

# Park Road Montessori

## PTO Executive Board Meeting Minutes

9/21/2016  
9:00 pm  
Conference Call

### Attendees:

**Toni Emehel**, *President*  
**Maury Finger**, *Vice President*  
**Michelle Gonzalez-Vigil**, *Co-Secretary*  
**Melissa Merritt**, *Co-Secretary*  
**Emily Meeker**, *Fundraising Coordinator*  
**Jodie Lowe**, *Communications Coordinator*  
**Karen Delozier**, *Social/Community Coordinator*

**Note taker:** Michelle Gonzalez-Vigil

### Absent:

**Kyle Kauffman**, *Treasurer*

## Minutes

**Agenda item:** Highlights from 9/20/2016 Money Handling Meeting      **Presenter:** Toni Emehel

### Discussion:

A meeting was held on 9/20/2016 with CMS and PRM representatives to discuss PTO Money Handling policies. Tara Lynn Sullivan provided CMS Budget Policies and Regulations (see addendum). The biggest take away is the need to address money handling procedures at the teacher level with the goal of removing teachers from handling money directly to avoid the need to provide receipts per CMS policy. Additionally by following strict guidelines we avoid creating the opportunity for mishandling of money. The PTO collection basket in the office has already been removed as a first step. Tara requested that a policy be in place by next week. The policy which was agreed upon is as follows:

- 1- All classrooms will be given an envelope labeled for the collection of PTO funds
- 2- Teachers will direct children to place sealed envelopes containing money for PTO fundraisers directly into the PTO folder. (with the amount written on the outside of each envelope)
- 3- A PTO representative collects the envelopes each day and itemizes the contents and then deposits the contents into the safe

### Conclusions:

Maury has agreed to create the envelopes and distribute them to classrooms as well as to collect them back each day, for the time being, starting Monday. Karen will be the second counter to verify the funds. Going forward we may create a rotating schedule for room moms to help with collecting the envelopes each day. Jodie will draft a communication outlining these procedures for Parents and Teachers and confirming best practices- such as placing money into a sealed envelope with the dollar amount written on the outside. Toni, Kyle and Emily will review and approve the communication and it will then be distributed to everyone. Additionally- for the benefit of teachers we will send a communication to confirm the current reimbursement procedures.

Action items	Person responsible	Deadline
✓ Update Section X of the PTO Bylaws	TBD	TBD
✓ Update PTO Financial Forms	TBD	TBD
✓ Draft a Communication to Parents and Staff outlining Money Handling Procedures	Jodie Lowe	
✓ Get and distribute physical envelopes	Maury Finger	

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**Agenda item:** PTO Events vs School Events

**Presenter:** Toni Emehel

**Discussion:**

A list will be created to illustrate which events are PT events and which events are School events, also which fundraisers are school vs PTO fundraisers.

**Action items**

- ✓ Create a list of events and fundraisers

**Person responsible**

Maury Finger

**Deadline**

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**Agenda item:** Insurance Coverage- Fidelity Bond

**Presenter:** Toni Emehel

**Discussion:**

If the PTO is insured against fraud and embezzlement by a Fidelity Bond, we should take steps to ensure that we are complying with any regulations required through that bond. We should confirm that our guidelines meet those requirements.

**Action items**

- ✓ Toni will send out Insurance guide again
- ✓ Kyle will send out a copy of the actual policy
- ✓ The policy should be compared to the Bylaws

**Person responsible**

Toni  
Kyle  
TBD

**Deadline**

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**Agenda item:** Move to adjourn

**Presenter:** Toni Emehel

**Discussion:**

The meeting is adjourned at 10:01 pm.

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### ***Other Information***

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**Next Meeting:**

Wednesday October 12, 2016 PTO Meeting 8:00 AM @ PRM Media Center

**Addendums:**

PTO Executive Board Meeting Agenda 09.21.2016

CMS policies and Regs regarding financial expectations in schools

Sample PTA/PTO documents for both fundraising, check requests, and deposits



## 09.21.2016 PTO EXECUTIVE BOARD MEETING AGENDA 9:00PM | VIA TELECONFERENCE

- I. Welcome and Call to Order
- II. Highlights from 09/20/2016 Meeting with CMS and PRM leaders:
  - a. CMS Budget Policies and Regulations received by Tara Lynn Sullivan, Area Superintendent
  - b. PTO Money Handling Policy and Adjustments
  - c. Use of CMS PTO account
  - d. Updates to Bylaws en re: Section X: Finances (D) Commercial Paper and (E) Deposits and Disbursements
  - e. Updates to PTO Financial Forms
  - f. Communications en re: policy changes (to parents; to PTO staff)
  - g. PTO Fundraisers vs. PRM Fundraisers
- III. PTO Events vs. School Events  
PTO Fundraisers vs. School Fundraisers  
PTO Initiatives/Responsibilities vs. School Initiatives/Responsibilities
- IV. Executive Board Highlights
  - a. Fundraising
  - b. Communications
  - c. Community
  - d. Volunteers
- V. Other/Misc
- VI. Adjourn

### Important Dates:

Fri	09/14	SLT Meeting – 7:30am	Thurs	10/20	Fall Picture Day
Wed	09/21	Executive Board Conference Call	Fri	10/21	SLT Meeting – 7:30am
Fri	09/23	Book Fair Kickoff	Mon	10/31	Teacher Workday – No School
Tues	09/27	Fall Picnic	Thur	11/08	Teacher Workday – No School
Tues	10/03	Annual Leave Day	Thur	11/10	Report Cards Go Home
Wed	10/12	PTO Meeting @ PRM	Fri	11/11	Veterans Day – No School
Wed	10/12	Early Release - 1:15 dismissal			
Mon	10/17	25 <sup>th</sup> Anniversary Fundraiser Kickoff			

## **Budget Policies and Regulations**

### **North Carolina Statute - § 115C-445. Daily deposits.**

Except as otherwise provided by law, all moneys collected or received by an officer, employee or agent of a local school administrative unit or an individual school shall be deposited in accordance with this section. Each officer, employee and agent of a local school administrative unit or individual school whose duty it is to collect or receive any taxes or other moneys shall deposit his collections and receipts daily. If the board of education gives its approval, deposits shall be required only when the moneys on hand amount to as much as two hundred fifty dollars (\$250.00), but in any event a deposit shall be made on the last business day of the month. All deposits shall be made with the finance officer or in an official depository. Deposits in an official depository shall be immediately reported to the finance officer or individual school treasurer by means of a duplicate deposit ticket. The finance officer may at any time audit the accounts of any officer, employee or agent collecting or receiving any taxes or other moneys, and may prescribe the form and detail of these accounts. The accounts of such an officer, employee or agent shall be audited at least annually. (1975, c. 437, s. 1; 1981, c. 423, s. 1.)

### **Policy Code: JJE Student Fund-Raising Activities**

All fund raising campaigns involving students in elementary, middle and high schools must be approved by the principal and the Superintendent's designee. It shall be the responsibility of the principal and the Superintendent's designee to monitor all fund raising activities and follow the accounting procedures of the school system. Students should not be placed in the position of handling money other than that for school fees and approved school activities. Rules and regulations for fund raising activities for elementary, middle and high schools will be developed by the Superintendent and staff.

All receipts by individual schools shall be handled in accordance with the requirements of Technical Memorandum No. TM-80-03 published by the State and Local Finance Division of the North Carolina Department of State Treasurer.

### **Regulation Code: KCD-R Gifts of Personal Property and Monetary Contributions**

Charlotte-Mecklenburg schools and departments may receive gifts from parents, parent support organizations, members of the community, and from private, public, and non-profit organizations. These donations may be in the form of monetary contributions, services, or personal property 1 ("in kind" contributions).

This regulation does not address offers to donate land, improvements to buildings or real property (including alterations or additions), or significant pieces of equipment. Such offers must be submitted through written proposals that are reviewed according to guidelines established by the CMS Building Services Department. The Building Services Department shall notify the Strategic Partnerships Office when such proposals are received.

In accordance with Policy KCD, all donations must not be inconsistent with the goals and objectives of the district. All donations must be reported to the Strategic Partnerships Office.

#### I. Monetary Donations From School-Related Groups

Cash contributions designated for the purpose of obtaining or purchasing specific materials or equipment must be approved as outlined below in Section III.

##### A. Monetary Donations to Schools from School-Related Groups

Monetary donations received by schools from the Charlotte-Mecklenburg Public Schools Foundation, PTA's, Booster Clubs, or other school-related groups or associations approved by the school-level financial advisory committee should be deposited in the recipient school's activity fund<sup>2</sup> and recorded as a receipt in General Ledger Account Series 72XX, Contributions/Donations, unless the principal designates another account.

##### B. Monetary Donations to Departments from School-Related Groups

Monetary donations received by CMS departments from school-related groups or associations must be approved by the appropriate member of Senior Staff. These funds shall be deposited in the CMS Central Account and shall be used only for expenditures authorized by the particular department.

##### C. Donations Restricted for a Specific Purpose

If a donor indicated that a donation is to be used only for a particular purpose, it is the responsibility of the principal or department head to assure the funds are used only in accordance with that purpose.

#### II. Partnerships and Monetary Gifts From Non School-Related Groups

Schools and CMS departments are encouraged to enter into partnerships and to accept donations from private, public, and non-profit organizations. The Strategic Partnerships Office must be notified of such partnerships and the receipt of monetary gifts. In addition, before making a request for funds in excess of \$1,000, the principal or appropriate Senior Staff member must coordinate with the appropriate Regional Superintendent and the Strategic Partnerships Office.

Donations shall not be accepted from entities that promote products or services that are inconsistent with the mission and image of Charlotte-Mecklenburg Schools, including but not limited to alcoholic beverages, tobacco products, illegal drugs, weapons, sexually-oriented products, or other controversial items.

##### A. Gifts to Schools of \$2,000 or Less from Non School-Related Groups

If the monetary value of a donation to a school by a non-school-related group is \$2,000 or less, the funds may be deposited to the school activity fund and recorded as a receipt in the CMS General ledger Account Series 72XX, as described above in Section I. If the contributor requests a detailed accounting of how the funds are spent, the money should be set up in a separate account under the 720 series, such as 7210, and disbursements recorded to the account.

##### B. Gifts to Schools in Excess of \$2,000 from Non School-Related Groups

If the monetary value of a donation to a school from a non-school-related group exceeds \$2,000, the funds must be deposited in the CMS Central Account. All receipts and disbursements of the funds must be recorded in a separate, identifiable account established expressly for the donation. Disbursement procedures will be those followed for allotment accounts.

#### C. Gifts to Departments from Non School-Related Groups

All donations received by CMS departments from non-school-related groups shall be deposited in the CMS Central Account and shall be used only for expenditures authorized by the particular department.

#### D. Donations Restricted for a Specific Purpose

If a donor indicated that a donation is to be used only for a particular purpose, it is the responsibility of the principal or department head to assure the funds are used only in accordance with that purpose.

### III. Contributions of Personal Property (In Kind Contributions)

#### A. Accepting and Reporting In Kind Contributions

Schools and CMS departments may receive donations of personal property (in kind donation). Before agreeing to accept such gifts, the school or department must send information about the offered donation to the Strategic Partnerships Office, which must assure that it meets CMS guidelines, including the limitations stated above regarding gifts from entities that promote products or services that are inconsistent with the mission and image of Charlotte-Mecklenburg Schools. Information submitted to the Strategic Partnerships Office must include cost estimates for installation, maintenance, and other future costs associated with the proposed donation. Upon receiving the in kind donation, the recipient shall request an estimate of the value of the gift from the donor and shall report that value to the Strategic Partnerships Office. All in kind contributions become the sole property of the Board of Education.

#### B. Examples of Gifts that Must Be Approved by the Strategic Partnerships Office

Following are examples of gifts that must be approved by the Strategic Partnerships Office. The list is intended by way of example, only, and is not intended to be exhaustive. For information on items not listed below, contact the Strategic Partnerships Office.

Computers (See Section C, below)

Scoreboards

Office/School Supplies

Carpet

Vehicles (see Section D, below)

Lighting

Air Conditioners

A-V Equipment

Refrigeration Equipment

Printing

Other Equipment

Fans

Furniture

Landscaping

Televisions

Musical Instruments

Painting

Books

#### C. Donations of Computers

Computers may be accepted as gifts only in accordance with guidelines issued by the Strategic Partnerships Office. Interested donors should contact the Strategic Partnerships Office for detailed information.

#### D. Donations of Vehicles

Vehicles may be received as donations only from automobile dealers, manufacturers, or Central Piedmont Community College. Donations from individuals shall not be accepted. All vehicle donations must be approved in advance of receipt of the donation by the CMS Career and Technical Education (CTE) Department. The CTE Department shall notify the Strategic Partnerships Office of the donation and value of the vehicle. Donated vehicles shall be used only for instructional purposes and are not under any circumstances to be used for transporting students, faculty, or school equipment. The CTE Department shall develop and publicize detailed procedures for implementing this regulation, including rules for determining which offered vehicles to accept, how to allocate donated vehicles among the various schools, operation of donated vehicles, and disposal of donated vehicles.

#### IV. Donations/Tax Deductibility

Donations to the Charlotte-Mecklenburg Board of Education are deductible as charitable contributions to a political subdivision. [Note: The Board of Education is not required to file for exemption under IRS Code § 501(c) (3) and therefore does not have a tax exempt number.] Donors should contact their tax advisors for further information on the deductibility of contributions.

#### V. Acknowledgements of Donations

##### A. Acknowledgement of Donations of at least \$100.00

A school or department that receives a gift valued at \$100 or greater should send an acknowledgement letter to the donor that includes the amount of any cash contribution, or, for in kind donations, a description of the property. [Note: For in kind contributions, the donor is responsible for estimating the

value for tax reporting purposes.] Multiple contributions from a single donor should be treated as separate contributions and should not be aggregated for purposes of measuring the \$100 threshold.

Although the donor is responsible for requesting the acknowledgement letter, it should always be sent. The principal or department head should sign the letter and assure that a copy is sent to the Strategic Partnerships Office.

#### B. Acknowledgement of Donations of less than \$100.00

All contributions less than \$100 should be acknowledged with a note of thanks. A copy of the note must be sent to the Strategic Partnerships Office.

#### C. Written Disclosure Statement for Quid Pro Quo Contributions in Excess of \$75

The school or department must send a written disclosure statement to donors who make quid pro quo contributions<sup>4</sup> that include cash contributions in excess of \$75. For purposes of the \$75 threshold, separate payments made at different times of the year with respect to separate fund-raising events generally shall not be aggregated. The school or department is not required to complete this statement if de minimis, token goods or services are given to the donor in return for the contribution. In addition, the school or department is not required to complete this statement for transactions that have no donative element (e.g., sales of goods by a museum gift shop that are not, in part, donations). The principal or department head of the receiving school or department should sign the disclosure statement and assure that a copy is sent to the Strategic Partnerships Office.

#### D. Forms

Appropriate forms for reporting donations to the Strategic Partnerships Office and for acknowledging contributions shall be made available in the CMS Forms manual.

### **Regulation Code: JJE-R Student Fund-Raising Activities**

In accordance with Policy JJE, all fundraising involving students in elementary, middle and high schools in CMS must be conducted according to rules set forth in this regulation and in accordance with North Carolina and federal law, Board of Education policy and administrative regulations and directives from the Superintendent. These activities shall be approved and monitored by the principal of the school. Funds realized as a result of student fundraising activities shall be accounted for as provided in N.C.G.S. §115C-448, "Special funds of Individual Schools," according to procedures set forth in the CMS School Office Accounting Procedure Manual.

#### I. ADMINISTRATIVE RULES

The following rules are applicable to all fundraising activities in CMS.

##### A. Financial Advisory Committee

The principal shall appoint a Financial Advisory Committee composed of at least one teacher and one parent. The committee shall review and advise the principal in fundraising requests, purposes, procedures, and the use of funds that are raised. The principal shall submit a report of all projected fundraising activities including a time schedule to the appropriate Zone Superintendent for approval.

This report shall be amended and approved by the Zone Superintendent before any changes or additional fundraising activities are undertaken. The purposes, procedures, and uses of funds must be presented in writing and made available upon request to any member of the public or school staff.

#### B. Solicitation of Funds From Students

Funds may be solicited from students through CMS associated-entities (PTA's, Booster Clubs, etc.) in school buildings or on school property to support school-related activities with approval from the principal and the Zone Superintendent, so long as the solicitation does not interfere with instruction. The procedures set forth in this regulation must be followed for all fundraising activities, regardless of the sponsoring agency or entity.

In addition, because of the nature of their activities, the following agencies may be granted permission to seek school support for their organizations:

Arts and Science Council

American Heart Association

American Lung Association

Jump Rope for Heart

Kidney Foundation

Leukemia Foundation

Loaves and Fishes

Multiple Sclerosis

Pennies for Peace

United Way

Charlotte Symphony Orchestra Association

Science Museums of Charlotte, Inc.,

Children's Theater of Charlotte,

Junior Red Cross,

Junior Achievement of Charlotte

Other agencies may petition the Zone Superintendent for permission to solicit funds from students at school.

#### C. Fundraising at Elementary Schools

1. All fundraising activities for the elementary school must be approved by the principal in accordance with policy JJE and these regulations.

2. Elementary school students (grades K-5) are not to participate in fundraising activities in which they would be selling items or soliciting contributions, pledges or orders and are not to have money collected from them at school (except as permitted in Section I,B, above). This prohibition applies to all fundraising activities, regardless of the sponsoring organization (i.e. booster club or PTSA, or other organizations).

3. If parents of elementary school students wish to participate in fundraising activities, the sponsoring organization should present written instructions to parents with clear options for participation.

4. To encourage community participation, fundraising activities conducted by parent groups on behalf of the elementary school such as carnivals, paper drives, book fairs, attic sales, spaghetti suppers, fellowship dinners, and bridge benefits are recommended. Fundraising activities conducted by parent groups on behalf of the elementary school such as selling of products, certificates, and tickets are discouraged.

#### D. Fundraising at Middle and High Schools (Grades 6 – 12)

1. All fundraising activities for middle schools and high schools must be approved by the principal in accordance with policy JJE and these regulations.

2. During the first month of school, all student clubs and school organizations shall submit to the principal their anticipated fundraising activities, which shall include projected revenues and expenditures. Requests approved by the principal shall be submitted to the Zone Superintendent for final approval. Approved activities are to be incorporated into the school's Fundraising Report.

3. The following fundraising activities are recommended to encourage community, club, class, or school participation: art festivals, carnivals, dances, car washes, barbecues, concerts, films and student/faculty games.

4. The use of instructional time for the purposes of fundraising must be kept to a minimum and shall take place only with the approval of the principal.

#### E. Accounting for Funds

1. Proceeds from fundraising activities must be accounted for as outlined in the CMS School Office Accounting Procedure Manual and NC law.

2. When admissions are charged, a pre-numbered ticket system shall be used for any school event. Tickets shall be controlled by the principal or person designated, and ticket sellers shall complete a Ticket Seller's Report accounting for all tickets issued.

3. Receipts from any fundraising event shall be counted and reconciled with the activity report under dual control.

4. Receipts shall be deposited in the school account on a daily basis. Expenses for the fundraising event shall be paid by school check. In no case are expenses to be paid directly from cash receipts.

#### F. Use of Funds Raised

1. All funds raised shall be used to benefit the school program.

2. All funds shall be used for projects designated prior to conducting the fundraising activity.
3. The recommended maximum balance of all fundraising accounts held as of June 30 is as follows:

Pre-K – K-8

\$13,000

Elementary

\$5,000

Middle

\$8,000

Grades 6 – 12

\$28,000

High School

\$20,000

Grades K – 12

\$33,000

Schools with balances in excess of these amounts shall obtain approval from the appropriate zone superintendent by submitting a copy of the school's June 30 Detailed Receipts and Disbursement Report for his/her approval. The approved Detailed Receipts and Disbursement report should be retained at the school and be available at the time of the school financial audit.

#### G. Fund Balances for Clubs, Classes, and Student Council

1. Maximum end of the year fund balances for clubs, classes and student council are as follows:

Student Council

\$600

Senior Class

\$0

Junior Class

unlimited

Sophomore Class

unlimited

7th, 8th or 9th grade class

\$200

Newspaper

unlimited

Yearbook,

unlimited

Service clubs

\$200

Honor clubs

\$100

Curriculum clubs

\$100

Athletic clubs (includes cheerleaders)

\$200

Musical clubs

\$1,000

Drama clubs

\$1,000

2. Approval to exceed maximum funds left in account for one year for a specific purpose must be obtained from the appropriate Zone Superintendent.

H. PTA/PTSA, PTO, Booster Club, and Other Organizations

PTA/PTSA, PTO, Booster Club, and other related organizations are encouraged in their support of the school program. Requests from these organizations should be presented to the school Financial Advisory Committee, which will make recommendations to the principal.

## II. PROCEDURES FOR SPECIFIC FUNDRAISING ACTIVITIES

The following procedures are applicable regardless of the sponsoring agency.

### A. Instructional-Related Activities

1. Instructional-related activities, such as auto mechanics, tailoring, cosmetology, culinary arts, etc. should not be used for fundraising, but a nominal charge may be permitted to offset costs. The principal has the responsibility for final approval of any nominal charges.

2. The principal shall approve all charges and costs of field trips and other activities related to the instructional program. (See Policy IJOA and its accompanying regulations for rules governing field trips.)

3. The degree to which a student participates in a fundraising activity of any kind shall not be reflected in grades given for any subject. Extra credit, bonus points or exemptions from homework or class work or other activities shall not be given based on participation in fundraising activities.

4. Collections for any physical product used in instructional-related activities shall be deemed a sale. Schools must collect sales tax on any such items sold at the school.

#### B. Athletics

1. The admission charged for athletic contests for high schools shall be determined by the athletic conference to which each school is assigned.

2. The admission charged for athletic contests at high schools shall be consistent throughout the school system.

3. Middle schools are not to charge admission for athletic contests.

4. The school athletic director, or person designated by the principal, and the principal shall prepare a budget for each sport to reflect anticipated sources of revenue and expenditures.

5. Pre-numbered tickets shall be issued for athletic contests for which there is an admission charge.

6. Numbered tickets shall be issued to ticket sellers by the principal or person designated (ticket manager) and shall be accounted for on the Ticket Seller's Report. The ticket manager should be a person who does not have coaching or other major responsibilities at the contest.

7. A person designated (ticket manager) shall count the receipts in the presence of the ticket seller if possible. In all cases, receipts are to be counted under dual control. If it is not practical or safe to count receipts at the time of collection, they shall be bagged and placed in a night depository for safe keeping until the next working day. In no case shall funds be left at school or taken home overnight.

8. Athletic contest expenses for police and other designated personnel shall be paid by check. It is prohibited for these expenses to be paid directly from cash receipts.

9. Proceeds from concession stands shall be counted under dual control. If it is not practical or safe to count receipts at the time of collection, they shall be bagged and placed in a night depository for safekeeping until the next working day. In no case shall proceeds be left at the school or taken home overnight.

#### C. School Food Sales

1. All food and beverages sales at school shall be in accordance with existing federal, state, and local guidelines, policies, or regulations.

2. In accordance with federal law and State Board of Education policy, the sale of food or beverages of any kind other than by the cafeteria is forbidden until 30 minutes after the last bell.

3. Organizations that conduct fundraising activities such as barbecues shall comply with policies governing free lunch (e.g. time of day regulations), community use of school facilities and other guidelines contained in these regulations.

#### D. School Supply Stores

Student supply stores are permitted in accordance with the CMS School Office Accounting Procedure Manual.

#### E. Student Photographs

The following rules are applicable to all student photograph fundraisers (rules particular to elementary, middle and high school follow this section):

1. No school or individual may be required to have pictures made.
2. Each year, principals must obtain written quotes from at least two suppliers based on detailed written specifications developed with the Financial Advisory Committee.
3. The Financial Advisory Committee shall review quotes and make recommendations to the principal prior to the principal's selection of supplier. It is recommended that supplier selection be completed by August 1 of each school year.
4. Delegation of steps 2 and 3 of this fundraising requirement to organizations such as the Parent Teacher Association (PTA), Booster Clubs, or PSTA is expressly prohibited.
5. The quote specifications should include a minimum package specification priced at \$10.00, types of backgrounds, picture size, and package combination.
6. After a vendor has been selected, schools shall send completed copies of all quotes received, with the selected vendor indicated, to the Procurement Services Department. Quotes must indicate the selected vendor's quote and include a brief explanation supporting the selection.
7. Quotes on the specifications shall be at the supplier's offered price to each school.
8. Information shall be sent to parents in the picture packet stating the following:
  - a) There is no obligation to purchase pictures.
  - b) A clear explanation of the purchase options.
  - c) An explanation of how much profit is being realized by the school.
  - d) An explanation of how the profit will be used.
9. Profit realized by a school shall not be less than 20% of gross retail sales less tax. The school shall have no obligation for the cost of pictures made by the photographer and not purchased by the parent. This provision must be included in the specifications and contract with the supplier.
10. Orders for student pictures must be handled in one of the following ways:
  - a) Pre-Order – Parents/students complete a pre-order form and submit full payment to the school. The school will remit the pre-orders and amount collected to supplier.
  - b) Direct order – Parents /students order and pay the supplier directly. Schools do not collect payments.

Vendors must provide daily online order confirmation and reconciliation. Online reconciliation must include student name, order quantity, package ordered, status, dollar amount and total of all orders. This information must be accessible to the school administrative staff for monitoring purposes. This provision must be included in the specifications and contract with the supplier.

#### F. Elementary School Student Photographs

In addition to the rules set forth in Section E, the following procedures are applicable to student photographs in elementary schools:

1. Individual pictures may be made only two times a year. In addition, group pictures may be made once a year. The school administration will facilitate having pictures made.
2. Purchase options offered in grades K-5 must include one packet at no more than \$10.00 plus tax. Picture suppliers may offer other larger package options with no cost limit.
3. The price of the group picture shall not exceed \$10.00 plus tax.

#### G. Middle School Student Photographs

In addition to the rules set forth in Section E, the following procedures are applicable to student photographs in middle schools.

1. Individual pictures may be made only two times a year. In addition, group pictures may be made once a year. Group pictures may be made as appropriate for inclusion in picture books. The school administration will facilitate organizations and groups having pictures made at their request.
2. Student picture purchase options offered in middle schools must include one packet at no more than \$10.00 plus tax. Picture suppliers may offer other larger package options with no cost limit.
3. The price of the group picture shall not exceed \$10.00 plus tax.

#### H. High School Student Photographs

In addition to the rules set forth in Section E, the following procedures are applicable to student photographs in high schools.

1. Individual pictures may be made only two times a year for grades 9-11. In addition, group pictures may be made as appropriate for inclusion in the yearbook. The school administration will facilitate organizations and groups having pictures made at their request.
2. Purchase options offered in grades 9-12 must include one packet at no more than \$10.00 plus tax. Picture suppliers may offer other larger package options with no cost limit.
3. Pictures for grade 12 may be made with proofs furnished and the option to purchase any amount, but must allow a student the option of having his/her picture in the yearbook free of charge without obligation to purchase pictures. Profits by a school from the sale of these pictures as well as any cap and gown pictures shall not be less than 20% of gross retail sales less tax.

#### I. Yearbooks

The following rules are applicable to all school yearbooks (rules particular to elementary, middle and high school follow this section):

1. No school or individual may be required to purchase picture books or yearbooks.
2. Each year, principals must obtain written quotes from at least two suppliers based on detailed written specifications developed with the Financial Advisory Committee.
3. The Financial Advisory Committee shall review quotes and make recommendations to the principal. The principal will select the supplier and forward to Zone Superintendent for review prior to issuance of a purchase order or contract. It is recommended that supplier selection be completed by August 1 of each school year.
4. Delegation of steps 2 and 3 of this fundraising requirement to support organizations such as the Parent Teacher Association (PTA), Booster Clubs, PSTA is expressly prohibited.
5. The quote specifications should include items such as the number of pages, number of color and black & white pages, weight and type of paper, cover specifications, shipping charges if any, to be included in cost of books and cost shall not exceed maximum book selling price plus tax. The quote should include detailed pricing, discounts; and payment terms. The yearbook supplier must include the minimum order quantity policy in the quote.
6. After a vendor has been selected, schools shall send completed copies of all quotes received, with the selected vendor indicated, to the Procurement Services Department. Quotes must indicate the selected vendor's quote and include a brief explanation supporting the selection.
7. Purchase orders over \$15,000 require a CMS contract executed according to the process described in Policy DJ, "Purchases and Contracts," and its accompanying regulation. Multi-year contracts are prohibited. [new]
8. Information shall be sent to parents in the picture book or yearbook packet stating the following:
  - a. There is no obligation to purchase a picture book or yearbook.
  - b. A clear explanation of the purchase options.
  - c. An explanation of how much profit is being realized by the school.
  - d. An explanation of how the profit will be used.
9. Profit realized by a school shall not be less than 20% of gross retail sales less tax.
10. The school shall have no obligation for the cost of picture books or yearbooks made by the photographer that exceed the quantity specified in the contract.
11. Yearbooks sales must be handled in one of the following ways:
  - a. Pre-Order – Parents / students complete a pre-order form and submit payment to the school. The school will remit the pre-orders and amount collected to supplier. Extra yearbooks may be ordered for sale at the school level not to exceed 10% of the total order. Extra yearbook orders exceeding 10% must be approved by the Zone Superintendent.

b. Direct order – Parents / students order and pay the supplier directly. Schools do not collect payments.

Vendors must provide daily online order confirmation and reconciliation. Online reconciliation must include Student name, order quantity, package ordered, status, dollar amount and total of all orders. This information must be accessible to the school administrative staff only for monitoring purposes.

12. Schools shall remit sales tax collected on yearbooks to the Finance department monthly for payments physically received directly from a person or through the mail. The yearbook company is responsible for remitting sales tax on all online orders.

13. In schools where a yearbook or picture book is published, the photographs of all students who sit for a school photograph must be included in the yearbook or picture book free of charge, including photographs of students who do not purchase a yearbook, picture book, or photographs.

#### J. Elementary School Picture Book

In addition to the rules set forth in Section I, the following procedures are applicable to picture books in elementary schools:

1. Elementary schools may have a soft cover picture book, for which the price may not exceed \$15.00 plus tax.

2. Shipping charges if any must be included in the not to exceed maximum selling price of \$15.00 plus tax.

3. The picture book supplier must include the minimum order quantity policy in its quote.

#### K. Middle School Yearbooks

In addition to the rules set forth in Section I, the following procedures are applicable to yearbooks in middle schools:

1. Middle school yearbooks may be a hardback or soft cover.

2. There must be a purchase option available to students at a selling price of no more than \$21.00 plus tax. Shipping charges if any must be included in the not-to-exceed maximum selling prices of \$21.00 plus tax.

3. The yearbook supplier must include the minimum order quantity policy in its quote.

4. In addition, schools may offer yearbook packages with optional features, such as engraved names, cover icons, plastic covers, commemorative CD's, or additional blank pages for student autographs, for higher prices. However, with the exception of the additional autograph pages, the contents (e.g. text, photographs, weight of paper) of the higher priced yearbooks must be the same as the \$21.00 option.

#### L. High School Yearbooks

In addition to the rules set forth in Section I, the following procedures are applicable to yearbooks in high schools:

1. There is no maximum selling price for high school yearbooks. However, the selling price should be a reasonable amount based on the quoted cost of producing the book. The quoted cost of high school yearbooks must include shipping charges.
2. The yearbook supplier must include the minimum order quantity policy in its quote.
3. High schools may offer yearbook packages with optional features, such as engraved names, cover icons, plastic covers, commemorative CD's, or additional blank pages for student autographs.

# PTA/PTO CHECK REQUEST FORM

Date of Request \_\_\_\_\_ Date Check Needed \_\_\_\_\_

**RECEIPTS/INVOICES MUST BE ATTACHED WITH AMOUNTS TOTALED. THIS FORM MUST BE SIGNED BY THE APPROPRIATE PERSONS BEFORE CHECKS CAN BE ISSUED. All forms and invoices should be placed in Treasurer's Box for processing.**

PAY TO THE ORDER OF \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ATTENTION OF: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_

BUDGET LINE ITEM \_\_\_\_\_

REASON FOR EXPENDITURE: \_\_\_\_\_  
\_\_\_\_\_

Check Box if Treasurer needs to mail the check.

SEND CHECK TO: (IF DIFFERENT FROM "PAY TO" ABOVE)  
\_\_\_\_\_  
\_\_\_\_\_

**ALL REQUESTS MUST HAVE ALL REQUIRED SIGNATURES  
BELOW (at X's) BEFORE THEY WILL BE PROCESSED.**

CHECK REQUESTED BY (Your Name) \_\_\_\_\_ Phone \_\_\_\_\_

CHECK APPROVED BY\* \_\_\_\_\_

Principal

CHECK APPROVED BY\* \_\_\_\_\_

\*(PTA/PTO VP Ways & Means, VP Involvement, VP Communications, Principal)

CHECK APPROVED BY\* \_\_\_\_\_

PTA/PTO PRESIDENT APPROVAL

**NOTE: Please make a copy of your request before submitting to keep for your records! Properly documented forms will normally be retrieved for processing at noon on Wednesdays and checks will be delivered on Fridays by 3:45 PM. In the event of unavoidable scheduling conflicts by PTA/PTO President and/or PTA/PTO Treasurer, this request may be delayed by 1 – 5 business days. In the event of a delay, the PTA/PTO will make every effort to inform you of this delay as early as possible.**

**FOR TREASURER'S USE ONLY**

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check Cleared (x) \_\_\_\_\_

## PTA/PTO DEPOSIT FORM

Date: \_\_\_\_\_

Revenue Source (Sample ideas): (Choose One)

- |  |  |
|--|--|
| <input type="checkbox"/> Book Fair   | <input type="checkbox"/> Membership          |
| <input type="checkbox"/> Direct Giving Campaign                                    | <input type="checkbox"/> Corporate Donations |
| <input type="checkbox"/> School Store  | <input type="checkbox"/> Talent Show         |
| <input type="checkbox"/> Family Dinners  | <input type="checkbox"/> Showcase            |
| <input type="checkbox"/> Wall of Fame  |  |
| <input type="checkbox"/> Faculty Social Fund                                       |  |
| <input type="checkbox"/> Dances  |  |
| <input type="checkbox"/> Clubs & Activities (Name of Club: _____)                  |  |
| <br>   |  |
| <input type="checkbox"/> Field Trip / Grade Level Fundraising (Select Grade Level) |  |
| <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8   |  |
| <input type="checkbox"/> Other Income (description) _____                          |  |
- 

Deposited by: \_\_\_\_\_ (Your name)

Checked by: \_\_\_\_\_ (Verifier's name)

Coin Total:                    \$ \_\_\_\_\_

Currency Total:                \$ \_\_\_\_\_

Checks Total:                    \$ \_\_\_\_\_

**TOTAL DEPOSIT:**                \$ \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_

# FUNDRAISING REQUEST FORM



**Name of School Group** \_\_\_\_\_

**Name of Advisor** \_\_\_\_\_

**Profit Goal** \_\_\_\_\_

**Purpose of Request** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Method of Fundraising** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Students Benefitting** \_\_\_\_\_

**Proposed Dates** \_\_\_\_\_

**Advisor's Signature** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

**PTA/PTO President's Signature** \_\_\_\_\_

**PTA/PTO Ways and Means Sig.** \_\_\_\_\_

**\*\*\* Advisors are responsible for following all PTA/PTO guidelines regarding fundraising. PTA/PTO comments:**

\_\_\_\_\_

\_\_\_\_\_