

## HAINE SCHOOL PTO POLICIES & PROCEDURES 2017-2018

1. **CONFIDENTIALITY:** All officers, committee chairs, and PTO volunteers are required to sign a confidentiality statement each year for SVSD. This form can be obtained by Secretaries in the front offices.
2. **IDENTIFICATION:** In addition to the SVSD generated ID badge, please also wear your PTO lanyard whenever you are volunteering at PTO events. This really helps PTO to be more visible to the students and their families.
3. **MEETINGS:** All Officers and Committee Chairs must make every effort to attend monthly PTO meetings. All committees should be represented at every meeting and are expected to give a report on all matters involving their committee. In the case of an unavoidable absence of *all* Chairs of a committee, an email report should be submitted to the Co-President and Secretary, via email, *in advance* of the meeting. This is very important for the continued success of all committees, as well as keeping PTO, faculty and principals informed.
4. **PTO MAILBOXES:** Each committee has a mailbox, located in the HMS office near the faculty/staff mailboxes. Please check these *at least* monthly, more often when your committee has an upcoming event.
5. **VOLUNTEERS:** If your committee uses volunteers, you will need to know how to use *PTO Manager*, the system used by our organization for our volunteer database. Committee chairs can use this volunteer database to find volunteers, set up events, recruit volunteers, and send email to volunteer lists. Refer to the PTO Manager instructions and please log on and try out the system. Training dates will be held for anyone interested in more individualized instruction. Contact the 1<sup>st</sup> VP of Volunteers to request assistance.
6. **COMMUNICATION – ELECTRONIC:**
  - A. Any information a committee wishes to send out to the PTO Board, via email, should be sent to the Co-President or Parliamentarian. The information, once approved, can be sent out to the PTO Board email address via [all@hainepto.org](mailto:all@hainepto.org). The subject line in the e-mail will always include “Haine PTO.”
  - B. Any information a committee wishes to send out to PTO volunteers, via email, should be sent using our PTO Manager database program. These emails are automatically sent with volunteer addresses as blind, and should also include “Haine PTO” in the subject line. For assistance in using the PTO Manager database program please contact the 1<sup>st</sup> Vice President of Volunteers.
  - C. PTO database emails are not to be used for solicitation. (i.e. no advertising of your home business.)
7. **COMMUNICATION – WEBSITE:** All committees should keep the information about their committee, and any events, current on the **Haine PTO website**. This might include updates about upcoming events, blurbs about results of past events, pictures or copies of flyers. This information should be submitted to the Website Committee Co-Chair at [webmaster@hainepto.org](mailto:webmaster@hainepto.org) for publishing.
8. **COMMUNICATION – PRINTED:** All information being distributed to students from PTO must be approved and initialed by a Co-President *and* a Principal prior to copying or distributing. Correspondence can be submitted for initials to a Co-President, via email or mailbox. Once it has been approved by PTO, the Officer will forward it to a Principal for final approval. Once all approvals are secured, the committee may copy and distribute the material(s).
9. **COPYING:** All PTO printing and copying must be done on PTO purchased paper. White paper is available in the PTO cupboard across from the copying room in the 2<sup>nd</sup>/3<sup>rd</sup> grade hallway. Keys to the cupboard are available in the front offices of either school. The available times for copying are from 10:50am-1:00pm, while the aides are at lunch duty. You may also copy after 3pm. Please notify the PTO Co-Presidents if the paper is low. Colored paper for flyers can be purchased with committee budgets.
10. **DISTRIBUTION OF COPIES:** For copies distributed to HES/HMS please refer to the student enrollment list given at the beginning of the year to your committee. Please also distribute copies to all other faculty/staff mailboxes (approximately 50 per school).
11. **SCHEDULING EVENTS:** Scheduling of event dates is to be approved by Co-President(s) only, *PLEASE* do not contact the principals. This does not apply to Assemblies, TAG, Holiday Shop or Book Fair class schedules.



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12. **REQUEST FOR USE OF SCHOOL FACILITIES:** Committees that are holding events in the school building need to complete a *Request For Use of School Facilities* form. This would include any event occurring in the school building such as meetings, assemblies, sales, special events, etc.
  - A. Pick up a blank form at the PTO mailbox in the HMS office.
  - B. Complete the form for your committee. Indicate what equipment you may need (i.e. tables, microphone, etc.). If you have a recurring event, like school store, you can list all of the dates on the same form.
  - C. If you are requesting a banner (i.e. vendor expo, book fair) to be hung outside the building use the box "other" and make sure to make arrangements to drop the banner off at the MS office in advance of the date.
  - D. Return the form to the PARLIAMENTARIAN mailbox for approval. The parliamentarian will submit your form to the office.
13. **SUPPLIES:** All PTO equipment and supplies should be stored in the designated Haine PTO closets so that all committees may have access. **Please check our current supplies before purchasing any additional supplies.** No monies shall be stored in any PTO closets.
14. **DONATION REQUESTS:** Committees seeking to request donations must first check with the PTO Secretary for a current list of businesses. We are all volunteers and as such do not want to represent ourselves as members of the Haine School PTO, asking for funds from a specific donor if other committees have already done so. When necessary, requests should be placed on PTO letterhead (a copy is located in your committee binder, or you may request an e-copy from the secretary). All committees must report to the PTO Secretary IMMEDIATELY their attempt and/or secured donation from any one individual or business. Complete details must be provided. After you have secured the donation, you must provide the Secretary with a contact name and address so that a thank you can be sent out to that individual or business.
15. **BANKING:** All committees handling ANY transactions involving ANY funds on behalf of the Haine School PTO should refer to the specific *Banking Procedures* provided by the Treasurer.
16. **REIMBURSEMENTS:**
  - A. Haine School PTO is tax exempt.
  - B. Any member requesting reimbursement for a budgeted item must have a receipt for the item(s) purchased and a completed *Check Request* form. No checks will be issued without a receipt.
  - C. No blank checks will be issued.
  - D. All reimbursements must be completed by fiscal year-end, June 30<sup>th</sup>, of the year it was purchased.
17. **FUNDRAISING:** For any committees that are selling items inside/outside of the school, it is necessary to complete a SVSD Fundraising form for approval by SVSD administration. This would include committees such as Fundraiser, Spirit Wear, Book Fair, etc. Please verify that the Parliamentarian has completed these forms for your committee as it must be done PRIOR to the distribution of any materials for purchase.
18. **RECORDS:** All Officers and Committee Chairs are to maintain current PTO binders. At the end of each year they will ensure that their binder contains all the necessary documents, as outlined in their job descriptions, as well as detailed instructions on the functioning of their office or committee. It is extremely helpful to keep samples of flyers and notes on things that worked, as well as any things that did not work. Any NEW documents that you write for your binder should have the footer author, date so that future committee chairs know who to contact if there are questions.
19. Please keep in mind that the Principals, Faculty and Staff are conducting the business of running Haine School. Thank you for being respectful of their time and responsibilities. If time is of the essence, please contact an Officer. The Parent Teacher Organization at Haine School is a TEAM effort and with that in mind we will continue with Great Success in all our efforts for the school and the wonderful students at Haine.

THANK YOU AND HAVE A GREAT YEAR!

