organizations, coordinating parish or school councils, or teams.

- C. This organization shall remain free of any and all political involvement.
- D. This organization shall be a non-profit organization, which will be governed by any and all rules governing non-profit organizations in the Commonwealth of Indiana, including tax laws.
- E. The organization will work cooperatively with the school staff to support and enhance the educational and cultural environment in the school, but will in no way direct the programs of the administration and staff.
- F. Proceeds of funds received by the PTO shall be distributed according to the wishes of the general membership, with the approval by a simple majority of members present and voting.
- G. Proceeds of fund-raising activities cannot be used for the personal benefit of a PTO officer, school staff member, or general PTO member.
- H. It is the sole responsibility of the PTO general membership to determine how funds raised shall be allocated in _St. Bernard Catholic School.

Article IV ... Membership

Membership in the St. Bernard Catholic School PTO shall be open to all parents, guardians and students of the St. Bernard Catholic School, as well as teachers and any other persons interested in promoting the objectives of this organization such as business groups, mentors, grandparents, etc.

Article V ... Officers and Their Election

- A. The officers of this organization shall consist of a President, Vice President, Recording Secretary, and Treasurer. A teacher will volunteer or be selected by the principal annually to serve as an officer.
- B. Nominations for all elected positions shall be held at the meeting prior to annual elections, which will be held by May.
- C. Elections will be determined by a simple majority vote in a secret ballot if more than one candidate per office. Any unopposed positions may be validated with a show of hands or a voice vote.
- D. Officers shall assume their official duties at the next scheduled meeting, and shall serve a term of at least one year, but for no more than two consecutive years in the same position.
- E. Vacancies may be filled by a simple majority vote of the general membership.

Article VI ... Duties of Officers

- A. President: shall preside at all meetings of the organization and the Executive Board, shall be a member of all committees, and shall perform all duties as shall be required of the President by the general membership of the organization.
- B. Vice-President: shall act as an aide to the President, shall act on behalf of the President in his or her absence, and shall serve as a liaison between all committees and the Executive Board.
- C. Recording Secretary: shall record the minutes of all general and Executive Board meetings, read the previous meeting's minutes, and tabulate and record

any votes called for and also be responsible for the distribution, posting and archiving of general meeting minutes as requested by general membership.

- D. **Treasurer:** shall keep all necessary documentation regarding funds of the organization and report all account balances at each general meeting; shall be responsible for the disbursement of all funds, deposits, and account activities; shall assume all responsibilities regarding filling of all applicable local, state and federal tax forms and documents pertaining to sales of tangible goods (i.e. school store supplies, fund-raising sale items, craft fair sales, etc.); and shall keep all records of scholarships activity. The Treasurer shall perform other duties as requested by consensus of the general membership.
- E. **All Officers:** must perform their duties in accordance to the By-Laws of the School Parent Teacher Organization.

Article VII ... Executive Committee

The Executive Committee of the St. Bernard Catholic School PTO shall consist of the elected officers, and the principal. The duties of the committee shall be:

- A. To transact any necessary business on behalf of the general membership in the interval between regular meetings.
- B. To oversee the workings of sub-committees and special projects.
- C. To present reports on committee work at general member meetings.
- D. To recommend payment of any bills that is not connected with the operating expenses of the PTO.
- E. The Executive Committee shall maintain contact between each regular PTO meeting. A majority of members shall constitute a quorum. A quorum shall consist of all members in the Executive Committee.
- F. Special meetings of the Executive Committee may be called by the President or by a majority of the committee members.
- G. The Organization may meet a minimum of (2) times a year beginning with the principal to discuss educational issues which affect the building and to make recommendations concerning purchase of new equipment, implementation of new programs, safety, school policies, and any other areas that affect the school experience of the children of the school. Whenever possible, teachers are welcome and encouraged to participate. In addition, the Executive Committee shall determine the recipient for the PTO Scholarship award.

Article VIII ... General Meetings

In accordance with the Parent Involvement Team By-Laws:

- A. Regular meetings of the Organization will be held at least every month beginning in September. In June/July, the organization will set its meeting schedule for the upcoming year. The Executive Committee may call emergency meetings with three days notice. Notices of all meetings will be sent home with the students (i.e. flyers, School Reach, FaceBook, school website, etc.) to reach the maximum number of families.
- B. PTO meetings will deal with issues of general interest concerning a significant number of parents and shall not address singular complaints best handled by

an individual parent and principal or teacher. The Executive Committee may provide guidance to a parent with an individual concern.

Article IX ... Role of the School Parent Teacher Organization

- A. To act as an advisory body to the staff in the planning, development, and evaluation of the educational program as requested.**
- B. To provide and assist in opportunities for extracurricular activities that will augment the educational experience of students.**
- C. To act as a liaison between parents and school staff.**
- D. To plan and implement procedures to provide better communication between parents, students, and the school staff.**
- E. To work in cooperation with the School Board to provide information about PTO activities, budget, projects, and other issues as requested by the general membership.**

Article X ... Amendments

Amendments to these By-Laws may be amended:

- A. At any regular meeting of the organization by a majority vote of the members present and voting, provided advanced notice of the proposed changes shall have been given at prior meeting, or having been submitted in writing two weeks prior to the meeting.**
- B. A committee may be appointed to submit a revised set of By-Laws in place of these By-Laws only with 2/3 majority vote of general members or 2/3 vote of the PTO Executive Committee.**
- C. After approval by a 2/3 vote at a meeting of the organization, copies shall be sent to the PTO Executive Committee for approval. All amendments shall become effective upon approval.**

PTO Officer Responsibilities, Guidelines and Procedures

Job Descriptions

President

- ✓ Skills required:
 - Organization
 - Ability to communicate effectively with other community organizations and community leadership
 - Clear verbal and written communication skills
 - Leadership
- ✓ Preside over all monthly meetings of the membership and other meetings of the executive council.
- ✓ Manage all PTO functions and events by ensuring committee chairpersons follow PTO guidelines and procedures.
- ✓ Manage all PTO functions and events to ensure the purpose of the PTO is being followed.
- ✓ Participate in annual budget creation with other officers and principal.
- ✓ Determine fundraisers for the following year, in conjunction with other officers, based on budgetary information.
- ✓ Participate in all financial decisions.
- ✓ Ensure plans initiated in previous year (i.e. during meeting with officers and principal) and budget approved for current year are adhered to and managed properly.
- ✓ Represent PTO at necessary meetings.
- ✓ Prepare monthly meetings of the membership in partnership with other officers and ensure the agenda is published prior to the meeting.
- ✓ Encourage member participation.
- ✓ Work closely with President-Elect to ensure a smooth transition of responsibilities, files, and instructions to President the following year.
- ✓ Present the PTO Scholarship Achievement Award.

Vice President

- ✓ Skills required:
 - Organization
 - Ability to communicate effectively with other community organizations and community leadership
 - Clear verbal and written communication skills
 - Leadership
- ✓ Work closely with the President to facilitate a smoothly functioning organization.
- ✓ Preside over all meetings in the absence of the President.
- ✓ Work in conjunction with the other Executive Committee members to ensure all PTO functions / events are handled properly and completely.
- ✓ Assume the Presidency for the remainder of the term should the current President resign or be otherwise unable to serve.

- ✓ Attend and participate in scheduled meetings of the Executive Committee and monthly meetings of the membership.
- ✓ Participate in annual budget creation with other officers and principal. Attend meeting (summer) with other officers and principal to determine school needs for following year and finalize budget to submit for approval to membership.
- ✓ Determine fundraisers for the following year, in conjunction with other officers, based on budgetary information.
- ✓ Participate in all financial decisions.
- ✓ Ensure below tasks are completed prior to leaving the office of Vice President in the following year:
 - Establish regular monthly meeting dates for the following year.
 - Confirm when applicable, that all PTO committee chairpersons will be returning the following year and ensure dates have been established and venues scheduled (particularly events that will take place in the Fall of the following year).
- ✓ Work closely with Vice President-Elect to ensure a smooth transition of responsibilities, files and instructions to Vice President the following year.

Secretary

- ✓ Skills required:
 - Organized
 - Ability to communicate effectively with other community organizations and community leadership
 - Clear verbal and written communication skills
 - Typing
 - Leadership
- ✓ Attend and participate in scheduled meetings of the Executive Committee and monthly meetings of the membership.
- ✓ Work with other officers to create the agenda for monthly meetings of the membership and publish in the week prior to the meeting.
- ✓ Record and publish the minutes of the monthly meeting of the membership; Post minutes on school website after approval at the monthly membership meeting.
- ✓ Prepare and distribute all correspondence on behalf of PTO as requested.
- ✓ Participate in annual budget creation with other officers.
- ✓ Participate in all financial decisions.
- ✓ Work closely with the Secretary-Elect to ensure a smooth transition of responsibilities, files and instructions to Secretary the following year.

Treasurer

- ✓ Skills required:
 - Proficient in math and number analysis
 - Familiar with spreadsheet software programs
 - Available to serve as needed
 - Organization
 - Ability to communicate effectively with other community organizations and community leadership

- Clear verbal and written communication skills
- Leadership
- ✓ Attend and participate in scheduled meetings of the Executive Committee and monthly meetings of the membership.
- ✓ Work with other officers and school principal to create annual PTO budget. Schedule meeting (summer) with other officers, principal, business partners and other appropriate parties to determine school needs for the following year and finalize budget to submit for approval to membership.
- ✓ Obtain member approval of annual PTO budget for the following year at last meeting of current year.
- ✓ Deposit all income and pay all expenses and record appropriately by category and date.
- ✓ Maintain all spreadsheets for financial tracking and ensure validity PTO Annual Budget, PTO Finances by Category, PTO Deposits).
- ✓ Track fundraiser statistics (% participation, income, expenses, profit, profit margin, etc.) if necessary.
- ✓ Determine and recommend fundraisers needed to cover next year's annual expenses (must be completed prior to finalizing and submitting annual budget to membership for approval).
- ✓ Ensure money handling procedures are followed.
- ✓ Work with other officers and event chairpersons to create budgets for each event each year. Ensure event budgets are followed.
- ✓ Balance PTO checkbook monthly with bank statement.
- ✓ Work closely with the Treasurer-Elect to ensure a smooth transition of responsibilities, files and instructions to Treasurer the following year.

PTO Money Handling Procedures

- ✓ All money, cash and checks, both deposits and withdrawals of PTO account must be recorded in detail on all appropriate financial reports.
- ✓ Receipts for money spent and records of deposits must be filed in appropriate file folder.

Receiving Money

- ✓ Receipts for cash must be written and provided to deliverer for all money given directly to Treasurer.
- ✓ Deliverer must provide amount being delivered and Treasurer must verify and provide receipt.
- ✓ All PTO money (cash or checks) collected for PTO shall be handled by a mutually agreed upon designee (by both the principal and the PTO Executive Board). A receipt will be issued by the designee from the PTO receipt book and the money kept in the school safe until the Treasurer can deposit it in a timely manner into the PTO account.
- ✓ The Treasurer will pick up money from the designee and will sign his / her initials and current date on each receipt collected thereby confirming the amount collected.

- ✓ In special circumstances, event committee persons may collect money from the Treasurer. PTO will notify the Treasurer prior to collection. The committee person must record his / her initials and the current date on each receipt collected thereby confirming the amount collected.

Paying Invoices

- ✓ All invoices that are to be paid by PTO must be reviewed to determine that they are an approved PTO expense.
- ✓ Once approved, the invoice will be paid by the PTO Treasurer.
- ✓ Event committee persons must approve all invoices related to their event prior to being paid by the PTO Treasurer.

PTO Fundraiser / Event Ideas and Suggested Guidelines

- ✓ Whenever possible, fundraisers should have a social aspect (i.e. walk-a-thon) and should not be pure selling.
- ✓ Fund-raising activities involving students shall be on a voluntary basis.
- ✓ Boy-girl social activities must have adequate adult supervision.
- ✓ If school facilities are used for a social or community affair, care should be taken that such affairs do not conflict with the educational program. Students should not be dismissed from class to make preparations for social affairs. The affair shall not exclude any student.
- ✓ All events that are not a fundraiser (i.e. Family Fun Night, Movie Night, etc.) should be planned to break even. This could require charging a small amount for the event.

Chairpersons for Specific Events/Projects Suggested Tasks:

- ✓ Ensure dates for the event are set prior to the end of the previous year and venues are scheduled for necessary events (particularly those that will take place in the Fall).
- ✓ Work with officers to create a budget and timeline prior to any money being provided for fundraiser / event.
- ✓ Provide receipts / tickets / product to everyone who provides cash / check (except during events with raffles, etc.) to ensure accountability.
- ✓ Collect all income, or assign a committee person to handle all money, to provide to Treasurer for deposit. Chair will keep a record of all income to provide to Treasurer and Treasurer will confirm amount being handed over by providing a receipt to chair or committee person.
- ✓ Communicate regularly with Treasurer to ensure budget is followed and all money is accounted for.
- ✓ Ensure all communications regarding fundraiser / event are reviewed and approved by PTO Executive Committee prior to being communicated.
- ✓ Provide receipts and / or invoices for all expenses.
- ✓ Work with Treasurer to track event statistics.

- ✓ Limit activity in the school office by assigning a committee person to sell tickets, accept money, etc.
- ✓ If special circumstances are required and PTO approves money to go through the school office, the committee person must pick up the money from the Designee (See Receiving Money) and initial and date the receipt book indicating and confirming the amounts collected.
- ✓ Strive to maintain a consistent annual schedule for the event to aid in scheduling the venue.
- ✓ Approve all invoices before payment by the Treasurer.
- ✓ Arrange for the venue to be prepared and setup and relay that information to the PTO officers. Cleanup must be thorough and timely and must be monitored (if not a school employee).
- ✓ Follow up with PTO to close out fundraiser / event within 1 month after fundraiser /event.

The Annual PTO Budget Recommendations

Overview

- ✓ The annual financial PTO goal is to **MANAGE EXPENSES** and collect enough income to pay for all anticipated expenses and pass on a reserve of approximately \$5,000 to the following school year. The goal **IS NOT** to accumulate money to remain static in the PTO account. PTO **WILL NOT** sponsor extra / additional fundraisers if they are not needed to cover anticipated expenses.
- ✓ PTO officers will work with the school principal, fundraiser / event chairpersons, and other appropriate parties to create the annual budget.
- ✓ The budget for the following school year must be finalized and approved by the membership at the last regular PTO meeting of the current school year.
- ✓ Once the budget is approved, all expenditure requests that are not budgeted must go through the “Disbursement Request Procedures” to determine if they will be paid by the PTO.

Creating the budget

- ✓ The Treasurer will analyze previous budgets and input from the principal and other appropriate parties to determine the planned straight expenses (i.e. not expenses from a fundraiser / event that brings in money). These are the expenses that will require fundraising.
- ✓ The Treasurer will then review past fundraisers / events and their expected profits to determine which and how many fundraisers will be needed to fund the expenses. The Treasurer will work with other officers and committee chairpersons to ensure projections for fundraisers / events are accurate.
- ✓ The Treasurer will then make recommendations to other officers and principal to finalize the budget for presenting to members to obtain approval.

Disbursement Request Procedures

Anyone (i.e. parents, guardians, teachers, staff, principal, students, caregivers, etc.) may submit a request to the PTO for payment of an item.

In an emergency, should someone petition the PTO in writing via an email in the amount of \$50.00 or less that cannot wait until the next regular monthly PTO meeting and the money is available, the PTO officers can take a 2/3 majority vote to approve or deny the request.

However, if the expense is more than \$50.00, the requester must either request an emergency PTO meeting or follow the procedures below regarding disbursements.

In addition, if money is not available, the request will be denied and filed.

Parents / Guardians / Students / Caregivers

The procedures for requesting an item to be paid for by the PTO are as follows:

- ✓ First the requester must contact a PTO officer or Principal.
- ✓ Next, the requester must attend the next regular monthly PTO meeting or send a knowledgeable representative in their place to introduce their request for debate and justification to the PTO members.
- ✓ The PTO members will then vote on it at the regular monthly PTO meeting and will communicate its approval / denial to the requester at this meeting.
- ✓ If the item is approved for purchase by PTO members, then the school or requester will order / purchase the item and PTO will either pay the invoice or reimburse the requester. This will be determined for each individual request.
- ✓ If the item is not approved, the request will be denied and filed.

Teachers / Staff

The procedures for requesting an item to be paid for by the PTO are slightly different for the Teachers / Staff. They are as follows:

- ✓ First, Teachers / Staff must submit their request to the Principal for review to determine if the item is approved by him / her.
- ✓ Next, the principal must notify the requester of approval / denial of the item itself.
 - If the item is approved, then the principal must also inform the requester of the school's intentions regarding payment of the item. For example, will the school pay for all, part or none of the item?
 - If the item is not approved, the request will be denied and filed.
- ✓ If the item is approved and the school will not be paying for all or part of the item, then the principal is required to inform the requester that in order to have their request considered for debate and justification by the PTO, then they must attend the next regular monthly PTO meeting in person or send a knowledgeable representative in their place.

- ✓ The PTO members will then vote on it at the following regular monthly PTO meeting and will communicate its approval / denial to the requester at this meeting or within a reasonable time afterwards.
- ✓ If the item is approved for purchase by PTO members, then the school or requester will order / purchase the item and PTO will either pay the invoice or reimburse the requester. This will be determined for each individual request.

The following pages are just repeats of the job descriptions to be used as handouts for each newly elected position.

President

- ✓ **Skills required:**
 - **Organization**
 - **Ability to communicate effectively with other community organizations and community leadership**
 - **Clear verbal and written communication skills**
 - **Leadership**
- ✓ **Preside over all monthly meetings of the membership and scheduled meetings of the executive council.**
- ✓ **Manage all PTO functions and events by ensuring committee chairpersons follow PTO guidelines and procedures.**
- ✓ **Manage all PTO functions and events to ensure the purpose of the PTO is being followed.**
- ✓ **Participate in annual budget creation with other officers and principal.**
- ✓ **Determine fundraisers for the following year, in conjunction with other officers, based on budgetary information.**
- ✓ **Participate in all financial decisions.**
- ✓ **Ensure plans initiated in previous year (i.e. during meeting with officers and principal) and budget approved for current year are adhered to and managed properly.**
- ✓ **Represent PTO at necessary meetings.**
- ✓ **Prepare monthly meetings of the membership in partnership with other officers and ensure the agenda is published prior to the meeting.**
- ✓ **Encourage member participation.**
- ✓ **Work closely with President-Elect to ensure a smooth transition of responsibilities, files and instructions to President the following year.**

President: shall preside at all meetings of the organization and the Executive Board, shall be a member of all committees, and shall perform all duties as shall be required of the President by the general membership of the organization.

All Officers: must perform their duties in accordance to the By-Laws of the School Parent Teacher Organization.

Vice President

- ✓ **Skills required:**
 - **Organization**
 - **Ability to communicate effectively with other community organizations and community leadership**
 - **Clear verbal and written communication skills**
 - **Leadership**
- ✓ **Work closely with the President to facilitate a smoothly functioning organization.**
- ✓ **Preside over all meetings in the absence of the President.**
- ✓ **Work in conjunction with the other Executive Committee members to ensure all PTO functions / events are handled properly and completely.**
- ✓ **Assume the Presidency for the remainder of the term should the current President resign or be otherwise unable to serve.**
- ✓ **Attend and participate in scheduled meetings of the Executive Committee and monthly meetings of the membership.**
- ✓ **Participate in annual budget creation with other officers and principal. Attend meeting (summer) with other officers and principal to determine school needs for following year and finalize budget to submit for approval to membership.**
- ✓ **Determine fundraisers for the following year, in conjunction with other officers, based on budgetary information.**
- ✓ **Participate in all financial decisions.**
- ✓ **Ensure below tasks are completed prior to leaving the office of Vice President in the following year:**
 - **Establish regular monthly meeting dates for the following year.**
 - **Change contact information**
 - **Confirm when applicable, that all PTO committee chairpersons will be returning the following year and ensure dates have been established and venues scheduled (particularly events that will take place in the Fall of the following year).**
- ✓ **Work closely with Vice President-Elect to ensure a smooth transition of responsibilities, files and instructions to Vice President the following year.**

Vice-President: shall act as an aide to the President, shall act on behalf of the President in his or her absence, and shall serve as a liaison between all committees and the Executive Board.

All Officers: must perform their duties in accordance to the By-Laws of the School Parent Teacher Organization.

Secretary

- ✓ **Skills required:**
 - **Organized**
 - **Ability to communicate effectively with other community organizations and community leadership**
 - **Clear verbal and written communication skills**
 - **Typing**
 - **Leadership**
- ✓ **Attend and participate in scheduled meetings of the Executive Committee and monthly meetings of the membership.**
- ✓ **Work with other officers to create the agenda for monthly meetings of the membership and publish prior to the meeting.**
- ✓ **Record and publish the minutes of the monthly meeting of the membership; Post approved minutes on the school website.**
- ✓ **Prepare and distribute all correspondence on behalf of PTO as requested.**
- ✓ **Participate in annual budget creation with other officers.**
- ✓ **Participate in all financial decisions.**
- ✓ **Work closely with the Secretary-Elect to ensure a smooth transition of responsibilities, files and instructions to Secretary the following year.**

Recording Secretary: shall record the minutes of all general and Executive Board meetings, read the previous meeting's minutes, and tabulate and record any votes called for and also be responsible for the distribution, posting and archiving of general meeting minutes as requested by general membership.

All Officers: must perform their duties in accordance to the By-Laws of the School Parent Teacher Organization.

Treasurer

- ✓ **Skills required:**
 - Proficient in math and number analysis
 - Familiar with spreadsheet software programs
 - Available to serve as needed
 - Organization
 - Ability to communicate effectively with other community organizations and community leadership
 - Clear verbal and written communication skills
 - Leadership
- ✓ Attend and participate in scheduled meetings of the Executive Committee and monthly meetings of the membership.
- ✓ Work with other officers and school principal to create annual PTO budget. Schedule meeting (summer) with other officers, principal, business partners and other appropriate parties to determine school needs for the following year and finalize budget to submit for approval to membership.
- ✓ Obtain member approval of annual PTO budget for the following year at last meeting of current year.
- ✓ Deposit all income and pay all expenses and record appropriately by category and date.
- ✓ Maintain all spreadsheets for financial tracking and ensure validity (PTO Annual Budget, PTO Finances by Category, PTO Deposits).
- ✓ Determine and recommend fundraisers needed to cover next year's annual expenses (must be completed prior to finalizing and submitting annual budget to membership for approval).
- ✓ Ensure money handling procedures are followed.
- ✓ Work with other officers and event chairpersons to create budgets for each event each year. Ensure event budgets are followed.
- ✓ Balance PTO checkbook monthly with bank statement.
- ✓ Work closely with the Treasurer-Elect to ensure a smooth transition of responsibilities, files and instructions to Treasurer the following year.

Treasurer: shall keep all necessary documentation regarding funds of the organization and report all account balances at each general meeting; shall be responsible for the disbursement of all funds, deposits and account activities; shall assume all responsibilities regarding filling of all applicable local, state and federal tax forms and documents pertaining to sales of tangible goods (i.e. school store supplies, fund-raising sale items, craft fair sales, etc.); and shall keep all records of scholarships activity. The Treasurer shall perform other duties as requested by consensus of the general membership.

All Officers: must perform their duties in accordance to the By-Laws of the School Parent Teacher Organization.

Chairpersons Suggested Tasks:

- ✓ Ensure dates for the event are set prior to the end of the previous year and venues are scheduled for necessary events (particularly those that will take place in the fall).
- ✓ Work with officers to create a budget and timeline prior to any money being provided for fundraiser / event.
- ✓ Provide receipts / tickets / product to everyone who provides cash / check (except during events with raffles, etc.) to ensure accountability.
- ✓ Collect all income, or assign a committee person to handle all money, to provide to Treasurer for deposit. Chair will keep a record of all income to provide to Treasurer and Treasurer will confirm amount being handed over by providing a receipt to chair or committee person.
- ✓ Communicate regularly with Treasurer to ensure budget is followed and all money is accounted for.
- ✓ Ensure all communications regarding fundraiser / event are reviewed and approved by PTO Executive Committee prior to being communicated.
- ✓ Provide receipts and / or invoices for all expenses.
- ✓ Work with Treasurer to track event statistics.
- ✓ Limit activity in the school office by assigning a committee person to sell tickets, accept money, etc.
- ✓ If special circumstances are required and PTO approves money to go through the school office, the committee person must pick up the money from the Designee (See page 10 – Receiving Money) and initial and date the receipt book indicating and confirming the amounts collected.
- ✓ Strive to maintain a consistent annual schedule for the event to aid in scheduling the venue.
- ✓ Approve all invoices before payment by the Treasurer.
- ✓ Arrange for the venue to be prepared and setup and relay that information to the PTO officers. Cleanup must be thorough and timely and must be monitored (if not a school employee).
- ✓ Follow up with PTO to close out fundraiser / event within 1 month after fundraiser / event.

All Officers: must perform their duties in accordance to the By-Laws of the School Parent Teacher Organization.