

# STANDING RULES for NORTHWOODS ELEMENTARY PTA

*September 2013*

## GENERAL INFORMATION

The Northwoods PTA (“the Unit”) serves Northwoods Elementary in Cary, NC. This PTA is at all times governed by the national PTA rules, the North Carolina PTA rules, the NCPTA Uniform Bylaws (“the Uniform Bylaws”), and the Northwoods PTA Standing Rules (“the Standing Rules”). If a conflict occurs, the Uniform Bylaws take precedence over the Standing Rules.

The Northwoods PTA exists to improve relationships between students, families, and the school. It is a nonpartisan, nonsectarian, and noncommercial organization. All its activities must respect these limitations. No PTA activity can promote any other organization, charity, or business other than Northwoods Elementary.

The Northwoods PTA leadership is made up of a board of directors. The board of directors consists of:

- a. *All elected officers*: president, 1<sup>st</sup> vice president, secretary, treasurer, vice president of programs, vice president of membership, vice president of fundraising, and vice president of volunteers. These positions are elected by the general membership of the Northwoods PTA.
- b. *Standing committee chairs*: the head of each of the standing committees, as outlined in this document. By a majority vote, the standing committees may be changed as needed. The committee chairs are elected by the board of directors.
- c. School principal
- d. *Faculty representatives*: There is one representative from K–2<sup>nd</sup> grade (the “faculty representative” required by the Uniform Bylaws), and one from 3<sup>rd</sup>–5<sup>th</sup> grade (an “at-large” member of the board). These representatives are recommended by the principal and approved by the board of directors.
- e. *At-large members*: Up to three (3) at-large members can be elected by the board of directors—the aforementioned faculty member and up to two other persons, often persons who have been outstanding volunteers for PTA in the past or present (and who would otherwise lack a vote), or persons with some special knowledge that would greatly benefit the board. When the immediate past president is willing to serve in this capacity, it is highly recommended that this individual be offered one of the at-large positions for continuity and historical perspective.

The Northwoods PTA also maintains a number of special committees. The chairs of these committees do not have voting privileges, but are considered honorary members of the board.

A nominating committee will be formed each fall to identify successful candidates for any open vacancies on the board of directors. See the section of this document, “Standing Committees,” and Attachment A, which further outlines the process. Vacancies for an upcoming school year will be filled from the candidates offering their service to the board of directors. All officer candidates will be presented at the final general membership meeting, typically in May, to be voted on. Vacancies during the school year will be handled according to national PTA protocol.

All elected officers shall serve for one (1) year. They may serve no more than two (2) consecutive terms in the same position. Persons filling these positions should be encouraged to, when possible, serve for two consecutive school years in the same position for the sake of continuity on the board of directors.

A yearly budget will be developed under the guidance of the treasurer, approved by the board of directors, and then approved by the general membership. School year budgets are done at the September meeting. Budgets may be done in May to allow for operating funds over the summer and school start up. Amendments may be created as needed.

The board of directors will determine what programs, goods, or activities to fund or not to fund at Northwoods Elementary. This should be done under the recommendation and guidance of school officials.

These Standing Rules may be amended at any time at a regular board of directors meeting by a majority vote of the board of directors.

## **VOTING**

When conducting PTA business, each elected officer and committee chair will receive one vote. In the event that a person occupies more than one position on the board of directors, they will never receive more than one (1) full vote.

Votes or motions by the board of directors will pass with a majority vote. For a vote, a quorum must be present (either in person or by teleconference). A quorum “is a majority of all the members,” meaning anything over 50% of voting members, and a majority vote “means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions.”\*

In accordance with the Uniform Bylaws, voting by proxy—including e-mail voting—is prohibited.

## **MEETINGS AND ORDER OF BUSINESS**

The order of business at meetings shall include the following components:

- Call to order, welcome
- Principal’s report
- Faculty representatives’ reports
- Officers’ reports
- Standing committee reports
- Special committee reports (optional)
- Approval of minutes from previous meeting
- Unfinished business
- New business
- Other announcements
- Adjournment

Meetings will be held on the first Thursday of each month at 7:00 p.m. at Northwoods, or at another regularly scheduled date and time specified by the board of directors. The meeting will be run by the president, and in the

---

\* *Robert’s Rules of Order*, 11<sup>th</sup> edition. Specific examples given: “If 19 votes are cast, a majority (more than 9 ½) is 10. If 20 votes are cast, a majority (more than 10) is 11” (p. 400).

absence of such, the 1<sup>st</sup> vice president, followed by the secretary. All officers and committee chairs are expected to provide a report to the secretary prior to the meeting. *If an officer or committee chair knows that he/she will require a vote during the meeting, please alert the secretary when submitting the report.*

## **ELECTED OFFICERS AND COMMITTEE CHAIRS**

All officers are elected by the general membership. Committee chairs are appointed by the board of directors or recruited by the nominating committee. No more than two (2) people may hold any committee chair position if necessary, but will share one (1) vote. Elected officers should, whenever possible, not share a position.

All officers and committee chairs shall observe the following basic responsibilities:

1. Always follow the regulations of the Uniform Bylaws and the Northwoods PTA Standing Rules, and at all times respect the PTA budget. *Never exceed a budget by even one penny as reimbursement is not allowed if not included in the budget.*
2. Read the Uniform Bylaws and the Standing Rules, and be familiar with what is contained in each.
3. Always represent the Northwoods PTA professionally, as their behavior reflects on the PTA and Northwoods Elementary
4. Consistently maintain contact with the PTA president, informing him/her of all activities. When problems arise, notify the president immediately.
5. If budget becomes an issue, notify the president or another officer so that a solution can be reached.
6. Submit committee plans to the board of directors for approval *prior to taking any action.*
7. Before changing any activity or vendor that has traditionally been done in a certain way, approach the board of directors, explain the reasons for changing, and obtain approval before making that change
8. Submit all correspondence intended for students, parents, or faculty to appropriate officers for approval before distribution. This is typically to the 1<sup>st</sup> vice president or the president. Some correspondence should also be approved by the principal.
9. Provide monthly news and updates to the *Koalaty Times* for publication.
10. Attend all monthly board of directors meetings and provide a committee report for each meeting. If unable to attend the board of directors meeting, contact the president, 1<sup>st</sup> vice president, or secretary the day before the meeting, if possible, regarding the absence. If an officer or committee chair will be absent and needs a vote, has new business to discuss at the meeting, etc., that person should attempt to find a substitute to speak on their behalf. Ideally this would be a person who serves on that committee or someone with knowledge of that particular committee's activities.
11. Know that, for officers and standing committee chairs, three (3) consecutive absences without sufficient reasons can be declared a resignation by the board of directors. Multiple absences, although not consecutive, may, at the board of directors' discretion, also be seen as a resignation. The board of directors may remove members from office in accordance with the procedures set forth in the Uniform Bylaws. Moreover, if at any time officers or committee chairs are not adhering to the Uniform Bylaws, the Standing Rules, or other binding regulations, the board of directors may decide to speak to the person about the problem. If such issues persist, the board of directors may ask for a resignation or move to find a replacement, in accordance with the procedures established in the Uniform Bylaws.
12. Attend all general meetings.
13. Participate in all votes of the board of directors. Votes may be taken at meetings and, as necessary, board members may participate in voting via teleconference.
14. Make an effort to attend various PTA leadership trainings offered throughout the school year.
15. Make every effort to attend PTA functions. When the board of directors supports the PTA and the school, Northwoods families will be more likely to follow their example.
16. Understand that the PTA closet contains PTA property for PTA use only, not personal use. The closet key must be officially signed out on the PTA Key Sign-Out Sheet, posted near the mail drawers. The

- closet should be kept neat and well organized. No documents or other material should be removed from the closet without permission from the board of directors, the president, and/or the 1<sup>st</sup> vice president.
17. Be mindful of costs at all times. This may mean getting multiple estimates when soliciting goods or services. Copying should be held to a minimum and e-mail used when possible. Copies should always be made at businesses designated by the board of directors if reimbursement is needed. Supplies available in the PTA closet should be used, not repurchased; no reimbursements will be made for duplicate purchases (see Attachment C).
  18. Request reimbursements within one (1) week of the incurred expense. This assists in controlling costs in a timely manner and avoiding budget overages. All reimbursement requests should be submitted according to unit regulations (see Attachment C).
  19. If any expense is to be incurred and the value is expected to be over \$50, clear this expense with the treasurer prior to spending the money. This is to assist in controlling costs and avoiding budget overages. Expenses that exceed a budget may not be reimbursed *at the discretion of the board of directors*. In this case, if the board of directors eventually does approve the reimbursement but will have to amend the budget to do so, the persons incurring this expense may have to wait until that budget amendment is approved by the general membership. (The board of directors may vote to amend the budget by adjusting individual line items in the amount of \$499 or less. Any amendment to the budget that results in an adjustment of \$500 or more must ALSO be approved by the general membership before the adjustment can be executed.)
  20. Keep detailed records about monies used, to justify all expenses as well as to allow the board of directors to come to informed decisions when considering future money allotments for a committee.
  21. Turn over any funds collected in a prompt manner, according to unit regulations (see Attachment D).
  22. Consistently look for possible future board of directors members or replacements for committee chairs or officers. Encourage parental involvement in the Northwoods PTA.
  23. Keep records of all activity during the year and maintain, both electronically and as hard copy, the official PTA notebook for your position or committee. Notebooks will be checked out at the start of the year by signing the PTA Notebook Sign-Out Sheet. Immediately prior to completion of your term, promptly turn over your notebook—to include all relevant files, papers, and materials—to the PTA closet. Contact and help orient your replacement. How you finish the job is just as important as how you start it!
  24. Provide a year-end report upon completion of activities. This may be done during the year (depending on the committee) once activities are complete, but should certainly be done no later than June 15. This report will help the board of directors for the upcoming school year in terms of managing that committee, planning the budget, etc. This report should also be included in the official PTA notebook (see Attachment B).
  25. Frequently check official e-mail account, as well as PTA mail drawer at Northwoods, for correspondence or updates from the PTA.
  26. Check the PTA envelopes, as a courtesy, when in the classrooms, and distributes any monies, papers, or other items accordingly. Note where/when you've checked on the PTA Envelopes Checked form, posted near the mail drawers.
  27. Perform other duties as may be delegated, being mindful of vacancies that may need to be filled to maintain the activity of the PTA. Volunteer!

### **ELECTED OFFICERS**

Officers and committee chairs shall observe the following position-specific responsibilities:

**President**<sup>†</sup>

- a. Provide leadership for promoting the national PTA mission, and see that all PTA business abides by national and state rules, the Uniform Bylaws, and the Northwoods PTA Standing Rules, as well as WCPSS regulations.
- b. Preside at all meetings of the general membership and the board of directors, and represent the PTA at school activities (such as Parent Information Night, kindergarten orientation, etc.). Serve as spokesperson for the Northwoods PTA.
- c. Ensure that Northwoods Elementary remains a PTA IN GOOD STANDING to protect its status as a PTA and a nonprofit.
- d. Provide a copy of the Uniform Bylaws, Standing Rules, and Code of Ethics Agreement to each member of the board of directors.
- e. Coordinate all officers, committee chairs, and PTA activities and programs with the administration of Northwoods Elementary.
- f. Meet frequently with the principal and attempt to attend all PTA functions.
- g. Submit a monthly president's message to the *Koalaty Times* newsletter. Proofread this newsletter monthly for the *Koalaty Times* editor, or designate a proxy to do so.
- h. With the secretary, maintain the PTA mail drawers and e-mail account—checking these frequently, managing correspondence, and managing the PTA e-mail distribution list. Notify Northwoods families of pertinent PTA information, opportunities, events, and meetings.
- i. Approve all check requests (optional approval can be obtained from the 1<sup>st</sup> vice president).
- j. Sign all contracts on behalf of the PTA.
- k. Serve as an ex officio member of all committees, except for the nominating committee and the audit committee.
- l. Attend Wake County PTA general meetings.
- m. Notify all officers and committee chairs of leadership training opportunities, as well as PTA conventions and other activities.
- n. Maintain the PTA calendar, or designate a proxy to do so.
- o. See that “New Student Welcome Folders” are available in the front office.
- p. Coordinate the ordering of student planners, chair pockets, and other necessary items traditionally handled by the PTA.
- q. Maintain all PTA records as necessary, and work with the secretary and treasurer to maintain records according to the recommended retention schedule (see Attachment E). PTA records should not be maintained in a private home, but should be held in the PTA closet.
- r. Forward the names of new officers to NCPTA and Wake County PTA Council.
- s. Manage required activities related to changes in Uniform Bylaws. Ensure that the Standing Rules properly document the business procedures followed by the Northwoods PTA, and request board of directors' approval before making changes to the Standing Rules.
- t. With treasurer, serve as the Northwoods PTA bank account owner. Serve as an authorized signer.
- u. Work with the current webmaster of the Northwoods Elementary site to keep up-to-date PTA information on that site, or designate a proxy to do so.

**1st Vice President**

- a. In the absence of the president, assume necessary duties of the president, including conducting any meetings.
- b. Should plan on serving, or be open to the idea of serving, as president the following year.
- c. Sign all check requests, if not done by the president.
- d. Serve as an authorized signer for the Northwoods PTA bank account.

---

<sup>†</sup> Note: Our state and national PTAs no longer recognize co-presidents. In the event of a co-presidency (which should be avoided at all costs), one person will be designated the president and the other the 1<sup>st</sup> vice president.

- e. In the event of vacancies on major committees, attempt to fulfill those duties if at all possible, in order to maintain the committee activity. Actively assist in finding a replacement when possible.
- f. Review all hard-copy documents and correspondence from committee chairs and other officers before they are distributed.
- g. Organize and maintain the PTA closet.
- h. Maintain communication with the president, especially if preparing for the presidency during the following school year. Assist the president with his/her duties as necessary and appropriate.

### **Secretary**

- a. Is responsible for maintaining the official records of the Northwoods PTA.
- b. Maintain a file for all meetings, containing the Uniform Bylaws, the Standing Rules, *Robert's Rules of Order*, meeting minutes, and the Northwoods PTA budget.
- c. Maintain all PTA records as necessary, and work with the president and treasurer to maintain records according to the recommended retention schedule (see Attachment E).
- d. Solicit officer/committee chair reports and develop the agenda for upcoming general meetings and board of directors meetings. E-mail or provide a hard copy to the board of directors prior to the meeting.
- e. Circulate a sign-in sheet at each board meeting. Alert the president when the quorum is present.
- f. Accurately document the outcome of all votes, both for general membership meetings and board of directors meetings.
- g. Record the minutes of all general meetings and board of directors meetings, and provide those minutes, by e-mail or hard copy, to the board of directors prior to the next meeting, preferably within three (3) days of the meeting. Secure the approval of the minutes at the next meeting.
- h. Work with the president to manage the PTA e-mail account and mass e-mail utility, notifying parents and Northwoods staff of PTA news, events, and meetings.

### **Treasurer**

- a. Hold custody of all funds of the Northwoods PTA.
- b. Serve, together with the president, as co-owner of the Northwoods PTA bank account, and serve as an authorized signer on that account. As such, ensure that the signature card is up-to-date and has no "old" unauthorized signatures on it. At the leadership change each year, ensure that the bank information is updated.
- c. Gather information for, facilitate, and direct the preparation of the budget. This includes seeing to its approval by the general membership. Prior to its presentation for approval by the general membership, the treasurer will direct budget meetings with the audit committee and the board of directors to develop appropriate budgets.
- d. Provide all disbursements and payments on behalf of the Northwoods PTA as authorized by the president, the board, or unit membership, ensuring that all requests are made according to unit guidelines (see Attachment F).
- e. Maintain all permanent financial records and books or computer files sufficient to establish the items of gross income, receipts, and disbursements of the Northwoods PTA, including the amount of dues paid to the state and national PTA, according to the Uniform Bylaws.
- f. Present a financial statement, either by e-mail or hard copy, at each regular board of directors meeting. Provide an overall financial update at each meeting of the general membership.
- g. Maintain the budget as approved by the general membership, and make recommendations to change the budget, as necessary.
- h. Do not disburse any funds that are not in strict accordance with the approved budget.
- i. Ensure that an operational budget is approved for summer and school startup.
- j. Take custody of funds collected as dues and remit such dues to the state and national PTA organizations.
- k. Complete and file IRS Form 990 tax returns in a timely fashion and submit sales tax refund requests to the N.C. Department of Revenue.

- l. Provide Certificate of Resale/Merchant License form to committee chairs as needed.
- m. Prepare all treasurer records and reports for the annual audit, and see that the audit is conducted according to current regulations. This should be done at least once per year, if audit regulations somehow change.
- n. Reconcile the monthly bank statements in a timely fashion and present them to the audit committee for review and approval.
- o. Ensure that all checks have two (2) authorized signatures, one always being the treasurer, and the other either the president or 1<sup>st</sup> VP. Signing a blank check is strictly prohibited.
- p. Adhere to all money management guidelines as established by the national and state PTAs.
- q. Keep the president informed of all activities on an ongoing basis.
- r. Take control of all funds given to the Northwoods PTA, either through fundraising or other means. Handle all monies and deposit them according to unit regulations and the Money Management Policy (see Attachment F).
- s. See that all insurance and bonding policies are paid in full and up to date.
- t. Maintain all PTA records as necessary, and work with the president and secretary to maintain records according to the recommended retention schedule (see Attachment E).
- u. Work with the audit committee to ensure that the audits and financial reviews outlined in the Uniform Bylaws are completed, and that the members of the audit committee have all the information and documentation required to complete these activities.

#### **Vice President of Fundraising**

- a. Oversee all aspects of fundraising for Northwoods PTA (including sales, restaurant spirit nights, the school's annual "Spirit Sprint," and any and all committee-developed fundraisers), being mindful of the regulation of one (1) fundraiser for every three (3) programs/services provided at the school.
- b. Work to not overwhelm families with fundraising, mindful of making all fundraising efforts lucrative, fun, and not overburdening. This includes being aware of other school activities which may require student financial contributions, such as yearbooks, 5<sup>th</sup> grade activities, etc.
- c. Consider a variety of fundraising possibilities, mindful of past successes.
- d. Enter into no commercial agreement with any business.
- e. When obtaining sponsors for fundraising events, offer no goods, services, or other reimbursement for participation.
- f. Collect all funds in a proper manner and turns them over immediately to the treasurer, according to unit regulations (see Attachments D and F).
- g. Plan, promote, and advertise fundraising efforts, mindful of the Northwoods PTA Fundraising Policy (see Attachment G).

#### **Vice President of Membership**

- a. Understand that recruiting families and staff is vital to the success of the Northwoods PTA.
- b. Conduct an initial, beginning-of-the-school-year membership drive. When possible, offer incentives to potential members. Promote and advertise membership especially at this time, but also throughout the year.
- c. Upon collecting dues for new members, promptly turn those funds over to the treasurer.
- d. Enter all required information regarding membership into the NCPTA database, per state regulations.
- e. Collect membership envelopes from all teachers, PTA envelopes, or mailboxes in a timely manner. This includes the "Welcome Back Breakfast" or initial teacher meeting, where a membership drive may be conducted.
- f. Provide membership cards in a timely manner. Keep records of all cards, distributing only one (1) per member.
- g. Maintain a membership list, with contacts, and provide this to the board of directors upon request.

- h. Ensure that all membership data is entered into the NCPTA database and that all dues are paid by the 15<sup>th</sup> of each month.
- i. Stay mindful of dates necessary to qualify for the Blue Key Membership Award and the NCPTA Membership Awards. Attempt to qualify the Northwoods PTA for those awards.
- j. Account for all membership cards, and return any cards for which payment was not received by the state PTA office according to current guidelines.

### **Vice President of Programs**

- a. Work within the Northwoods PTA budget to provide a wide array and diversity of cultural arts programs to all students of all grades.
- b. Work with the president and principal to arrange programs following school schedules and calendars.
- c. Attend the annual United Arts Council fair each year.
- d. Apply for all cultural grants as is reasonable to assist in the PTA budget.
- e. Ensure that all contracts are filed in a timely manner *and* signed by the PTA president.
- f. Promote and advertise all programs, ensuring that families are aware of them.

### **Vice President of Volunteers**

- a. Create a volunteer survey of some sort to solicit volunteers at determined points during the year.
- b. Maintain a volunteer database.
- c. Provide specific volunteer lists to committee chairs as needed.
- d. Assist in obtaining volunteers for various PTA and school functions, as requested by the school or the board of directors.
- e. Recognize or award outstanding volunteers during the school year as he/she sees fit, with the approval of the president.
- f. Be mindful of volunteer needs that may arise, maintaining contact with Northwoods faculty in this area.
- g. Remind all volunteers of the need to register with WCPSS before volunteering, and facilitate this process for interested parties.
- h. Promote and advertise volunteering and volunteer registration throughout the year.

## **STANDING COMMITTEES**

All committees are established at the discretion of the board of directors. If at any time any committee is deemed inactive or unnecessary, or if the board of directors is unable to find a chair, that committee may be suspended, combined with another committee, or altogether canceled.

The following are specific responsibilities for the standing committees of the Northwoods PTA. Each committee will be chaired by no more than two (2) people, and will have one (1) vote in all board of directors business.

**Accelerated Reader:** Oversee, promote, and advertise the Accelerated Reader program at Northwoods. Ensure that AR tests are available for students. Develop and execute a reward system (e.g., AR Store). Work closely with the school's media specialist and teachers to maintain and encourage the program.

**Fifth Grade Activities:** Plan, promote, and advertise all-year-long activities for the 5<sup>th</sup> grade. Organize the 5<sup>th</sup> grade T-shirt, including a design contest. Collect and process t-shirt orders. Plan an end-of-the-year dinner and dance. Organize ticket sales and decorations. Plan for the graduation day and reception. Look to include each and every 5<sup>th</sup> grader and family. (Must obtain an active committee for assistance.)

**Koalaty Times Editor:** Solicit and collect information from the PTA and the school for the newsletter. Collect information and maintain a distribution list for the newsletter (this may be in conjunction with, or replaced by,

the PTA distribution list maintained by the president or other designated person). Create the newsletter. Ensure distribution of the newsletter at least every other month, or on another schedule as decided by the board of directors. Provide the newsletter to the president (or his/her designated proxy) for editing/proofreading and approval prior to distribution. Distribute the newsletter primarily through e-mail, but provide a few hard copies for the front lobby. Provide a copy to the website coordinator for posting on the Northwoods Elementary website.

**No-Fuss Fundraising:** Coordinate, promote, advertise, and maintain all fundraising efforts involving the “non-sell” of items. This includes grocery store reward programs, soup labels, Box Tops, and similar programs. Encourage participation through promotions among students. Provide collection receptacles to all classrooms. Prepare all Box Tops and like items for exchange.

**Room Parent Coordinator:** Help recruit all room parents. Promote and advertise opportunity. Maintain a room parent list. Orient all room parents as to duties, expectations, etc. Act as a general point of contact between teachers, staff, and families.

**Staff Appreciation:** Provide encouragement and thanks to all Northwoods staff members. Organize multiple events during the school year. Schedule and execute Teacher Appreciation Week. Help commemorate special occasions, which may include staff birthdays, retirements, etc. Solicit volunteers to help with activities/events. Promote and advertise committee’s work.

## **SPECIAL COMMITTEES**

The following are specific responsibilities for the special committees of the Northwoods PTA. These are additional committees that Northwoods PTA may have from time to time.<sup>‡</sup> They are not standing committees, and as such do not hold a vote in PTA board of directors business. Each spring, however, these committees may be revisited; committees that are likely to have a major and continuing impact at Northwoods may be considered for re-designation as standing committees.

Special committee chairs are bound by the same rules, and have the same basic responsibilities (voting excepted), as standing committee chairs.

**Advocacy Committee:** A committee of one or more members, chosen by the board of directors. Develop and organize meetings, activities, and programs to further the goals and purposes of PTA. With president, keep families and staff informed about county, state, and national PTA initiatives. Work to (a) help improve communications and relationships between school staff and families, (b) educate families and caregivers on important issues related to the health and educational success of their children, and (c) help make each child’s potential a reality.

**Book Fair:** Schedule, plan, and run the annual Book Fair. (This fundraiser benefits the Media Center only.) Work closely with the media specialist to schedule the fair, plan activities (e.g., Family Reading Night), and promote reading. Schedule browsing days and buying days for all classrooms. Obtain volunteers to assist with both browsing and buying, being mindful of the importance of responsible volunteers when handling money. Promote and advertise the fair, providing contests and other incentives. Give collected funds to the treasurer promptly. Supervise cleanup after the fair.

**Bulletin Board:** Design, decorate, and maintain the PTA bulletin board in the front lobby. (The board is used to provide appropriate and pertinent information to the entire school, mindful of the fact that it is the first thing

---

<sup>‡</sup> Past special committees, retired as of these Standing Rules, include Directory, Fall Family Picnic, and Science Fair.

many visitors see upon entering Northwoods.) Schedule each new board, and plan its subject, in conjunction with the president or his/her proxy. Decorate the board using supplies from the PTA closet. Keep the 1<sup>st</sup> VP informed if any supply stock is low. Later, take down board and return all supplies, condition permitting, to the PTA closet. Ensure that board is always timely, attractive, and in good condition.

Fun Fair: Organize, promote, and advertise the annual/semi-annual fall fair, Spring Fling, or other carnival. Arrange entertainment and activities. Obtain refreshments, prizes, and other items. Coordinate the pricing of all items and activities, including any pre-sale of entrance tickets. If possible, recruit a committee for assistance with the event.

Grants: Investigate, develop, and write various grant proposals for the benefit of Northwoods Elementary and/or the PTA.

Grounds: Organize and execute projects, as necessary, to maintain and improve the outside grounds of the school, including landscaping, tables, trash receptacles, etc. Manage the ongoing Adopt-a-Spot program through Town of Cary's Spruce program.

Hospitality and New Family Involvement: Manage all events regarding hospitality for the PTA, including events honoring visiting dignitaries or other special events that need to be acknowledged. Assist with school marketing efforts aimed at incoming kindergarten and other new families (i.e., school tours, orientation programs, and "park dates"). Suggest new events geared toward increasing parent and family involvement.

Nominating Committee: A committee of three (3) members at minimum, chosen by the board of directors. This committee may choose its own chair. Identify and recruit persons who are interested in filling openings on the board of directors, both officers and committee chairs, for the upcoming school year. See Attachment A for a sample date guideline and other information.

Read-a-Thon: Coordinate the annual Read-a-Thon with the goal of encouraging reading. Select a date and promote and advertise the program. Provide incentives for student participation. May work with the media specialist.

Reflections: Oversee the annual "Reflections" program—a theme-based national arts contest—at Northwoods. Attend any training sessions as necessary. Promote and advertise the program among the student body and Northwoods families. Organize the judging of the projects and prepare entries for submission to the Wake County PTA Council, among other duties.

Running Club: Organize, promote, and advertise the Northwoods K-Force Running Club for 3<sup>rd</sup>–5<sup>th</sup> graders (which may if necessary may be split into separate clubs for 3<sup>rd</sup>, 4<sup>th</sup>, and/or 5<sup>th</sup> grade, or two of the three). Organize meets (weekly if possible) and secure sponsors. Through the club, help promote fitness among students.

School Garden: Oversee the creation of a school garden, including forming a committee that will secure funds, plan, design, and build the garden. Promote and advertise efforts. Ensure maintenance of the garden throughout the calendar year, including arranging for the garden to be cared for during the summer months. Form a before- or after-school club to engage school children with the garden. Facilitate use of the garden by interested teachers as a classroom tool.

School Store: Oversee, promote, and advertise the School Store. Schedule shopping days. Organize volunteers to work at the store. Handle money responsibly and ensure that volunteers do the same. Give collected funds to

the treasurer as needed. Maintain store stock, keeping in mind that low-priced items should be stocked at all times.

Spirit Wear: Work with vendors to develop Northwoods spirit wear, such as t-shirts and sweatshirts. Organize, promote, and advertise the sale. Collect student and faculty orders, process orders, and distribute all items. Give collected funds to the treasurer promptly.

Webmaster: Work with the media specialist or other appointed school representative to maintain the Northwoods Elementary website, specifically PTA-related information.

Wellness: Together with committee members, create/utilize, promote, and advertise programs that create awareness about wellness. Work with school staff, students, and parents to encourage healthy eating habits and physical fitness in relation to childhood development and long-term health. Promote healthy lifestyles in the home, school, and community. Emphasize the connection between healthy lifestyles, behavior, and learning. Promote parent and community involvement in helping develop healthier schools. Is involved with policy development to support a healthy school environment.

Yearbook: Produce, promote, and advertise the annual yearbook. Solicit bids from printers. Organize a cover art contest among 5<sup>th</sup> graders. Collect photos throughout the school year. Plan each page of the book, including information and layout. Submit the book for printing. Collect and process yearbook orders. Distribute ordered yearbooks. Maintain copies of the yearbook for school and PTA records.

**ATTACHMENTS**

The following attachments are included in this document:

- Attachment A: Nominating Committee
- Attachment B: Year-End Report Guidelines for Officers and Committee Chairs
- Attachment C: Check Request Guidelines and Form
- Attachment D: Funds Collected Guidelines and Form
- Attachment E: Records Retention Policy and Schedule
- Attachment F: Money Management Policy
- Attachment G: Fundraising Guidelines and Forms
- Attachment H: Cash Box Request Form
- Attachment I: Account Transfer Form
- Attachment J: Budget Request Form
- Attachment K: Northwoods PTA Code of Ethics Agreement

This document should be reviewed as needed. At minimum it should be reviewed each time the Uniform Bylaws are changed (to ensure continued compliance).

This document was approved by the Northwoods PTA board of directors on: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

*President, Northwoods PTA*

**AMENDMENT NOTATIONS/AMENDMENTS ATTACHED:**

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

Date \_\_\_\_\_ by \_\_\_\_\_

This document was reviewed and updated in August 2011, July 2012, and September 2013.

# ATTACHMENT A

## NOMINATING COMMITTEE

The nominating committee shall be determined each fall and elected no later than November 1. The board of directors shall appoint an odd number of people—at minimum three (3)—to serve on this committee. The president and the principal may not serve on this committee. At least two members *must* be voting members of the board of directors. At least one (1) committee member *must not* be a voting member of the board of directors.

The nominating committee shall choose its own chairperson.

The committee will contact all current officers and committee chairs to determine vacancies for the upcoming school year. The committee will work with the board, PTA members, and Northwoods faculty to identify and recruit candidates for vacancies.

The committee shall keep the president informed of progress on a regular basis.

The committee chair or representative shall attend the March and April board meetings to report on progress. The committee shall use the following dates as a guideline:

- September (or earlier): Select committee
- September/October: Determine upcoming vacancies for next school year
- December: Begin soliciting candidates
- April: Inform the board of possible candidates (see attached form)
- May/June: Elected officer candidates are officially presented to the general membership for voting and approval. When there is only one nominee for an office, that election may be held by voice/hand vote. When there is more than one nominee for any office, that election will be held by ballot.

*See next page for an example of a candidate slate. A slate should be included in the notice for the last general membership meeting of the school year.*

**NORTHWOODS ELEMENTARY  
SLATE OF OFFICER and COMMITTEE CHAIRS  
for the \_\_\_\_\_ School Year**

<u>POSITION</u>	<u>NOMINEE</u>
President	_____
1 <sup>st</sup> VP	_____
Secretary	_____
Treasurer	_____
VP of Fundraising	_____
VP of Membership	_____
VP of Programs	_____
VP of Volunteers	_____
Accelerated Reader	_____
5 <sup>th</sup> Grade Activities	_____
<i>Koalaty Times</i>	_____
No-Fuss Fundraising	_____
Room Parent Coordinator	_____
Staff Appreciation	_____
Book Fair	_____
Bulletin Board	_____
Fun Fair	_____
Grants	_____
Hospitality	_____
Read-a-Thon	_____
Reflections	_____
Running Club	_____
School Store	_____
Spanish Club	_____
Spirit Wear	_____
Walk to School Day	_____
Wellness	_____
Yearbook	_____

*Example of Nominating Committee Candidate Slate*

## ATTACHMENT B

### YEAR-END REPORT GUIDELINES FOR OFFICERS AND COMMITTEE CHAIRS

An end-of-activity or year-end report should be provided by all officers and committee chairs to the board. This is in addition to regular updates at board meetings. *Please note that this report is in addition to, and does not replace, other year-end handoff preparations—for example, notebook updates and return of all official materials (notebook, supplies, trifold display board) to the PTA closet.*

The purpose of this report is to provide pros and cons of the committee or activity, account for all expenditures, and provide guidance for future boards and committee chairs, as well as assisting in budget preparation. The report should be provided at the end of the committee's activities, and no later than June 15.

It should be provided in both electronic and hard-copy formats and included in the officer or committee notebook for future reference. The report should also be provided to the PTA president or his/her proxy.

All leftover supplies, documents, records, etc., pertaining to the committee should be turned over to the president or his/her proxy as well. Please alert the president or his/her proxy in advance, in person or via e-mail, if a large amount of material will need to be stored.

Each report should include the following items (presented in numerical order, as below):

1. Committee name
2. Chair name
3. School year
4. Budget allotted
5. Expenses incurred (itemize and provide documentation if necessary)
6. Funds received, either from fundraising or other (attach additional documentation as needed)
7. Contact names, phone numbers, and e-mails
8. Volunteers needed, committee size, and comments on efficiency
9. Supplies needed (please be specific)
10. General activities performed
11. Estimated time spent overall and/or on specific tasks
12. Timeline of activities (include advertising/promotional activities)
13. Specific instructions for the committee
14. Suggestions for improvement
15. Other miscellaneous information
16. Please attach files or copies of fliers, handouts, announcements, etc.

# ATTACHMENT C

## CHECK REQUEST GUIDELINES AND FORM

Please use the Check Request form to request all payments or disbursements of PTA funds. Note that:

1. You *must* attach all receipts and invoices with the request in order to be reimbursed.
2. A request for payment must also have all invoices attached.
3. You must obtain all necessary signatures prior to submitting the request to the treasurer.
4. You must have your name and committee/budget item listed. Only officers, committee chairs, and Northwoods staff members may submit the Check Request Form.
5. The request may be handed personally to the treasurer, or placed in his/her PTA box.

In addition:

- Items that are available in the PTA closet should be used, not repurchased. Check the closet for supplies before you shop—*our PTA will not reimburse expenses for duplicate items*. If you are uncertain about whether or not an item is available in the closet, please check with the president or 1<sup>st</sup> VP.
- In the event that you need a check or reimbursement immediately, call the treasurer directly to make arrangements for this. Every reasonable effort will be made to accommodate that request. This should be done in exceptional cases only. Otherwise, please provide five (5) days for this process to occur.
- When expenses are incurred and reimbursement is to be requested, this should be done within one (1) week of the expense being incurred. This helps our PTA control costs in a timely manner and avoid budget overages.
- If any expense is to be incurred and the value is expected to be over \$50, you should clear this expense with the treasurer prior to the expenditure. Again, this helps our PTA control costs and avoid budget overages.
- Please be aware that it is your responsibility to ensure that your expenses remain within the confines of your committee budget. *Amounts that exceed a budget will not be reimbursed.*

### NORTHWOODS ELEMENTARY PTA Check Request Form

<b>Treasurer Only</b>	
Check #:	_____
Date Paid:	_____
Amount Paid:	_____
Account:	_____

*Instructions:*

- *Form should be submitted ONLY by staff or PTA board members.*
- *Before spending, obtain approval from the board.*
- *Attach **all** receipts and invoices to this form and obtain necessary signatures.*
- *Submit to treasurer online or leave in treasurer's PTA mailbox.*

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Amount of check: \_\_\_\_\_

Indicate how payment is to be made (please check one):

- Mail to vendor address: \_\_\_\_\_
- Leave in following PTA/staff mailbox: \_\_\_\_\_
- Bill will be arriving soon

Brief description of purchase and/or activity associated:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget account to be charged: \_\_\_\_\_

Principal's signature (for staff request): \_\_\_\_\_ Date: \_\_\_\_\_

<b>*****FOR INTERNAL USE ONLY—TO BE COMPLETED BY PTA OFFICERS*****</b>	
<i>Authorized signature:</i> _____	<i>Date:</i> _____
<i>Printed name:</i> _____	<i>President/1<sup>st</sup> VP</i>
<i>Treasurer's signature:</i> _____	<i>Date:</i> _____

## ATTACHMENT D

### FUNDS COLLECTED GUIDELINES AND FORM

All funds collected should be promptly counted and turned in to the treasurer. The attached form should be used.

The committee chair should count all monies, total them, and complete the form. At the same time and place, a second person—unrelated to the committee chair—should also count the funds *and* sign the form. For large amounts of money or big events, have the treasurer present as well. When not possible for the treasurer to be present, turn the funds in ASAP.

When handling PTA monies, be aware of the large responsibility associated with handling other people's funds. Do not let unknowns handle or count the money. Ideally, only Northwoods PTA board members should ever count the money.

When completing the Funds Collected form, list all forms of money individually, and list all checks on the back. Checks should be listed by amount totals, not by individual names (unless preferred).

Turn in monies separated by coins, bill types, and checks.

*See the following pages for the front and back of the form, respectively.*

<b>NORTHWOODS ELEMENTARY PTA</b>			
<b>Funds Collected Form</b>			
<b>Event:</b>		<b>Date:</b>	
	<b>Number</b>		<b>Amount</b>
<b>Coins:</b>			
Pennies		X .01	\$
Nickels		X .05	
Dimes		X .10	
Quarters		X .25	
	<b>Total Coins:</b>		<b>\$</b>
<b>Bills:</b>			
One		X 1	\$
Five		X 5	
Ten		X 10	
Twenty		X 20	
	<b>Total Bills:</b>		<b>\$</b>
	<b>Total Cash:</b>		<b>\$</b>
<b>Checks: (attach list/tape)</b>	<b>Total Checks:</b>		<b>\$</b>
	<b>Total Deposit:</b>		<b>\$</b>
<b>Counted by:</b>			
<b>Name/Title</b>		<b>Date</b>	
<b>Name/Title</b>		<b>Date</b>	
<b>Treasurer</b>		<b>Date</b>	

*Funds Collected Form (recto, front)*



## ATTACHMENT E

### RECORDS RETENTION POLICY AND SCHEDULE

All PTA records shall be kept in the PTA closet, not in a private home. Officers and committee chairs may maintain duplicate records for their own use, but all such records should be surrendered at the request of the board or the president.

All documents that are destroyed should be done in agreement with the president and at least one other officer, either the secretary or the treasurer. These documents should be shredded to maintain confidentiality.

Document retention timelines are listed below. These are just suggestions. When in doubt, keep it!

Retain for 1 year:

Bank reconciliations  
Correspondence with vendors

Retain for 3 years:

General correspondence  
Employment records  
Petty cash vouchers

Retain for 7 years:

Accident reports and claims  
Accounts payable records  
Cash receipt records  
Canceled checks for general items  
Contracts, expired  
Inventories  
Invoices  
Purchase orders  
Sales records  
Payment vouchers/reimbursement records

Retain for 10 years:

Financial statements  
Budgets  
Grant awards and letters of agreements

Keep permanently:

Annual audit reports  
Articles of Incorporation  
Bylaws  
Standing Rules  
Canceled checks for important payments, taxes, etc.  
Corporation reports  
Contracts still in effect  
Legal correspondence  
Equipment owned by PTA  
Insurance policies and certificates (even if expired)  
Journals  
Minutes of meetings, including board, committee,  
and general  
PTA charter  
Records Retention Policy  
Tax-exempt documents  
Tax returns  
Trademark registrations

## ATTACHMENT F

### MONEY MANAGEMENT POLICY

All monies and other assets, including bank accounts, are the property of Northwoods PTA.

When large amounts of money are obtained, they should immediately be counted and turned over to the treasurer for deposit, following the “Funds Collected” guidelines (see Attachment D). Smaller amounts of money should be handed over to the treasurer as soon as possible. Committee chairs are responsible for seeing that the treasurer receives all revenue immediately after completion of an activity or at other specified intervals.

All PTA revenue generated by fundraising or collected for other purposes shall be counted by the chairperson of that committee. They will then be counted by a second, unrelated person before being counted by the treasurer for deposit. Ideally, all money counts should be done in one place, at one time, with all involved parties present. All persons providing money for deposit (or a request for reimbursement) should maintain copies for their records.

PTA funds may never be deposited into anyone’s personal account or into the school account, or be left for a long period in anyone’s home, for any reason. One exception to this would be getting a cash box together on a day prior to an activity. In this case, the committee chair should maintain the cash box and let the treasurer and the president know that PTA funds are being held in a personal home. This is for your own personal protection.

All checks collected for deposit will be marked “For Deposit Only to the Northwoods Elementary PTA.”

When using the PTA tax-exempt status, documentation may be obtained from the treasurer noting the tax-exempt number. Tax-exempt benefits can only be given on goods and services directly purchased by the Northwoods PTA, and are not given on reimbursements.

#### Returned or Lost Checks:

All persons writing checks payable to the Northwoods PTA will be advised, by all means possible, that the Northwoods PTA will attempt to recover all costs associated with any checks returned for insufficient funds, account closed, or any other reason that is the responsibility of the check writer.

Signs stating that check writers are “responsible for reimbursing the PTA for the amount of any returned checks, including any applicable fees” will be posted at all cash boxes (whenever checks are accepted by the PTA as a form of payment).

Whenever a person has provided Northwoods PTA with a check that is not honored, he/she will lose check writing privileges with the PTA until he/she has reimbursed the PTA for the value of the check and all expenses incurred.

The president and the treasurer may at any point revoke check writing privileges for any individual because of repeated or outstanding check balances.

If a check is lost by the recipient, Northwoods PTA will issue a replacement check upon receiving a written request from the recipient. If the check amount totals \$25 or more, the check recipient will be held responsible for reimbursing the PTA for any bank fees associated with executing a “stop payment” order on the lost check.

#### Fundraising and Other Expenditures:

The treasurer shall be given itemized bills, sales receipts, etc., from all activities to be paid by check. These expenses should *never* be paid out of cash receipts.

If a cash box is needed for an event, a written request in the form of a Cash Box Request Form (see Attachment H) should be provided to the treasurer five (5) business days prior to the event.

The treasurer must never provide a check for cash to any officer or committee chair.

For every check written, either for reimbursement or for expenditures, a Check Request Form (see Attachment C) must be submitted. No disbursement of funds will be made without this form completed.

All requests for checks must be authorized by the president or, in his/her absence, the 1<sup>st</sup> vice president. All staff requests must be authorized by the principal.

Checks will only be remitted for items approved by the budget. Any items exceeding the pre-approved budget will not be paid.

For items being paid out of the “PTA Discretionary” line item, the president may have the sole discretion of authorizing any payments in the value up to \$100. For values over \$100, approval shall be obtained by the president and one other elected officer (other than the treasurer). The president may seek approval from the board on certain purchases. Any purchase or payment over \$500 to be authorized from the “PTA Discretionary” account must be approved by the board.

When an item is purchased or ordered and the PTA will be billed, the following procedure should be followed: the officer or chairperson shall obtain a copy of the order, showing the date and amount. The order should always include, if possible, the name of the committee. This order should be attached to a Check Request Form (see Attachment C) and regular procedures followed. This should be done within three (3) days of making the purchase or order. This is to ensure that the appropriate budget category is charged.

#### Membership Dues:

The VP of membership and the treasurer shall work closely to collect and deposit all dues collected. Additionally, the VP of membership will assist the treasurer by informing him/her of the number of new members so that the treasurer can promptly pay any state or national PTA dues owed.

The state and national PTA portions of membership dues collected do not belong to the Northwoods PTA and are not recorded as income. Current guidelines should be followed when paying national and state PTA dues.

#### Bonding and Insurance:

The Northwoods PTA shall maintain appropriate bonding insurance at all times.

The unit shall obtain a fidelity bond each year. This expense is covered under administrative costs of the unit. Liability insurance shall be maintained and is required by WCPSS.

In accordance with the terms of the insurer, the treasurer shall perform monthly reconciliations of the Northwoods PTA bank statement, and these statements shall be reviewed by a second party, currently designated as the secretary.

Further Money Handling Guidelines:

All requests for payment or reimbursement must have supporting documentation attached.

Please be considerate of the treasurer. Whenever possible, allow at least five (5) days for him/her to process a payment request. If immediate payment is needed, call the treasurer personally to arrange payment.

The treasurer has the right to delay or refuse any payment.

The treasurer will write checks at general meetings, board meetings, or other times mutually agreed upon.

Please keep personal items and PTA items on separate receipts to avoid confusion.

Assist the treasurer when providing funds for deposit by separating like bills, coins, and checks for easier counting. If possible, bag them in separate Ziplocs.

Do not spend money that has not yet been budgeted. Do not assume it will be budgeted or approved. Spend it only after it has been authorized!

The PTA fiscal year ends June 30. Absolutely no invoices or receipts will be accepted after June 15 of each year. This is to allow time for all payments to be made, for all checks to clear, and for the treasurer to prepare his/her books for the year-end audit.

The treasurer may, at any time, begin to refuse personal checks as payments and accept cash only, as deemed necessary for bookkeeping purposes.

Budget planning for the upcoming school year will begin in the spring.

The budget may periodically be amended to account for a decrease or increase in income or expenditures. The president, 1<sup>st</sup> vice president, secretary, treasurer, and VP of fundraising will recommend a budget, the board will approve it, and then it will be presented to the general membership for approval.

## ATTACHMENT G

### FUNDRAISING GUIDELINES AND FORMS

Fundraising is a necessary activity for the Northwoods PTA. Without monies raised through fundraising, the PTA would be unable to provide services and programs to Northwoods Elementary. Fundraising is not a primary focus of the PTA, but must be conducted in order to achieve our mission.

Fundraising can take many forms. **All fundraisers should, at all times, remain within the confines of state and national PTA guidelines, the Uniform Bylaws, and the Northwoods PTA Standing Rules. All fundraising activity must be presented to the board for approval prior to commencement, and should also have the approval of school administration. All fundraising should comply with all local, state, and federal laws and adhere to WCPSS guidelines, as well as to the noncommercial, nonsectarian, and nonpartisan policies of the Northwoods PTA.**

PTA units should be aware of the risks involving soliciting or accepting commercial contributions to finance, or to assist in financing, projects. At no time can the Northwoods PTA create an obligation to any outside entity, commercial or otherwise. **No companies, products, or foundations may be endorsed by the PTA.** The only benefit given to any corporate entity is acknowledgment of thanks. However, the PTA may accept and acknowledge contributions or sponsors of PTA programs. The PTA may also accept advertisement of companies for sponsorship purpose as long as no endorsement is implied.

PTAs are prohibited under federal law from engaging in substantial business activities that are unrelated to their tax-exempt purposes, which are legally defined as educational and charitable.

For every fundraising effort, there should be at least three (3) non-fundraising projects or programs aimed at helping parents or children, or at advocating for school improvement. Each fundraising activity should be held with a purpose.

Incentive awards for fundraising shall emphasize participation and school spirit, as opposed to large awards for a limited number of participants.

The PTA may not sell or lend mailing lists.

The Northwoods PTA tax-exempt number is used *only* for donations directly received by the Northwoods PTA.

Because fundraising is one of the most visual, public, and important activities of the Northwoods PTA, the VP of fundraising should provide regular updates to the board of directors at monthly meetings. Additional and more frequent reports, especially during major fundraising activities, may be requested by the president at more frequent intervals as needed.

The board of directors can at any point deem any fundraising activity in violation of the Northwoods PTA standards, and can suspend that activity immediately.

# ATTACHMENT H

## CASH BOX REQUEST FORM

<b>NORTHWOODS ELEMENTARY PTA</b>	
<b>Cash Box Request</b>	
EVENT NEEDED FOR: _____	
DATE NEEDED: _____	
PERSON MAKING REQUEST: _____	
CURRENCY REQUESTED:	
\$ _____	Ones
\$ _____	Fives
\$ _____	Tens
\$ _____	Twenties
CHANGE REQUESTED:	
\$ _____	Quarters
\$ _____	Dimes
\$ _____	Nickels
\$ _____	Pennies
\$ _____	TOTAL AMOUNT REQUESTED
Received and Verified by:	1. _____
	2. _____
Date:	_____

# ATTACHMENT I

## ACCOUNT TRANSFER FORM

### NORTHWOODS ELEMENTARY PTA

#### Account Transfer Form

<i>FROM</i>	<i>TO</i>
<b>Current Budget Account:</b>	<b>New Budget Account:</b>

Reason for transfer:

---



---



---



---



---



---

*This form can be used to transfer funds—typically expenses—from one budget account to another, in order to properly account for expenses per program or event. For example, complete this form to transfer expenses from one account to another when leftover prizes originally purchased for Spirit Sprint are used for Hospitality events.*

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

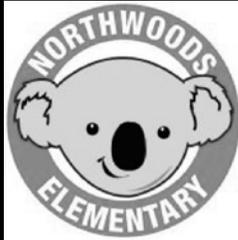
Printed name: \_\_\_\_\_ President / 1<sup>st</sup> VP

Principal's signature (for staff request): \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ATTACHMENT J

## BUDGET REQUEST FORM



Northwoods Elementary  
2013-2014 PTA  
PROGRAM BUDGET REQUEST FORM

*INSTRUCTIONS: Fill out this form to request a budget for a PTA program for the 2013-2014 school year. Please use a separate form for each program for which you are applying. Return the completed form to a PTA Officer:*

**DUE DATE: August 31<sup>st</sup>**  
**For NEW programs, please turn this form in as early as possible.**

1. Name of the Program, Event or Activity: \_\_\_\_\_
2. Is this budget request for a **new** or existing PTA-sponsored program (circle one)?
3. Briefly describe the purpose of this program: \_\_\_\_\_  
\_\_\_\_\_
4. List the program coordinator and other contact person(s) for this program.

Role <small>(e.g., Program Coordinator)</small>	First & Last Name	Phone #	Email

5. Please describe the types of program expenses and estimated total program cost for the 2013-2014 school year:

Expense Type <small>(e.g., supplies, teacher fees)</small>	Expense Description	Cost (\$)
<b>TOTAL ESTIMATED COST OF PROGRAM FOR 2013-2014 SCHOOL YEAR:</b>		

6. Please outline any funding sources (other than the PTA) that you expect to receive for your program (if none, leave blank):

Source <small>(e.g., donation, grant)</small>	Description	Income (\$)

7. **Total funding amount requested from the PTA for the 2013-2014 school year** (less any funding you noted in Question 6):

\$ \_\_\_\_\_

8. Please add any comments or additional information here (you may also use the back of this page) and staple any pertinent information to this form:

\_\_\_\_\_

# ATTACHMENT K

## NORTHWOODS PTA CODE OF ETHICS AGREEMENT

As a PTA volunteer, I realize that I am subject to a Code of Ethics similar to that which binds any professional in the field in which they work. I assume certain responsibilities and expect to account for what I do in terms of the Northwoods PTA’s expectations.

- I will keep all confidential matters confidential.
- I will interpret “volunteer” to mean that I have agreed to work without monetary compensation, and am expected to perform my assigned duties.
- I will complete my assigned duties to the best of my ability, but will also, when possible, work with all other PTA members—outside of those duties—for the advancement of the Northwoods PTA.
- My attitude toward my volunteer work shall at all times be professional.
- I agree to abide by the mission and objectives of the national PTA and the North Carolina PTA, including the Conflict of Interest Policy as outlined in Section 7.1 of the Uniform Bylaws; and the Standing Rules of the Northwoods PTA.
- I agree to follow the Northwoods PTA’s plan of work and approved budget.
- I understand that all funds that I may receive or spend on behalf of the Northwoods PTA are not my own, but belong to the Northwoods PTA general membership.
- I understand that as a nonprofit, the PTA may not give preference to any individual or organization, nor can it support any other nonprofit.
- If a conflict of interest arises, I will immediately contact the acting Northwoods PTA president and report this conflict of interest.
- As a board member or committee chair, I will respond in a timely manner to the needs and requests of fellow board members and committee chairs.
- If I am a board of directors member, I will attend all monthly board meetings and general PTA meetings if possible.
- If I feel that another PTA member is in some way impeding my abilities to follow through on my volunteer commitment, or for any other reason I cannot adequately fulfill my duties, I will notify the acting Northwoods PTA president immediately and seek a resolution.
- I have received a copy of the Uniform Bylaws, the Northwoods PTA Standing Rules, the PTA mission statement, and a contact list for all other board members.
- Only the PTA president may speak officially on behalf of the PTA, and only the PTA president has the authorization to enter into any agreement on behalf of the Northwoods PTA, including, but not limited to, the signing of any written contracts.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature of PTA president

\_\_\_\_\_  
Date

*This document shall be kept on file with the local board secretary.*