

Keller Elementary School



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PTA Procedures

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General Chairperson Responsibilities

- Meet with previous chairperson(s) of your event/committee. If you have a specific event date, start planning EARLIER than you think you need to; a few months in advance.
- Obtain all previous communication pieces and other pertinent information from previous chairperson(s) and/or PTA President. Each committee has an event/committee binder where this information can be stored and easily passed on.
- Attend chairperson training.
- If required, meet with PTA President and/or Principal to discuss overall direction of committee and/or if you need further input on requirements.
 - Schedule these meetings a month to six weeks prior to your event, and possibly even longer if the event is large and has many components.
- If you need volunteers for your event or committee, meet with and provide information to the Volunteer Coordinator so a Sign-up Genius and/or other volunteer recruitment plans can be created.
- Verify your budget with the PTA President or PTA Treasurer.
- Stay within your budget for the event or program.
 - If you need additional funds for your event or program, you must get these approved prior to spending any additional monies.
- Create a one-page checklist for your responsibilities as a chairperson at the end of your event/program. Store it in your binder. This is helpful as a resource to future chairs.

Distributing Information to Keller Families

Approval Process

- Review timeline of event or desired information distribution. Begin approval process approximately 1 week *prior* to desired distribution.
- Create draft document(s).
- Send to VP/Communication, copy president, for approval.
- President and VP/ Communication will approve final document(s) and return to chairperson for distribution. Information that hasn't been approved cannot be shared publicly. Documents should be approved by VP of Communications within *72 hours*. During peak PTA fundraising, September through October and May through June, approval time is extended to *96 hours*.

Hard-copy Distribution

- Obtain enough paper to make copies, ONLY if paper copies are necessary. We are a Green School and encourage electronic distribution over paper when possible.
 - Purchase paper from office supply store. If you are purchasing paper, this will come from your event/committee budget.
 - Verify student number with PTA President or on student count sheet in Volunteer Room (on bulletin board).
- Make copies in Volunteer Room using volunteer copy code.

- PTA President can supply the code.
- Create stacks of copies for each teacher.
 - Student counts for each teacher are available in the Volunteer Room.
- Give flyers to the school secretary to distribute to each teacher's mailbox in the office **at least two days before** you would like them to go home.
- If you purchased paper, fill out a reimbursement request, attach your receipt, and submit it to the PTA Treasurer.
 - For electronic submission, email the documents to treasurer@helenkellerpta.net.
 - For paper submission, leave documents in the PTA Treasurer mailbox in the Volunteer Room or in the office PTA Mailbox (via the school secretary), or send them in with your child in an envelope marked Keller PTA – Treasurer.
- Do not ask the school secretary to do any copying or emailing for you. All PTA work needs to be completed by our volunteers.

Electronic Distribution

- Send final electronic file(s) as PDF(s) to the VP/Communication, and PTA President and indicate dates the file(s) should be communicated.
 - VP/Communication will distribute the file(s) to the:
 - Social Media Chairperson
 - Website Chairperson
 - PTA President will distribute the files via the President's newsletter.
 - If timely, Principal will distribute via the principal's email newsletter.

Holding an Event at Keller

- Determine space/room(s) required.
- If space/room(s) are required during the school day, schedule with the principal.
- If the event has a specific schedule for different classes (e.g., an assembly), partner with the principal to choose the best date/times.
 - After meeting with the principal, provide principal with specific times of event or program at least one month prior so information can be sent to teachers and it can be added to the teacher's calendar.
- If space/room(s) are required before or after the school day or on the weekend, complete the following:
 - **Complete Building Use Application** to reserve space outside of school hours (see page 6-7).
 - Turn in this form to the Royal Oak Schools Rental Department, 1601 N. Campbell or scan and email robin.newsone@royaloakschools.org.
 - Verify your request is approved with the Rental Department.
 - **Contact the school secretary to verify building rental is on the school calendar.**
 - Note that there may be a room rental fee and maintenance costs for events outside of regular school hours.

- Per the school district, **no balloons** are allowed inside the building for any reason. This is due to the HVAC system in the building, latex allergies, and to avoid unexpected loud popping noises during a crowded event indoors.
- Find more building rental information at:
<https://www.royaloakschools.org/cms/one.aspx?portalId=455185&pageId=703644>.
- ☐ If a special set-up is required, send information to Principal who will inform the custodial staff so they can prepare for the event at least two weeks in advance.
 - E.g., if additional tables or chairs are required, they may need to be ordered from another location.
- ☐ If event is on weekend when custodial staff is normally not at school, determine if you need to request additional staff for that day.
 - There will be an additional charge for bringing in staff. Remember this for budgeting purposes.
- ☐ **The kitchen is not available for PTA events.** If you need the use of a kitchen or kitchen equipment, please see the principal.
 - Keller’s kitchen and equipment is the property of Chartwells School Dining Services.

Handling of Money

Prior to Event

- ☐ Each committee/chairperson will be given a budget at the annual meeting (second Monday in September) with which to plan the event.
- ☐ If you are the chair of a brand-new event or committee, you should present a plan of work and budget to the executive board for approval before money is spent.
- ☐ New expenditures or increases in the adopted budget must be submitted to the voting body before the money is spent.
- ☐ If you need start-up money for change at your event, contact the Treasurer 7 – 10 days before your event with the amount and denominations needed. See page 10 for past amounts.

End of Event

- ☐ At the end of the event, two people count all monies. This is to be recorded on the **PTA Event Summary - Financials Sheet** (see page 8).
- ☐ Place the completed PTA Event Summary - Financials Sheet and all cash, checks and coin in a sealed envelope and deposited into the drop safe located in the PTA Volunteer Room (Room 110).
 - The Treasurer will get the deposit from the safe, recount the money and deposit it at the Credit Union.
- ☐ Do not take any cash or more than \$100 in checks home.
 - Leave any funds in the Volunteer Room safe if you cannot count it immediately after an event.

- The Michigan PTA prohibits that keeping PTA funds at a member's house. It is our policy that a member not take more than \$100 home.
- ☐ For your records and for future chairs, complete a Budget Worksheet form to be kept in your event/committee binder/ in your digital files.
 - This form must be submitted to the treasurer after your event/ committee work is complete.
 - This form is available on the PTA website

Reimbursement Procedures

- ☐ Complete a **PTA Reimbursement Request Form** (see page 9) in order to receive reimbursement from the Treasurer.
 - Receipts, contracts or invoices should be attached with the amount to be reimbursed clearly marked.
- ☐ Submit your completed form with the necessary documentation attached to the PTA Treasurer.
 - For electronic submission, email the documents to treasurer@helenkellerpta.net
 - For paper submission, leave documents in the PTA Treasurer mailbox in the Volunteer Room or in the office PTA Mailbox (via the school secretary), or send them in with your child in an envelope marked Keller PTA – Treasurer.

BUILDING USE APPLICATION



1601 N. Campbell Rd. Royal Oak, MI 48067
Phone 248-545-0064 or
Email: robin.newsome@royaloakschools.org

Organization: _____

Name: _____

Billing Address: _____

City: _____ Zip: _____ Home Phone: (____) _____

Work Phone: (____) _____ E-mail: _____ Fax: (____) _____

School Requested: _____ Area: _____

Purpose: _____

Starting Date: _____ Starting Time: _____ Day(s) of Week: _____

Ending Date: _____ Ending Time: _____ Number Attending: _____

Admission Charge? _____ Anything Sold? _____ What? _____

_____ My event will not be using any school district technology or equipment.

_____ My event will require the use of the following school technology or equipment.

Additional/Special Requests:

_____ Microphone
_____ Stands
_____ Podium

_____ Screen
_____ Projector
_____ Stage Lighting

_____ Mixing Board
_____ DVD
_____ Computer

Technology equipment is only available when a technology staff member is present for the event. This must be scheduled in advance and the cost for the staff person (@\$35/hour) will be billed to the building user. In designated area below or in an attachment, draw/write a description of the technology use and or set up.

Set-up Description

School building will be open 30 minutes prior to your scheduled activity and is to be vacated 30 minutes after scheduled ending time to avoid added expense.

Permit holders agree to follow all the rules governing use of the School District and any specific guidelines or restrictions at the sole discretion of the School District. Locations used shall be subject to the School District's discretion and the User will be responsible for all expenses related to its presence at the School District. The User agrees to defend, indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits, judgments and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and/or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees, or any portion of the School District. The User shall, at its own expense, keep in full force and effect until the cessation of its activity, a commercial general liability (CGL) insurance policy having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate combined single limits for bodily injury, personal injury and property damage. In addition, the policy shall name the School District as an Additional Insured on the policy.

Permit holders securing outside contractors for their event are responsible for such contractors conforming to conditions stated above. Outside contractors utilized by a permit holder will be required to supply a certificate of liability insurance from said outside contractor having limits of not less than One Million Dollars (\$1,000.00) for each occurrence and in aggregated combined single limits for bodily injury, personal injury, and property damage. In addition, the policy shall name the School District as an Additional Insured on the policy.

Policies and Procedures of Royal Oak Schools must be adhered to and will be enforced, including the prohibition of all alcohol and/or tobacco products. Fire and severe weather procedures are for everyone's safety and are to be implemented accordingly. Royal Oak Schools reserves the right to cancel and/or relocate your approved activity. Activities are canceled if school buildings are closed due to inclement weather.

48 hours notice of cancellation is required to avoid cost or penalties. For cancellation notice please call 248-545-0064 ext. 3245. Please leave your name, building and date of event.

I agree to all of the above and understand that I am responsible for any and all overtime and additional cost that may occur.

Signature of Applicant: _____

BUSINESS OFFICE PERMIT AUTHORIZATION

The above Building Use Application has been approved.

Approximate Cost: _____

Director of Custodial Operations _____

Revised 4/2019

Keller PTA Event Summary – Financials

Event Name:	Date:
Chairperson(s):	

CHECKS/MONEY ORDER: (Need more room? List it on the back)

List Check # & Check Amount	List Check # & Check Amount	List Check # & Check Amount	List Check # & Check Amount	List Check # & Check Amount
1	12	23	34	45
2	13	24	35	46
3	14	25	36	47
4	15	26	37	48
5	16	27	38	49
6	17	28	39	50
7	18	29	40	51
8	19	30	41	52
9	20	31	42	53
10	21	32	43	54
11	22	33	44	55
SUBTOTAL:				

CASH:

Currency	How many?	Amount Total
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
Coin	How many?	Amount Total
Dollars		\$
Half Dollars		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
SUBTOTAL:		\$
CHECK TOTAL	+	\$
(Minus Cash Box)	-	\$
EVENT GRAND TOTAL		\$

Event Financials:

Two people need to account for all monies collected and recorded. Both people need to sign this form, make a copy for your record and deposit into the safe in the PTA volunteer room.

1st Signature: _____

2nd Signature: _____

TREASURER USE ONLY:

Date Received: _____

DEPOSITED IN (CIRCLE ONE): CHECKING SAVINGS Treasurer's Initials _____

Reimbursement Request



Name: _____ Date: _____

Event/Committee: _____

Description: _____

Expense Amount: _____

Make check payable to: _____

How do you want to get your check?

- In the Volunteer Room in your event/committee mailbox
- Sent home with my child

- Child's name: _____

- Teacher's name: _____

Please fill out this form completely.

- Receipts, invoices or contracts must be attached in order to receive reimbursement payment.
- **SUBMISSION:** Return form and documentation to [Treasurer](#) either in the PTA volunteer room or electronically by emailing.

<i>Approved By:</i>	
Treasurer's Initials: _____	Date: _____
2 nd Approver's Initials: _____	Date: _____
Check #: _____	Amount: _____

PTA Events Cash Box History

Below lists past amounts needed for start-up cash at events, if known (prior to 2019-20 school year).

- **Kindergarten Welcome**
 - Membership (\$150 total – \$50 tens, \$50 fives, \$50 ones. Usually have enough change to use for BTS and curriculum nights)
- **Back-to-School Night/Food Truck Fest**
 - Membership (see Kindergarten Welcome)
 - Spirit Wear
- **Curriculum Night**
 - Membership (see Kindergarten Welcome)
- **Book Fairs**
 - Start-up money for two cash registers (\$629 total – \$200 tens, \$200 fives, \$200 ones, \$20 quarters, \$5 dimes, \$2 nickels, \$2 pennies) split evenly between two registers
- **Trunk or Treat**
 - Cider and Donut Sale (\$150 total – \$50 ones, \$100 fives)
- **Mom2Mom Sales** (\$400 total – \$200 fives, \$200 ones)
 - Admissions
 - Large Items
 - Fifth Grade Bake Sale, if necessary
- **Family Dance**
 - Admissions (\$250 total – \$100 tens, \$50 fives, \$100 ones)
 - Membership (\$150 total – \$50 tens, \$50 fives, \$50 ones)
- **Winter Market**
 - Fifth Grade Bake Sale, if necessary
- **IFFF**
 - Admissions (\$600 total – \$200 tens, \$400 fives)
 - Cookie Table (\$150 total – \$150 fives)
 - Silent Auction (\$200 total – \$40 twenties, \$60 tens, \$50 fives, \$50 ones)
 - Children’s Raffle (\$175 total – \$150 fives, \$25 ones)
- **Fun Fair** (\$1400 total/5 cash boxes – \$500 fives, \$500 ones)
 - Admissions (2 x \$200 = \$400)
 - Concessions (2 x \$200 = \$400)
 - Fifth Grade Dunk Tank (1 x \$200 = \$200)
 - Classroom Auction Basket (use Admissions money for change, track amount paid on sheets)