

# DISTRICT 103 PARENT-TEACHER ORGANIZATION HANDBOOK

June 11, 2011, as revised: 9/14; 5/21

# POLICY HANDBOOK OF THE PTO 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

In 2011, the Board of Directors determined that the Volunteer Council no longer needed to be a separate committee. Therefore, it was determined that District 103 would be better served by re-incorporating the Volunteer Council responsibilities back into the PTO.

The PTO had great success with the merger of the Volunteer Council and the PTO. The PTO continued to streamline by creating leads at each of the 3 schools in the form of Sprague (SP), Half Day (HD), and Daniel Wright (DW) Vice Presidents so that each school administration could build a strong relationship with its PTO volunteer team.

The PTO continues to grow with additional fundraising initiatives, academic support programs, and community events. The 2021 year brings new changes to the PTO as it initiates the Music and Performing Arts Committee, a committee formed by bringing in the talent and dedication of the former Music Boosters. Music Boosters, a 501 (c)(3) donated its assets and chose to become an integral committee of the PTO.

### C. Future

The PTO intends that the specific volunteer capacities outlined in the By-laws and this Handbook can be fluid and have changing names, roles and responsibilities as the needs of the District 103 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.

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

1. The PTO is a tax exempt Not for Profit 501(c)(3) organization. The Federal EIN number may be obtained from the Treasurer, President, and Vice President.
2. All purchases made on behalf of the PTO are exempt from Illinois sales tax. Our sales tax exemption number is contained in the Volunteering 101 document described herein.

## **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 Goals**

More specific annual goals 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, currently, 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 during the summer at each school to gather feedback on current PTO programs and plan for the subsequent year.

### **E. Guidelines**

It is intended that this Handbook is a guide to assist in the smooth operation of the PTO. However, it is understood that certain circumstances may require that the PTO significantly modify its programs and events in order to respond to school needs or societal impacts, such as the pandemic of the school year 2020-2021. Any such changes may be made in a General or Special PTO meeting by vote of a majority of those present.

### **III. Duties and Responsibilities of the Members of the Board of Directors**

The Board of Directors shall consist of the President, Vice President, Treasurer, Communications Director, Recording Secretary, Data Director, Daniel Wright Vice Presidents, Half Day Vice Presidents, Sprague Vice Presidents (“Officers”) and Standing Committee Chairpersons. Standing Committees are described in Subsection J below.

#### **A. President**

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

- a) Oversee all PTO programs and coordinate communication and best practices among all the programs.
- b) Prepare a monthly PTO meeting agenda and distribute to the Board of Directors five (5) days prior to the meeting.
- c) Preside at PTO meetings in accordance with Robert’s Rules of Order.
  - i. Refrain from entering the debate of questions before the Board that require a vote. 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.
- d) Act as liaison to the District Administration and School Board.
- e) Oversee Parent Education committee leads whose responsibility includes coordinating 1-2 parent networking events with the District 103 and other Stevenson High School school feeder districts.
- f) Oversee the Assemblies chair who may attend Fall showcases to identify potential assembly presenters, work with schools to determine assembly wishes/needs, and schedule assemblies and work with district staff to arrange logistics, request payment and work as a liaison between performers and schools.
- g) Oversee the Explore the Arts Day committee which shall work with staff coordinators at the relevant school for the year to plan, coordinate and execute ETAD utilizing past event information as a guide.
- h) Oversee Social Networking chair for posts on social media.
- i) Represent the PTO as requested.

- j) Attend to the student registration process for District 103 in January to assure that the registration process includes membership in the PTO.
- k) Attend a PTO meeting in the summer with the Vice President and appropriate School Vice Presidents and each school principal to gather feedback on current PTO programs and plan for the subsequent year.
- l) Create a PTO Year End Report for permanent record with the help of the Executive Committee.
- m) Prepare the Dawn Anderson Volunteer Angel Award in May pursuant to the requirements and procedures set forth in the PTO Handbook.
- n) Bedrosian Award in May
  - i. District 103 shall designate the winner of the PTO Bedrosian Award in May. Work with a designated DW teacher liaison in preparing the Bedrosian Award and selecting a presenter of the award for the 8<sup>th</sup> grade graduation ceremony. The PTO President or PTO Vice President 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 to the winner.
- o) Participate in the next year's Legislative Committee, as needed.
- p) Participate in the next year's Dawn Anderson Volunteer Angel Award.

## **2. Standing Committee Assignments**

- a) Ex-officio member of all committees
- b) Chair of Executive Committee
- c) Chair of Dawn Anderson Volunteer Angel Award
- d) Member of following year Legislative Committee, as needed

## **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 a volunteer registration process and database with the Data Director.
- c) Coordinate welcome bags for the newly hired D103 employees.
- d) Manage monthly High 5 Awards.
- e) Carry out Volunteer Appreciation Week in April.
- f) Attend a PTO Year End meeting in the summer with the President, the appropriate School Vice President, and each school principal to gather feedback on current PTO programs and plan for the subsequent year.
- g) Attend to the student registration process for District 103 in January to assure that the registration process includes membership in the PTO with the President, Treasurer, and Data Director.

- h) Intend to be President after a one and/or two year term in the event that the Executive Committee approves the appointment during the applicable year.
- i) Participate in next year's Legislative Committee if the President is unable to participate, as needed.

## **2. Standing Committees Assignments**

- a) Ex-Officio Member of all Committees
- b) Chair of the Legislative Committee.
- c) Chair of the Grants Committee.
- d) Chair of the Scott C. Guziec Volunteer of the Year Award Committee.

## **C. Treasurer**

### **1. Responsibilities**

- a) 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.
- b) Complete all IRS forms required of a 501(c)(3) Treasurer including 1099 Independent Contractor payments over the amount set by IRS guidelines.
- c) Facilitate the PTO biennial audit in the Fall, if required by law.
- d) Manage the PTO General Liability Insurance policy.
- e) Communicate the procedures for deposit and reimbursement and the forms to be completed.
- f) 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.
- g) Utilize software to accurately record income and expenses to appropriate accounts and create monthly cash flow and other financial reports for Board review.
- h) Manage the PTO Budget as developed by the Executive Committee and report to the Board of Directors before the last meeting of the school year on the current financial condition of the PTO as well as the proposed budget for the following year.
- i) Work with Assistant Superintendent of Curriculum and Instruction to develop and manage the District-funded budget for PTO programs based on input by the Executive Committee. Report to the PTO Board by the last meeting of the school year on the proposed District Funded budget for the following year.
- j) Manage the PTO Paypal Store or any similar payment platform.
- k) Propose allocations of PTO funds, goals, and budget for the current and upcoming year to present to the Executive Committee.

- l) Attend to the student registration process for District 103 in January to assure that the registration process includes membership in the PTO with the President, Vice President, and Data Director.

## **2. Standing Committee Assignments**

- a) Ex-officio member of all Committees

## **D. Communications Director**

### **1. Responsibilities**

- a) Post on the public platform the next meeting agenda (from President) and prior meeting minutes (from Recording Secretary).
- b) Provide weekly updates to each school office and Administration for PTO news in the E-weekly newsletters.
- c) Update Website content as requested by the Board of Directors in coordination with the Data Director for consistency on all public platforms, i.e. Membership Toolkit.
- d) Maintain the PTO Google Calendar that links with the PTO website.
- e) Provide publicity support for PTO programs and events.
- f) Oversee Technical Team and coordinate distribution of tasks.
- g) Manage the subscriptions for public platforms, such as Weebly.

### **2. Committees**

- a) Member of the Executive Committee
- b) Member of the Fundraising Committee

## **E. Recording Secretary**

### **1. Responsibilities**

- a) Take minutes at all PTO Board meetings.
- b) Have prior meeting minutes ready at least five (5) days in advance to read at all general and Executive Board meetings.
- c) 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.
- d) 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, currently Google Docs.
- e) Communicate with Board members instructions for accessing the Document Repository as contained in the Volunteering 101 document described herein.
- f) Work with members of the Board of Directors to acquire year-end reports for all programs.

## **2. Standing Committee Assignments**

- a) Member of the Executive Committee

## **F. Data Director**

### **1. Responsibilities**

- a) Work with the District 103 tech team over the summer to coordinate the data download of all student and family information for the district directory.
- b) Cleanup data for existing families and upload new family information to the public platform.
- c) Update class lists, room parents, faculty listings and add memberships purchased on District 103's registration system.
- d) Create new message boards (classroom, PTO board, grade level, etc) for each school year.
- e) Assist in training board members and room parents on message boards, communications tools and various features of the platform.
- f) Work with the Communications Director to create various email distribution lists.
- g) Gather event details from board members. Create and manage volunteer signups for events.
- h) Maintain the directory data through the school year, updating student/family data as the District releases new information.
- i) Update the PTO Calendar on the public platform.
- j) Manage PTO online stores on the public platform and add/remove items as needed. Stores can include PTO memberships, spirit wear, fundraisers, pizza lunch, RSVP's for events, etc.
- k) Assist members throughout the year with access issues or questions relating to the Attend to the student registration process for District 103 in January to assure that the registration process includes membership in the PTO.
- l) Attend to the student registration process for District 103 in January to assure that the registration process includes membership in the PTO with the President, Vice President, and Treasurer.

### **2. Standing Committee Assignments**

- a) Member of the Executive Committee

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

### **1. Responsibilities**

- a) Attend a PTO meeting in the summer with the President, Vice President, and school principal(s) to gather feedback on current PTO programs and plan for the subsequent year.
- b) Attend Executive Committee meetings.
- c) Attend all PTO Board of Director meetings.

- d) Meet with Principal(s) to review/re-evaluate programs as needed during the school year.
- e) Picture Day: Provide parent volunteers to assist with picture day in the Fall.
- f) Coordinate Halloween and winter break holiday treat distribution. Submit appropriate forms to the school nurse and secure volunteers for distribution during all lunch periods.
- g) Oversee 6<sup>th</sup> Grade Dance Lessons Chair who will coordinate 6<sup>th</sup> Grade Dance Lessons in winter.
- h) Support the DW Book Fair Chairs who will coordinate the school's book fair(s), usually held in November.
- i) Oversee the Hospitality Committee with Parent-Teacher Conference meals in November and February.
- j) Coordinate with Hospitality and the District 103 Transportation Director the Bus Driver's Appreciation Day for all schools at the transportation offices.
- k) Coordinate the school's Custodian Appreciation Day and Principal Appreciation Day in October, as well as Administrative Professional Day in April and Nurse Appreciation Day in May.
- l) Support the Teacher Appreciation team with the activities that will be celebrated for all teachers and staff for the first week of May.
- m) Oversee DW After Dark Chair who will coordinate the program for the Winter and Spring along with Teacher liaison for DW Student Council.
- n) Work with the teacher liaison and school nurse to purchase and distribute snacks for the 6<sup>th</sup> grade's post Outdoor Ed Celebration.
- o) 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.
- p) Oversee 7<sup>th</sup> grade year end pizza/bowling party.
- q) Oversee 8<sup>th</sup> grade Boys and Girls Health Nights Chair who will organize health related discussions for the students.
- r) Oversee 8<sup>th</sup> Grade Dance Chairs who will lead the 8<sup>th</sup> Grade Dance Committee, which puts on the 8<sup>th</sup> Grade Dance activities prior to Graduation.
- s) Fulfill Ad Hoc volunteer requests by DW staff and coordinate signups in our online platform with the Membership Data Coordinator.
- t) Oversee in partnership with teachers, the 8<sup>th</sup> grade year- end pizza/yearbook lunch at North Park. Coordinate the 8<sup>th</sup> grade end of year volunteers.
- u) Assist with Author Visits, Explore the Arts Day (when at the school), and Assemblies.
- v) Intend to consider fulfilling the President position after term if necessary.

## **2. Standing Committee Assignments**

- a) Member of the Executive Committee
- b) Member of the Grants Committee (Sr.)

- c) Member of the Scott C. Guziec "Volunteer of the Year Award" Committee
- d) Member of the Dawn Anderson Volunteer Angel Award

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

### **1. Responsibilities**

- a) Attend a PTO meeting in the summer with the President, Vice President, and school principal(s) to gather feedback on current PTO programs and plan for the subsequent year.
- b) Attend Executive Committee meetings.
- c) Attend all PTO Board of Director meetings.
- d) Meet with Principal(s) to review/re-evaluate programs as needed during the school year.
- e) Coordinate Room Parent Program at Half Day.
  - i. Recruit, identify and assign room parents and grade level coordinators to 3<sup>rd</sup>-5<sup>th</sup> grade classrooms.
  - ii. Develop and manage PTO holiday party budget.
  - iii. Conduct Room Parent meeting in Fall to educate parent volunteers and review party plans and responsibilities.
  - iv. Train room parents and grade level coordinators on the PTO internet platform.
- f) Work with Half Day librarians to determine parents volunteer needs and help (where needed) in outlining a volunteer schedule.
- g) Coordinate the school's Custodian Appreciation Day and Principal Appreciation Day in October, as well as Administrative Professional Day in April and Nurse Appreciation Day in May.
  - i. Coordinate Picture Day volunteers for Half Day in the Fall.
- h) Oversee the program chairs who coordinate the third grade-Chicago World Fair, fourth grade-State Fair (Illinois Days), Fraction Café, fifth grade Colonial Days, Author Visits, Explore the Arts Day (when at the school), and Assemblies.
- i) Fulfill Ad Hoc volunteer requests by HD staff and coordinate signups in our online platform with the Membership Data Coordinator.
- j) Intend to consider fulfilling the President position after term if necessary.

### **2. Standing Committee Assignments**

- a) Member of the Executive Committee
- b) Member of the Grants Committee (Sr.)
- c) Member of the Scott C. Guziec "Volunteer of the Year Award" Committee

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

### **1. Responsibilities**

- a) Attend a PTO meeting in the summer with the President, Vice President, and school principal(s) to gather feedback on current PTO programs and plan for the subsequent year.
- b) Attend Executive Committee meetings.
- c) Attend PTO Board of Director meetings.
- d) Meet with Principal(s) to review/re-evaluate programs as needed during the school year.
- e) Coordinate Room Parent Program at Sprague
  - i. Recruit, Identify and Assign room parents to K-2 classrooms, as well as Grade Level Coordinators.
  - ii. Meet with a teacher liaison for each grade to get input and approval for party crafts and games.
  - 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.
  - v. Train room parents and grade level coordinators on the PTO internet platform.
- f) Work with Sprague librarians to determine parents volunteer needs and help (where needed) in outlining a volunteer schedule.
- g) Coordinate the school's Custodian Appreciation Day and Principal Appreciation Day in October, as well as Administrative Professional Day in April and Nurse Appreciation Day in May.
- h) Coordinate Picture Day volunteers for Sprague.
- i) Assist in Author Visits at Sprague including coordinating with Book Fair to determine need to purchase books during Book Fair for author signatures, if appropriate.
- j) Coordinate with art teachers at Sprague to display artwork in the hallways, if requested by the principal.
- k) Support program chairs for the Valentine's Dance, Winter Carnival, Explore the Arts Day (when at the school), and Assemblies.
- l) Meet with and support the hospitality chairs for teacher and chili luncheons.
- m) Assist in getting volunteers and supplying water for Sprague Diabetes Walk in April.
- n) Fulfill Ad Hoc volunteer requests by Sprague staff and coordinate signups in our online platform with the Data Coordinator.
- o) Intend to consider fulfilling President Role after term if necessary.

### **2. Standing Committee Assignments**

- a) Member of the Executive Committee

- b) Member of the Grants Committee (Sr.)
- c) Member of the Scott C. Guziec "Volunteer of the Year Award" Committee

## **J. Standing Committees**

### **1. Executive Committee**

#### **a) Members**

- i. President – Chairperson
- ii. Vice President
- iii. Treasurer
- iv. Recording Secretary
- v. Fundraising Chair
- vi. Communications Director
- vii. Data Director
- viii. All school Vice Presidents
- ix. Music Appreciation Committee

#### **b) Responsibilities**

- i. 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, currently Google Docs.
- ii. Review budget and goal proposals from the Treasurer and prepare recommendations for the Board of Directors.
- iii. Prepare a slate of candidates for positions no later than the last meeting of the year to propose to the Board of Directors at the Annual meeting.
- iv. Review PTO programs and events to make recommendations to the Board of Directors for changes.
- v. Constantly strive to improve the efficiency and effectiveness of the PTO.
- vi. This shall not be a governing body except as specifically set forth in the PTO By-Laws.
- vii. Review proposed changes submitted by the Legislative Committee. Prepare final proposed changes and submit to the Board of Directors for approval.
- viii. Oversee all PTO programs, volunteers, and events.

### **2. Fundraising Committee**

#### **a) Members**

- i. Chair
- ii. President
- iii. Vice President
- iv. Treasurer
- v. Communications Director

**b) Non-Event Based Fundraisers**

- i. School Supplies: Oversee a School Supplies Chair whose responsibilities will include:
  - a. Work with each of the three schools to obtain a school supplies list for each grade.
  - b. 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.
- ii. Spirit Wear- Oversee a Committee Chair for Spirit Wear whose responsibilities will include:
  - a. Work with a clothing vendor to create various items of spirit wear for each of the three schools.
  - b. Publicize, coordinate, and communicate the sales of Spirit Wear.
- iii. Membership-Oversee Committee Chair whose responsibilities will include:
  - a. Conduct annual membership drives in the Spring/Fall.
  - b. Coordinate the receipt of membership dues and membership information.
  - c. Receive \$103 donations (Gold Membership) and acknowledge such donations with a tax-exempt letter sent to the donor.

**c) Event Based Fundraisers**

- i. 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.
- ii. 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.
- iii. Camp Fair- Oversee Committee Chairs whose responsibilities will include planning a community wide Camp Fair fundraising event when Learning Fund Foundation has a STEAM event.
- iv. Identify and propose grants to PTO that are applicable to PTO programs or Special Projects.

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

- i. Seeking PTO Sponsors with the D103 5K race team alerting local businesses to the PTO sponsorship opportunities. Sponsorship may occur anytime during the year. Sponsorships will be sought in conjunction with the 5K.
- ii. Identify and propose other fundraising opportunities to the PTO Board.
- iii. Field inquiries from fundraising companies on other fundraising opportunities.

**e). Committees**

- i. Member of the Finance Committee
- ii. Member of the Executive Committee
- iii. Member of the Scott C. Guziec "Volunteer of the Year Award" Committee

**3. Community Relations/Hospitality Committee**

**a) Members**

- i. Chairs - one each school

**b) Responsibilities**

- i. Coordinate Heroes Night at North Park with the Lincolnshire Police Department.
- ii. Provide refreshments for the Back to School Breakfast and Parent/Teacher Conferences.
- iii. Coordinate Chili Thank You Lunch for all staff in late January for each school.
- iv. Oversee Welcome Committee whose responsibilities include 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.
- v. Identify parent volunteers with a second language to help in communicating with new families-use this information to fill "Diversity Council."
- vi. Meet with ELL coordinators in the Fall to communicate with the Diversity Council resource and attend ELL Family Night in Fall.
- vii. Maintain a welcome packet of information for new families.
- viii. Coordinate Parent Welcome Coffee in the Fall
- ix. Oversee Teacher Appreciation Week Committee Leads (one per school) whose responsibility includes coordination of Teacher Appreciation Week activities for each school.

**4. Music Appreciation Committee**

The Music Appreciation Committee("MAC") is formed as of the school year 2021-2022 as a result of the dissolution of the D103 Music Boosters, a 501 (c)(3) corporation under the Internal Revenue Code. The purpose of MAC is to continue support to the music programs in the D103 schools under the umbrella of the D103 PTO. All assets of the D103 Music Boosters were gifted to the D103 PTO, which shall be exclusively used for the MAC through school year 2023-2024. Any funds remaining from the original gift, or donated specifically to the Music Boosters, after the 2023-2024 school year will convert to the PTO general fund.

**a) Members**

- i. Chair
- ii. Co-Chair

#### **b) Responsibilities**

- i. Facilitate communication with the Music staff (“Music Faculty”) at each school to determine financial requests for the school year. All proposals for financials requests should be communicated to the Treasurer by May 1 prior to the school year. Additional funding requests will be made through an established process and be approved on a quarterly basis. Funding requests for residual Music Booster’s Funds must be approved by a simple majority of committee members.
- ii. Committee will meet with the Music Faculty at least quarterly. Meeting may be held virtually or in person and will follow an established agenda to determine the status of programs, faculty requests and volunteer needs.
- iii. Assist with communication from the Music Faculty to the district students and parents.
- iv. Coordinate, or assist with coordinating, music-related activities that perpetuate interest in music.
- v. Determine and coordinate performance opportunities for students of District 103. Such performances may include, but are not limited to, Talent Showcase and Spring Sing.
- vi. Coordinate and run fundraisers associated with District 103 music performances, Determine appropriate disposition of such funds to support music-related activities that perpetuate interest in music for District 103 students.
- vii. Review all Links to Learning or E4E grant requests with the Music Faculty after being submitted to the PTO by the Music Faculty.
- viii. Appoint and oversee a Volunteer Coordinator whose responsibility shall be to recruit and solicit volunteers as needed by the Music Faculty.
- ix. Appoint and oversee a Fundraising Coordinator whose responsibility shall be to coordinate fundraising projects necessary to cover the Committee’s expenses as determined by the Executive Committee. The Fundraising Coordinator shall identify fundraising programs by May 1 prior to the school year.
- x. MPAC expenses and fundraising shall be reviewed with the Executive Committee for approval as part of the PTO budget process.
- xii. Appoint a Coordinator for the IGSM event. This event is held every four years. A timeline for the event shall be established by August of the school year in which it is to be held in District 103.

#### **b) Committees**

- i. Member of the Fundraising Committee
- ii. Member of the Executive Board
- iii. Member of the Grants Committee

## **5. Grants Committee**

### **a) Members**

- i. President
- ii. Vice President – Chair
- iii. Treasurer
- iv. School Senior Vice Presidents
- v. District 103 Administrator
- vi. District 103 School Board representative

### **b) Responsibilities**

- i. Publicize availability of Links to Learning and E4E Grants to all district staff.
- ii. Collect grant applications from qualified district staff.
- iii. Meet as a committee to determine grant allocations.

## **6. Legislative Committee**

### **a) Members**

- i. President
- ii. Vice-President – Chair
- iii. Treasurer
- iv. Last year's President or Vice President

### **b) Responsibilities**

- i. Review biannually the By-Laws and Policy Handbook and revise when necessary.
- ii. Present revisions to the Executive Committee for comment and review.

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

### **a) Members**

- i. Vice President – Chair
- ii. Fundraising Chair
- iii. Sprague School Vice Presidents
- iv. Half Day School Vice Presidents
- v. DW School Vice Presidents
- vi. A nominated person may not serve on the committee
- vii. The PTO President and Vice President are not eligible for this award.

## **b) Responsibilities**

- i. Prepare the nomination form for Volunteer of the Year after Spring Break and publicize.
- ii. To review all submissions and choose appropriate volunteer(s) from the submissions offered. It is encouraged to choose one volunteer, but up to two (2) may be chosen.
- iii. To present the volunteer(s) of the year before the end of the school year.

## **7. Dawn Anderson Volunteer Angel Award Committee**

### **a) Members**

- i. President-Chair
- ii. DW Vice-Presidents
- iii. Incoming PTO President
- iv. Treasurer
- v. D103 School Board representative
- vi. A prior member of the Board of Directors with extensive knowledge of parent involvement.
- vii. Last year's PTO President, if needed to create a Committee of six (6).

### **b) Responsibilities**

- i. Prepare Google nomination form for distribution to PTO members. Nomination form should be open March 1<sup>st</sup> through March 30<sup>th</sup>.
- ii. A Committee of at least six (6) members shall consider all nominations, which shall be confidential until the announcement. A nominated individual may not participate in the Committee.
- iii. The Committee shall inform Daniel Wright by May 1<sup>st</sup> of the name of the winner, as well as the PTO representative that will be presenting the award at 8<sup>th</sup> Grade Graduation.
- iv. The Chair shall also order the award to be presented at the graduation ceremony.
- v. The Chair shall order a plate to be added to the perpetual plaque.

## **K. Special Committee Chairpersons**

Special Committees may be formed by the Executive Committee to execute a specific project or event. The project or event must: a) meet the PTO objectives; b) be funded by District 103, the PTO or with donations; and 3) must be approved by the Board of Directors.

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

### **A. Membership**

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

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

1. If a Board position has Junior/Senior roles, it is expected, but not required, that a Junior position will advance to the Senior position in the following year.

2. Each Board position will have one vote on the Board of Directors regardless of whether there is both a Junior and Senior member.

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

1. The PTO shall schedule meetings not less frequently than monthly unless a majority of the Board of Directors votes to modify the meeting calendar. A monthly meeting calendar shall be set in August and distributed to each school and administration. The PTO shall also advertise the PTO calendar on its public platform.

- a) All Board of Director members are expected to attend monthly PTO board meetings.
- b) All Board of Director members must submit monthly program updates in digital format to the PTO Secretary prior to the PTO meeting.

2. Program Events

It is anticipated that Board members will attend events in connection with their PTO program. If a Board member cannot attend an event that is under their “Responsibilities,” they must let the Executive Committee know in advance so a Board representative can be present.

### **D. Communication & Publicity**

#### **1. Approvals**

All communications sent home through the school, including “backpack mail” or which are to be placed on school grounds must be approved by the District Communication Coordinator prior to distribution or placement. All such communications must include the PTO logo.

#### **2. Website**

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

#### **3. Labels**

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

#### **4. DW Marquee**

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

#### **5. 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. Instructions are on the Village website.

#### **6. Emails to Staff**

All mass emails to staff must be approved and distributed by the District Communication Coordinator.

## **7. Communication Plan**

All events should put together a Communication Plan in advance and submit it to the Communications Director. The Communication Plan document link can be obtained from the Communications Director.

## **E. Training & Documentation**

### **1. Training**

- a) Each Board member will connect with all interested program volunteers in the Fall to confirm commitment and acknowledge interest.
- b) 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.
- c) 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 Recording Secretary for deposit in the Document Repository (currently, Google Docs). Details regarding the Document Repository are contained in the Volunteering 101 document described herein.

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

- a) Each member of the Board if Directors will provide a written summary/evaluation of their program to the Vice President, Treasurer and the Recording Secretary no later than July 1<sup>st</sup>.
- b) 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**

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

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

- a) In order to be reimbursed by the PTO for a program expense or a District funded expense, a board member must complete the online reimbursement form. Upon proper approval, the Treasurer will provide reimbursement to the board member within 30 days of receipt.
- b) 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.

- c) 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**

- a) All incoming proceeds to the PTO are to be collected and submitted to the Treasurer.
- b) 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".

## **G. Gift Giving Guidelines**

### **1. General Requirements**

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

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

- a) 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.
- b) To welcome a new baby of a PTO board member, the PTO Recording Secretary will select a small gift up to \$20 in value.
- c) For the hospitalization of a PTO board member, the PTO Recording Secretary will send a greeting card.
- d) The PTO can recognize their "heavy duty" volunteers with a \$5 token gift.
- e) PTO can award a recognition gift to the recipient of the Scott S. Guziec "Volunteer of the Year Award" recipient not to exceed \$100 and may award a token gift to all nominees not to exceed \$20.
- f) PTO President can recognize their program coordinators with a token gift not to exceed \$10.

## **VI. 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.

**3. Nametags**

All Board members and volunteers must wear a nametag or lanyard when on school premises conducting PTO business.

**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.

**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, school VP 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.

**C Volunteering 101**

The PTO has prepared a Volunteering 101 document to assist all volunteers for PTO Programs. All volunteers are expected to obtain and review the Volunteering 101 document prior to the school year if possible, but no later than starting to plan a program. Volunteering 101 may be amended at any time by majority vote of the Executive Committee. The Recording Secretary shall be in possession of the latest version.