

**PROCEDURE HANDBOOK
PARENT TEACHER ORGANIZATION
ROSLYN ROAD SCHOOL**

I. PTO GENERAL POLICY

1. PTO General Meetings shall be held on the second Thursday of the month. Meeting times may vary to accommodate different schedules with 7 days notice given to the general membership. The December meeting will be optional.
2. Attendance by all PTO Board Members is required at all PTO General Meetings, as well as all Special Meetings, as called by the President or a majority of the PTO Board Members. If a Board Member is unable to attend, they must either send a representative or provide a proxy to their Reporting Officer.
3. It is the responsibility of each PTO Board Member to maintain a PTO Binder which should contain: Bylaws, the Handbook, copies of financial documents, Treasurers Notes, Teex Exempt Letter, Check Request Form, publicity form, names and contact information all Board Members (to be supplied by the Recording Secretary), position's past reports and all current years' information. The Reporting Officer will oversee the transfer of the PTO Binder at the May Transition Meeting or no later than May 31 PTO Binders will be collected from the Committee Chairs at completion of their duties by the May PTO General Meeting. (Exceptions will be made due to when events are scheduled.)
4. All Committee Chairpersons shall submit an annual report to the Recording Secretary upon completion of the committee duties or by the May meeting, a copy of which should be retained in the PTO Binder along with the Treasurers' notes, tax exemption form, check request form and publicity request form. A copy of the annual report should also be submitted to the Presidents.
5. If a Board Member will not be returning to their current position the following year, they are required to pass their PTO Binder on to their replacement at the May meeting, or no later than May 31.
6. The Principal and the President(s) must review all documents and or distributions to the general PTO and/or school staff.
7. The Roslyn Road School PTO Publications may not be used as a vehicle to announce, endorse, or otherwise advertise any event, which is sponsored by a For Profit entity. The Publication may be used to announce programs, organizations events having a Not For Profit status that are of general interest to a significant number of parents and students of Roslyn Road School.
8. Vendors of commercial or retail nature, not benefiting the PTO or Roslyn Road School, shall not be allowed at PTO events.
9. Only Not For Profit groups or organizations whose membership consists of, or whose programs benefit a substantial enough number of, currently enrolled Roslyn Road School students, are eligible to participate in PTO sponsored events. Any such group or organization must seek approval from the Executive Council by presenting a written proposal and appearing in person before the Executive

Council, if deemed necessary. Vendors of not for profit nature shall be allowed at PTO events, only if the PTO has voted such permission.

10. Students must attend Roslyn Road School on a daily basis to be involved in PTO sponsored events. Exceptions are community and family related events.
11. Each dual Executive Council position would ideally be held by the incumbent member and a newly elected member.
12. For By-laws revisions see attachment "A" Filing By-laws Revisions.

II. DUTIES OF EXECUTIVE COUNCIL

A. President(s)

The President(s) shall be responsible for coordinating the work of the PTO Board and the Executive Council. The President shall:

1. Preside at Executive Council meetings, PTO General Meetings and special meetings.
2. Serve as the chairperson of the Executive Council.
3. Acts as ex-officio member of all committees except the Nominating Committee.
4. Plan the agenda for all PTO General & Executive Council meetings.
5. Represent the PTO as requested and act as spokesperson for the PTO following the intent of the Bylaws and principles of the organization.
6. Represent Roslyn Road School by attending all PTO Presidents' Council meetings.
7. Meet deadlines with all CUSD 220 requirements: bylaws, policy & procedure, tax exempt letter, gifts to school reports, tax forms, and not for profit renewal form.
8. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the PTO Procedure Handbook.
9. Monitor the implementation of the Procedure Handbook.
10. Coordinate all activities of the PTO with the Principal of Roslyn Road School. Secure dates for all PTO events for the year with the Principal and the PTO Board prior the start of the school year, if possible. Dates should be given to the Vice President(s) for inclusion in the School Directory. Maintain PTO calendar of programs and school events for the entire year.
11. Oversee the weekly publications before their production and distribution.
12. Oversee the School Board Representatives. Report to the Executive Council and the general membership each month with issues directly affecting Roslyn Road School.

13. Oversee the chairpersons of the appropriate PTO Standing Committees. Obtain committee reports and provide status at Executive Council meetings and PTO General meetings and submit to the newsletter.
14. Monitor the implementation of the PTO Binders for all appropriate Standing Committees.
15. Review all printed materials pertaining to respective Standing Committees prior distribution and submit for Principal final approval.
16. If contracts are required review with Standing Committee Chairs and provide copies to the Executive Council.
17. Appoint any Special Committees as needed.
18. Appoint 3 members to the Bylaws and Procedure Handbook Committee every 2 years (more frequently if deemed necessary) to review the Bylaws and the Procedure Handbook.
19. Review with the Executive Council in May/June, the annual budget, to be submitted for approval in September each year.
20. Make a year-end report of activities, net profits, and accomplishments at the last General meeting of the year.
21. Annually appoint a third party individual for review of the Treasurer's books
22. For By-laws revisions see attachment "A" Filing By-laws Revisions.

B. Vice President(s) Fundraising

The Vice President(s) Fundraising shall be responsible for the following duties:

1. Assist the PTO President in whatever capacity the President deems necessary.
2. Attend monthly Executive Council and PTO General meetings.
3. Assume the responsibilities of the President in the President's absence.
4. Attend PTO President's Council meetings if the President cannot attend.
5. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the PTO Procedure Handbook.
6. Oversee the chairpersons of the PTO Fundraising Committees and all fundraising activities. Obtain committee reports and provide status reports at Executive Council meetings and PTO General meetings, and submit to appropriate weekly publications.
7. Monitor the implementation of the PTO Binders for all Fundraising Committees.

8. Provide President with all documents pertaining to Fundraising activities/events for review and approval by President(s) and Principal before distribution to the general PTO and or school staff.
9. With the Committee Chairs review and execute all fundraising contracts and provide copies to the Executive Council.
10. At year-end, obtain financial reports from all fundraising chairs.
11. Chair the Gifts to School Committee

C. Vice President(s) Service

The Vice President(s) Service shall be responsible for the following duties:

1. Assist the PTO President in whatever capacity the President deems necessary.
2. Attend monthly Executive Council and PTO General meetings.
3. In absence of the President and Vice President(s) Fundraising, assume the responsibilities of the 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 chairpersons of the appropriate PTO Service Committees. Obtain committee reports and provide status reports at Executive Council meetings and PTO General Meetings and submit to appropriate weekly publications.
6. Monitor the implementation of the PTO Binders for all appropriate Service Committees.
7. Provide President(s) with all documents pertaining to Service activities/events for review and approval by President(s) and Principal before distribution to general PTO and or school staff.
8. If contracts are required, review with Standing Committee Chairs and provide copies to the Executive Council.

D. Recording Secretary

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 Council meetings and PTO General meetings. Be responsible for determining quorum, and keeping accurate minutes at PTO General Meetings.
3. Prepare for General PTO meetings; notify all members of PTO General Meetings and Special Meeting dates and times; provide nametags, and minutes of previous meeting.

4. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO.
5. Keep a thorough and permanent log of attendance at each meeting.
6. Chair the Bylaws Committee.
7. Chair the Nominating Committee.
8. Oversee all correspondence of the organization.
9. Act as Historian for the PTO and maintain the PTO library.
9. Distribute updated Board position information to Board members throughout the school year.
10. Oversee the preparation, coordination, distribution, and compilation of the parent volunteer forms, which provides a list of volunteers to the applicable committees of the PTO Board and appropriate Officers.
11. For By-laws revisions see attachment "A" Filing By-laws Revisions.

E. Treasurer(s)

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

1. Assist the PTO President in whatever capacity the President deems necessary.
2. Attend monthly Executive Council and PTO General Meetings.
3. Have a working knowledge of parliamentary procedure and a thorough understanding of the Bylaws and the Procedure Handbook of the PTO.
4. Keep an accurate record of all deposits and disbursements; make timely bank deposits; keep receipts of all expenditures as well as canceled checks; provide cash receipts when appropriate; manage and balance all checking and saving accounts.
5. Arrange cash boxes and startup money for all PTO fundraising events. The Treasurer or a Designee and the Committee Chair or a Designee will complete a "Cash Box Log" at the beginning and ending of an event. The Treasurer or a Designee will take possession of all funds at the end of an event.
6. Coordinate with Committee Chairs to receive all funds coming into the PTO. The Treasurer and Committee Chair will complete a "Funds Received Log" whenever checks are transferred from the Committee Chair to the Treasurer for deposit into Roslyn Road PTO accounts.
7. The Treasurer, along with President, shall review the committee budgets and recommend any adjustments. The Treasurer shall submit the final budget at the September PTO General Meeting.

8. Prepare a Treasurer's Report for all Executive Council and PTO General meetings. This report will include budgeted, current monthly, and actual year-to-date amounts of income and expenditures for all fundraising and service committees, PTO projects and expenses, and special allocations.
9. Organize and prepare documentation for the fiscal year ending June 30th, and submit it to a neutral third party individual to be appointed by the President for review.
10. Ensure that the appropriate federal and state forms are filed annually. This includes preparing the annual tax return and not-for-profit renewal form to be filed with the state of Illinois. Provide copies to the President for submission to CUSD 220.
11. On a monthly basis provide the President with copies of all monthly bank statements.
12. Be a member of the Gifts to School Committee and maintain a file of all Gifts to School purchases. At year-end will submit a list of Gifts to School purchases to C.U.S.D. 220.
13. Be a member of the Technology Committee and maintain a file of all Technology purchases. At year-end will submit a list of Technology purchases to C.U.S.D. 220.
14. Annually submit the books for examination to the neutral third party individual appointed by the President. Review with Executive Council all current suggestions for improved financial procedures for the Roslyn Road PTO. Present the report by the October PTO General Meeting.
15. Maintain a file of all financial records and tax returns for the previous 7 years.
16. For By-laws revisions see attachment "A" Filing By-laws Revisions.

F. Faculty Liaison(s)

The Faculty Liaison(s) shall be responsible for the following duties:

1. Attend monthly Executive Council and PTO General meetings.
2. Have a working knowledge of parliamentary procedure and a thorough understanding Of the Bylaws and the Procedure Handbook of the PTO.
3. Facilitate communication between the Staff and the General Membership regarding Pertinent PTO information.
4. Suggest Faculty for PTO Fundraising, Service, Nominating and Special Committees when necessary.
5. The teaching staff shall be responsible for the selection of a faculty representative from their staff, excluding the Principal.

G. Principal

1. Attend monthly Executive Council and PTO General meetings.

2. Have a working knowledge of parliamentary procedure and a thorough understanding of Bylaws and the Procedure Handbook of the PTO.
3. Facilitate communication between the District 220 and the General Membership regarding pertinent district information.
4. Suggest Faculty for PTO Fundraising, Service and Special Committees when necessary.
5. With the President and/or responsible Reporting Officer, review all printed materials before distribution.

III. PTO BOARD REPORTING STRUCTURE

The following PTO Board positions are categorized as either Fundraising Committees overseen by the Vice President(s) Fundraising or Service Committees overseen by the President(s) or Vice President(s) Service. The PTO Board of Roslyn Road School will determine the Fundraising and Service Committees. See attached committee chair lists for yearly updates. These committees include, but are not limited to:

A. Standing and Special Committees (Reporting to the President)

Building and Grounds
 Children's Garden
 By-laws/Procedure Handbook
 Fifth Grade Celebration
 Grant Writer
 Kindergarten Liaison
 Nominating
 Publicity
 School Board Representative
 Sunshine Committee
 Technology
 Weekly Publications
 Welcoming
 Website

B. Fundraising Committees (Reporting to Vice President(s) Fundraising)

Kid's Art
 Fine Arts Committee
 Gifts to School
 Book Fair
 Gift Wrap
 Hartwig Memorial Variety Show
 Holiday Boutique
 Bake Sale
 Parent Party
 Passive Fundraising
 School Pictures
 School Supplies
 Spirit Wear

Other Fundraisers

C. Service Committees (Reporting to Vice-President(s) Service)

Bulletin Board

Cultural Arts

Directory

Field Day

Fitness

Family Fun Night

Helping Hands

Holiday Made by Me Workshop

Hospitality

Ice Cream Social/Art Fair

Mini Courses

Lead Room Parents

Reading Committee

Spirit Wear

Welcome Back Family Night

Yearbook

D. Executive Council

Meet the Teacher/Ice Cream Social

IV. FINANCIAL PROCEDURES

1. All check requests for expenses or reimbursements must be submitted to the Treasurer on a Roslyn Road School PTO Check Request Form. The PTO Board Member in charge of the activity must sign all forms. Receipts or copies of signed contracts must be attached to receive reimbursement.
2. All Check Request Forms must be submitted to the PTO Treasurer within 90 days from the time the money was spent. Any person who does not request such reimbursement within the 90-day period will be considered to have forfeited the right for repayment. Every attempt should be made to have all requests in by June 30th of that year.
3. As the PTO is a tax-exempt organization, no sales tax will be reimbursed.
4. When a bill or invoice is received from a vendor, it must be reviewed, signed and noted by the PTO Board Member responsible for the expenditure on the proper budget category in which it will be recorded. Bills coming directly to the Treasurer will be announced at PTO General Meetings.
5. If an item is ordered through the school accommodations account at District 220 for liability purposes or to obtain volume and/or school discounts, the PTO will be billed and will reimburse CUSD 220. The PTO member ordering goods or services through CUSD 220 must submit a written copy of the order to the Treasurer. As with invoices from outside vendors, no bill will be paid without the signature of the ordering PTO Board member, and the budget classification of the expenditure.
6. At all PTO events where funds will be collected, there will be at least two money counters to sign off on all funds received.

7. After the June 30th year-end books are closed, a neutral third party individual will be appointed by the President to examine the accounts. After being satisfied that the Annual Report of the Treasurer is correct, the individual will prepare a year-end report to be presented to the General Membership for acceptance at the October PTO General Meeting.
8. The PTO Board must approve any program costing \$250.00 or more, which is to be paid out of PTO funds. All programs require a Roslyn Road School standard contract, which must be signed by a PTO Officer.
9. If monies are earned for a specific purpose (i.e. Fifth Grade Celebration) and go unused for 2 years, then the General PTO Membership will determine the use of the monies and take to a vote to execute the spend and or add, move or transfer to another PTO line item or account.
10. All donors should receive a thank you and documentation required to claim a tax deduction when donations are received. This documentation should be sent within 30 days of the event, but by January 31st of the following year. This should be done by the Secretary.
 - a. Cash Donations: For all cash donations above \$250, the donor must have a written acknowledgement containing the nonprofit's name, the amount of the cash donation, the date of the donation and a statement that no goods or services were provided by the organization in return for the contribution, if that was the case.
 - b. Property Donations: For all noncash donations valued at \$250 or more, the donor must have a document or receipt that includes the name of the nonprofit, the date and location of the contribution, a reasonably detailed description of the property contributed, and a statement that no goods or services were provided in exchange for the contribution, if that was the case. Do not give an estimated value of the property; this is the responsibility of the donor.
 - c. Any auction should have a catalog listing a good faith estimate of the fair market value of the items that will be available for bidding. Every purchaser who pays more than the estimated fair market value should receive a receipt stating the amount paid and the estimated fair market value of the item bought.
 - d. For any quid pro quo benefit given to a donor in return for a donation of more than \$75 (including any ticket sales to attend the Capital Fundraising Party), the PTO must provide a written disclosure statement to the donor. This statement must include: inform the donor that the deductible portion of his or her contribution is limited to the amount of any money (and the value of any property other than money) contributed by the donor over the fair market value of goods or services provided by the PTO, and provide the donor with a good faith estimate of the fair market value of the goods or services that the donor received.

(Revised 1/24/13)

Attachment "A"

Filing By-laws Revisions

1. The treasurer shall attach By-laws revisions with the PTO's federal tax return to the IRS. If filing electronically, please send it to the IRS in Cincinnati.

2. The treasurer shall attach the By-laws revisions with the PTO's State tax return to the Illinois Attorney General.
3. This notification is to be kept in the following binders: the president, the treasurer, and the recording secretary.

Revised May 4, 2015