

## **Salt Creek PTO & District 59 Administrative Policies**

### **Receipt of Gifts**

#### ***PTO Policy***

If a committee has been given any free gifts, bonuses, materials or certificates by a vendor or has extra material that cannot be returned or sold, the Ways & Means Executive Board Member should be notified. The Ways & Means Board Member will then advise the Executive Board and they will decide what will be the best way to use the materials such as giving them to another committee, program, raffle or staff gifts. Committee member's suggestions will also be considered.

### **Giving of Gifts**

#### ***PTO Policy***

#### ***Gift Giving***

The secretary will be responsible for purchasing gifts on behalf of the PTO.

#### ***Retiring Staff Members***

When a member of Salt Creek Staff retires, a book, not to exceed \$25, is purchased and donated to the LMC in Honor of the Retiree. In addition, a gift valued at \$75, will be purchased and presented to the Retiree at the last school convocation.

#### ***Principal or Assistant Principal Transfer***

When the Principal or Assistant Principal transfers to another school, a gift valued at \$50, will be purchased and presented to them at the last school convocation.

#### ***Staff Member Birth***

When a staff member has a baby, the birth will be recognized with a gift, not to exceed \$20.

#### ***Hospitalization***

If a student or staff member is hospitalized for a lengthy time, a gift, not to exceed \$20 will be purchased.

#### ***Death***

If a staff member, student or someone in his or her immediate family passes away, a gift or donation valued at \$25 will be provided. Immediate family is defined as parents/guardians and siblings of students. For a staff member, immediate family is defined as a spouse or child.

#### ***Other Occasions***

All other occasions will be acknowledge with a card on behalf of the PTO.

### **Signing of Contracts and Insurance**

#### ***Community Consolidated School District 59 Policy***

Contracts with groups, organizations, or individuals charging a parent/teacher organization or the school district \$1000 or less for a performance must be signed by the school administrator.

Contracts with groups, organizations, or individuals charging a parent/teacher organization or the school district more than \$1000 for a performance must be sent to the Business Office and be approved by either the Assistant Superintendent for Business Services or the Director of Buildings and Grounds.

School Administrators must be aware of all presentations to be held in the school building. If there is any question about the safety of a performance, the school administrator will contact the Assistant Superintendent for Business Services or the Director of Buildings and Grounds.

## **Salt Creek PTO & District 59 Administrative Policies**

A building principal is responsible in determining if proof of liability insurance is required (designating the school district as an additional insured) for a performance as determined by the type of performance, property required for performance, use of school grounds and/or equipment, and involvement of children and/or staff. All programs requiring approval of the Assistant Superintendent for Business Services or the Director of Buildings and Grounds must provide proof of insurance listing the district as additional insured. All questions related to potential liability and/or requirement for the proof of insurance should be referred either to the Assistant Superintendent for Business Services or the Superintendent.

### **Liability**

#### ***PTO Policy and Community Consolidated School District 59 Policies***

All PTO functions are covered by Community Consolidated School District 59's insurance policy. Executive Board and Committee Members cannot be personally held responsible for any accidents, injury or loss. This includes any function held outside of the school or district property, for example, a function held at your personal home or a general private or public meeting place.

In case of injury or accident where there is a possibility of an insurance claim needing to be filed, you must follow these guidelines:

- a. Document all known details immediately.
- b. Document witnesses' names and phone numbers
- c. Detail the incident including time, location, how it occurred and the circumstances surrounding the incident.
- d. Report the incident to the CCSD 59 Administrative Office the very next business day.
- e. Report all the information recorded including your name and phone number.

### **Budget and Excess Spending**

#### ***PTO Policy***

The Mission Statement set forth by the PTO and approved by the general committee prior to incurring any expenses will guide budgets and excess spending. Budgets are to be used for the express purpose of the committee role descriptions.

Committee Budgets are set forth based on expense need and income expectation. In the event that an event does not utilize their expense budget or income exceeds expectations, the excess funds will be dispersed based on the approval of the PTO general committee at the end of the year.

The Exec. Board has the ability, based on being elected, to approve budget overruns. The budget and actual will be presented to the PTO at each meeting for review and/or any additional adjustments.

### **Communication with Staff, Student Body and Translation**

#### ***PTO & Administration Policy***

All documents that will be sent to the entire student body including parents must be approved by the Principal and/or Assistant Principal. The document can be forwarded via email or hard copy. Any documents requiring translation should be submitted to the translator via a translation application or email. The application can be found in the staff mailboxes under 'Translator' or online at the PTO website. Please allow 7 to 10 business days for translation completion.

## **Salt Creek PTO & District 59 Administrative Policies**

Mass email to all staff members is not permitted. Any communications via email to the staff members can be sent to the Principal for distribution.

### **Duplicating**

#### ***PTO & Community Consolidated School District 59 Policy***

Photocopying large amounts of paper, such as to the whole student body, should be done through the CCSD 59 Administrative Print Shop. After the document has been approved by the Principal or Assistant Principal, the original document (keep a copy for yourself in case it is lost) should be sent with a request form to the Admin Building. The forms are located in the staff mailboxes under 'Duplicating Requests'. The PTO form is printed on goldenrod paper. Printing should be done on plain white paper. All print requests must be approved and signed by the Principal. Please allow 7 to 10 business days for completion. Sending print requests through the Admin Building significantly decreases our printing costs. Small photocopying jobs can be done through the staff copier. However, staff has priority on this machine.

***Distribution*** of documents will be done for the entire population vs. Oldest and Only. Due to prior communication issues, it was determined that the entire population was a more efficient and effective way to ensure parents get the information they need. Do not forget to include staff members.

### **Babysitting**

#### ***PTO Policy***

Babysitting is available for PTO meetings when necessary. Please contact the Vice President. Babysitting is paid for by the PTO Babysitting Budget.

Babysitting will be held in the LMC computer lab with access to the computers, a movie and games. Children are not to leave this area without supervision. They will be removed and sent to be with their parent if they do not abide by the rules set forth by the PTO and Sitters. These policies are in place to provide a safe and controlled environment.

### **Event Date Changes**

#### ***PTO Policy***

The school calendar has been approved and distributed showing our yearly programs. If you need to change a date for your event, please get approval from the PTO Executive Board and the Principal prior to communicating a change. If you have a new idea or suggestion for the event, please create a proposal and present it to the Vice President or Ways & Means Chairman for review.

### **Reserving Space for Functions**

#### ***PTO & Community Consolidated School District 59 Policy***

All PTO functions need authorization from the administration for facility use. To request space, contact a member of the office of the Principal or Assistant Principal.

# **Salt Creek PTO & District 59 Administrative Policies**

## **PTO Letterhead**

### ***PTO Policy***

PTO Letterhead is available for use by committee members when necessary. To use letterhead, forward the final draft of your letter to one of the Co-Presidents for review. Upon approval, they will forward the letter to the Secretary for printing. The completed letter will be forwarded to you.

## **Thank Yous**

### ***PTO Policy***

Due to expenses the PTO does not sponsor a formal ‘Thank You’ program for volunteers. As of the 1998/99 school year, the following policy was adopted regarding ‘Thank Yous’. It is the responsibility of Committee Chairs to thank their committee volunteers for their involvement in the committee activities. Writing a thank you note can be done immediately following your event or during ‘National Volunteer Week’ in the spring. There is not a budget for expenses incurred for thank yous, so keep it simple.

## **Use of School Mascot**

### ***PTO Policy***

The school mascot “Salty” may only be used with the permission of the Principal or Assistant Principal. There may also be no changes made to the logo (i.e. changing Salty’s facial features or overall appearance). Accessories may be added to Salty with the approval of the Principal.

## **Outside Sales Policy**

### ***PTO Policy***

During a school/PTO sponsored event no outside sales is permitted, unless approved by the Principal. Proceeds from sales must benefit the Salt Creek student body/PTO.