

General Directions for All Board Members  
Officers  
Standing Committees:  
Protocol and Procedures

PROCEDURE GUIDE  
OLIVE-MARY STITT SCHOOL PTA  
EXECUTIVE BOARD MEMBERS  
May 2016

The following guidelines have been compiled to help each board member understand the complete scope of the responsibilities specific to the individual chairperson. They are to supplement the outline of duties set forth in the Olive-Mary Stitt School PTA Bylaws and the NPTA (i.e. National Parent Teacher Association) Manual.

General Directions for All Board Members

You are an important and necessary part of Olive-Mary Stitt School PTA. All committee chairs are considered board members.

- The first responsibility of every Board member is to support and participate in the total PTA program. All committee chairs are considered board members. Become familiar with the Purposes and Policies of the NPTA and Olive-Mary Stitt School PTA Bylaws. Take the Basic PTA Information Course and be guided by the reference material relating to the specific committees.
- Each chairperson is responsible for staffing his/her committee when applicable. This is important in order to provide maximum opportunities for participation by the general membership.
- Each chairperson should make and continually maintain a committee binder. The Procedure Book is to be turned over to his/her successor at the Joint PTA Board Meeting. Binders or records must be stored in PTA closet.
- Each chairperson shall present an outline (Plan of Work) of his/her committee's proposed program for the following school year. This plan will be read and approved at the June Board Meeting. Progress of this plan shall be reported at the Board meetings. Pertinent information relative to this committee shall be given to the PTA newsletter chairpersons (The Twig) for publication.
- The Treasurer only upon receipt of an itemized bill and completed voucher reimburses expenditures incurred in connection with Board-approved projects and covered by the budget. The Board must approve expenses not covered by the budget. The Board must approve expenses not covered by the budget before payment can be made. Use the Olive-Mary Stitt School PTA tax-exempt letter for ALL expenditures.
- The President and Principal must approve flyers, all communications and copy to general membership for all publicity.

- Each chairperson is responsible for his/her own posters, flyers and for submitting the necessary information with the appropriate PTA logo and special needs statement included on the publicity.
- All Board members are expected to attend all Board meetings, regular PTA meetings and special Board meetings called by the Executive Committee.
- All Board members are invited to attend the Arlington Heights Council of PTA's Council General Meetings, District 37 Fall Conference and the ILPTA (i.e., Illinois Parent Teacher Association). Convention in the spring.
- End of the Year Reports are due at the May Board meeting.

Officers, as Suggested by the Structure of ILPTA and NPTA (in addition to the duties described in the Unit Bylaws)

President (co-presidents):

- Coordinate the activities of the officers and committees in pursuit of the objectives of this unit and the ILPTA and NPTA.
- Communicate to the Board all pertinent information originated by the NPTA, ILPTA, District Director, and Arlington Heights Council of PTA's and/or the Office of the Superintendent of School District 25.
- Work toward a cooperative relationship between the Principal, school and PTA.
- Have available for reference at all meetings:
  - A copy of the Unit Bylaws
  - Procedure Guide
  - Roster of committees and committee members
  - Minutes of the previous meetings
  - Calendar
  - Budget
- Clean out PTA mailbox and file mail for each committee into the PTA file box, which is used at each meeting.
- Furnish convention delegates with proper credentials after Secretary notarizes (end of March/beginning of April).
- Coordinate attendees for District 37 Fall Conference (mid-October).
- At the 3<sup>rd</sup> spring meeting, ask current board members to confirm if they plan to continue working on their current committee for the upcoming year. Follow up with emails.
- Compile list of PTA Executive Board members for the upcoming year and submit to Council President.

- Send in registration of the next years officers to the ILPTA by due date.
- In the spring, chair a planning meeting with the Treasurer and 2<sup>nd</sup> Vice Presidents for the following school year and participate in the calendar meeting chaired by the calendar chairperson.
- Participate in the Excess Funds and Budget Meetings in the spring chaired by the Treasurer.
- Complete and submit the ILPTA District 37 Honor Award Application to the District Director on or before due date.
- Attend all Arlington Heights Council of PTA's Presidents and General Meetings.
- Attend or send a representative to the PTA Scholarship Luncheon in the spring.
- In August submit the following to the Council of PTA President:
  - 1 copy of auditor's report
  - 1 copy of excess funds report with exact amounts
  - 3 copies of proposed budget for the coming calendar year
- Compile a list of Board and General Members for the nominating committee submitting them to council Presidents.
- Sign all contracts
- Sign all checks from Treasurer

1<sup>st</sup> Vice President:

- Assist president/presidents as needed.
- Prepare Bylaws and Procedure Guide as scheduled.
- Attend PTA workshops as needed.
- Be responsible for OMS online computer calendar.
  - Attend OMS School PTA planning meeting in May and document upcoming school dates.
  - Contact Middle School Calendar Chairpersons for any dates to be implemented onto the OMS calendar.
  - Input all dates into the electronic calendar.
  - Email completed calendar to Sue Craig: [scraig@sd25.org](mailto:scraig@sd25.org)
  - Oversee committees assigned to you.

### 2<sup>nd</sup> Vice President(s) (Ways and Means):

- Select approved projects at the spring Planning Meeting to supplement income from membership to meet Olive-Mary Stitt School PTA Budget.
- Oversee Chairpersons for each fund-raising event.
- 2<sup>nd</sup> Vice Presidents serve as Chairpersons for Spirit Wear sales and any other fundraisers that do not have chairpersons.
- Supervise that detailed records of revenue, expenditures and procedures are obtained for each project.
- Chairpersons deliver all monies received from projects to the Treasurer to be deposited in the Olive-Mary Stitt School PTA account in the bank after sign off by 2<sup>nd</sup> Vice Presidents.
- Participate in the Excess Funds Meeting in the spring.
- Committee Chairpersons acquire PTA President's signature on all contracts for Ways and Means fund raising organizations used.

### 3<sup>rd</sup> Vice President (Legislation):

- Keep Board members and general membership informed about those legislative issues at National, State and local levels that are within the framework of policies and platforms of the ILPTA and NPTA.
- Inform members via articles of all legislative issues.
- Maintain a current list of the names and addresses of National and State Senators and Representatives.
- If possible, attend the ILPTA Convention as a delegate from Olive-Mary Stitt School PTA.
- Subscribe to NPTA's National PTA Weekly ([www.nationalpta.org](http://www.nationalpta.org)), Our Children magazine ([www.PTAOurChildren.org](http://www.PTAOurChildren.org)), Illinois PTA Bulletin ([www.illinoispta.org](http://www.illinoispta.org)) and State School News Service ([www.stateschoolnews.com](http://www.stateschoolnews.com)).
- Help to implement and initiate legislation platform by appropriate methods; if there are District 25 resolutions, present them at a General Meeting, post them and put them in the newsletter (The Twig).
- Coordinate legislative functions as necessary with appropriate chairpersons, such as Candidate's Forum, Town Meeting, etc.
- Be available to attend District 25 School Board of Education meetings.

Secretary:

- Record and maintain minutes of regular and General PTA Board meetings. Must send minutes to Exec Board to be posted on website and approved at PTA meeting.
- Have available in binder for reference:
  - Copy of unit Bylaws
  - Procedure Guide
  - Roster of committees and committee members
  - Minutes of previous meeting
  - Calendar
- Notarize credentials for convention delegates after President receives them.
- Provide and be responsible of correspondence of the unit when designated by the Board.
- Purchase and send all gifts, cards, etc., as designated by the President and/or Executive Committee for births, illnesses, etc.
- Create nametags and table name placards for all executive committee members every year prior to the first meeting.

Treasurer:

- Chair the Budget Committee and prepare budget to be presented at the June Board Meeting and September Meeting.
- Prepare monthly Treasurer Reports of receipts, disbursements and balances. Submit reports(s) in written form to the President and Secretary at or prior to a PTA Board Meeting. President or Secretary reviews report and submits written report to newsletter.
- Present a Midyear Budget Review at the 1<sup>st</sup> quarter Board Meeting that includes balance on hand, amount from previous year's Excess Funds and Ways and Means profits to date.
- Maintain ledger book, voucher system, receipt book, checkbook, checking account and a running balance book by budget line item.
- Supervise the distribution and collection of all monies on behalf of Olive-Mary Sitt School PTA. Receipt all money transactions.
- Forward scholarship contributions and dues to cooperative organizations (i.e; C.O.U.L.D., Gifted, etc.) at the proper time once you have received a Voucher Request Form.
- Provide the Excess Funds Committee with an estimate of excess funds by the beginning of April and participate in Excess Funds Meeting. Guidelines are described in Procedure Guide, under Special Committees – Excess Funds.
- File any necessary tax forms as required by the unit's financial situation.

- Send Arlington Heights Council of PTAs Treasurer the scholarship pledge letter by November 1<sup>st</sup>. Send a check for pledge by April 1<sup>st</sup>.
- Audit and Insurance.

### Standing Committees

#### ABC/25:

- Attend both ABC/25 and PTA board meetings.
- Communicate information on upcoming ABC/25 events to PTA.
- Actively solicit members of the Olive-Mary Stitt community to join ABC/25. Turn in membership forms to treasurer as they are received.
- Attend grant reading and approve or reject to fund District 25 grant requests.
- Recruit volunteers to staff ABC/25 events and fundraisers as needed.
- Coordinate in school spring raffle.

#### Activities Equipment Upkeep

- Work with the teachers to assess the needs of each classroom in early Spring.
- Purchase needed items.
- Label new and relabel existing equipment.

#### Activity Nights:

- Organize and plan age appropriate evenings for Olive School children as approved by the board, ex. (Kindergarten-1<sup>st</sup> grade Activity Night, 2<sup>nd</sup>-3<sup>rd</sup> grades Activity Night and 4-5<sup>th</sup> grade Activity Night).
- Attend workshops (i.e., Showcase) in September to preview programs. Choose entertainment based on budget available and upon approval from the PTA board and principals.
- Get contracts with performers signed and approved by the President.
- Submit committee's information to the Twig and Olive Parents Facebook page.
- Setup floor plan for each activity night with custodians.
- Attend each activity night, including getting there early to help the performer with any set up, staying through the performance to make sure it gets started on time, people know where to sit and where to hang their coats and staying until performer has cleaned up and left the building.

- Send detailed email to Room reps. Room reps to forward to parents in applicable grades.
- Shop for favors and or take home prized for the children when applicable (budget permitting).

Art Awareness:

- Review the established art program for the year and update the program and/or support materials as needed.
- Obtain volunteers to be presenters for the prepared art program.
- Set up a rotation schedule of art, and gather all needed forms, folders, etc., prior to the program starting.
- Hold information meeting to introduce all volunteers to program routine and answer all questions.
- Maintain communications throughout the year with volunteers.
- Maintain the Art Awareness program website with current program and volunteer information.
- Communicate with the Olive-Mary Stitt community via the Twig regarding Art Awareness program progress.
- Periodically review status of all available art materials to insure availability and condition.

Bike Rodeo/Safety:

- Communicate with Calendar chairperson in May to select date for Bike Rodeo in the fall.
- Secure volunteers to run the Bike Rodeo.
- Publicize the Rodeo to 3<sup>rd</sup> Graders and any 4<sup>th</sup> and 5<sup>th</sup> Graders who have not participated. Send home a helmet fit guide with the permission slip to encourage participants to arrive with properly fitted helmets.
- Coordinate with a local bike shop to have a representative attend the Rodeo to check bikes for safety and proper fit.
- Contact the Arlington Heights Police Department (school resource officer) to have a representative attend and do a general bike safety talk.
- Prepare Safety Check Form to be filled out after bike inspection is completed.
- At the Rodeo, AHPD officer handles the helmet check station.

- At the Rodeo, review Bike Safety Rules established by Olive-Mary Stitt guidelines.
- At the Rodeo, set up 8 stations for the students to go through (i.e., starting/stopping, cones, signals, etc) according to guidelines in the notebook.
- After completion, have participants check out to insure completion of all stations and to bring home any recommendations if any on improvement.

#### Bingo Night:

- Confirm a date for Bingo Night and communicate that date to the calendar chairperson.
- Communicate information about the event through the Twig.
- Organize volunteers through email. Volunteer list is obtained from the volunteer coordinator.
- Purchase Bingo prizes, snacks and beverages.
- Secure an emcee for the evening.
- Fill out a facilities form for the custodian regarding set up in the Commons for the evening.
- Use an iPad bingo app to project the Bingo board on the screen.
- Contact the building tech person regarding iPad use, hook up to screen and projector.
- Provide boxes for canned food donations and deliver canned food donations to a nearby organization of your choice after the event.
- After the event, email volunteers for any feedback they might have for next year.

#### Birthday Books:

- Spring of previous school year, settle on date (typically the Wednesday during “Earth Week”)
- In the fall, contact Anderson’s Book Shop for contract. PTA president needs to review and sign contract.
- January, attend workshop offered by Anderson’s. Bring back “sample” books and give to librarians closer to the book fair date. Ask if they can display books and, if time permits, preview and discuss with the students. Also bring back fliers that will be distributed the week before the fair.
- March, plan and put bulletin board advertising book fair on PTA board in Commons.
- April, begin putting weekly blurbs in Twig.



- Contact Sue Craig (847- 398-4237) in the district office to make sure the book fair is on master calendar and that they're aware that there is a function during the evening at OMS.
- Contact the secretary, janitor, principal, CAP supervisor, and band teacher since book fair will affect many things going on at school. Request tables from janitor and provide picture of layout (see copies of emails in binder).
- Using form given at Anderson's workshop, let them know what you want/don't want at fair. Fax to them 3 weeks before fair.
- Post form in copy room and teacher's lounge so teachers can sign up for times to "preview" the book fair.
- Using the PTA volunteer list, begin getting volunteers to sign up for shifts (setup, day of fair and take down.)
- Make copies of invitations for teacher breakfast and distribute week before the fair. Also, give teachers blank raffle tickets and ask them to fill out one per student.
- Reserve 2 laptops from LMC for use during the fair. They are needed for credit cards.
- Copy cover sheet for flier and staple on top of flier. Distribute the week before the fair.
- Week before the fair, contact PTA treasurer to arrange 2 cash boxes.
- Night before the fair, the books will have been delivered during the day. Set up fair with volunteers.
- Morning of the fair, around 8:15am, host a teacher breakfast so the teacher's can preview the fair and fill out their "book wish" sheets. Please provide coffee and some goodies.
- During the day of the fair, classes will come to the commons with their teacher to preview fair and fill out wish lists.
- Fair is open during the day but the evening hours are 6:30 pm to 8:30pm.
- Morning after the fair, open from 8:00-10:00 am. At 10:00 am begin packing up books. Return to hallway by music/art rooms. Anderson's will pick up on Friday.
- Begin counting book fair money with PTA treasurer. Send checks and cashier's check for the cash back to Anderson's making sure to take out the \$\$ from the cash boxes.
- Deliver back ordered books to students (usually arriving on Friday when unsold books are picked up).
- Week after fair, put blub in Twig thanking volunteers.

Box Tops/Labels for Education:

- Update the Box Tops for Education website and the Labels for Education website with the current contact information at the beginning of the year.
- Maintain the directions for completing and submitting Box Tops and Labels.
- Write regular updates for the Twig encouraging families to turn in Box Tops and Labels. Also, include information on products where Box Tops and Labels can be found.
- Collect Box Tops and Labels for Education regularly from the collection boxes in the school. Organize and run two class challenges throughout the year to collect box tops and labels. Also submit labels at the end of May as June 1<sup>st</sup> is a common expiration date.
- Work with committee members to sort, organize, and count the Box Tops and Labels.
- Send the Box Tops and Labels for Education in for redemption according to the rules on their websites.
- Distribute the Labels for Education catalog to the PTA co-presidents and principal. Work with the principal to see if there are any items the school would like to order. If items are requested, order items from the catalog.

#### Camp Fit:

- To teach students the importance of exercise in their daily lives.
- To show proper techniques for exercises and running.
- To keep students active for 45 minutes through a warm-up, circuit training, cool down and stretching.
- To discuss hydration and nutrition for exercising.

#### Character Counts:

- Offer a monthly initiative that highlights one of the pillars of the Character Counts program to parents and/or students. Get approval from PTA Co-Presidents and Administration for the yearly plan in advance of the school year, as you are able.
- Implement programs or activities in the classroom for National CHARACTER COUNTS! Week to help students understand the 6 pillars of character.
- Prepare and submit communications pertaining to this committee in a monthly email blast sent out by PTA Co-Presidents. Use the Facebook page as a tool to further communications.
- Arrange for payment with Treasurer for any outside vendors used as part of the program and send “Thank You” notes as needed. Manage the budget for the Committee.
- Coordinate with Assistant Principal and/or Principal, School Secretaries and PTA, the dates, times, arrangements, set-ups, etc. for all programs planned.

- Reach out to Service Learning Club, Ecology Club and Room Rep Co-Chairs as needed to coordinate any overlapping efforts.
- Prepare morning announcement submissions as needed to communicate with students.

#### Chess Club/Chess Team:

- Coordinate with the school office to identify acceptable meeting schedules (available rooms and times) for Chess Club and Chess Team.
- Publicize Chess Club and Chess Team via the Twig to inform potential participants of the programs and to recruit student members and parent volunteers.
- Communicate via email with student members and parents regarding meeting and tournament information, volunteer responsibilities and lesson materials for Chess Club and Chess Team.
- Assess budget required to cover Chess Club and Chess Team operating costs (excludes Chess Team tutor costs when utilizing a tutor).
- Coordinate Chess Team financials by determining team fees to cover tutor costs and handling team monies and payments to the tutor (when utilizing a tutor).
- If desired, coordinate with a professional tutor to coach the Chess Team by establishing an acceptable tutor and approving the team lesson plan for the season.
- Plan lessons and lesson schedule for Chess Club. Present a lesson at each Chess Club meeting.
- Ensure Chess Club and Chess Team meetings proceed effectively and conform to rules (either by overseeing meetings directly, or indirectly through parent volunteers).

#### Cultural Arts:

- Enhance our students' educational experience and cultural understanding through the performing arts. With teacher input, plan professional drama, music, and dance performances. Typically shows occur during the school day and the committee strives to present two different assemblies each school year.
- Attend workshops, i.e, Showcase, to preview programs:  
<http://www.northshorecenter.org/events-tickets/showcase/>
- Plan and schedule, with Principal approval, a program of events with funds provided by PTA. Ensure the required space (usually Commons or Gym) is available and blocked off for this purpose by working with school Office Assistant.
- Acquire PTA president's signature on all contracts for scheduled performances. Submit a Voucher/Check Request form to Treasurer for any deposits required by the performing group that need to accompany a signed contract.
- Send a letter of invitation (via email, distributed by Principal) to all classroom teachers and school staff describing the event. If visiting performers will perform twice in one day,

invitations should describe how teachers select their preferred performance time (usually a posted signup sheet or could consider using [www.signupgenius.com](http://www.signupgenius.com)).

- Write article for the Twig regarding upcoming events and invite parents of kindergartners to attend with their children (i.e., if assembly is held in the morning, the afternoon kindergartners would be encouraged to attend).
- Submit a Voucher/Check Request Form to Treasurer at least one week prior to performance for any balance due. Once check is signed, it may be placed in the school safe until needed.
- Submit a Commons Use Set Up Form (or if using another space within the school, a written description) to the Head Custodian, requesting any equipment required by the performer, several days prior to each performance.
- Meet the performer at the school on the day of the performance to confirm that they have all the equipment needed for the event. Remain onsite to take photographs and notes.
- Provide the teachers with evaluation forms after each performance, (via email, distributed by Principal, or use a tool such as [www.surveymonkey.com](http://www.surveymonkey.com)), to gather feedback and assist in future planning.
- Submit performance photographs and event summary to Twig/PTA Facebook group to share with parent community.

#### Directory:

- Conduct directory cover contest in April/May. Give winner results to Principal by the end of May/June 1<sup>st</sup> with printed certificates for the end of the year.
- Collect Excel database registration information that will be emailed to the chairperson by the end of August in several mailings. Format the Excel sheet for future merging with Word document.
- Collect additional directory information such as class lists, teacher extensions and PTA info from school administration and PTA Co-Presidents. Update previous year's Word directory file with current information.
- Communicated to families through the Twig before and after directory gets printed. Have them contact the chairperson regarding any changes that need to be made and if they did not receive a directory but ordered one.
- Merge the Excel registration database with the Word file and make manual corrections as necessary. Update information as needed with last minute address/email changes and keep in contact with school secretaries regarding new families that may have registered.
- Handle printing of directory and distributing copies to PTA members.
- Work with DirectorySpot to create and maintain an online directory utilizing online registration data and updates. Involves knowledge of Excel.

- Provide PTA members with instructions for downloading and using DirectorySpot. Troubleshoot any issues that arise.
- Publicize a PTA membership drive for staff. Membership forms should be provided to staff at the institute day before school starts.

#### Ecology:

- Plan programs of interest for students and/or parents concerning the preservation of the environment (i.e., Earth Week, Earth Fair.)
- Help run ecology club for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders.
- Provide information through the Twig of any environmental issues, conservation, recycling and school activities such as waster-free lunch days.
- Assist in putting together the Earth Fair in the third week of April and coordinate with administration.
- Maintain recycling center and bulletin board in the Commons by the elevator.
- Assist in maintaining the 2 planters on the southeast corner of the playground on Belmont Street.

#### Everybody counts:

- Implement and coordinate the “Everybody Counts” program to promote the understanding of disabilities and the value of all people.
- Utilize the prepared “Everybody Counts” program for the year.
- Setup presentation times, coordinating with teachers’ schedules. Make sure no two grade level sections are scheduled at the same time (only one bin of supplies per grade level).
- Obtain volunteers to be presenters of the prepared curriculum and distribute curriculum to volunteers. Send reminder emails to volunteers with names of co-presenters and any other relevant details.
- Obtain a wheelchair, walker and pair of crutches from the Arlington Heights Nurses Lending Closet for use with the presentations.
- Hold orientation meeting to introduce grade specific curriculum to volunteers and answer all questions.

- Send reminder email to teachers the week before. Inform them of who to expect in their room and any other relevant details.
- Purchase/replenish necessary items for each grade specific container.
- Facilitate presentations of grade specific curriculum to all classes.

#### Fall Conference Dinner:

- Two people to coordinate a themed meal on the Thursday evening of fall conferences for all staff of OMS at approximately 4:00pm in the LMC.
- Coordinate raffle prizes for the OMS teachers.
- Use Hospitality volunteers and Sign-Up Genius for volunteers to sign up and bring designated items certain times and decorate at specific times in the afternoon.

#### Family Roller Skating Night:

- One year out, set a date to reserve the event at Orbit Skating Rink and get the contract signed by the President.
- Give Orbit a deposit to hold the date, obtained through the PTA Treasurer.
- Communicate information about the event through the Twig.
- Set up a welcome table the night of the event and collect canned food donations.
- Deliver canned food donations to a nearby organization of your choice.

#### Field Days:

- Work with the gym teacher to organize volunteers for Field Day.
- The gym teacher will inform committee in February as to the date.
- Meet with the gym teacher in March to find out how many volunteers are needed and what shifts there will be.
- Send information to the Twig and attend PTA meetings to get volunteers or use Signup Genius.
- Send volunteers email reminder in late May.

#### Fifth Grade Committee:

- Coordinate the activities of the 5<sup>th</sup> grade year including the following: Planning the 5<sup>th</sup> grade trip, coordinating the making and ordering of the 5<sup>th</sup> grade T-shirts, planning the end of the year 5<sup>th</sup> grade breakfast which included presenting an end of year gift to the students,

- organizing and creating a DVD of pictures, organizing and creating banners to be displayed in the commons, facilitating a class picture which will be hung in the commons.
- Communicate with the PTA board all details of the above events before communicating them to parents or students.
- Work with 5<sup>th</sup> grade staff representatives on all of the above and maintain good communication with administration.

Health – Information Courses:

- Coordinate and secure volunteers, schedule times, assemble supplies and update program info as need to present the following courses:
  - First Aid for Little People for 1<sup>st</sup> and 2<sup>nd</sup> grade.
  - Hand washing program for K – 1<sup>st</sup> grade.

Health – Linda/Michael Talk:

- Work with the PTA Co-President to confirm the event logistics (date/time/cost per student). The contract with the Robert Crown Center is coordinated the previous year by the Health Information Chair and signed by the PTA Co-President.
- Complete the “Common Set-Up” form in the school office about 2 weeks prior to the event to reserve the Commons and request set-up and any equipment needed.
- Update the permission form with the event details for the current year. Provide hard copies of the permission forms to the 5<sup>th</sup> grade classroom teachers and ask that they distribute them to their students via backpack mail.
- Send information to the Twig.
- Collect the signed forms and payment that will be turned in to the school office. Create a spreadsheet to track attendance and payment.
- Contact the speaker in advance of the event to confirm.
- Attend the Talk to collect any additional forms or payment turned in that evening. Meet speaker and introduce them or find another parent to do the introductions if necessary.
- Post-event, turn the forms, payment and spreadsheet in to the PTA Treasurer for deposit.

Hospitality:

- Provide refreshments for all PTA Board Meetings.

- Assist in the planning, preparation, set up and clean up of refreshments for special events during the school year, such as PTA introduction on the first day of Kindergarten, L.M.C. Orientation, Incoming Kindergarten Night and other events as requested at least one month prior to the event.
- Keep the hospitality cabinet stocked with the necessary supplies.

Library Media Center Coordinator:

- Set a date with the President for the fall volunteer meetings and submit to Calendar Chairperson by Planning Meeting (date needs to be to the calendar chairperson by the date of the school Calendar meeting).
- Recruit workers, invite to meetings and arrange training.
- Assigns work times and prepare master schedules and sub lists.
- Promote any other reading program at Olive-Mary Stitt School as directed.

Meet and Greet:

- Organize and plan an event & snack for the evening before school starts. The event coincides with the students dropping off their school supplies to their classrooms. Work with PTA Co-Presidents to determine the budget allowance and whether you are required to collect pre-orders and money for the snack. Or find out if the event costs are fully covered by the PTA.
- Work with the Ways and Means Co-Chairs to determine entertainment, snack and select the provider(s) you will use.
- Call food and/or entertainment providers to determine costs and the date availability.
- Work with the vendors on delivery times and what they provide (napkins, silverware, etc.) in addition to the food or beverage.
- Submit committee's information to the Twig as appropriate.
- If PTA is not covering the cost of the event, create a pre-order document and make it available via the Twig and Facebook page. Collect orders/funds in advance from office and create a spreadsheet to keep track of orders and payments.
- Work with the treasurer to deposit checks and write checks for food, drinks and/or entertainment as necessary.
- Set up floor plan for the event with the custodians; include a rain plan as well.
- Have flyers approved by the Principal and the PTA President.
- Email volunteers in early August to help the night of the event. Schedule volunteers for two 45-minute shifts, set up and clean up.
- Be available for the entire evening to help with questions and flow of the event.



- Send an email thanking volunteers.

#### Membership:

- Conduct active membership enrollment campaign through online registration.
- Continue to follow up and enroll new members (particularly new families) until ILPTA membership cut-off date as specified by the ILPTA Membership Report Form.
- Complete and send the ILPTA Membership Award Report Form to the ILPTA on a monthly basis.
- Keep an accurate record of memberships and percentages and send reports to the Council Membership Chairperson as requested.

#### Mentoring/New Families:

- Fill out plan of work form provided by the PTA to state committee goals and request budget.
- On the first day of school obtain a list of new families at Olive-Mary Stitt School from the office. Obtain mentor family names from the PTA volunteer list. The PTA volunteer coordinator will distribute list of willing mentor families. If needed, write a recruiting article for the Twig for additional mentor families.
- In early September (within the first week of school), finalize the new family/mentor family lists. Begin matching new families with mentor families.
- Once family lists are finalized, each new family is paired with a mentor family, begin detailed communication by sending out evites to new family/mentor family lists (via backpack mail) with families regarding mixer event.
- Meet with committee members to plan and organize mixer event.
- Follow up in the Twig to thank families for their participation and remind mentors to keep in touch with new families.

#### Mentoring/Kindergarten:

- In early January, committee should meet to discuss upcoming Incoming Kindergarten meeting that is usually the 1<sup>st</sup> week of February. Discuss play date dates for May, June, July and August, class t-shirt order and any other business. Develop forms for the February meeting to be included in all of the packets (sign up form and class t-shirt order form). Talk to the school office about making a brief presentation at the meeting in February to welcome.
- Establish and email list from the interest form completed by the parents. Communicate with incoming Kindergarten families reminding them about upcoming play dates, screening days, form due dates and offer to answer any questions that they might have.
- Design a class t-shirt with their year on it. Find a place to get the t-shirts and coordinate the order.

- Coordinate approximately 4 play dates.
- Write an article for the Twig.

Middle School Liaison:

- Attend Thomas and South Middle Schools PTA meetings each month and report back to Olive any important information that would be of interest to the Olive community.

Plant Sale:

- Contact the nursery (Toms Flower Market in Huntley) as to what plants will be available and what price increases has been made since the previous year.
- Have the order form available and run in the Twig for 4 weeks.
- Enter the orders in a spreadsheet and collect cash/checks, which once the sale is completed, need to be turned over to the treasurer for deposit.
- Turn in the order to the nursery mid-March.
- Solicit volunteers from the volunteer interest form. Volunteers are needed to unload the truck at 7:00 am sort orders at 9:00am and help customers load their cars at 2:30pm.
- The Thursday before Mother's Day, we have the plant sale pick up. Some years we order extra plants for day-off sales.

Progressive Dinner:

- Select a date for next year's calendar.
- Find approximately 8 host homes (4 for each shift).
- Create invitations and distribute to the Olive Community.
- Advertise in the Twig and PTA emails.
- Collect money.
- Keep track of guests on excel sheet, contact info, cash or check, check number etc.
- Randomly organize attendees through an Excel spreadsheet.
- Meet attendees at Olive the night of the Progressive Dinner and distribute the evening's itinerary and name tags.

- Provide thank you notes and gift for each host home at minimal cost.
- All money collected goes to the PTA.
- Collect feedback from host the following week when the Progressive Dinner has been completed.

Publicity:

- Attend PTA meetings in order to gather information on upcoming events.
- Change the PTA bulletin board as necessary.
- Encourage committee members to advertise their event on the bulletin board – manage time and space.
- Change the marquee as necessary (Principal determines what is written).

Recognition/Scholarship:

- Be familiar with the policies and requirements of the ILPTA and Arlington Heights Council of PTA' scholarships and publicize them to the membership.
- Participate in the Arlington Heights Council of PTA's scholarship selection committee in alternate years as a delegate.
- In January, ask for four volunteers and one alternate from the Board to serve on the Recognition Committee. This committee will meet in February to determine scholarship awards.
- All committee Chairs will receive a Certificate of Recognition Award, executive members 1<sup>st</sup> year of service will receive the Distinguished Service Scroll, Outgoing executive members will receive the Illinois PTA Achievement Award, the 1<sup>st</sup> year co-president will receive the Illinois PTA Book of Recognition and the outgoing co-president will receive the Illinois PTA Life Membership.
- The PTA will donate \$200 on behalf of all of our PTA volunteers to the Illinois PTA Scholarship fund, \$150 to the Arlington Heights Council of PTA's in honor of each of our volunteers, teachers and staff and \$50 to the Arlington Heights District 25 Scholarship fund on behalf of our 5<sup>th</sup> grade parents.
- In February, the Awards Committee meets with the Principal, teacher rep and PTA President to select recipients of the Distinguished Service Scroll, Achievement Award, Book of Recognition and Life Membership Awards from State and Certificates of Recognition from Council to be presented in the spring.
- After committee makes their selections, order certificates and pins for PTA awards presentation and send an evite to all the volunteers to attend the awards presentation.
- Present awards at the April or May PTA meeting.

### Reflections:

- Inform Board and general membership of Reflections topic and date when projects are due.
- Create a bulletin board to promote the current “Reflections” theme. This bulletin board should be posted in the fall and remain until November. Work with PTA publicity committee for exact information.
- Write an explanation of Reflections and attach a copy of entry forms and rules in the Twig. Have entry forms available in the school office. Be especially careful to advertise any rule changes.
- Bring previously entered projects to show examples to the children at the OMS Open House. Bring entry forms and rules, and answer questions at that time.
- Send out periodic reminders.
- Collect all entries and have them judged. Forward winners to Council for judging.
- Inform Board and general membership of entries continuing onto higher levels of competition.
- Pass out certificates to all children who participated and awards to children whose entries have gone onto higher levels of competition at the Awards Ceremony at the end of the school year.
- Exhibit entries that do not proceed to state, including literature entries, at the Cultural Art Fest or equivalent event in March. Give ribbons to those whose entries proceeded to district or state level.
- Participate in the Arlington Heights Council of PTA’s art program as requested if such an event takes place.

### Room Representatives Coordinators:

- Receive room rep volunteer data from Volunteer coordinator.
- After school starts, get copy of class lists from OMS office.
- Within 3 days after receiving the class lists. Sort room reps into current classrooms and email room rep lists to teachers. Teachers will then pick the room reps and notify the parents. Teachers will make their own arrangements to meet with the room rep team.
- If a classroom does not have room reps, teachers will notify the class and ask for volunteers at Open House.
- Throughout the school year: Communicate with the Room reps by email about upcoming party planning, field day and any principal or teacher requests.

- Work with the PTA Co-Presidents or committee chairs on school requests and upcoming events that should be communicated to the Room reps.
- Is aware that all publicity or email information blasts handled by room reps will only be OMS or PTA sponsored.
- Be a member of PTA
- Create a positive relationship between the room representatives, teachers, OMS administration.
- Communicate to room reps the responsibilities of the parties:
  - Food lists for parties need to go out to the parents 3 days prior to the party.
  - Room reps should get food lists to teachers a week before the party.
  - A total of 7 parent party volunteers allowed at each classroom party, this includes the room reps that are attending.
  - No additional candy/food that are not on the menu sent to parents ahead of time will not be sent home with students.
  - Classroom party games/activities should not include items that need to be place on or near someone' s head (hats, scarves, boas, etc)
  - Insure that room reps are on target getting the class party volunteer lists to OMS office staff by the due date.
  - Communicate to Room reps that there are no changes or additions to party volunteer list after deadline.
- All emails sent from coordinators must cc teachers and themselves.
- Follow up and track that the room reps are sending forwards or emails to the classroom parents.

Room Representatives:

- Assist the classroom teacher.
- Create a positive relationship between the OMS teacher, administration and parents of the classroom.
- Encourage parent volunteering in the class.
- Plan and execute Halloween and Valentine Parties with your room rep team.
- Help communicate and promote only PTA and OMS events, ie; forwarding emails from PTA committee chairs to classroom parents.
- Handle party volunteer list and submit to the office by the deadline.
- Know OMS party polices:
  - Food lists for parties need to go out to the parents 3 days prior to the party.
  - Room reps should get food lists to teachers a week before the party.

- A total of 7 parent party volunteers allowed at each classroom party, this includes the room reps that are attending.
- No additional candy/food that are not on the menu sent to parents ahead of time will not be sent home with students.
- Classroom party games/activities should not include items that need to be placed on or near someone's head (hats, scarves, boas, etc)

#### School Pictures:

- Set picture day date for following year once retakes are completed in November.
- Submit date to Calendar Committee.
- Place picture order forms in Staff mailboxes approximately 1 week prior to Picture Day.
- Confirm time and date with picture company 1 week prior to date.
- Find approximately 4 volunteers to help with Picture Day.
- Distribute finished product to staff mailboxes upon arrival at school.
- Attend retake day. No volunteers needed for this day.
- All money collected goes to PTA.

#### School Supplies:

- Submit school supply lists to teachers to make changes for the following year. Allow 2 weeks for changes. Copy the Principal. Make the updates to the school supply lists.
- Get bids from vendors.
- Review final contract to PTA President to sign.
- Submit electronic copy of school supply list to Mrs. Letteri to add to school website and to be attached to electronic registration.
- Finalize kit prices with sales tax included.
- Set up website with vendor for online ordering.
- Contact PTA volunteer coordinator for the list of school supply volunteers.
- Contact volunteers to set up schedule for sorting and distribution day.
- Confirm delivery day with vendor and Mrs. Letteri/custodian. Monitor delivery with vendor.
- Get class list from Mrs. Letteri. Confirm a day to deliver kits to classrooms.

- Sort kits by classroom and deliver kits to individual classroom.
- Keep track of missing supplies. Contact vendor with missing supplies.
- Email volunteers thank you and copy principal.

#### Spirit Wear:

- Meet prior to the end of the year with prospective vendors.
- Decide on a vendor.
- Select a start date and an end date for the calendar.
- Finalize all product selection and designs by early summer.
- Meet as often as needed to finalize.
- Work with vendor to create order form and website.
- Have all finalized before the school year begins.
- Submit order form to the Twig.
- Send reminders through the Twig and the PTA email.
- Advertise at various Olive open houses by providing samples and order forms.
- Work with vendor to close the sale as the date may be extended.
- When orders are completed online and spirit wear is received, distribute to the classrooms appropriately.
- Gather feedback regarding additional ideas for next year.

#### Cookie Dough Sale:

- Meet and choose vendor in the spring prior to the fall cookie dough sale.
- Select sale dates and verify them with Olive Principal and PTA Presidents.
- Work with Olive front office staff on delivery date of cookie dough and secure space in the building for deliver/order pickup.
- Send order forms home with all students.
- Submit verbage to include in the Twig regarding the sale.

- Send reminders through the Twig and PTA email blasts regarding when orders are due and when order pickup is.
- Submit request for “cookie dough order pickup” and date to be put on sign in front of school.
- Collect money and order forms throughout sale.
- Fill out appropriate deposit form and submit all monies collected to Treasurer.
- Work with vendor to finalize payment after the sale has ended.
- Attend order pickup and coordinate volunteers to help if needed.

Staff Appreciation:

- Create a theme for National Appreciation week (early May) and plan activities for each day of the week to recognize all school staff members.
- Organize what materials and food will be needed for the week, and have committee member solicit volunteers and/or donations.
- Plan and host catered luncheon for all school staff as well as oversee all other planned activities for the week.

Twig Editor:

- President will write, maintain and submit Twig weekly.

Volunteer Coordinator:

- Create an online form for all PTA volunteer opportunities. Using the online sign up (i.e. Google Docs Form) results, create a spreadsheet of volunteers for each committee. The spreadsheet can contain a tab for each committee and then shared via Google Docs. Email all committee chairs and post in the Volunteer binder in the office copy room.
- Email volunteers for any additional help requested by the Principal (i.e. sorting books during the summer, greeters for the Kindergarten Meeting or covering the office on Secretaries Day)
- Collect all the “Visitor” and “Volunteer” sign in sheet from the front office at the end of each month. Total up the number of volunteer hours. In additions, pass a clipboard at monthly PTA meetings so volunteers can report hours worked at home. Add these “at home” hours to the total number of volunteer hours. If there is no PTA meeting during a particular month, create an online form requesting volunteer hours and send it out to volunteers. Email the total number of hours (volunteer sign in sheets and “at home” hours) to PTA Co-Presidents each month so they can be reported to the PTA council.



#### Yearbook Committee:

- Work with TreeRing to produce the Yearbook
- Promote Yearbook purchases/special offers to parents several time throughout the year via Twig, email and Facebook.
- Facilitate the collection of group photos (Science Club, Ecology Club, Service Learning Club, Chess Club, Morning Announcements, Band, Music for Youth, Student Council, and Camp Fit)
- Collect candid photos from PTA sponsored events to include in the Yearbook (Back to School Social, Halloween, Activity Nights, Valentine's Day, etc.)
- Get class pages to teachers for review (Names, Spelling)
- Make sure the Yearbook is complete and ready for printing by the scheduled date
- Distribute Yearbooks

#### Special Committees:

##### Budget Committee:

- Members include principal, standing and newly elected PTA officers. The outgoing Treasurer chairs the committee.

##### Excess Funds Committee:

- Members include a minimum of three Board members (one Ways and means Chairperson), Teacher Rep. Treasurer, Principal and President. President will announce the formation of the Excess Funds Committee at and early spring PTA board meeting.
- The Treasurer shall provide for this committee an estimate of excess funds by the stated date of the Excess Funds Committee Meeting.
- Submit list to Superintendent for signature prior to May meeting. Submit suggested expenditures of excess funds for Board and general membership approval in May.
- The Treasurer shall prepare list of excess funds in order of priority and be responsible for disbursement of funds.
- The committee's recommendations of possible uses of excess funds shall be kept and retained by the Treasurer.

##### Nominating Committee:

- The committee consists of five members: three members from the Board, and two members from the general membership. There shall be one alternate each from the Board and the general membership.
- The Principal shall serve as an advisor to this committee.

- The committee shall meet to elect a chair and appoint a representative to attend the Arlington Heights Council of PTA's Nominating Workshop.
- The Arlington Heights Council of PTA's suggested Procedure shall guide this Nominating committee.

Protocol & Procedure:

General Information:

Installation of Officers:

- The outgoing President makes arrangements for the installation of officers.
- The in-service pin, and gavel which was donated to the Olive-Mary Stitt School PTA, remains its property and is handled to each successive President at the time of installation.

Illinois Congress of Parents and Teachers Convention:

- The number of Olive-Mary Stitt School delegates to the ILPTA Convention is set annually by the ILPTA. Credential cards must be filled out and signed by the President and the Secretary.
- The current President and Legislation Chairperson and the incoming President and Legislation Chairperson are preferred as delegates to the ILPTA. However, any member of the Olive-Mary Stitt School PTA may serve as a delegate.

Contents Procedure Book:

- The procedure book should contain all information suggested by the Arlington Heights Council of PTA's.
- The Olive-Mary Stitt School PTA President should be consulted before disposal of any records. General records shall be kept a minimum of five years unless otherwise specified. Permanent record sheets specific to chairperson ship should be kept indefinitely.

Suggested Agenda for Board Meetings:

- Call to order
- Minutes read by the Secretary. (Approved needed)
- Treasurer's report
- Secretary's report and correspondence.
- Principal's report.
- President's time.
- Reports from the executive committee reports.

- Reports from standing committee chairpersons.
- Unfinished business.
- New business.
- Dates to remember.
- Announcements.
- Adjournment.

