

WINDSOR PTA PROCEDURE GUIDE

**WINDSOR ELEMENTARY SCHOOL
1315 E. MINER STREET
ARLINGTON HEIGHTS, IL 60004**

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WINDSOR PTA PROCEDURE GUIDE

These guidelines have been compiled to help each PTA Board Member understand the scope of responsibilities specific to his/her chairmanship. These supplement the outline of duties set forth in the Windsor PTA Bylaws and the NCFR manual.

EXECUTIVE BOARD OFFICERS:

PRESIDENT (OR CO-PRESIDENTS): Coordinate the work of the officers and committees of Windsor PTA. Preside at all Board and Executive Committee meetings. Delegate the work of the organization to the officers or chairpersons as may be appropriate. Along with PTA Officers, the Co-Presidents shall authorize any new PTA committees or clubs. Be a member ex-officio of all committees except the Nominating and Audit committee. Authorize all correspondence for your committee chairpersons. Authorize and sign any contracts and checks. Work with the Treasurer regarding any online sales and the transfer of those funds. Manage and update Windsor PTA Website. Co-Presidents as delegates to the Arlington Heights Council of PTAs are expected to attend all Council meetings, typically monthly, or provide an alternate. Continuing President shall recruit board members for upcoming school year.

FIRST VICE PRESIDENT: Coordinate the scheduling and evaluation of all Ways and Means projects. Act as Parliamentarian. Serve as chairperson of the Procedure Guide review committee. Serve as a member of all Ways and Means committees. Fill in for Co-Presidents in the event of an absence. Authorize all correspondence for your committee chairpersons. Maintain and update PTA Board listing.

SECOND VICE PRESIDENT: Coordinate the scheduling and evaluation of all programs and activities provided to the membership and/or students. Serve as chairperson of the Bylaws review committee. Serve as a member of all Program committees. Authorize all correspondence for your committee chairpersons. Forward all sub-committee correspondence/flyers to Co-Presidents for approval. Oversee monthly events bulletin board at school.

SECRETARY: Attends two meetings monthly to include the monthly PTA Meeting and the monthly Executive Board Meeting. Record and distribute for approval the minutes of Windsor PTA meetings. This includes sending email reminders to entire board before the PTA meeting and also includes sending emails to the board including the minutes after the PTA meeting and making corrections to the minutes if needed. Maintain a current membership list. Conduct correspondence of the organization as directed.

TREASURER: Receive and deposit all monies of Windsor PTA and keep an accurate record of receipts and expenditures. Pay out funds in accordance with the budget as approved by the membership. Work with the Co-Presidents regarding any online sales and the transfer of those funds. Present a written financial statement at every meeting. Reconcile bank statements and keep check book record in Quicken or similar recordkeeping system. Coordinate all aspects of budget. If excess funds are expected, coordinate meeting and approve/spend excess funds. Provide all financial information to the Audit committee. Be responsible for the completion and filing of appropriate forms to the IRS. Be present at monthly PTA meeting and monthly executive board meeting.

All officers shall:

1. Have completed the Illinois PTA Training Course (currently titled the “Road to Success”)

- within 3-6 months of their election to office. Co-President should attend “President Training”, Treasurer should attend “Money Matters 101” and “Money Matters 201”.
2. Perform the duties prescribed in the parliamentary authority of this organization in addition to those outlined in the Bylaws and those assigned from time to time.
 3. Deliver to their successors all official material with 10 days following the meeting at which their successors take office.

GENERAL DIRECTIONS FOR ALL BOARD MEMBERS and CHAIRPERSONS.

You are an important and necessary part of Windsor PTA.

- A. The first responsibility of every Board member is to support and participate in the total PTA program and to become familiar with the objects and policies of Illinois PTA and the purposes of National PTA and the Windsor PTA Bylaws.
- B. Board members are expected to attend regular PTA meetings, typically monthly, called by the Executive Committee and General Meetings. If you will miss a meeting, provide an update to the Secretary and/or your respective Executive Board member, who will present the report to membership.
- C. Board members designated by the Co-Presidents as delegates to the Arlington Heights Council of PTAs are expected to attend all Council meetings or provide an alternate. Board members are invited to attend the Council meetings, District 37 Fall Dinner, ABC 25/PTA Council Scholarship & Grant Awards Event, Pre-Convention Caucus and PTA Convention.
- D. Board members are required to attend the requested council trainings provided throughout the year and any meeting called by council pertaining to their committee. Training schedule can be found at ilpta-d37.org/
- E. The task of filling open Board member positions falls under the guidance of the Co-President entering the second year. The process is as follows:
 1. All current members will be asked if they are returning to their board positions in late February or early March. If needed, after 3 years a possible new co-chair will be added to your committee to begin training for the future. This allows enough room for rotation of roles and training for each new member.
 2. Grade Level Activity Nights will be determined on an annual basis.
 3. By the end of March, all open board member positions will be advertised and names of interested people will be recorded by means of an online form or through alternative communications to the 2nd year Co-President.
 4. All collected names will be shared with the new board and all board positions will be filled. The Board will try to place all interested people in a position, as best as possible.
 5. Any open positions after this point will be advertised on the Windsor PTA website. All PTA members interested in these positions should communicate with the 2nd year Co-President.
 6. By the end of May, all Board Positions should be filled. The new board will share their contact information to be used in the school directory and windsorpta.org (names only, no contact information listed on website).
- F. Each chairperson shall (See Appendix A for specific committee directions):
 1. Each chairperson is responsible for finding committee members and/or volunteers. This is necessary in order to provide maximum opportunities for participation by the general membership. An online sign-up like signupgenius.com can be used to coordinate committee members and volunteers. The chairperson will monitor the sign-ups. A roster of committee members should be submitted to the Co-Presidents and Secretary. The Co-Presidents should be informed of any committee meetings.

2. Each chairperson should coordinate event dates with the Co-Presidents and Calendar Chairperson, Co-Presidents will obtain approval from the Principal.
3. Each chairperson should maintain documentation for their successor. Documentation (aka Procedure Book) Budget, Plans of Work (current and previous), End of Year Reports, News clippings and any materials pertinent to the committee for the last five years (Treasurer should keep records for 7 years), if available. A copy of the current Bylaws and this Procedure Guide can be found at windsorpta.org.
4. Present at the June Board Meeting a Plan of Work (found at windsorpta.org): that is, an outline of the proposed work of the committee for the upcoming school year for approval by the Executive Board. Submit one copy to the President and keep original in the procedure book. No committee work shall be undertaken without consent of the Executive Board. If no changes are proposed or additional funds needed for the coming year, there is no need to fill out Plan of Work.
5. Have any or all fliers approved by the appropriate Board Member. Please include the Windsor PTA logo, which can be found at windsorpta.org under Resources, on all information being distributed. **Do not use or post pictures of students.**
6. Report progress to the Board at monthly PTA meetings in person or by sending reports through the President, appropriate Vice-President and Secretary.
7. Give written or e-mailed notices to the Publicity Chairman of upcoming events to be published in the local paper. Notify the President and Principal of any outside publicity.
8. Provide announcements and summaries of activities for publication in the PTA newsletter, website, and any other social media. **Do not use or post pictures of students.**
9. Submit a detailed End of Year Report (found at windsorpta.org) evaluating the activities of the committee during the year. Submit one to the President and keep original in the procedure book. The End of Year report can be submitted once your responsibilities are finished, you do not need to wait until the end of the school year.
10. Within 7 days of the completion of the school year, turn in all committee documentation to the executive board member that oversees the committee. (This does not have to occur if you are continuing with the committee the following year.)
11. If you are not returning to your position, train incoming chair of the required duties before the end of the current school year.

G. Each chairperson shall adhere to the following **financial protocols**:

1. All contracts must be signed by the PTA President in order for the event to be covered by our liability insurance. Anyone, outside of co-presidents, that signs a contract is **personally assuming the risk of liability** for the event.
2. Please use the **TAX EXEMPT** letter when making purchases directly related to the PTA. **Remember: Windsor PTA is a tax-exempt organization and will not reimburse paid sales tax. Contact Co-President, VP or Treasurer for a copy. A website version is not available for security purposes.**
3. Submit a completed PTA Debit Voucher (found at windsorpta.org) with attached receipts to the Treasurer for the reimbursement of PTA related expenses within 30 days of event.
4. Complete a Credit Voucher (found at windsorpta.org) when submitting money to the Treasurer. List amount of cash and checks. Money should be counted by two people (two committee chairs before submitting to the Treasurer). If funds cannot be deposited immediately they should be locked in the school safe. Notify the Treasurer immediately so a pickup can be scheduled. PTA money should not be kept in the home outside of school.
5. Online sales can be utilized with a board approved online payment source (currently PayPal) for any fundraiser through collaboration with the Co-Presidents and the Treasurer. If online sales are used, request a funds transfer with appropriate documentation and complete a Credit Voucher.
6. The Treasurer, only upon the receipt of an **ITEMIZED** bill and voucher, reimburses expenditures incurred in connection with Board approved projects and covered by the budget.

Uncategorized expenses must be approved by the Treasurer or President before payment can be made. **The President must approve all credit and debit vouchers.**

- H. Copy for publicity should be submitted in writing to the Publicity Chairperson at the Board meeting prior to release date. The President and the Principal must approve fliers, or copy for all publicity, etc.

SERVICES COMMITTEES : **(REPORTS TO THE CO-PRESIDENTS)**

ABC/25 LIAISON:

1. Attend both monthly ABC/25 and Windsor PTA meetings.
2. Communicate ABC/25 activities, events, and information obtained at the meetings to parents and students through the website, monthly PTA Board meetings and Open Houses.
3. Actively solicit members of the Windsor School community to join ABC/25 in order to receive the membership incentive. Gather membership forms that are returned to school and turn them over to the ABC/25 Treasurer.
4. Attend the Teacher Grant reading meeting in December and approve or reject District 25 grant requests.
5. Coordinate and publicize the ABC/25 Fundraisers (Just Move It) or appoint another person to “chair” the event.
 - This includes getting the brochures, fliers and order forms assembled for distribution and inclusion in the Windsor PTA Weekly Snapshot and on WindsorPTA.org and collecting all orders and turning them over to the ABC/25 Treasurer. Distribution of fundraising items may be required, if applicable.
6. Assist with the main Spring Fundraiser and work with the Principal on the school drawing. Coordinate the sale of drawing tickets at Book Fair or Spring Open House. Promote drawing on windsorpta.org, weekly newsletter and social media. Make sure all fundraiser monies are turned into the ABC/25 Treasurer.

CALENDAR:

1. Council will send Excel spreadsheet calendar with council dates.
2. Arrange and attend Calendar planning meeting with Principals and PTA President(s) to collect information for the following year.
3. Request any dates for coming year from chairs at the March/April Board meetings.
4. Once dates are added to online calendar (CalendarWiz), notify co-presidents to review.
5. Utilize an online calendar (such as CalendarWiz) to update throughout the year. Keep this calendar current and active.
6. Link to be posted on PTA website for membership use.
7. Attend monthly PTA meetings to update board on committee activities.

COMMUNICATION:

1. Coordinate all approved fliers and create electronic file for posting on WindsorPTA.org.
2. Create and update the Windsor PTA Newsletter.
3. Use emerging online technology to enhance PTA functionality.
4. Promote events and fundraisers through social media.
5. Monitor social media sites for inappropriate posts to be removed if necessary.

DIRECTORY:

1. All student information is included in both the digital and paper directory unless their parent(s)/guardian(s) opt out during the enrollment process. Even then, all student names are listed in their respective classrooms.

2. Work with PTA Co-Presidents to establish online forms for parents to make changes to their digital directory information. This includes deletion, modification, and addition to the digital directory.
3. Manage change form submissions throughout the year and use the database, with provided access, from the company (currently DirectorySpot) to update the digital directory as needed.
4. Contact the school office about a week or so after school has started to request an Excel workbook of voicemail/email info for staff/faculty/administration, student information data INCLUDING PARENT EMAIL ADDRESSES, and classroom assignments. Make sure to get a worksheet/list of students who should not have parent/residence information printed. This information should be reflected in all directory forms.
5. Gather school calendar information from District 25 website (just highlights such as holidays, breaks, etc.) for the printed version. A link to the online calendar will be provided to the digital directory company for integration in the app.
6. Contact the PTA president for a copy of an Excel spreadsheet of PTA committee chairs/members and contact information. This information will also be provided for the digital directory to be posted in the digital directory. In DirectorySpot, it will be posted in the notes section of the family screen.
7. Submit all directory information via spreadsheet as needed by the digital directory company.
8. Check with PTA President and Membership committee chair for worksheet(s) to determine how many directories to order – note that some parents order multiple directories, and that some parents sign up for membership later in the year.
9. Once all directory documents are edited/formatted and number of finished directories is determined, contact local printer(s) (currently using Speedy Print) for job estimates. Share estimates with PTA president(s) and treasurer for approval.
10. Have 2-3 PTA Board members review proofs prior to final printing.
11. Fill out request for payment voucher and email along with a copy of printer invoice to PTA Treasurer to request a check for printer and digital directory.
12. Send the ordered directories home through backpack mail, with attached membership card.
13. Use membership list to determine valid users of the digital directory and distribute unique passwords to users.
14. Remaining directories are given to the main office along with a money collection envelope to sell directories at school.
15. Place an announcement in the Windsor PTA Weekly Snapshot noting that any corrections should be sent to Directory Committee Chair. Changes to the digital directory should be submitted through WindsorPTA.org.
16. Attend monthly PTA meetings to update the Board on committee activities.

DISTRIBUTION:

1. Copy and distribute any PTA fliers to outside sources as well as the current youngest and only list.
2. Attend monthly PTA meetings to update the board on committee activities.

HOSPITALITY:

1. Coordinate all aspects of Teacher Luncheon (August), Kindergarten Social Hour (first day of school), Parent/Teacher Conference Dinners (November and March), and Teacher Appreciation Week (May).
2. Provide nametags and decorations when needed.
3. Keep accurate records of amounts of food and beverages served, cost, and number of attendees.
4. Solicit volunteers for baking, cooking, set-up, clean-up, etc. as needed. Use Signupgenis to coordinate what everyone is bringing. Obtain list of volunteers from Volunteer Coordinator.

5. Promote a friendly atmosphere by greeting and making visitors and new members feel welcome.
6. Attend monthly PTA meetings to update board on committee activities.

LEGISLATION:

1. Keep PTA members informed about those legislation issues at National, State, and local levels, which are within the framework of policies and platforms of the Illinois PTA and National PTA.
2. Attend Council Legislation meetings and assist with legislation activities. Attend all School Board meetings and report to the PTA at meetings or through the Windsor PTA Weekly Snapshot.
3. Maintain a current list of names and addresses of National and State Senators and Representatives.
4. Act on any "Call to Action" from Illinois PTA or National PTA by notifying PTA Board.
5. Keep community aware of legislation of interest to Windsor students and parents via the Windsor PTA Weekly Snapshot.
6. Help 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 Windsor PTA Weekly Snapshot.
7. Attend monthly PTA meetings to update board on committee activities.

LMC COORDINATOR:

1. Serve as a liaison between the PTA and the LMC Director.
2. Gather emails of PTA members interested in helping out in the LMC as needed and coordinate volunteers, if desired the use of an online sign-up (signupgenius.com) is an option. This can be done through the Volunteer Sign-Up Form and through classroom room reps.
3. Send out communications as needed from the LMC Director to the volunteers.
4. Attend monthly PTA meetings to update board on committee activities.
5. Post [signupgenius](http://signupgenius.com) link on PTA website.

MARQUEE:

1. Determine PTA event dates/times for use on the Windsor marquee.
2. Obtain approval from the Co-Presidents.
3. Display upcoming events on the outdoor sign at Windsor.
4. Change on a monthly basis unless an immediate need arises.
5. Attend monthly PTA meetings to update board on committee activities.

MEMBERSHIP:

1. Work with President and Ways & Means to promote PTA membership. PTA membership is included in the on-line registration with the district.
2. Collect Bundle forms from the office and membership totals and information through spreadsheet from on-line enrollment vendor. Compile membership list assigning membership ID numbers. Maintain listing of members with totals for single or double/family memberships. Responsible for packet of blank membership cards and membership card agreement from PTA President.
3. Update Executive Committee with membership lists quarterly. Verify that all PTA Board Members are PTA members.
4. Attend "Membership Card Pick up Night" through District 37, usually held in early August.
5. Print out membership cards from compiled list. Obtain class lists from school office, organize cards/directories by class and distribute to classroom teachers as soon as the directories are printed. Work with school secretaries to obtain listing of teachers/staff paid memberships and distribute cards and directories to them.
6. Make sure first deposit and list of members is supplied to the Treasurer by mid September so that the first dues payment is filed by September 30. Supply the Secretary with a current list of all PTA members. Forward any member updates to the Secretary throughout the year.
7. Conduct ongoing active membership enrollment campaign.

8. Set up and staff table at the Fall General Meeting/Parent Night.
9. Submit articles to the Windsor PTA Weekly Snapshot as needed.
10. Complete and send to Illinois PTA the Illinois PTA Membership Award report form by March 25.
11. Before June 1st, compile final listing of all members. Make sure list balances with Treasurer's deposits made and the number of membership cards used and those to be returned. Hand over remaining cards and membership card return transmittal sheet to Treasurer so that materials can be returned along with any final dues payment.
12. Retain and keep in the Membership Committee file and a Final Membership List.
13. Attend monthly PTA meetings to update board on committee activities.

PRE-K COMMITTEE:

1. Coordinate events and activities involving incoming Kindergarten children and families including Kindergarten Registration Day (February), Kindergarten Social Hour (first day of school), and any future events as needed.
2. Recruit volunteers for events as needed, and submit parent information via PTA website.
3. Promote a welcoming environment and assist families as needed during this transition to kindergarten.
4. Attend monthly PTA meetings to update the board on committee activities.

PUBLICITY

1. Be knowledgeable in the events and activities at Windsor through the PTA.
2. Coordinate and distribute Windsor PTA Weekly Snapshot.
3. Establish communication with any Committee Chair requiring publicity.
4. Contact newspapers and online news organizations regularly about Windsor PTA activities.
5. Attend monthly PTA meetings to update board on committee activities.

ROOM REPRESENTATIVE COORDINATOR:

1. Assign at least two room representatives from parent volunteers for each classroom based on past assignments and/or lottery.
2. Organize and distribute information, explaining responsibilities and activities for the school year.
3. Occasionally communicate with the classroom room reps when volunteers are needed, news needs to be shared, or for any other requests as approved by the Co-Presidents.
4. Coordinate Halloween and Valentine's Day party volunteer list, which needs to be sent to Principal 5 days before the parties. Google forms is a good way to organize and send information to administration.
5. Attend monthly PTA meetings to update the board on committee activities.

RECOGNITION:

1. Prepare and organize the end of year PTA Recognition party where awards are presented.
2. Work with Co-Presidents to determine honorees and order certificates from State PTA and Council PTA.
3. Submit award certificate application and payment to State PTA and Council PTA
4. Present award certificates at the Recognition event.
5. Attend monthly PTA meetings to update board on committee activities.

SCHOLARSHIP:

1. Serve on the committee that awards Arlington Heights Council of PTA's scholarships to High School Seniors that have attended District 25 schools.
2. Report scholarship information from Council Scholarship Chair to the Windsor PTA.
3. On alternating years, read applications with the Principal representing Windsor on the

Scholarship Selection Committee in March/April.

4. Attend monthly PTA meetings to update board on committee activities.

TEACHER APPRECIATION:

1. Plan the Annual Teacher Appreciation Week held first full week in May.
2. Coordinate efforts for the families of Windsor to celebrate their teacher. This includes any themes, menus, decorations, donations, treats or goodies, volunteers, etc.
3. Work with classroom Teacher Appreciation Week volunteers to notify them of the activities.
4. Be responsible for set up and clean up.
5. Purchase all paper goods, coffee, tea, etc. when needed.
6. Keep accurate records of amounts of food and beverages served, cost, and number of people attending. All purchased items shall be reimbursed from allotted budget upon receipt.
7. Attend monthly PTA meetings to update board on committee activities.

VOLUNTEER COORDINATOR:

1. Work with the PTA Presidents to develop volunteer form for use online and to be sent home as a hard copy.
2. Collect paper forms and online responses through the first month of the school year.
3. Organize them for use during the start of the school year.
4. Organize volunteers to assist in first weeks of school per office requests.
5. Download respective volunteer opportunity spreadsheets as needed by the appropriate Committee/Activity Chairs. Forward lists to all Committee Chairs so that they can coordinate needs with their own volunteers through communications and scheduling.
6. Maintain master spreadsheet of volunteer preferences and contact information. Instruct committee chairs to notify Volunteer Coordinator of email bounce-backs and incorrect contact information so master list may be updated.
7. Organize volunteers to help with additional activities as needed throughout the school year.
8. Attend monthly PTA meetings to update board on committee activities.

WELCOME COMMITTEE:

1. Serves as a liaison for all new students and their families.
2. Works in conjunction with front office staff, PTA, and Room Representatives to help families transition to Windsor and introduce them to the programs and activities offered by Windsor PTA.
3. A Buddy Family Program can be adopted and utilized at any time when the parent community seems to need it.

WAYS AND MEANS COMMITTEES: (REPORTS TO THE 1ST VICE PRESIDENT)

1. All Ways and Means Committee Chairpersons shall:
 - a. Have Co-President sign all contracts.
 - b. Have all fliers/communications approved by Co-President(s) and First Vice President. Co-Presidents will correspond with the Principal for flier/communication approval. Once approved, fliers/communications will be posted.
 - c. Keep detailed records of revenue, expenditures, and procedures as guidelines for future events. Give copies to First Vice President.
 - d. Put all monies from events in school safe immediately after the event, to be counted ASAP at school with another committee member. Contact Treasurer to make deposit.

BACK TO SCHOOL SOCIAL:

1. Coordinates all aspects of this family oriented evening a night before school starts or during one of the first weeks of school.
2. Promotion and orders should begin in the spring before school lets out, if this event is to be a fundraiser.
3. If food is provided, coordinate order forms for distribution and for use online.
4. An email with a link to the order form, as well as a hard copy of the order form can be sent home in August.
 - a. If not a fundrasier, create a signup via google form to get an idea of how many will be attending the event.
5. The event should include family friendly activities and games for all ages.
6. Coordinate final food orders, beverage needs, and anything else, if applicable.
7. Recruit and organize all volunteers. An online sign-up such as www.signupgenius.com can be used.
8. Provide set-up and clean-up of the event.
9. Promote the event through fliers, WindsorPTA.org, and other social media.
10. Count all money following the set guidelines. Transfer money to the Treasurer, if applicable.
11. Ask for donations from local businesses to help keep expenses down.
12. Attend monthly PTA meetings to update the board on committee activities.

BOOK FAIR:

1. Coordinate all aspects of Book Fair as determined at beginning of year.
2. Using the volunteer list given by the Volunteer Coordinator, schedule volunteers for various shifts like set-up, cashier, clean-up, etc. The use of an online sign-up like www.signupgenius.com can be used. More volunteers may be recruited if needed.
3. Coordinate space needs with the building Principal.
4. Provide set-up and clean-up.
5. Publicize event through fliers and PTA website, and other social media.
6. Count all money following the set guidelines. Transfer money to the Treasurer.
7. Attend monthly PTA meetings to update the board on committee activities.

FALL HARVEST SALE:

1. Coordinate sale of fall items including pumpkins, taffy apples, and fall decorations.
2. Sale is held in September for October pick-up.
3. Distribute and coordinate order forms.
4. If desired, coordinate online sales with the Co-Presidents and Treasurer.
5. Finalize orders and numbers to place final order.
6. Set-up delivery of goods.
8. Using the volunteer list given by the Volunteer Coordinator, schedule volunteers for various shifts like set-up, pick-up, clean-up, etc. The use of an online sign-up like www.signupgenius.com can be used. More volunteers may be recruited if needed.
7. Publicize order and pick-up dates through fliers and PTA website, and other social media.
8. Count all money following the set guidelines. Transfer money to the Treasurer. If online sales are utilized, request bank transfer and appropriate documentation.
9. Attend monthly PTA meetings to update the board on committee activities.

WILDCATS JUMP!

1. Coordinate all aspects of Just Jump it as approved from a Plan of Work.
2. Create flier to promote event and pledge forms for student use.
3. Recruit and schedule volunteers for various roles as needed.

4. Coordinate space needs with the building Principal.
5. Provide set-up and clean-up.
6. Publicize event through fliers and PTA website, and other social media.
7. Ask local businesses for donations for drawing prizes.
 - a. Purchase prizes if not enough donations.
 - b. Try to keep prizes 'fitness' themed, if possible.
 - c. Publicize and thank donors through newsletter/social media and website. Send thank you notes.
8. Count all money following the set guidelines. Transfer money to the Treasurer.
9. Attend monthly PTA meetings to update the board on committee activities.

SCHWANS:

1. Coordinate all aspects of Schwan's fundraising on a monthly basis.
2. Utilize online resources.
3. Publicize order dates through fliers, PTA website, and other social media.
4. Attend monthly PTA meetings to update the board on committee activities.

MOVIE NIGHT:

1. Coordinate movie night(s) including concessions and appropriate movie selection based on rating, popularity, and length.
2. Recruit and organize volunteers for each Movie Night.
3. Distribute and collect permission slips and money from office as needed.
4. Promote Movie Night through the use of fliers, WindsorPTA.org, and other social media.
5. Create sign-up sheet to keep track of attendees.
6. Count all money following the set guidelines. Transfer money to the Treasurer.
7. Attend monthly PTA meetings to update the board on committee activities.

OTHER FUNDRAISER:

1. Coordinate additional fundraiser determined by committee as needed based on program budget.

SCHOOL SUPPLIES:

1. Coordinate with school staff to determine school supply needs and contract with supplier to provide packaged supplies for each grade level.
2. Prepare order form and publicize prior to current year end for next school year.
3. Put sample on display for incoming Kindergarten parents to view.
4. Recruit and schedule volunteers for distribution.
5. Promote sale through website, newsletter and social media.
6. Distribute school supply kits in August. Publicize pick up date.
7. Attend monthly PTA meetings to update the board on committee activities.

SOCK HOP:

1. Coordinate the Sock Hop held at South Middle School at the end of January.
2. Organize volunteers, permission slips, drinks, and DJ for the event.
3. Cash and coin should be counted, documented, and approved by two persons. Hand over all money to the Treasurer, unless it becomes a free event.
4. Promote event through fliers on the website and other social media.
5. Attend monthly PTA meetings to update the board on committee activities.

SPIRIT WEAR:

1. Design the artwork for the clothing, select items for the sale, and provide artwork to the vendor. Receive samples from the vendor and display in front office.
2. Publicize Fall and Spring (if needed) sales via the Windsor PTA Weekly Snapshot, WindsorPTA.org and other electronic formats.
3. Set up a table and clothes rack to display sale items at all parent attended evenings.
4. Collect orders from the front office throughout the sale.
5. If desired, coordinate online sales with the Co-Presidents and Treasurer.
6. Complete appropriate paperwork and deliver all monies received from orders to the Treasurer and submit original invoices for payment. Cash and coin should be counted, documented and approved by two persons. If online sales are utilized, request bank transfer and appropriate documentation.
7. At the end of the sale, submit all orders to the vendor. Solicit volunteers to help with distribution.
8. When ordered items arrive, distribute them to the students via classrooms.
9. Attend monthly PTA meetings to update board on committee activities.

STUDENT PICTURES:

1. Coordinate student pictures with photography company, PTA President, and Principal for convenient dates/schedules.
2. Set contract and negotiate picture package with photographer and the Yearbook chair.
3. Organize volunteer parents to assist children on picture day.
4. Coordinate distribution of finished photos and retakes, if necessary.
5. Publicize dates through fliers and PTA website.
6. Include fees for yearbook with picture collection.
7. Attend monthly PTA meetings to update board on committee activities.

YEARBOOK:

1. Oversee and coordinate the committee for the annual school yearbook.
2. Work with the School Pictures committee.
3. The committee is made up of grade level photographers and yearbook designers.
4. Coordinate and communicate with the Yearbook company.
5. Request pictures to be forwarded from grade level photographers.
6. Update pictures around the school as needed
7. Seek approval from the Board. A Board Member (Co-President or VP), must review the yearbook proof before it is finalized.
8. Submit for printing and coordinate distribution.
9. Attend monthly PTA meetings to update the board on committee activities.

STUDENT PROGRAMS:

(REPORTS TO THE 2ND VICE PRESIDENT)

1. All Student Programs Chairpersons shall:
 - a. Have President sign all contracts.
 - b. Have all fliers/communications approved by one Co-President and the Second Vice President. Co-Presidents will correspond with the Principal for flier/communication approval. Once approved, fliers/communications will be posted.

ACTIVITY NIGHTS:

1. Committee Chair people to be determined annually.
2. Plan and staff grade specific or combined grade Activity Nights, during the year. Responsibilities include...
 - Initial planning

- Recruitment of volunteers for the Activity Night.
 - Managing the budget for each event and tracking expenses
 - Distribute and collect permission slips to be due one week prior to the event in order to plan for volunteer needs.
 - Recruit volunteers for event chaperones, promote the event, and arrange for decorations, games, entertainment, and food.
3. Attend monthly PTA meetings to update board on all committee activities.

ART AWARENESS:

1. Coordinate “Art History” for each classroom
2. Secure volunteers for each classroom, coordinate materials and training for volunteers.
3. Maintain materials and update when necessary.
4. Attend monthly PTA meetings to update the board on committee activities.

BIRTHDAY BOOKS:

1. Monitor supply and coordinate purchase of books for the Birthday Books program where each Windsor student receives a book on his/her birthday.
2. Work with the front office staff for the list of birthdays, especially summer/holiday birthdays so that a half-birthday can be determined.
3. Coordinate birthday and half-birthday lists for the morning announcements.
4. Attend monthly PTA meetings to update the board on committee activities.

CHARACTER COUNTS:

1. Model the six pillars – trustworthiness, respect, responsibility, fairness, caring and citizenship.
2. Coordinate student participation with staff regarding each trait.
3. Coordinate charitable activities, service learning projects, and events.
4. Provide information and pertinent articles to parents via Windsor PTA Weekly Snapshot.
5. Inform the school community of activities and distribute information through Windsor PTA Weekly Snapshots.
6. Participate with other school liaisons in Character Counts activities within the district and the community.
7. Attend PTA meetings to update parents on the Character Counts programs.

CHESS CLUB:

1. Provide opportunity for Windsor students to learn and improve chess skills
2. Coordinate chess club activities with outside Vendor.
3. Promote the Chess Club and offer Open Houses throughout the year to encourage new players to join the club through fliers on WindsorPTA.org and other social media.
4. Coordinate volunteers and teachers for the club.
5. Encourage a positive play environment for all players.
6. Attend monthly PTA meetings to update the board on committee activities.

CODING CLUB

1. Provide opportunity for Windsor students to learn and improve coding skills for 3-5 grade students.
2. Promote the Coding Club and throughout the year to encourage new players to join the club through fliers on WindsorPTA.org and other social media.
3. Coordinate volunteers and teachers for the club.
4. Encourage a positive play environment for all ages.
5. Attend monthly PTA meetings to update the board on committee activities.

CULTURAL ARTS:

1. Coordinate with President, Principal and staff to bring the students various forms of art, music, and dramatics with funds provided by PTA.
2. Publicize these programs in the Windsor PTA Weekly Snapshot and other social media.
3. Attend workshops, i.e. Showcase, to preview programs.
4. Coordinate contracts and present them to President for approval prior to vendor payment.
5. All performers should carry their own insurance. Please verify the performer carries insurance, either in the written contract or verbally.
6. Attend monthly PTA meetings to update the Board on committee activities.

5TH GRADE COMMITTEE:

1. Plan and manage various 5th Grade activities throughout the year, including:

- 5th Grade Breakfast
- Class Trip (newly proposed 2016)

Responsibilities include...

- Initial planning and development of the events
 - Staffing the Planning and Sub-Committees, designating responsibilities, and communicating best practices from prior years. Sub-committees may consist of, but are not limited to T-shirts, Class photo, Class Memory Books, class banner, as well as any decorations, refreshments and other gifts.
 - Hold progress meetings and facilitate communications between sub-committees.
 - Act as a liaison between the sub-committees and the school to answer questions regarding facility use, staff help and budget.
 - Update committee binder with new and best practices, examples of invitations, and photos from current year's event.
2. Attend monthly PTA meetings to update board on all committee activities.

GREEN TEAM:

1. Participate in garden design and maintenance.
2. Work on activities with students which promote ecology.
3. Help fundraise by donation requests and writing grants.
4. Coordinate ecology/recycling efforts at Windsor in conjunction with LMC staff.
5. Publicize events and activities through fliers and PTA newsletter.
6. Promote ecology and general health through an organic garden.
7. Organize a whole or partial school garden tasting in the fall of each year with the help of a local chef or kitchen, if possible.
8. Coordinate dates with the calendar committee, school Principal and Co-Presidents.
9. Attend monthly PTA meetings to update the board on all committee activities.

JUNIOR GREAT BOOKS:

1. Coordinate and implement the Junior Great Books Program.
2. Promote the program to the children.
3. Permission slip and money is collected for books if needed.
4. Recruit and train parent leaders for the program, and provide all support as needed, coordinating space needs, materials, etc.
5. Attend monthly PTA meetings to update the board on all committee activities.

JUVENILE PROTECTION/SAFETY:

1. Schedule Juvenile Protection-related programs by coordinating with Principal and PTA Executive Board for appropriate material and convenient dates.
2. Coordinate the school Drop and Go program.
3. Organize a safety programs such as a Biennial Bike Rodeo to promote bike and bike riding safety.
4. Coordinate volunteers to assist during events as needed.
5. Publicize events through fliers and PTA newsletter.
6. Attend monthly PTA meeting to update the board on all committee activities.

MIDDLE SCHOOL LIAISON

1. Attend monthly South Middle School PTA meetings.
2. Provide information about middle school activities, events and policies, obtained at the meetings and from middle school calendars to parents and students through the Windsor PTA Weekly Snapshot and monthly PTA meetings.
3. Encourage attendance at middle school events.
4. Promote open communication between South and Windsor.
5. Help coordinate and publicize 5th grade parent meetings and publicize Student Orientation Activities.

REFLECTIONS:

1. Be a liaison to Council Reflections committee.
2. Coordinate Windsor program:
 - Receive and distribute program information to all teachers and students; post fliers around Windsor.
 - Collect all entries to be judged according to Council Reflections guidelines.
 - Inform participants of results.
 - Publicize results in Windsor PTA Weekly Snapshot and morning announcements.
 - Prepare a display of entries and attend any District 25 awards, if applicable.
 - Distribute participation certificates and ribbons, if applicable.
 - Return entries to participants.
 - Attend the District 37 reception and ceremony for state level participants, if applicable.
 - Publicize next year's theme prior to summer vacation.
3. Attend monthly PTA meetings to update board on committee activities.

ROLLER SKATING:

1. Coordinate the roller skating event for Windsor School currently held at Orbit Skate.
2. This event is generally held in November, January, or February, but can vary based on the school calendar.
3. Coordinate with the location (currently Orbit).
4. Collect the contract and have the Co-President sign and return it to Orbit.
5. Organize canned goods drive for the local food pantry at the event.
6. Distribute permission slips and publicize event through WindsorPTA.org and other social media.
7. Drop off items for the food pantry after the event.
8. Attend monthly PTA meetings to update the board on committee activities.

RUNNING CLUB:

1. Schedule Running Club program for all students in grades 1 – 5.
2. Program held after school in the Fall and/or Spring for a varied amount of time.
3. Promote Running Club through WindsorPTA.org and other social media.

4. Collect permission slips and communicate information related to RC to families.
5. Each family is required to volunteer at one RC session. Distribute the volunteer schedule and information to them once their times have been coordinated.
6. Plan running-based activities, games, races, and more that promote a healthy lifestyle.
7. Attend monthly PTA meetings to update the board on committee activities.

SCIENCE FAIR:

1. Provide an opportunity for students to enter a science or engineering project to a Science Fair.
2. Promote the Science Fair by distributing fliers and direction sheets to families. Post instructions and ideas on WindsorPTA.org for student use.
3. Coordinate students' entries and awards.
4. Schedule guest speaker and or judges.
5. Coordinate dates with Book Fair and communicate those to the Calendar Committee.
6. Encourage attendance to the event.
7. Attend monthly PTA meetings to update the board on committee activities.

PUBLISHER'S WORKSHOP (formerly Publishing Center and Writing Club)

1. Coordinate with the LMC staff to plan the use of appropriate resources (space, computers, iPads, copier, etc.).
2. Collaborate with the LMC staff and Committee Members to select an eBook format that is currently available for PTA use.
3. Develop the eBook process with the assistance of the LMC staff.
4. Offer a dual format to meet all needs: printed published book and eBook
5. Develop a sign-up for the parents to register their children for the after-school program.
6. Each format option will be a two day event, for a total of four days.
7. Available to K-5 graders with parent participation.
8. At the event, offer a parent-directed lesson for the objective of the session.
9. Parents work with their own children using the provided template for a printed book or a pre-approved app for the eBook.
10. Volunteers assist troubleshoot and help with editing and publishing when needed.
11. Volunteers bind printed books and share eBooks with LMC staff to load onto the Windsor eBookshelf.
12. Promote use of the Publisher's Workshop and reach out to teachers during the year to encourage their students' participation.
13. Attend monthly PTA meetings to update the board on committee activities.

VARIETY SHOW

1. Coordinate all aspects of the Student Variety Show as it is approved in the Plan of Work.
2. Determine the theme of the show
3. Develop a tryout process
4. Manage student sign-ups
5. Utilize parent communication tools
6. Manage the budget and track expenses
7. Select dates and seek approval from the Co-Presidents
8. Create flyer to promote the event and "Save the Date".
9. Create a student permission form-offer a paper copy and on online sign-up.
 - Students with acts must demonstrate a show-ready performance with appropriate attire and music in under 90 seconds. Feedback will be provided and call-backs may be needed.
 - Students can participate as follows: an act, an emcee, tech crew, or stage crew.

- Training will be provided for Emcee's via an Emcee Workshop held during lunch or after school.
 - No food or liquid to be used as props
 - Emcees will need to audition with two jokes and read from a provided script.
 - Tech Crew will work with school staff.
 - Stage Crew will be trained during the rehearsals.
10. Recruit and schedule parent volunteers for the various roles needed.
 11. Coordinate space needs and reserve rooms for tryouts, practices, rehearsals, and the show with school staff.
 12. Provide set-up and clean-up if needed by school staff.
 13. Publicize event through flyers, PTA website, social media, and direct email.
 14. Communicate to parents with updates and reminders via email.
 15. Collaborate with the school staff to determine tech and audio needs.
 16. Provide feedback to students during rehearsals to promote a well-rounded show.

VETERAN'S BREAKFAST:

1. Coordinate all activities for Veteran's Breakfast to be held near Veteran's day.
2. Create and distribute student flyers to initiate invitation nominations
3. Collect nominees and finalize invitation list
4. Order food, drinks and paper goods for the breakfast
5. Plan and execute the breakfast
6. Collect thank you notes and make packets for each veteran
7. Organize in-school parade

WORLD OF WORK

1. Secure a date with Co-Presidents ASAP, typically in the last few weeks of the school year.
2. Book your buses early (no later than February if date is in May), work with school secretary for current contact information on booking a bus through the district.
3. Solicit businesses early. Send letters and face to face inquires recommended.
4. Assign students to businesses by surveying them on their interests. Contact Co-President about getting approval to survey during class time.
5. Permission slips needs to be created with secretary once the business has been assigned to students.
6. Obtain volunteers. Try and get volunteers outside of 5th grade so 5th grade parents can shop/visit students at different locations.
7. Attend WOW event, ride with students on the bus and travel to different locations to find out things are going.

SPECIAL COMMITTEES:

I. AUDIT COMMITTEE

1. Examine Treasurer's Annual report and financial records (accounts, vouchers, check book, etc.) by July 31st.
2. When satisfied that the Treasurer's Annual Report is correct, prepare and sign an audit report to be incorporated with the Annual Report.
3. Post Audit Report at school once it is completed.
4. Present the Audit Report at the September General Meeting to the General Membership.

II. BUDGET COMMITTEE

1. Consists of incoming and outgoing Treasurers, Vice Presidents, and Co-Presidents. Principal provides input either in person or through prior discussions.
2. Meet after the books are closed on June 30th. Present the budget at a Board meeting for discussion and at a General or Annual meeting for approval by the General Membership.
3. Post budget 30 days prior to the September General Meeting.
4. Submit a copy of the approved budget to Council by their due date.

III. EXCESS FUNDS

1. Comprised of that school year's Co-Presidents, current Treasurer (or outgoing and incoming Treasurer), and the Principal.
2. This committee should be formed no later than the April Board meeting.
3. The Treasurer will provide an estimate of Excess Funds.
4. Take suggestions from all board members. Excess Funds will be spent on PTA items or on items for the school. The needs of the PTA should be considered first.
5. A vote for excess funds can be done virtually through an online vote if the last meeting is in May, before all funds have been disbursed or collected.
6. The Committee's recommendations must be submitted to the Council President and Superintendent for approval before being presented to the PTA Board.
7. Upon approval from the Superintendent, the Excess Funds Report will be presented to the General membership at the final General meeting of the school year.
8. Once approved, an item may be ordered through the central Office and directly billed to the PTA. When an item has been purchased for the school, it then becomes the property of the School District and part of their inventory.

IV. NOMINATING COMMITTEE

1. Consists of 5 members: 3 members from the Board and 2 members from the General Membership. There will be 1 alternate from the Board and 1 alternate from General Membership.
2. A School Representative will serve as an advisor to this committee.
3. The committee will meet to elect a chair and appoint a representative to attend the Council's PTA Nominating Committee Workshop.
4. This committee will be guided by the Council's "Suggested Procedure for Nominating Committee."
5. No relative (ie, spouse, siblings) is allowed to vote if on the nominating committee, she/he must leave the room during discussion and voting process

Planning Your PTA Event

Form Your Committee:

- **Review Committee Binder/Documentation & Meet with Previous Chair:** Get the committee binder from last year's chair and review. May want to meet with them to review how they ran the committee last year. Or, check in with your President or VP.
- **Get Volunteers:** Our Volunteer Coordinator has a list of volunteers for many of the committees. They can also help you get volunteers through board contact and miscellaneous volunteer lists. Remind volunteers: **No non-Windsor children will be allowed passed the office during school hours.**
- **Roster** – submit a roster of your committee to your Presidents and/or Vice-Presidents.
- **Organize:** Meet and plan out your event – theme, date, time, activities, etc. Keep your officer and co-presidents informed so we know plans are underway.

PTA Meetings: Attend and report on your committee at monthly PTA meetings.

- **Procedures for handling money:**
Prior to submitting to the Treasurer, take these steps.
 - Complete the Credit Voucher listing amounts of cash and checks submitted.
 - Two committee members count the cash and checks.
 - Both members sign the report.Arrangements should be made ahead of time with the Treasurer for the transfer of the money, both physically and digitally through online sales.
 - For the events held at school, the money is **NOT TO BE REMOVED** from the school.
 - If the deposit cannot be made immediately, arrangements will be made to keep the money in the school safe until the next banking day.
 - For other events, the money is to be turned into the Treasurer as soon as possible.
- **Expenses/Budget:** Know your expected revenue goals and expense budgets. You can find all budget and expense forms on the website. The Tax Exempt form will be dispersed upon request.
 - **Tax Exempt Letter** is to be used for all purchases. You **will not** be reimbursed the tax portion of your receipt if you do not use the tax-exempt letter unless the business does not accept tax-exempt (i.e. Costco).
 - **Debit Voucher** – complete a debit voucher for reimbursement and put it in the Treasurer's folder in Windsor's office. Include all original itemized receipts.

Publicize All Events via Website E-Flier, Social Media, and Marquee (please do all three):

- **E-Flier:** Create promotional e-flier that describes the event, provides time, date, etc.
 - Include PTA logo on all fliers and “special needs statement” where appropriate (both available on website under PTA Chair Tools).
 - Get approvals (see next section on approval process).
 - Save as .PDF.
 - Email to both co-presidents and your VP (if it applies)
- **Social Media:** You can promote your own event as frequently as you'd like. If you do not have a social media account, you may email the Communications Chair person to post for you.

- **Marquee:** Send your request to our Marquee Chairperson.

Send in Hard Copy If ...

If the flier is also an order form or permission slip that requires money to be returned,, you can get approval from your officer to send the flier home (one time only), in hard copy (as well as the website).

The process:

- No half pages, please. It makes it hard to collate.
- Sign up for a copy time in the office, copy enough for youngest and only (Y/O). The front office staff can give you that number and can also be found in the Distribution bin. For Grade Level specific forms Y/O numbers do not apply.
- Count out fliers for each class and put them into the class folders. Class folders are located in two plastic bins, in the corner of the front office and have the Y/O number written on it. Due date is: Wednesday of the week they are to go out.

Approval Process:

- Check the back of the directory to see where your committee falls – services, ways and means, student programs or activity nights.
- Get approval from the officer who manages your PTA group and the Co-Presidents. This is where you may have some back and forth revisions, if needed. Officers are:

Services: Co-presidents

Ways and Means (Fundraisers): 1st Vice President

Student Programs & Activity Nights: 2nd Vice President

- Co-President will then send final version of the flier to Principal for final approval (and copy chair).

Thank Your Volunteers & Publicize Results:

- **Email** – Send a thank you to your committee via email.
- **Windsor PTA Weekly Snapshot**
- **Thanks & Results** – Write a short article for the Windsor PTA Weekly Snapshot. Thank those who helped make it all happen. You can also include profit results or pictures for our use, if you have them. Send to the Co-Presidents. These are due the Friday before the Friday it will be published.

Important Committee Paperwork

- **Documentation** – Maintain documentation for your committee and keep records, ideas, reports for future committee members. Pass the folder to your designated Vice-President or President at the end of the school year if you are not continuing on. This can all be done via email files.
- **End of Year Report** – Fill out the EOY Report online to be submitted to the Executive Committee as soon as your event is completed and profits are calculated (if a fundraiser). These reports are extremely valuable in planning for next year. We use this report during our budget planning process.

- **Plan of Works** – Based on the outcome of the current year’s event, fill out the POW Report online giving ideas for those running next year’s event. Please fill out even if you will be running the event next year. We use this report during our budget planning process. If there are no changes planned for the following year, no need to fill out the Plan of Work form.