

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

PROCEDURE GUIDE
OLIVE-MARY STITT SCHOOL PTA
EXECUTIVE BOARD MEMBERS
May 2018

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 Parent Teacher Association (“Olive-Mary Stitt School PTA”) Bylaws and the National Parent Teacher Association (“NPTA”) 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 to providing maximum opportunities for participation by the general membership.
- Each chairperson should utilize the PTA shared Google folder created for his/her committee and continually maintain this folder throughout the year by adding documents and helpful information. The shared committee Google folder is to be turned over to his/her successor at the end of the year. 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 shared and approved at the May 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 covered by the budget. The Board must approve expenses not covered by the budget before payment can be made. Contingency funds of up to \$750 are included in the planned budget each year when funds are available and can be used to address small additional needs (e.g., a committee going over budget by \$100, an additional request by the school to assist with a new proposed project, etc.) as approved by the Executive Committee. Use the Olive-Mary Stitt School PTA tax-exempt letter for ALL expenditures.

- The President must approve flyers, 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 disclaimer statement included on the publicity. The PTA logo image and disclaimer statement can be found on the Resources page of the Olive PTA website.
- 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 PTAs' Council General Meetings, District 37 Fall Conference, and the Illinois Parent Teacher Association ("ILPTA") 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 PTAs 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.
- Coordinate attendees for District 37 Fall Conference (mid-October).
- At the 3rd 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 2nd 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 PTAs' 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

1st 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, including updates as required throughout the school year.
 - Schedule and attend OMS School PTA planning meeting in May with Presidents, 2nd Vice Presidents, and Principals. Document known dates for all activities for the upcoming school year, including PTA meetings and PTA activities.
 - Contact Middle School Calendar Chairpersons for any dates to be implemented onto the OMS calendar.
 - Input all dates into the electronic calendar and request that they be added to the Olive electronic calendar.
 - Email completed calendar to Sue Craig: scraig@sd25.org
 - Oversee assigned committees.

2nd 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.

- 2nd Vice Presidents serve as Chairpersons for any 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 2nd 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.

3rd 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), Our Children magazine (www.PTAOurChildren.org), Illinois PTA Bulletin (www.illinoispta.org) and State School News Service (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.
- Attend or coordinate attendance of all School District 25 Board meetings. If no one is available to attend, review all synopses and update the PTA as needed.

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

- 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.
- Present a Midyear Year to Date Budget Review at the January Board Meeting that includes balance on hand, and fundraised and expended amounts to date.
- Maintain QuickBooks records, reconciling the bank balance to the QuickBooks balance each month by the 10th of the month. The QuickBooks records will be maintained with all expenses and receipts classified by committee or activity. If QuickBooks is no longer available, a ledger book, voucher system, receipt book, checkbook, checking account and a running balance book by budget line item will be kept.
- All checks written will have documentation kept for the audit committee or auditor to review showing the expense receipt, committee/activity, check number, and requestor available for the audit committee and/or auditor.
- Supervise the distribution and collection of all monies on behalf of Olive-Mary Stitt School PTA. Receipt all monetary transactions.
- Forward scholarship contributions and dues to cooperative organizations at the proper time.
- Form the Excess Funds Committee by mid-April. Provide the Excess Funds Committee with an estimate of excess funds by the beginning of April and chair the Excess Funds Committee. Guidelines are described in Procedure Guide, under Special Committees – Excess Funds.
- File any necessary tax forms as required by the unit’s financial situation, including 1099s to contractors when necessary.
- Send Arlington Heights Council of PTAs Treasurer the scholarship pledge letter by November 1st. Send a check for pledge by April 1st.
- 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-1st grade Activity Night, 2nd-3rd grades Activity Night and 4-5th 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, letting people know where to sit and where to hang their coats, maintaining order (if necessary) during the performance. Provide payment to the performer at the end of the performance and staying until performer has cleaned up and left the building.
- Send detailed email to Room Representatives ("Room Reps"). Room Reps to forward to parents in applicable grades.
- Shop for favors and or prizes 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 3rd Graders and any 4th and 5th 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/Family Fun Night(s):

- 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 or tablet bingo app to project the Bingo board on the screen.
- Contact the building tech person regarding iPad or tablet use to 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.

Book Fair:

- 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. 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 Park District and CAP Supervisor to reserve front half of Commons.
- January, attend workshop offered by Anderson’s. Bring back (or ask Anderson’s to ship) 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 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. **Send to them 3 weeks before fair.**
- Provide form to Principal so teachers can sign up for times to “preview” the book fair on the morning of the 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.
- Reserve 4 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 teachers 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 Thursday afternoon.
- 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 money 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:

- Update the Box Tops for Education website with the current contact information at the beginning of the year.
- Maintain the directions for completing and submitting Box Tops.
- Write regular updates for the Twig and the parent Facebook page, encouraging families to turn in Box Tops. Also, include information on products where Box Tops can be found.
- Collect Box Tops regularly from the collection boxes in the school. Organize and run two class challenges throughout the year to collect the Box Tops.
- Work with volunteers to sort, organize, and count the Box Tops.
- Send the Box Tops in twice a year according to the rules on their websites.

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.

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).
- Before the first meeting of the year, clean all chess boards and pieces, stored in the PTA closet. Go through each set, and ensure that all sets are complete sets and are not missing any pieces.
- Coordinate Chess Team financials by determining team fees to cover tutor costs and handling team monies and payments to the tutor (when utilizing a professional 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.
- If not using a professional tutor, assess whether parents available to attend the meetings know how to play chess. If they do not, or they aren't comfortable teaching the lesson, reach out for help from the high school community. Local high schools all have Chess Clubs which may be contacted for volunteer assistance.
- 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, e.g., 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).

- 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), 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 / Membership:

- Collect and organize Excel database registration information that will be emailed to the chairperson by the school district throughout the summer and school year.
- Collect additional directory information such as class lists, teacher extensions and PTA info from school administration and PTA Co-Presidents. Update previous year's Excel directory file with current information.
- Communicated to families through the Twig before and after online directory is updated.
- Manage the Excel registration database 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.
- 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. Coordinate with the principals to schedule distribution of membership forms at the beginning of the school year.
- 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.
- Keep an accurate record of memberships and percentages and send reports to the Treasurer and Presidents as requested.

Ecology:

- Plan programs of interest for students and/or parents concerning the preservation of the environment (e.g., Earth Week, Earth Fair.)
- Help run ecology club for 3rd, 4th and 5th 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.

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 teachers' lounge.
- Contact Vendors/Restaurants to coordinate main food items. Contact school volunteers to coordinate paper items, drinks, and dessert items.
- Use Hospitality volunteers and Sign-Up Genius for volunteers to sign up and bring designated items at certain times and decorate at specific times in the afternoon.
- Use the Twig and Facebook as a resource early and often to get volunteers to sign up.
- Send out reminders 1 week before and 2 days before.

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 5th grade year including the following: Planning the 5th grade trip, coordinating the making and ordering of the 5th grade T-shirts, planning the end of the year 5th 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 5th grade staff representatives on the above and maintain good communication with administration.

Health – First Aid for Little People

- A spring program presented to first and second graders to provide education on various first aid topics.
- Secure space in the school on a day when no known field trips are planned for first or second grade. Typically, one and a half days are needed to do approximately 5 one-hour presentations (2 classes per hour slot).
- Once space is confirmed email the teacher leads to verify those dates also work for them. The teachers will then come up with proposed schedule over the two days.
- Determine the number of students per classroom for each grade. Order health supplies accordingly. Once supplies arrive sort and assemble.
- Secure volunteers.
- Update program info as needed.
- Submit receipts to PTA.

Health – Linda/Michael Talk:

- Work with the PTA Co-President to confirm the event logistics. The contract with the Robert Crown Center is coordinated the previous year by the Linda/Michael Talk Chair and signed by the PTA Co-President.
- Complete the “Commons 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. Make copies for each student of the permission form. Place them in the teachers’ mailboxes (either 4th grade for girls or 5th grade for boys) and ask that they distribute them to their students via backpack mail.
- Send information to the Twig.
- Collect the signed forms 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 (or ask another attendee) to collect any additional forms turned in that evening. Meet speaker and introduce them or find another parent to do the introductions if necessary.
- Post-event, turn the payment and spreadsheet in to the PTA Treasurer for deposit.

Holiday Storytime:

- Contact Principal and Vice Principal before Thanksgiving break to confirm date of Holiday Storytime. The date is usually the Friday before winter break and it is a collaboration between the PTA and OMS.
- The Principal will discuss with you the plan of the event and what she needs help with from the PTA.
- Prepare and complete the plan from the Principal.
- Post the event in the Twig.
- Help out at the event.

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.

Just Jump:

- Identify week this will program take place by partnering with the Principal and PE Teachers. Develop master schedule for each class with PE Teacher.
- Develop logo for this year's program (or used from prior year).
- If supplying t-shirts for all students and PE teachers, place order with identified vendor 4-6 weeks prior to event. Gain feedback from teachers on proposed t-shirt sizes for their class.
- Write letter to families that explains the event and key due dates.
- Assemble packets for each student in bags (e.g., Ziploc gallon-size bags) with t-shirt, letter, and sponsorship form. Organize by class room and deliver to each teacher for them to distribute to the students at least 1-2 weeks prior to the event.
- Promote the event in the Twig, Facebook and email blasts.
- Hold a kick-off rally with students over lunch.
- Add to morning announcement to remind students.
- Each day of the event week, collect the sponsorship forms and money from the admin office and log into an excel file google document. Supply forms and spreadsheet to the Treasurer.

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.
- 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.

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 invites 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 1st week of February. Discuss playdate 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 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 an email list from the interest form completed by the parents. Communicate with incoming Kindergarten families reminding them about upcoming playdates, screening days, and form due dates, and offer to answer any questions that they might have.
- Design a class t-shirt with the incoming class year on it. Find a place to get the t-shirts and coordinate the order.
- Coordinate approximately 4 playdates.
- 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.

Owl Way:

- Offer a monthly initiative that highlights one of the pillars of the Owl Way 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.
- 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 other clubs or committees as needed to coordinate any overlapping efforts.
- Prepare morning announcement submissions as needed to communicate with students.

Progressive Dinner:

- Select a date for next year's calendar.
- Find approximately 8 host homes (4 for each shift).
- Distribute a stipend to hosts to offset cost of food.
- 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 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.

- All committee Chairs will receive a Certificate of Recognition Award, executive members 1st year of service will receive the Distinguished Service Scroll, Outgoing executive members will receive the Illinois PTA Achievement Award, the 1st 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 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 5th grade parents. The Committee reserves the right to reallocate these donations within these funds as required, but without exceeding a total dollar amount of \$400.
- Committee will 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.
- Create a positive relationship between the room representatives, teachers, OMS administration.
- Communicate to room reps the responsibilities of the parties:
 - No food or drink, including water, is permitted at school parties. This includes any party favor bags.
 - A total of 7 parent party volunteers allowed at each classroom party. This includes the room reps that are attending.
 - Classroom party games/activities should not include items that need to be placed on or near someone's head (hats, scarves, boas, etc.)
 - Ensure 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, e.g., 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:
 - No food or drink, including water, is permitted at school parties. This includes any party favor bags.
 - A total of 7 parent party volunteers allowed at each classroom party, this includes the room reps that are attending.
 - 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:

- Get bids from vendors.
 - Review final contract to PTA President to sign.
- Submit school supply lists to teachers to make changes for the following year. Allow 2 weeks for changes. Provide lists to OMS office to distribute to grades.
- Make changes to the school supply lists and provide to vendor(s)
 - Finalize kit prices with sales tax included.
 - Set up website with vendor for online ordering.
 - Provide school supply lists and vendor(s) links to PTA President.
 - 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 appropriate OMS staff. Monitor delivery with vendor.
 - 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 and order samples.
- 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, PTA email, and market the program on Facebook pages.
- Advertise at various Olive open houses by providing samples and order forms.
- Conduct a Fashion Show over lunch at school with 2 students from each grade level to model the clothing.
- 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.

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 sheets from the front office at the end of each month. Total up the number of volunteer hours. Email the total number of hours (volunteer sign in sheets and “at home” hours) to PTA Co-Presidents and Arlington Heights Council PTA (ahptacouncil@gmail.com) each month so they can be reported to the PTA council.

Wine Tasting Night:

- Identify a couple of nights that will work and contact Vintages Wine Market (Contact Name: Robert) and decide on an evening that will work for both.
- Verify the date on the OMS calendar and confirm with presidents, pay a deposit to Vintages.
- In prior years, we have tried to have it in the fall before the holidays to help with the promotion of the store sales as OMS gets a percentage of the sales.
- Develop a sign-up form with a deadline to order tickets and start to work on the electronic sign up page using Eventbrite.com. Parents can either sign up electronically or print out the form and bring it the OMS office. During the sign-up period, go into the office and pick up money, log it on a spreadsheet, and give the money to the Treasurer.
- Promote the event 3-4 weeks prior to the event using the Twig, Facebook, and email blasts.
- Compile a list of people coming from Eventbrite.com and the manual forms. Send out an email to the parents who will be coming 1 or 2 days before the event to remind them of the time and to also send them a raffle form to fill out and bring to the wine tasting. In the coming years, I would recommend having them fill out a form when they arrive at the event. This past year, many of the parents forgot to bring the form with them.
- Determine the raffle prizes. In prior years, we have used items in the PTA closet (e.g., cookbooks, spirit wear, etc.). Purchase additional raffle prizes if necessary.
- A day before the event, purchase appetizers, plates, napkins, table clothes, and name tags. Bring a basket for the raffle tickets, pens, serving platters, and a microphone system to announce the raffle winners.
- Arrive one hour before the event for set up time.
- At the end of the night, pay Vintages Wine Market. REMINDER - OMS gets a percentage of the sales.
- Report back to the Presidents and Board about the outcome of the event.

Yearbook Committee:

- Work with TreeRing to produce the Yearbook.
- Promote Yearbook purchases/special offers to parents several times throughout the year via Twig, email, and Facebook.
- Facilitate the collection of group photos (e.g., Science Club, Ecology Club, Chess Club, Band, Music for Youth, Student Council, etc.).
- Collect candid photos from PTA sponsored events to include in the Yearbook (e.g., Back to School Social, Halloween, Activity Nights, Valentine's Day, etc.).
- Provide class pages to teachers for review (e.g., Names, Spelling).
- Ensure 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:

- Treasurer chairs and forms the Excess Funds Committee by mid-April each year.
- Members include a minimum of three Board members (one Ways and means Chairperson), Treasurer, additional PTA Committee Chair, Principal and President. Teacher Reps are welcome when available. President will announce the formation of the Excess Funds Committee at an early spring PTA board meeting.
- Treasurer reviews submission form and submits it to the Twig Editor for release by mid-March.
- Treasurer compiles submissions and sends to the committee with compilation form for committee review. Committee members return compilation forms to Treasurer prior to Excess Funds Committee 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 approved excess funds submissions for discussion and inclusion in the next years' planned budget and distributes funds according to guidelines.
- 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 were donated to the Olive-Mary Stitt School PTA, remain its property and are handed 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 PTAs.
- The Olive-Mary Stitt School PTA Co-Presidents should be consulted before disposal of any records. General records should be kept for five years unless otherwise specified.

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