

**DISTRICT 103  
PARENT-TEACHER  
ORGANIZATION  
HANDBOOK  
AMENDED AND  
RESTATED JUNE 2011**

**Updated September 2014**

AMENDED AND RESTATED POLICY HANDBOOK OF THE PARENT TEACHER ORGANIZATION OF DISTRICT  
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# AMENDED AND RESTATED POLICY HANDBOOK OF THE PARENT TEACHER ORGANIZATION OF DISTRICT 103

## I. PTO Background

### A. PAST 1974

In the fall of 1974, Dr. Oscar Bedrosian, then Superintendent of School District 103, formed a Volunteer Usage Task Force charged with the responsibility of developing a comprehensive volunteer program in District 103. The Task Force developed something that was known as Volunteer Council.

### B. PRESENT 2011

In 2011, the PTO Board determined that the Volunteer Council no longer needed to be a separate committee. It had become confusing and cumbersome to parents, teachers and administration within District 103. Therefore, it was determined that District 103 would be better served by re-incorporating the Volunteer Council responsibilities back into the PTO Board.

2012 Update-the PTO Board had great success with the merger of VC and the PTO Board and continues to streamline the board with a focus on creating leads at each of the 3 schools in the form of SP,HD, DW coordinators so that each school builds a strong relationship with and knows where to turn for PTO volunteer support.

### C. FUTURE

The PTO intends that the specific volunteer capacities outlined in the Bylaws and this Handbook can be fluid and have changing names, roles and responsibilities as the needs of the district change throughout the years.

### D. COMMITMENT

THE PTO remains committed to the six goals that were identified by the Volunteer Usage Task Force in 1974

1. Assist teachers in providing opportunities for more individualized instruction in their classrooms.
2. Provide our schools with resource personnel who are able to enrich the learning process and to share special talents, skills, and expertise that would normally not be available in our schools.
3. Provide more effective utilization of teacher time and skills by assuming some non-teaching duties and tasks.
4. Help stimulate greater community understanding and support of school programs through positive citizen participation.

5. Provide opportunities for interested members of the community to participate effectively in improving the educational program of the schools.
6. Expand the health services provided by District 103.

#### **E. 501©(3) Not for Profit Organization**

1. The Parent Teacher Organization of District 103 is a tax exempt Not for Profit 501©(3) organization. Our federal EIN number is 36-3195479 and our tax exemption letter is attached to this handbook as Exhibit A of this Handbook.
2. All purchase made on behalf of the PTO are exempt from Sales Tax. Our sales tax exemption number is as indicated in Exhibit B of this Handbook.

## **II. PTO Objectives**

### **A. Enduring Objectives**

1. To promote an environment in which every student has the opportunity to grow intellectually, socially, emotionally, and physically.
2. To promote a close relationship between the home and the school, so that parents, guardians, teachers, school staff, and school administrators may cooperate in the education and enrichment of the students.
3. To bring the community and school into closer contact, stimulating interest in and encouraging support for our schools.
4. To raise funds to support PTO Objectives.

### **B. Annual Objectives**

More specific annual objectives will be developed on a yearly basis by the Executive Committee.

### **C. Year End Report**

Enduring and Annual Objectives will be compared to PTO programs and events and will be evaluated and reviewed on an annual basis by the Executive Committee. This process will result in a document which shall be known as the PTO Year End Report and will be maintained in the Document Repository,(Google Docs).

### **D. Year End Principal Meetings**

The President, Vice President and the appropriate School Vice President will arrange a year end meeting with the principal at each school and the Administrative liaison to gather feedback on current PTO programs and plan for subsequent year.

### **III. Board of Directors**

#### **A. President**

##### **1. Responsibilities**

- a) Oversee all PTO programs and coordinate communication and best practices among all the programs.
- b) Prepare monthly PTO meeting agenda and preside at monthly PTO meetings (general or otherwise) in accordance with Robert's Rules.
  - i. Refrain from entering the debate of questions before the Board. If it is essential that this be done, the Vice-President shall take the chair. A President is not permitted to resume the chair until after the vote has been taken on the question under discussion.
  - ii. Extend every courtesy to opponents of a motion, even though the motion is one the President favors.
- c) Act as liaison to District Administration and School Board.
- d) Attend PTO Year End meeting with Vice President and appropriate School Vice President, each school principal and Administrative liaison to gather feedback on current PTO programs and plan for subsequent year.
- e) Create a PTO Year End Report for permanent record with the help of the Executive Committee.
- f) Represent the PTO as requested.
- g) Prepare Bedrosian Award.

##### **2. Committees**

1. Chair Executive Committee.
2. Chair Nominating Committee
3. Member the "Scott S. Guziec Volunteer of the Year Award" Committee.
4. Member Finance Committee
5. Member Links to Learning Teacher Grant Committee
6. The President shall be an ex-officio member of all committees.

#### **B. Vice President**

##### **1. Responsibilities**

- a) Act as an aide to the President and assume the President's responsibilities in his/her absence;
- b) Maintain volunteer registration process and volunteer database.
- c) Read the monthly meeting minutes of the following organizations. In the event that a representative from the named organization is not in attendance at a PTO meeting, report pertinent portions from these minutes at the PTO meeting to improve communication and coordination across all volunteer organizations.
  - i. District 103 Music Boosters

- ii. LFF: Learning Fund Foundation
  - iii. School Board of Education of District 103
- d) Carry out Volunteer Appreciation in April.
- e) Bedrosian Award in May
  - i. Work with a designated DW teacher liaison in preparing the Bedrosian Award and selecting a presenter for 8<sup>th</sup> grade graduation. The PTO President or PTO Vice President (in that order) are the preferred presenters.
  - ii. The winning name must be inscribed on the nameplate on the DW plaque, a personal plaque should be presented to the recipient and a gift with a \$50 value will be provided.
- f) Attend PTO Year End meeting with President, the appropriate School Vice President, each school principal and Administrative liaison to gather feedback on current PTO programs and plan for subsequent year.
- g) Intend to be President after a one and/or two year term in the event that the Nominating Committee approves the appointment during the applicable year.

## 2. Committees

1. Chair of the Legislative Committee.
2. Chair Links to Learning Teacher Grant Committee.
3. Chair Scott C. Guziec Volunteer of the Year Award Committee.
4. Member of Executive Committee.
5. Member of Nominating Committee.
6. Member Finance Committee.

## C. Treasurer

### 1. Responsibilities

1. Complete signature cards and certificate of incumbency and file with the bank for PTO's checking account, savings account, or any other money fund account. A second signature on check request forms is required for withdrawals over \$2,500 and for any payments made to the Treasurer.
2. Complete all IRS forms required of a 501©(3) Treasurer including 1099 Independent Contractor payments over the amount set by IRS guidelines.
3. Facilitate the PTO biennial audit in the Fall.
4. Manage the PTO General Liability Insurance policy.
5. Communicate the procedures for deposit and reimbursement and the forms to be completed, which are contained in this handbook as Exhibit D and E.
6. Manage all PTO deposits, PTO reimbursements, School District reimbursements and other PTO disbursements as authorized by the PTO Board and the adopted budget. This includes the prompt payment of verified bills.
7. Utilize software to accurately record income and expenses to appropriate accounts and create monthly cash flow and other financial reports for Board review.

8. Manage the PTO Budget as developed by the Finance Committee and report to the PTO Board in April on the current financial condition of the PTO as well as the proposed budget for the following year.
9. Work with Assistant Superintendent of Curriculum and Instruction to develop and manage the District funded budget for PTO programs based on input by the Finance Committee. Report to the PTO Board in April on the proposed District Funded budget for the following year.
10. Work with Ways and Means to manage the PTO Paypal Store.

## 2. Committees

1. Chair the Finance Committee.
2. Member of the Links to Learning Teacher Grant Committee.
3. Member of the Nominating Committee.
4. Member of the Executive Committee.

## D. Communications Director

### 1. Responsibilities

1. Post on PTO website the next meeting agenda (from President) and prior meeting minutes (from Recording Secretary). At least five days in advance of meetings, the Board members, Superintendent, and Principals should have the current agenda and minutes from the prior meeting.
2. Maintain files and records of all PTO information including monthly and final reports of the Board members, for seven previous years in the Document Repository,(Google Docs). Communicate with Board members instructions for accessing the Document Repository as contained in Exhibit F of this handbook.
- ~~3-~~ Semi-annual backups of PTO documentation on Google Docs to an external hard drive.
4. Provide weekly updates to each school office and Administration for PTO news in the E-weekly newsletters.
5. Update Website content and post meeting agendas and minutes from board meetings and committee meetings.
6. Maintain the PTO Google Calendar that links with the PTO website.
7. Provide publicity support for PTO programs and events.
8. Be responsible for all Constant Contact, Facebook and other social networking communications.
9. Oversee Technical Team and coordinate distribution of tasks.

### 2. Committees

1. Member of the Executive Committee.
2. Member of the Nominating Committee.



## **E. Recording Secretary**

### **1. Responsibilities**

1. Take minutes at all PTO Board meetings.
2. Have prior meeting minutes ready to read at all general and Executive Board meetings.
3. Be responsible for PTO correspondence when required, including the mailing of greeting cards and thank you notes to retiring staff at the end of each school year.
4. Maintain School Board Meeting Calendar Attendance Sheet and remind PTO members of their meeting date commitment.

### **2. Committees**

1. Member of the Executive Committee

## **F. Community Relations/Hospitality (one per school)**

### **1. Responsibilities**

1. Coordinate Fall Back to School Bash at Sprague for K-4 students and families.
2. Coordinate other K-4 Family Events (i.e. Bingo night, Movie night).
3. Provide refreshments for the following events:
  - i. NJHS Reception
  - ii. 8<sup>th</sup> Grade Graduation
  - iii. Back to School Breakfast for Teachers
  - iv. PT Conferences two times per year
  - v. STAR recognition breakfasts
4. Coordinate recognition of:
  - i. Administration Assistant Day
  - ii. Custodian Day
  - iii. Principal Day
  - iv. School Nurse Day
5. Coordinate Chili Thank You Lunch for all staff in late January for all three schools.
6. Oversee Welcome Committee whose responsibilities include:
  - i. Welcoming new families as they join the District via a welcome committee of parents that are interested in working with new families during their transition.
  - ii. Identify parent volunteers with a second language to help in communicating with new families-use this information to fill "Diversity Council"
  - iii. Meet with ELL coordinators in the Fall to communicate Diversity Council resource and attend ELL Family Night in Fall

- iv. Maintain a welcome packet of information for new families.
- v. Coordinate Parent Welcome Coffee in the Fall
- 7. Oversee Boo Bash Committee Lead whose responsibility includes:
  - i. Coordinating PTO's involvement with this Lincolnshire Community Association/Village Club Community Event
  - ii. Procure the necessary supplies for PTO's Smores Station at Boo Bash
  - iii. Coordinate PTO volunteers that will oversee the PTO's Boo Bash Smores station the day of the Boo Bash Event
- 8. Oversee Parent Education Committee Leads whose responsibility includes coordinating 1-2 parent networking events with the 103 Director of Curriculum and other Stevenson school feeder districts.
- 9. Oversee Grant a Teacher's Wish Committee Lead whose responsibility includes updating and publicizing teacher wishes on the PTO website.
- 10. Oversee Teacher Appreciation Week Committee Leads,(one per school), whose responsibility includes coordination of Teacher Appreciation Week activities for each school.

## **G. Cultural & Fine Arts (Jr/Sr)**

### **1. Responsibilities:**

- 1. Attend Showcase in Fall to identify potential assembly presenters and Fine Arts Day presenters.
- 2. Work with schools to determine assembly wishes/needs.
- 3. Schedule assemblies and work with district staff to arrange logistics, request payment and work as a liaison between performers and schools.
- 4. Work with Communications to publicize assemblies.
- 5. Explore The Arts Day: In the Spring, work with FAD staff coordinators at the relevant school for the year to plan, coordinate and execute ETAD utilizing past event information as a guide.

## **H. Daniel Wright School Vice President (Jr/Sr)**

### **1. Responsibilities**

- 1. Meet with Principal/Assistant Principal in the early Fall to introduce yourself and explain your role for the year; report to VP and President on program progress.
- 2. Meet with Principal, PTO President and VP in the late Spring to review/re-evaluate programs.
- 3. DW 5<sup>th</sup> Grade Microwave Lunch: Create a schedule for the first two days of school for parent volunteers to assist 5<sup>th</sup> graders with microwave use at DW cafeteria lunch.
- 4. DW Lunch: Provide ad-hoc lunch support as requested by the DW office.

5. Library Aides: Schedule-parent volunteers for library support in the Fall.
6. Picture Day: Provide parent volunteers to assist with picture day in the Fall.
7. Grade Level Coordinators: Identify grade level parent coordinators for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades by the first week of school-that will be responsible for holiday treat distribution and running Halloween parties, (5<sup>th</sup> only).
8. Oversee 6<sup>th</sup> Grade Dance Lessons Chair who will coordinate 6<sup>th</sup> Grade Dance Lessons.
9. Oversee Lighted School House Chair who will coordinate Lighted Schoolhouse for the Winter and Spring along with DW Student Council.
10. Oversee 5<sup>th</sup> Grade Fraction Cafe Chair who will manage the 5<sup>th</sup> grade Fraction Café.
11. Oversee 6<sup>th</sup> Grade Spring Fling Coordinator who will work with 6<sup>th</sup> grade parent coordinators to plan and execute Spring Fling, an outdoor gym activity program held the last week of school.
12. Oversee 5<sup>th</sup> Grade Colonial Days chair who will coordinate Colonial Days in February with help of parent session leaders, day of volunteers and teachers.
13. Oversee 5<sup>th</sup> Grade Art Cart Chair who will coordinate visiting the 5<sup>th</sup> grade classrooms 4 times per year to offer art lessons to the students.
14. Oversee 5<sup>th</sup>/8<sup>th</sup> grade Guys and Girls Nights Chair who will organize health related discussions for these two groups.
15. Oversee 8<sup>th</sup> Grade Dance Chair who will lead the 8<sup>th</sup> Grade Dance Committee, which puts on the 8<sup>th</sup> Grade Dance the day prior to Graduation.
16. Ad Hoc Requests: Fulfill ad hoc volunteer requests by DW staff
17. Reading Recess: Schedule parent volunteers to come in during 5<sup>th</sup> grade indoor recess to read to the kids starting in the late Fall.
18. Oversee in partnership with teachers the 8<sup>th</sup> grade year- end pizza/yearbook lunch at North Park.
19. Oversee 7<sup>th</sup> grade year end pizza/bowling party
20. Oversee 8<sup>th</sup> grade dance
21. DW office support: Recruit and coordinate volunteers to assist the office staff with clerical duties and other minor tasks; program runs entire school year.
22. Intend to consider fulfilling President position after term if necessary.

## 2. **Committees**

1. Member of Nominating Committee (Junior)
2. Member of Links to Learning Teacher Grant Committee (Senior)
3. Member of Scott C. Guziec Volunteer of the Year Award Committee (Senior)

## I. Half Day School Vice President(Jr/Sr)

### 1. Responsibilities

1. Meet with Principal in the Fall to introduce yourself and explain your role for the year and report to VP and President on program progress.
2. Meet with Principal in the Spring with President and VP to review programs.
3. Coordinate Room Parent Program at Half Day
  - i. Recruit, Identify and Assign room parents to 3<sup>rd</sup>-4<sup>th</sup> grade classrooms. From the Room Parents, identify Grade Level coordinators to centralize product purchases.
  - ii. Maintain, Manage and Update Party Matrix.
  - iii. Develop and Manage PTO Holiday Party budget.
  - iv. Conduct Room Parent meeting in Fall to educate parent volunteers and review party plans and responsibilities.
4. In Fall, work with Half Day librarians to determine parents volunteer needs and help (where needed) in outlining a volunteer schedule.
5. Assist in Author Visits at Half Day including coordinating with Book Fair to determine need to purchase books during Book Fair for author signatures.
6. Coordinate Picture Day volunteers for Half Day in the Fall.
7. Work with Half Day Librarians to spend their PTO budget allocations preferably in the Fall with purchases made at the Book Fair-coordinate with Book Fair Chairs.
8. Oversee the assigned chairpersons who coordinate the Third Grade-Chicago World Fair.
9. Oversee the assigned chairpersons who coordinate the Fourth Grade-State Fair AKA Illinois Days, which includes project coordination and assemblies.
10. Assist in getting volunteers and supplying snacks for Half Day Jump Rope for Heart in Spring.
11. Coordinate Indoor Recess volunteers
12. Intend to consider fulfilling President position after term if necessary.

### 2. Committees

1. Member of Nominating Committee (Junior)
2. Member of Links to Learning Teacher Grant Committee (Senior)
3. Member of Scott C. Guziec Volunteer of the Year Award Committee (Senior)

## J. Special Projects

### 1. Position fulfillment and responsibilities vary from year to year and are contingent on surplus PTO funds and project needs

#### a) *Identify Special Projects and evaluate per the following criteria:*

1. Meet a PTO objective

2. Other funding options not immediately available
3. PTO reserves has sufficient funding
4. PTO Board approval must be attained to carry out any special project

*b) Coordinate Grant process to secure additional funding for PTO programs or Special Projects. Work with Grants under Ways and Means as appropriate.*

## **2. Committees**

1. Member of Finance Committee

## **K. Sprague School Vice President (Jr/Sr)**

### **1. Responsibilities**

1. Meet with Principal in the Fall to introduce yourself and explain your role for the year and report to VP and President on program progress.
2. Meet with Principal in the Spring with President and VP to review programs.
3. Coordinate Room Parent Program at Sprague
  - i. Recruit, Identify and Assign room parents to K-2 classrooms.  
From the Room Parents, identify Grade Level coordinators to centralize product purchases.
  - ii. Maintain, Manage and Update Party Matrix.
  - iii. Develop and Manage PTO Holiday Party budget.
  - iv. Conduct Room Parent meeting in Fall to educate parent volunteers and review party plans and responsibilities.
4. Work with Sprague librarians to determine parents volunteer needs and help (where needed) in outlining a volunteer schedule.
5. Check with the Sprague PE Teacher in the Fall and offer assistance with scheduling parent volunteers to assist during gym class.
6. Coordinate Picture Day volunteers for Sprague.
7. Assist in Author Visits at Sprague including coordinating with Book Fair to determine need to purchase books during Book Fair for author signatures.
8. Coordinate with art teachers at Sprague to display artwork in the hallways.
9. Oversee Chair of 2<sup>nd</sup> Grade Native American Unit in Fall whose responsibility includes:
  - i. Coordinating Native American Feast for entire 2<sup>nd</sup> grade class with help of parent volunteers as a culmination to the Native American Social studies unit.

- ii. Identifying a Chair to assist Sprague ELM coordinator with creation of 2<sup>nd</sup> Grade Pilgrim Simulation material packets and coordination of food tasting experience
- 10. Assist in getting volunteers and supplying water for Sprague Diabetes Walk in April.
- 11. In Spring, provide assistance at Sprague in creating art backdrops for the school musical performance.
- 12. Intend to consider fulfilling President Role after term if necessary.

## 2. Committees

- 1. Member of Nominating Committee (Junior)
- 2. Member of Links to Learning Teacher Grant Committee (Senior)
- 3. Member of Scott C. Guziec Volunteer of the Year Award Committee (Senior)

## L. Ways and Means

### 1. Responsibilities

#### a) *Non-Event Based Fundraisers*

- 1. School Supplies: Oversee a School Supplies Chair whose responsibilities will include:
  - i. Work with each of the three schools to obtain a school supplies list for each grade.
  - ii. Work with vendors/schools to execute the program in accordance with past school supply program information including ordering process, publicity and distribution, payment and return of extra packs.
  - iii. Be a member of the Finance Committee if needed.
- 2. Spirit Wear- Oversee a Committee Chair for Spirit Wear whose responsibilities will include:
  - i. Work with a clothing vendor to create various items of spirit wear for each of the three schools
  - ii. Publicize and coordinate the sales of Spirit Wear
- 3. \$103 for 103
  - i. Work with Communications to publicize this donation option in registration materials and in fliers.
  - ii. Receive \$103 donations and acknowledge such donations with a tax-exempt letter sent to donor.
  - iii. Submit \$103 donations to the Treasurer for deposit.
  - iv. Determine best method for recognizing \$103 donor families.
- 4. Membership-Oversee Committee Chair whose responsibilities will include:

- i. Conduct annual membership drive in the Spring/Fall with the assistance of Communication.
- ii. Coordinate the receipt of membership dues and membership information.
- iii. Obtain up-to-date class and staff master lists from Administration offices at beginning of school year. Compile information for inclusion in the directory.
- iv. Assemble, proofread, secure advertising and publish the District 103 Student Directory.
- v. Make arrangements for Directory printing and distribution to PTO members, administration, and staff.
- vi. Publish a mid-year addendum to the directory of changes and additions-work with Welcome Committee if necessary to identify all new families.

***b) Event Based Fundraisers***

- 1. Book Fair- Oversee a Committee Chair for Book Fair whose responsibilities will include planning a community wide Book Fair fundraising event in late fall utilizing past event information as a guide.
- 2. 5K Run -Oversee Race Director for 5K whose responsibilities will include planning a community wide 5K run event in late spring utilizing past event information as a guide.
- 3. Camp Fair- Oversee Committee Chairs whose responsibilities will include planning a community wide Camp Fair fundraising event in late fall utilizing past even information as a guide.

***c) Grants***

- 1. Identify and propose grants to PTO that are applicable to PTO programs or Special Projects.
- 2. Develop an annual grant calendar for approval by Board in October.
- 3. Draft and submit grant applications in accordance with deadlines.
- 4. Maintain all grants and grant data in the Document Repository.

***d) Other Fundraising Opportunities/New Ideas-WM Chair will maintain a 103 Sponsor spreadsheet for all events and oversee a Chair whose responsibilities will include:***

- 1. Seeking Premier PTO Partners by way of an annual mailing in June alerting local businesses to the PTO sponsorship opportunities in 103
- 2. Identify and propose other fundraising opportunities to the PTO Board.
- 3. Field inquiries from fundraising companies on other fundraising opportunities.

**2. Committees**

- 1. Member of Nominating Committee

2. Member of Finance Committee
3. Member of Executive Committee
4. Member of Scott C. Guziec Volunteer of the Year Award Committee

## **IV. Board Meetings**

### **A. Governed by Robert's Rules**

#### **1. Agenda**

Every meeting will have an agenda sent out to the Board prior to the meeting.

#### **2. Motions**

Formal way to propose something that requires a vote "I move that..."  
Someone must always second a motion before a vote can be taken.

To vote, the President asks for an indication of "all those in favor" followed by "those opposed."

#### **3. Quorum**

A quorum is the minimum number of members required to conduct business at a meeting.

PTO Bylaws set quorum at those actually present at the meeting.

#### **4. Minutes**

The minutes are the permanent record of the business conducted during a meeting prepared by the secretary. Specific motions and their outcomes (but not exact vote counts) are included in the minutes. Discussion is not documented in the minutes. The minutes for each meeting are presented for approval at the next meeting.

#### **5. Adjournment**

Adjournment is simply a formal way to close a meeting so everyone knows the session has come to an end.

#### **6. Tabling a Motion**

If it is clear that a motion cannot or should not be voted upon at the current time, it is typical to postpone ("table") it until the next meeting.



## **V. Committees**

### **A. Nominating Committee**

#### **1. Chair- President**

#### **2. Members**

- a. Vice President
- b. Treasurer
- c. Communications Director
- d. Ways and Means
- e. Sprague School Vice President (Jr)
- f. Half Day School Vice President (Jr)
- g. DW School Vice President (Jr)

#### **3. Responsibilities**

1. Prepare a slate of candidates from Board and membership suggestions to be presented at April meeting.
2. Considerations
  - i. Slate should represent all 3 schools.
  - ii. Candidate must consent prior to being slated.
  - iii. Proceedings are confidential.

### **B. Finance Committee**

#### **1. Chair - Treasurer**

#### **2. Members**

1. President
2. Vice President
3. Ways and Means
4. Community Relations
5. School Vice Presidents

#### **3. Responsibilities**

- a) Proposing allocations of PTO funds and goals for the current and upcoming year.
- b) Preparing a proposed budget for upcoming year.

### **C. Executive Committee**

#### **1. Chair -President.**

#### **2. Members**

1. Vice President
2. Treasurer

3. Recording Secretary
4. Ways and Means
5. Communications Director

### **3. Responsibilities**

- a. Compare Enduring and Annual Objectives to PTO programs and events and create a document which shall be known as the PTO Year End Report and will be maintained in the Document Repository,(Google Docs).
- b. Constantly strive to improve the efficiency and effectiveness of the PTO.
- c. This shall not be a governing body.

## **D. Links to Learning Committee**

### **1. Chair - Vice President**

### **2. Members**

1. President
2. Treasurer
3. Sprague School Vice President (Sr.)
4. Half Day School Vice President (Sr.)
5. DW School Vice President (Sr.)
6. District 103 Administrator
7. District 103 School Board
8. 1-2 other Ad-hoc PTO Board members or “at large” members if interested

### **3. Responsibilities**

- a) Publicize availability of Links to Learning Grants to all district staff.
- b) Collect grant applications from qualified district staff.
- c) Meet as committee to determine grant allocations.

## **E. Legislative Committee**

### **1. Chair - Vice President**

### **2. Members**

- a) As the Vice President deems necessary.

### **3. Responsibilities**

- a) Review biannually the by-laws and Policy Handbook and revise when necessary.
- b) Present revisions to the PTO Board for approval.

## **F. Scott S. Guziec “Volunteer of the Year Award” Committee**

### **1. Chair - PTO Vice President**

### **2. Members**

1. Ways and Means
2. Sprague School Vice President (Sr.)
3. Half Day School Vice President (Sr.)
4. DW School Vice President (Sr.)
5. 1-2 other Ad-hoc PTO Board members or “at large” members if interested
6. A nominated person may not serve on the committee
7. The PTO President is not eligible for this award.

### **3. Responsibilities:**

- a. To publicize and prepare the form for nominating a volunteer of the year after Winter Break
- b. To review all submissions and choose appropriate volunteer from the submissions offered
- c. To present the volunteer of the year at the April PTO meeting.

## **VI. General Responsibilities of All Board Members**

### **A. Membership**

All Board members must all be verified paying members of the PTO.

### **B. Junior/Senior Roles**

1. All Board positions except those of the Executive Board shall be Junior/Senior positions.
2. It is expected that a Junior position will advance to the Senior position in the following year.
3. Each Board position will only have one vote on PTO Board matters regardless of whether the position is one where there is both a Junior and Senior Member.

### **C. Meetings and Events**

1. Monthly Meetings
  - a) All Board members are expected to attend monthly PTO board meetings.
  - b) All Board members must submit monthly program updates in digital format to the PTO Secretary prior to the PTO meeting.
1. Program Events

All Board members must attend events in connection with their PTO program.

## **D. Communication & Publicity**

### **1. Approvals**

All communications sent home utilizing “kid mail” or are to be placed on school grounds must be approved by the District Communication Coordinator.

### **2. Constant Contact**

Requests should be made to the Communications Director (or delegate) for all Constant Contact communication. Please utilize the form attached to this Handbook as Exhibit F for requests.

### **3. Website**

Requests should be made to Communications Director for placing information on the PTO website.

### **4. Labels**

Requests should be made to the District Receptionist for labels to be utilized for Kid Mail.

### **5. DW Marquee**

Requests should be made to the DW front office staff for use of the DW Marquee.

### **6. Village Marquee (Half Day & Old Half Day)**

Requests should be made well in advance to Lincolnshire Village Hall for use of the Half Day & Old Half Day Marquee.

### **7. Emails to Staff**

All mass e-mails to staff must be approved and distributed by the District Communication Coordinator.

## **E. Training & Documentation**

### **1. Training**

1. Each Board member will connect with all interested program volunteers in the Fall to confirm commitment and acknowledge interest.
2. Each Board member is responsible for acquainting incoming volunteers with the methods and procedures to accomplish their programs this included the Volunteer Code of Conduct.
3. Each Board member is responsible for familiarizing themselves with the PTO Bylaws, PTO Handbook and the applicable Year End Summary.

### **2. Documentation**

Each Board member will submit all useful documentation in connection with their program to the Communications Director for deposit in the Document

Repository (Google Docs). Details regarding the Document Repository are contained in Exhibit E of this Handbook.

### **3. Year End Summary**

1. Each Senior Board member will provide a written summary/evaluation of their program to the Vice President no later than the final PTO board meeting in the year.
2. Each Senior Board member will provide a written summary/evaluation of their program no later than the final PTO board meeting in the year to the Communications Director for deposit in the Document Repository (Google Docs)
3. Each Senior Board member will provide a written summary/evaluation of their program no later than the final PTO board meeting in the year to the Treasurer for use in the annual audit.

### **4. Transition Meetings**

Each Board member will attend a program transition meeting when exiting or entering a role.

## **F. Budget, Reimbursement of Expenses & Deposits**

### **1. Program Budget**

1. Each Board member must submit a proposed budget to the Finance Committee in March for their program for the following school year.
2. Each Board member must manage their program in accordance with the PTO and District budgets.

### **2. Reimbursement by PTO for all supplies**

1. In order to be reimbursed by the PTO for a program expense or a District funded expense, a board member must complete the Reimbursement form contained in Exhibit E of this handbook and give it to the Treasurer along with a copy of the original receipt. Upon proper approval, the Treasurer will provide reimbursement to the board member within 30 days of receipt.
2. A program budget must be managed by line item if it is broken out for your position. If the Treasurer deems the budget is not being managed appropriately, the Treasurer can require all expenses be submitted for approval prior to money being spent.
3. Once the budget amount has been reached, any additional expenses to be incurred must be submitted to the Treasurer for approval BEFORE incurring the expense.

### **3. Deposits**

1. All incoming proceeds to the PTO are to be collected and submitted to the Treasurer along with a deposit form attached to this document as Exhibit C.
2. Deposit form must include the total amount of cash submitted. You must list who paid cash.
3. Checks collected must be listed separately with last name of payor, check number and check amount listed.
4. Look for the following on all checks: date, the numeric amount must equal the alpha amount, signature of payor. The check must be made out to "School District 103 PTO" or "District 103 PTO".
5. There should be no more than 40 checks listed on a deposit form. This is a bank requirement.

## **G. Gift Giving Guidelines**

### **1. General Requirements:**

1. All approved gifts should include a card stating the gift is on behalf of the PTO.
2. Exceptions to the above gift expenditures must have prior approval by the PTO or Treasurer.

### **2. Specific Gift Giving Situations**

1. When a death within the immediate family (parent, spouse or child) of a PTO board member, a \$50 donation, a plant or food item will be sent by the PTO Recording Secretary.
2. To welcome a new baby of a PTO board member, the PTO Recording Secretary will select a small gift up to \$10 in value.
3. For the hospitalization of a PTO board member, the PTO Recording Secretary will send a greeting card.
4. The PTO can recognize their "heavy duty" volunteers with a \$5 token gift.
5. PTO can award a recognition gift to the recipient of the Scott S. Guziec Volunteer of the Year Award recipient not to exceed \$25.
6. PTO President can recognize their program coordinators with a token gift not to exceed \$10.

## **VII. Volunteers**

### **A. Coming to School**

#### **1. Parking**

All Board members and volunteers must obey all parking restrictions when visiting the schools.

#### **2. Signing In and Out**

All Board members and volunteers must sign in and out when entering and exiting the schools in the designated volunteer binder.

#### **3. Nametags**

All Board members and volunteers must wear a nametag when on school premises.

#### **4. Younger children**

Although we do not encourage volunteers to bring pre-school children to school during volunteer time, we certainly understand that the situation may be unavoidable from time to time. Depending on the type of volunteer work, some projects may be accomplished with younger children present especially projects that occur out of the classroom.

Pre-school children should not accompany parents to Volunteer Orientation/Training sessions that are geared for teaching instruction to small groups.

The PTO is willing to arrange babysitting in the school for younger children so that our instructors may complete their training without interruption.

### **B. Ethical Considerations: Volunteer Code of Conduct**

1. A volunteer shall always act in a professional manner in his/her relationship with students and staff.
2. A volunteer shall always leave personal observations and confidential information in the school.
3. A volunteer shall only discuss grievances and suggestions with the principal, volunteer coordinator or the PTO President.
4. A volunteer shall always remember that students and teachers are relying on his/her commitment to the program on a regular and consistent basis.
5. A volunteer shall always remember that he/she is a helper in the school and is to work cooperatively and under the direction of those in charge.
6. A volunteer must contact the program coordinator if he/she is unable to fulfill the commitment. If the volunteer fails to do so two consecutive

times, the volunteer will be asked to leave the program and a replacement will be sought.

7. Volunteers shall always remember that the rewards for volunteer service do not include special treatment or consideration for themselves or their children.