

CVE PTO Policies and Procedures 2015-2016

1. **Confidentiality**- All officers, committee chairs, and PTO volunteers are required to sign confidentiality and volunteer agreements for SVSD. These forms are available on the website and should be turned in to the school secretary.

2. **Meetings**- Officers and Committee Chairs should attempt to attend monthly PTO meetings. All committees should be represented at every meeting to give a report on timely matters involving their committee if possible. If your committee has a report to give, please email your Agenda items to the Secretary a week in advance of the meeting, explaining what you will be sharing. In the case of an unavoidable absence of all Chairs of a committee, an email report should be submitted to the Secretary, a week before the meeting. This is important to keep the PTO, faculty, and administration informed.

3. **PTO Mailboxes**- Each committee has a mailbox, located in the main office. Please check these at least monthly, more often when your committee has an upcoming event. It is suggested that if you place something in a fellow committee chair or board member's mailbox, that you email them to let them know something is in there.

4. **Communication- Electronic:**
 - a. Our membership chair will create a general membership roster at the beginning of the year. Committee chairs should only contact people who have signed up to be on their particular committee. If there is an urgent they need may use the "General Interest" list or turn to Committee Chairs and Board Members to ask for additional volunteers.
 - b. PTO database emails are not to be used for solicitation.

5. **Communication- Website:** All committees should keep the information about their committee, and any events, current on the CVE PTO website. This might include updates about upcoming events, blurbs about results of past events, pictures, links, or copies of flyers. This information should be submitted electronically to the Vice President for publishing.

6. **Communication- Printed:**
 - a. All information being distributed to students from the PTO must be approved and initialed by the President *then* Principal prior to copying and distributing.
 - b. Fill out a PTO Copy Room Work Order. Blank copies can be found on the website under "Administrative" or on the side of the PTO Mailboxes.
 - c. Submit the flyer and work order for initials to the President via the PTO mailbox. Make sure you let the President know there is something needing approval. The President will forward it to the Principal. Once the Principal approves it, she forwards it to the Aides for copying and distribution.

- d. All flyers should be given to the President *at least two weeks* prior to the desired distribution date. This allows time for the entire process.
 - e. The PTO has been asked to try to send home fliers on Wednesdays in the Wednesday folder. Please attempt to time your flyers accordingly if possible. All PTO information is to be sent home on blue paper.
7. **Communication- Newsletter:** The CVE PTO Newsletter will be sent home at the beginning of every month: September-June. Submit any updates, volunteer needs, words of appreciation, blurbs, or upcoming event information pertaining to your Committee to the Vice-President by the 15th of the month for that following month's newsletter. Please word it as you would like it to be appear in the newsletter. It may be edited for spatial purposes, but every effort will be made to keep the message intact.
8. **Scheduling Events:** The PTO Secretary is in charge of coordinating the PTO Calendar. Please check first with the Secretary about dates before scheduling an event. The Secretary will check other PTO events for conflicts and to ensure our activities are not closely overlapping. Once PTO approval is made, the Chair or Board Member will contact the School Secretary to check the school calendar for conflicts. Please let the Secretary know if the event date is approved so it can be added to the official PTO calendar.
9. **Request for use of school facilities:** Committees that are holding events in the school building need to complete a Request For Use of School Facilities form. This would include any event occurring in the school building such as meetings, assemblies, sales, special events, fundraising distribution, charity tallying, etc.,
- a. Pick up a blank form at the PTO Mailbox or on the PTO website under "Administrative"
 - b. Complete the form for your committee and return the form to the School Secretary
10. **Volunteer Lists:** Any time you have an event at the school where parent volunteers are going to be present, you must present a list of expected volunteers to the School Secretary before or the day of the event.
11. **Supplies:** All PTO equipment and supplies should be stored in the designated PTO closet. Please check our current supplies before purchasing any additional supplies. Committee chairs storing items in the closet should go through and clean out their supplies on a regular basis.
12. **Banking:** All committees handling ANY transactions involving ANY funds on behalf of the CVE PTO should refer to the specific Banking Procedures provided by the Treasurer.
13. **Reimbursements:**
- a. CVE PTO is tax exempt

- b. Any member requesting reimbursement for a *budgeted* item must have a receipt for the item(s) purchased and a completed Check Request form. No checks will be issued without a receipt.
 - c. No blank checks will be issued.
 - d. All reimbursements should be completed by fiscal year-end, June 30th, of the year it was purchased, if possible
14. **Fundraising:** For any committees that are selling items inside/outside of the school, it is necessary to complete a SVSD Fundraising form for approval by SVSD administration. This would include committees such as Fundraisers, The I LOVE CVE Event, Book Fair, etc,. These forms can be found on the side of the PTO Mailboxes or on the website under “Administrative”.
15. **Records:** All Officers and Committee Chairs are to maintain current PTO binders. At the end of the year, their binder should contain all the necessary documents, as outlined in their job descriptions, as well as detailed instructions on the functioning of their office or committee. It is extremely helpful to keep samples of flyers and notes on things that worked as well as any things that did not work. It is also helpful to put your name and date on managerial documents.
16. **SPECIAL NOTE:** Please keep in mind that the Administration, Faculty and Staff are conducting the business of running CVE. We ask that you anticipate needs early and have flyers, forms and building use approved at least 2 weeks in advance. If you have a specific question/concern/feedback for our Principal, Assistant Principal or any other staff or faculty, please try to speak with a Board Member first. Thank you for being respectful of their time and responsibilities.

THANK YOU FOR ALL OF YOUR HARD WORK AND DEDICATION TO OUR PTO.

**YOUR EFFORTS NEVER GO UNNOTICED AND WE ARE LOOKING
FORWARD TO A GREAT YEAR!**

Zimmer, 9/12/15