

**PROCEDURE HANDBOOK
PARENT TEACHER ORGANIZATION
HOUGH STREET SCHOOL
April 2018**

1. PTO GENERAL POLICY

1. General PTO Meetings shall be set at the beginning of the year based on availability of Principal and meeting space. All attempts will be made to keep the date and time of the meetings consistent. Once set and posted, the dates and times will not be changed unless approved by the Executive Board and posted with at least seven days notice.
2. Attendance by all PTO Board members is encouraged at all General PTO Meetings and Special PTO Meetings, especially at those meetings immediately preceding and following each member's event or fundraiser.
3. Each committee shall maintain a document outlining committee responsibilities and timelines on the Hough PTO website and update as necessary.
4. Committee chairs should be aware that scholarships are available to a confidential list of students who need financial assistance to participate in certain events or fundraisers. Please see the Treasurer if a need arises.
5. Volunteer leads will be compiled into volunteer lists for each committee by the corresponding Secretary at beginning of the school year. Committee chairs should use best efforts to utilize those individuals who have expressed an interest in volunteering.
6. Committee chairs should provide status updates in the newsletter and website as appropriate.
7. The Hough Street School PTO newsletter and website may not be used as vehicles to announce, endorse, or otherwise advertise any event, which is sponsored by a For-Profit entity. The newsletter and website may be used to announce programs, organizations, or events having a NonProfit status that are of general interest to a significant number of parents and students of Hough Street School.
8. Vendors of commercial or retail nature, not benefiting the PTO or Hough Street School, shall not be allowed at PTO events.

2. FINANCIAL PROCEDURES

A. General

1. Each PTO Committee is provided with a preliminary budget at the Old Board/New Board meeting in May. Committee chairs are responsible for reviewing their budget and requesting changes to their reporting officer and the PTO Treasurer. The final budget will be submitted to the PTO Board for approval at the September General PTO Meeting.
2. Committee chairs should use best efforts to meet their budget. If any changes to the budget are anticipated, the reporting officer and the PTO Treasurer should be contacted. If changes are over \$500, the Hough PTO must vote prior to approving budget increase.

3. The PTO utilizes a form called the Hough Street School PTO Reimbursement/Deposit Form [[Reimbursement/Deposit Form](#)], found on the PTO website, for all check requests, deposits, and cash box needs. The form should be submitted to the PTO Treasurer.
4. The PTO Treasurer has a mailbox in the school office. Completed Reimbursement/Deposit Forms and other written communications for the PTO Treasurer should be left in the mailbox. In addition, extra copies of Reimbursement/Deposit Forms and tax-exempt certificate may be found in this mailbox.
5. Committee revenue and expenses must be accounted for separately for tax purposes. No cash payments or netting of revenue and expense will be permitted.
6. Any committee accepting donations of money or items must acknowledge such donations using the PTO Donation form. Copies of these letters must be provided to the Treasurer. All donations accepted must comply with the CUSD 220 Gift Giving Process/Procedures.

B. Check Requests/Expenses

1. Check requests for expense reimbursements and vendor billings (including CUSD 220) should be submitted to the PTO Treasurer on the Reimbursement/Deposit Form. The reimbursement section must be fully completed and receipts or copies of signed contracts must be attached for expenses to be paid.
2. Committee chairs are responsible for keeping track of and submitting all expenses for their committee. Committee chairs must approve expense reimbursement requests submitted by other committee volunteers prior to submission to the PTO Treasurer.
3. All expense reimbursement requests should be submitted within 30 days from the time the money is spent. While the generosity of PTO Board members who do not submit expenses is appreciated, the PTO requests all expenses be submitted for year-to-year budgeting purposes by June 30 of each year.
4. As the PTO is a tax-exempt organization, no sales tax will be reimbursed. Tax-exempt letters are available, upon request, to all PTO Committee Chairs.

C. Revenue Collections/Deposits

1. The school office will collect cash/checks received for PTO events and fund raisers and place in Treasurers mailbox. When possible, monies should be collected online via Revtrak.
2. The committee chairs are responsible for submitting all funds collected to the PTO Treasurer on a timely basis. The deposit section of the Reimbursement/Deposit Form should be completed.
 - a. Cash should be sorted, listed by denomination and totaled.
 - b. The names and amounts of all checks should be listed in a separate file and attached to the reimbursement form. Check listings should be totaled.
3. The committee chairs are responsible for pursuing and collecting delinquent payments. Therefore, record keeping should include the amount of cash or check provided as well as the payer name, related child, and family name.
4. Those events or fundraisers where an immediate sale takes place do not

require tracking of cash by individual payer (i.e. bake sale, book fair, etc.).

4. All checks should have the payee PTO of Hough Street School (Hough Street School PTO, Hough PTO and similar names are acceptable). Checks written to other parties should not be accepted unless specifically designated.

D. Cash Boxes

1. Metal cash boxes or bank bags are used for PTO events.

2. Committee and PTO Treasurer files should both maintain records of number of cash boxes, startup money amounts, and denominations from prior years. As appropriate, notes should be made for suggested changes for the following year's event.

3. The committee chair or designee should contact the PTO Treasurer to arrange for the receipt of the cash box/bag and startup money prior to the event.

4. The committee chair or designee should complete the Hough Street School PTO Reimbursement/Deposit Form for all cash box requests. Under the reimbursement section of the form, a check payable to Cash should be requested. The number of cash boxes/bags and the total amount and denominations of startup money desired should be listed on or attached to the form.

5. The committee chair or designee must not leave the cash box/bag unattended at any time. Should the cash box/bag be required overnight, it must be placed in a secure location.

6. The committee chair or designee should make arrangements to give the PTO Treasurer the daily and final deposits for the event or fundraiser.

7. The committee chair or designee should count daily and final event deposits and complete the PTO Reimbursement/Deposit Form for submission to the PTO Treasurer. The names and amounts of all checks should be listed on the form and totaled. Cash should be sorted, listed by denomination, and totaled.

8. No cash payments should be made from cash collections. All expenses must be submitted to the PTO Treasurer as outlined above.

E. Contracts

1. Committee chairs and volunteers may not enter into contracts on behalf of the PTO without the prior approval of the PTO Board.

2. Copies of contracts shall be provided to and reviewed with the appropriate reporting officer prior to a vote at a General PTO Meeting or Special PTO Meeting.

III. DUTIES OF EXECUTIVE BOARD

A. President-Facilities

The President shall be responsible for coordinating the work of the PTO Board and the Executive Board and shall be responsible for the following duties:

1. represent the PTO as requested and act as spokesman for the PTO following the intent of the Bylaws and principles of the PTO, including attending all CUSD 220 PTO Presidents' Council Meetings;

2. serve as the chairperson of the Executive Board, and prepare agendas and preside at Executive Board Meetings, General PTO Meetings, and Special

PTO Meetings;

3. coordinate all activities of the PTO with the Principal of Hough Street School, including establishing and distributing a calendar for all PTO events;
4. have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO;
5. act as ex-officio member of all committees except the Nominating Committee;
6. oversee the chairs and the budgets of the PTO Facilities Committees and ensure that chairs provide status updates of their committees, when needed, for General PTO Meetings, the newsletter, and the website;
7. monitor the implementation of the PTO Facilities online document outlining responsibilities and timelines.
8. review all printed materials pertaining to the PTO Facilities Committees prior to distribution;
9. review contracts, if required, with PTO Facilities Committee chairs, provide copies to the Executive Board, and submit for approval at a General PTO or Special PTO Meeting;
10. prepare a column for inclusion in the newsletter and provide the newsletter chairperson with district information and dates;
11. oversee the proofing and final draft of the newsletter prior to production and distribution;
12. disburse funds as approved by the PTO Board when the Treasurer is unable to do so, as the secondary authorized signer;
13. review monthly bank statements of the PTO;
14. review, with the Executive Board, the annual budget to be submitted for approval at the September General PTO Meeting;
14. recommend additions and dissolutions of any committees to the Executive Board as needed;
15. review bi-annually, along with the Treasurer and Corresponding Secretary, the Bylaws and Procedure Handbook to ensure they remain applicable and current and recommend any changes to the members for a vote;
16. update, along with the Treasurer and Corresponding Secretary, the online committee procedures for distribution at the Old Board/New Board Meeting in May;
17. make a year-end report of activities, net profits, and accomplishments at the Old Board/New Board Meeting in May.

B. First Vice President-Social

The First Vice President shall be responsible for the following duties:

1. assist the PTO President in whatever capacity the President deems necessary;
2. attend monthly Executive Board and General PTO Meetings;
3. assume the responsibilities of the President in the President's absence;
4. attend CUSD 220 PTO Presidents' Council Meetings if the President cannot attend;
5. have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO;
6. oversee the chairs and the budgets of the PTO Social Committees and ensure that chairs provide status updates of their committees, when needed, for General PTO Meetings, the newsletter, and the website;

7. monitor the implementation of the PTO Social Committee online;
8. review all printed materials pertaining to the PTO Social Committees prior to distribution;
9. review contracts, if required, with PTO Facilities Committee chairs, provide copies to the Executive Board, and submit for approval at a General PTO or Special PTO Meeting.

C. Second Vice President-Curriculum and Program

The Second Vice President shall be responsible for the following duties:

1. assist the PTO President in whatever capacity the President deems necessary;
2. attend monthly Executive Board and General PTO Meetings;
3. assume the responsibilities of the President in the absence of the President and First Vice President;
4. have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO;
5. oversee the chairs and the budgets of the PTO Curriculum and Program Committees and ensure that chairs provide status updates of their committees, when needed, for General PTO Meetings, the newsletter, and the website;
6. monitor the implementation of the PTO Curriculum and Program Committee Online procedures;
7. review all printed material pertaining to the Curriculum and Program Committees prior to distribution;
8. review contracts, if required, with PTO Curriculum and Program Committee chairs, provide copies to the Executive Board, and submit for approval at a General PTO or Special PTO Meeting.

D. Third Vice President-Fundraising

The Third Vice President shall be responsible for the following duties:

1. assist the PTO President in whatever capacity the President deems necessary;
2. attend monthly Executive Board and General PTO Meetings;
3. have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO;
4. oversee the chairs and the budgets of the PTO Fundraising Committees and ensure that chairs provide status updates of their committees, when needed, for General PTO Meetings, the newsletter, and the website;
5. monitor the implementation of the PTO Fundraising Committee online procedures;
6. review all printed material pertaining to the PTO Fundraising Committees prior to distribution;
7. review contracts, if required, with PTO Fundraising Committee chairs, provide copies to the Executive Board, and submit for approval at a General PTO or Special PTO Meeting;
8. solicit and evaluate new fundraising options and submit to the Executive Board.

E. Recording Secretary-Communication

The Recording Secretary shall be responsible for the following duties:

1. assist the PTO President in whatever capacity and President deems necessary;
2. attend monthly Executive Board and General PTO Meetings;
3. have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO;
4. oversee the chairs and the budgets of the PTO Communication Committees (Web, e-news, Facebook and Hawklane) and ensure that chairs provide status updates of their committees, when needed, for General PTO Meetings, the newsletter, and the website;
5. monitor the implementation of the PTO Communication Committee online procedures;
6. review all printed material pertaining to the PTO Communication Committees prior to distribution;
7. provide monthly reminder notices to all PTO members of the dates and times of the General PTO Meetings and Special PTO Meetings;
8. review contracts, if required, with PTO Communication Committee chairs, provide copies to the Executive Board, and submit for approval at a General PTO or Special PTO Meeting;
9. keep minutes of all General PTO Meetings and provide and distribute such minutes at the next month's General PTO Meeting for approval by the PTO members; after which approval, the minutes shall be distributed to all PTO members;
10. act as the Historian for the PTO by collecting agendas, minutes, newsletters, and other pertinent information.

F. Corresponding Secretary-Administrative

The Corresponding Secretary shall be responsible for the following duties:

1. assist the PTO President in whatever capacity the President deems necessary;
2. attend monthly Executive Board and General PTO Meetings;
3. have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO;
4. oversee the chairs and the budgets of the PTO Administrative Committees and ensure that chairs provide status updates of their committees, when needed, for General PTO Meetings, the newsletter, and the website;
5. monitor the implementation of the PTO Administrative Committee online procedures;
6. review all printed material pertaining to the PTO Administrative Committees prior to distribution;
7. review contracts, if required, with PTO Administrative Committee chairs, provide copies to the Executive Board, and submit for approval at a General PTO or Special PTO Meeting;
8. prepare and distribute a roster of all the PTO Board members for use by the school community and inclusion on the Website—without specific contact information, and make changes to the list as needed throughout the school year;
9. carry on all correspondence of the PTO, including cards for Gifts to Staff, donations, and Old Board/New Board invitations;
10. purchase Gifts for Staff as deemed appropriate;
11. review bi-annually, along with the President and Treasurer, the Bylaws and

- Procedure Handbook to ensure they remain applicable and current and recommend any changes to the members for a vote;
12. update, along with the Executive Committee, the online committee procedures prior to the Old Board/New Board Meeting in May;
 13. chair the Nominating Committee as outlined in the Bylaws.
 14. Oversee School Supply committee.

G. Treasurer

The Treasurer shall be the principle accounting and financial officer, and shall be responsible for the following duties:

1. assist the PTO President in whatever capacity the President deems necessary;
2. attend monthly Executive Board and General PTO Meetings;
3. have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO;
4. maintain accurate and complete books of account for the PTO [PTO Books];
5. receive and deposit all PTO monies in its bank account on a timely basis to the credit of the PTO;
6. disburse funds as approved by the PTO Board as primary authorized signer for all such disbursements;
7. keep an accurate record of all deposits and disbursements; keep receipts for all expenditures as well as cancelled checks; provide cash receipts when appropriate; keep records of all Gifts to School; manage and balance all checking and savings accounts;
8. provide a Treasurer's Report at every General PTO Meeting which will include the updated budget and adjustments proposed in addition to actual year-to-date and estimated remaining revenue/expenses for all PTO committees, Special Projects, and Gifts to School;
9. prepare a preliminary budget for the next fiscal year to be distributed to committee chairs at the Old Board/New Board Meeting in May;
10. review committee chair budget changes with reporting officer and the President and submit a final budget at the September General PTO Meeting;
11. make a full financial report of the previous fiscal year at the September General PTO Meeting;
12. arrange with committee chairs for the drop off/pick up of cash boxes or bags and monies for all PTO events as outlined under Financial Procedures;
13. coordinate with committee chairs for the payment of expenses and receipt/deposit of all funds for their committees;
14. provide the President with monthly PTO bank statements for review;
15. submit the PTO Books for examination should an independent auditor be appointed (once the auditor is satisfied that the PTO Books are correct, he or she shall prepare and sign a statement to be incorporated with said PTO Books by the next General PTO Meeting);
16. maintain a file of the PTO Books and tax filings for the previous three years;
17. maintain files for all contracts that have financial obligations, (i.e. leases);
18. provide copies of the required documents to the CUSD 220 office, including tax filings;

19. ensure that the appropriate federal and state filings and other forms, including the Annual Report to be filed with the Illinois Secretary of State, are filed annually.

20. review bi-annually, along with the President and Corresponding Secretary, the Bylaws and Procedure Handbook to ensure they remain applicable and current and recommend any changes to the members for a vote;

21. update, along with the President and Corresponding Secretary, the online procedures for distribution at the Old Board/New Board Meeting in May.

IV. PTO BOARD REPORTING STRUCTURE

Each PTO committee will report to one of the Executive Board officers [reporting officer]. Committees may be added or removed by the decision of the Executive Board.

The Executive Board will determine to which officer any new committees will be assigned. The current committees include, but are not limited to:

A. Facilities Committees (Reporting to President)

Buildings & Grounds; Library/ Media Center; Blessings in a Back Pack; Tasty Tuesdays; Safety; Special Projects; Environmental Awareness, including: lunchroom recycling, Green Club, and Earth Week; Hough Hearts and Service Club.

B. Social Committees (Reporting to 1st Vice President)

Back to school BBQ; Family Fun Night; Holiday Market & Bake sale; Ice Cream Social; 5th grade recognition; Hough mini marathon; Spirit wear, Daddy/Daughter dance; Mom/Son event.

C. Curriculum and Program Committees (Reporting to 2nd Vice President)

Assemblies/ author events; Teacher appreciation, Mini courses; Field Days; Room Parents.

D. Fundraising Committees (Reporting to 3rd Vice President)

Book Fairs; Incentives; Parents Time Out.

E. Communication Committees (Reporting to Recording Secretary)

Newsletter; Website; Facebook; Yearbook.

F. Administrative (Reporting to Corresponding Secretary)

Nominating Committee; school supplies; Helping Hands