

PROCEDURE GUIDE

IVY HILL PTA EXECUTIVE BOARD MEMBERS

May 2014

The following guidelines have been compiled to assist each board member in understanding the complete scope of responsibilities specific to the individual chairmanships. These guidelines are intended to supplement the outline of duties set forth in the Ivy Hill PTA Bylaws and the NPTA Manual.

- I. GENERAL DIRECTIONS FOR ALL BOARD MEMBERS - You are a very important and necessary part of the Ivy Hill 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 the NPTA and the Ivy Hill PTA Bylaws. This information should be in your procedure Book.
 - B. Each committee is responsible for filling out the committee organization. This is necessary to provide maximum opportunities for participation by the general membership through Plan of Works due at May Budget Meeting.
 - C. Each chairman should make and maintain a Procedure Book binder to be used by his or her successor. The Procedure Book should contain a list of board members, budget, Plans of Work, End of Year Reports, newsletter clippings and any materials pertinent to the chairmanship for the previous 5 years (Treasurer, 7 years). In addition, a copy of the current Bylaws, this Procedure Guide, and a list of all PTA-owned property in the chairmanship's possession should be included.
 - D. Each officer and standing committee shall submit an annual Plan of Work by the end of the school year.
 - E. All chairmen are responsible for carrying out their entire Plans of Work. Progress of the committee and its activities must be publicized and reported to the general membership through the Ivy Inklings, Friday packets, and at general meetings.
 - F. The Treasurer, ONLY upon receipt of an itemized bill and corresponding voucher, reimburses expenditures incurred in connection with board-approved projects that are covered by the budget. The board MUST approve expenses not covered by the budget before payment may be made. Use the Arlington Heights Council of PTAs Tax-exempt Number E9989-1281-02 for ALL expenditures.
 - G. Every board member is encouraged to attend all board meetings, general PTA meetings and special board meetings called by the Executive Committee, and at least one co-chair from each committee is

required to attend each meeting as the representative for that committee. If absence is necessary, the President or Secretary must be notified.

H. Board members designated by the President as delegates to the Arlington Heights Council of PTAs are expected to attend the Council School of Information and any meetings conducted by their respective Council Chair.

I. End of Year Reports are due in triplicate at the May board meeting.

J. All Chairmen are required to complete commons set-up form and/or other facilities requests prior to their respective events, and to give to custodian/office.

II. OFFICERS (In addition to the duties described in the unit Bylaws)

A. President (When a co-presidency exists, only one is permitted a vote.)

1. Coordinate the activities of the officers and committees in pursuit of the objectives of this unit, the IPTA, and the NPTA.
2. Communicate to the board all pertinent information originated by the NPTA, IPTA, District Director, Arlington Heights Council of PTAs, and/or the Office of the Superintendent of School District 25.
3. Cooperate with the office of the Principal to maintain a mutually beneficial relationship between the school and PTA.
4. Serve as liaison between all PTA Board members and the Principal. Disseminate all pertinent publications/news/e-mail/bulletins to respective committees to help chairs fulfill their duties.
5. Fill board chairmanships by polling current members serving on the board, calling other PTA members who expressed an interest, and advertising available positions in email communications/online questionnaires and/or Friday packets.
6. Ensure that all board members are properly equipped with the most recent revision of the PTA Procedure Guide, Bylaws and other publications to assist them in their work.
7. Prepare and distribute agenda for monthly board meetings and any general meetings.
8. Write an article specific to PTA's mission for each issue of Ivy Inklings.
9. Review Ivy Inklings and all Friday packet submissions prior to distribution and before publication.
10. Call an executive meeting prior to the September board meeting in order to define goals and objectives for the coming year.

11. Call an executive meeting before each month's board meeting. Other executive committee meetings may also be called at the discretion of the President.
12. Attend all monthly District 25 Presidents' meetings.
13. Maintain strict code of confidentiality.

B. 1st Vice President

1. Attend all PTA meetings and, if necessary, chair PTA meetings or events that the President is unable to attend.
2. With the President(s), review the Procedure Guide.
3. Make copies of and distribute Bylaws and Procedure Guide to all committees at the first PTA meeting in September.
4. Amend Bylaws and Procedure Guide in alternating years.
5. Review calendar and contact committees with upcoming events to include information in the Friday Packet, if not previously sent.
6. Compile provided information from committees to include in the on-line Friday Packet, obtain approval/changes from the Ivy Hill President(s) and e-mail PDF to the Ivy Hill Office for copying and distribution.
7. Review the Ivy Hill e-mail site to obtain any district information to be included in the Friday Packet.
8. Attend Executive Board meetings each month, prior to the general monthly meeting.

C. 2nd Vice President (Volunteer Coordinator)

1. Attend and chair, if necessary, any PTA meetings or events if both the President and 1st Vice President are not available.
2. Serve as "Volunteer Coordinator".
3. Develop "Volunteer Sheet" for President's approval and inclusion for spring registration or mailing.
4. Using the volunteer sign-up sheets, create a master list of volunteers for each committee.
5. Coordinate with President all aspects of the Volunteer Recognition Event.
6. Keep a list of all volunteers (both teachers and committee chairmen) who have worked in any capacity during the year for use in determining recognition award recipients.
7. Attend Executive Board meetings each month, prior to the general monthly meeting.

- D. 3rd Vice President/Ways and Means Chairman (Section III.OO)
1. Attend and chair, if necessary, any PTA meetings or events if the President, 1st Vice President, and 2nd Vice President are not available.
 2. Plan and carry out appropriate Board-approved projects necessary to supplement income from PTA membership to meet Ivy Hill PTA budget.
 3. Submit dates of projects to Calendar Chairman by the May Board Meeting.
 4. Submit a list of projects that require volunteers to the President by April for inclusion in the on-line form.
 5. Liaison with respective fundraiser chairs and provides oversight.
 6. Keep detailed records of revenue, expenditures and procedures followed for each project. Submit all financial records to the Treasurer for audit.
 7. Deliver all monies received from projects to the Treasurer as soon as possible.
 8. Attend monthly executive board meetings prior to the general monthly meeting.

- E. Secretary
1. Have the following available for reference at all meetings:
 - a) Copy of Unit Bylaws
 - b) Procedure Guide
 - c) Minutes of previous meetings
 - d) PTA Calendar
 - e) "Robert's Rules of Order, Revised"
 2. Provide name tags or name cards for the May Joint board meeting.
 3. Provide name cards with board members' positions, which will be used for all board meetings.
 4. Handle correspondence for the unit when designated by the board.
 5. Handle all cards and gifts according to procedure (see Section V, D).
 6. When applicable, in the spring, furnish State Convention Delegates with proper credentials, that the President receives and the Secretary signs.
 7. Take minutes of the board meetings and keep attendance records.
 8. Establish an e-mail distribution list to remind each board member regarding the September meeting, and any other meetings at the request of the President. New board members should be contacted regarding the Spring Joint

board meeting.

9. (Store records from the 1992 25th Anniversary Celebration, adding a Student Directory and Board list to the collection each year for future reference.)
10. Maintain the document "What is Ivy Hill PTA," make copies and distribute periodically.
11. Collect and purchase gift for outgoing President(s).
12. Attend Executive Board meetings each month, prior to the general monthly meeting.

F. Treasurer

1. Chair Budget Committee (Section IV.A) and prepare budget to be presented at the May and September board meetings and the September general meeting.
2. Submit a Treasurer's Report for each edition of the Ivy Inklings and each PTA board meeting.
3. Pay out PTA funds upon receipt of a voucher signed by the President in accordance with the budget approved by membership.
4. Prepare and submit to the board a mid-year Treasurer's report at the February meeting.
5. Be responsible for counting and depositing money after all fundraising events, if possible, with the chair of that committee.
6. Forward scholarship contributions and dues to cooperative organizations at the appropriate time.
7. Provide Excess Funds Committee with an estimate of excess funds, if any, by the May board meeting.
8. Chair the Excess Funds Committee.
9. Publish an End of Year Report and proposed budget in the first Ivy Inklings of the school year.
10. Prepare and submit the IRS 990EZ Form – Return of Organization Exempt from Income Tax and the Accompanying Schedule A by the 15th day of the 5th month after the end of the accounting period (November 15).
11. Prepare and submit a Form 1096 and 1099-Misc. for each individual you have paid in income in excess of \$600.00.
12. Attend Executive Board meetings each month, prior to the general monthly meeting.

III. STANDING COMMITTEES

A. 6-Hour Reading Club

1. Obtain amusement park "Read to Succeed" promotional materials from Six Flags website (October/

November).

2. Conduct and promote the six hour reading program in February.
3. Register all teachers and students online prior to deadline (March 1).
4. Place a notice in a spring Friday Packet notifying parents to look for the students' tickets.
5. Distribute earned tickets to students via back pack mail before end of school year.

B. ABC/25 Liaison

1. Attend ABC/25 meetings.
2. Report to Ivy Hill PTA Board at monthly meetings.
3. Write articles for the Ivy Inklings.
4. Solicit new members with the ABC/25 membership drive.
5. Help ABC/25 with their fundraisers (Yankee Candle sale and Just Move it! Challenge).
6. Read all District 25 Grant Applications and note vote of approval.
7. Attend the Grant Reading Voting Night and give vote.
8. Assist Principal with the "In School Drawing" in early Spring.

C. Birthday Book Club

1. Purchase books or solicit from publishers, keeping cost under or at \$2.50 per child.
2. "Like new" used books are accepted as donations or purchased at garage sales and used bookstores. Others are ordered through schoolbook companies such as Scholastic, Troll, Golden, etc.
3. Stamp inside cover of each book with "PTA Birthday Book Cake" and write date inside back cover for inventory control.
4. Keep shelves well stocked with choices for non-readers and beginners through advanced readers.
5. Ask school secretary to run lists of birthdays by month. Summer birthdays will be distributed the last two weeks of school.
6. Coordinate method of giving out books with the LMC.

E. Book Fair

1. Work with and review all plans with the Ways and Means Vice President.
2. Obtain volunteer list from 2nd Vice-President. Recruit volunteers if needed.

3. Secure and arrange Book Fair with Scholastic.
4. Meet with committee 2-3 times prior to event to plan the event including the following: staple flyers, make posters about book fair and for teachers to sign up classes to preview books, assign volunteers times for the preview and book fair.
5. Meet with school administrators to plan logistics of event.
6. Publicize the event in the Friday packet, Ivy Inklings, posters throughout school, and mass phone call made by Principal.
7. Plan and hold preview day(s) for students and staff.
8. Make sure school custodial staff is aware of any set-up or help needed.
9. Set up Book Fair.
10. Direct and supervise all procedures for the event, including but not limited to custodial service, volunteer help, set up, registers, cash boxes, etc.
11. Count proceeds with the treasurer.
12. Collect inventory and return merchandise to Scholastic if applicable.
13. Thank all volunteers for their efforts.
14. Review outcome and revise notes for Book Fair and give to next year's committee.

F. Calendar

1. Determine the calendar cover (either use the previous year's cover or design a new one) and the number of calendars to be ordered from the printer. Familiarity with Excel software is important.
2. Check with the Principal for names of teachers and special school dates to be printed on the calendar.
3. Check with Ways and Means Chairman, Program Chairman, and Family Involvement Chairman for dates of upcoming events.
4. Check with the PTA President for names of the executive board members.
5. Ask the board at the April meeting for any dates regarding their committees that should appear on the calendar.
6. Meet with the PTA President and Principal to finalize all dates.
7. Print material in a copy calendar.
8. After the printer's first printing, proofread your material.
9. Obtain final copies from the printer.

10. Give calendars to the Membership Chairman in time for distribution with membership cards on the designated date for distribution.
11. Give one copy to the school secretary and one copy to the Principal.

G. Chess Club

1. Meet in September or early October to decide the following:
 - a) Date/time of first Chess Club meeting (During this meeting we show an instructional video to all students that want to participate in chess club. This meeting worked well after school.)
 - b) Dates of future Chess Club meetings (typically weekly in November, December, January and February). Dates should not conflict with other activities (e.g. Lunch Time Readers, Language Stars).
 - c) Times for Chess Club (We've tried after school session and lunch recess sessions in the past; lunch recess has worked the best.)
2. Develop flyer/signup sheet to advertise Chess Club, get permission from parents for the after school session, request volunteers.
3. Get date, time, and flyer approval from PTA Board and Principal.
4. Distribute flyer via Friday Packet.
5. Accumulate names from returned flyer/signup sheets to put the students into appropriate groups.
6. Email teachers indicating which students from their class had signed up for Chess Club.
7. Work with Principal to obtain classrooms in which the Chess Club can meet (we have used 3 in the past).
8. Organize parent volunteers (there should be at least 2 parents in the classroom at all times; it is preferable that at least one parent knows chess, but not 100% necessary).
9. Ensure that there are enough chess boards and pieces for the size of the group. If more supplies are needed, order supplies.
10. Be present at most Chess Club meetings to bring supplies to the needed rooms, chaperone the students during their chess games, and return chess supplies to the PTA closet after the session is over.

H. Community and Family Involvement

1. Develop and implement activities/service projects that provide hands-on involvement and participation of the student body as a whole. A service project is defined as a program the students participate in to benefit the community. The projects are to be based on the following objectives:
 - a) Students are to experience a personal and direct involvement in all activity or service projects.
 - b) Activity and service projects should revolve around issues related to school and/or the community.
 - c) Activity and service projects shall be structured in a manner that allows the students to learn that their concern in the world around them, coupled with direct involvement, can and does make a difference in the way we live and feel about our self and others.
 - d) All programs shall be implemented in a way that does not disrupt the daily classroom routine.
2. All programs shall be approved by the Principal and the PTA President.
3. Provide information to teachers on all aspects and details of programs.
4. Provide flyers to students via Friday Packets of information of current program details.
5. Report to the PTA Board on the activities/service projects to be implemented by the committee and on the progress and results of said programs.
6. Submit articles to the Ivy Inklings summarizing recent and current projects and outcomes.

I. Cultural Arts

1. Emphasize the need for experiences in literature, art, music, and other forms of creative expression.
2. Develop a resource library to include magazine and newspaper clippings.
3. Attend workshops or programs that preview Cultural Arts Programs.
4. Coordinate Assembly programs for students with Principal.
5. Publicize events in the Ivy Inklings and/or Friday

Packet.

6. Send thank you cards to performers.

J. Directory

1. In mid-August, obtain the following:
 - a) Teacher and staff listing (from school secretary).
 - b) Ivy Hill PTA Board listing (from PTA)
 - c) Class listings (from school secretary).
 - d) Contact information for each student (from school secretary).
 - e) Room representatives for all classes (from PTA Room Rep Chairs).
2. Assemble above information into directory format.
3. Have it proofread by the Ivy Hill Office Secretary.
4. Work with Directory Spot for online directory.
5. Get the number of copies needed from Membership
6. Place the order and ensure that the books are delivered to the school. (Membership Chair is responsible for distribution and storage of extras.)
7. Promote sale of available copies.
8. Maintain an electronic copy and supply one via flash-drive to the Office Secretary.

K. Educational Fair

1. Contact Principal in August to set up initial meeting to discuss involvement of teachers and staff in brainstorming theme for the year's fair.
2. Narrow list to 3-4 themes; Principal can create survey so students are able to vote.
3. Once theme is chosen, prepare information and registration forms to send home with students. In the past, forms have been send home the Friday before Thanksgiving break and due the first Friday in December. This timeline could be moved up to allow for more lead time for committee members.
4. Once registration materials are received, coordinate with Principal regarding space availability and logistical details; discuss the need to have a preview for students during the school day.
5. Prepare letters to send home with students confirming their registration.
6. Order ribbons or awards to be given to all who participate in the Educational Fair. The cost of the ribbons and printing of the information packets should be covered in the committee's budget.

7. On the day of the Fair, be there to handle set-up, check-in students and direct them to their designated space. Create check-in sheet to keep track of participants for certificates.
8. After Fair, arrange certificates to be distributed to participating students through backpack mail.

L. Environmental Awareness

1. Increase student awareness of environmental issues through activities, handouts and specialized all school programs.
2. Contact SWANCC (the Solid Waste Agency of Northern Cook County) for information on the programs they provide which can relate to the Committee work. Attend annual SWANCC seminar (usually in September), which provides much relevant information. While at the seminar, obtain information about the annual SWANCC grant and apply for the grant.
3. Organize and promote activities for students that highlight Earth Day and Earth Week (April) as well as Walk to School Day (October), which are nationwide environmental awareness days.
4. Try to reduce waste by collecting recyclable items and promoting waste free lunch.
5. Work with teacher sponsors of environmental club (Greensleeves) on any projects which can be done jointly.
6. Decide on any other activities, programs, etc. to meet the goals of the program.

M. Everybody Counts

1. Recruit volunteers for each classroom by means of:
 - a) Registration packet volunteer sheets
 - b) Coordination with Room Reps
 - c) Friday Packet
 - d) E-mails or telephone calls
2. Organize supplies, purchase new items as necessary.
3. Coordinate with Principal a schedule for presentations for the week of Everybody Counts. The schedule should be approved by Principal and PTA President.
4. Distribute lesson plans to volunteers in a timely manner, possibly have an informal meeting to distribute plans, present an overview of the program, and answer any questions.
5. Provide information to teachers about the presentation in their classroom: an overview of the topic, the time frame, and the volunteer names.

6. Be available the week of Everybody Counts to assist in any classrooms if needed, to organize materials, and to oversee that the program is running smoothly.
7. At the conclusion of the week organize all supplies and return them to the PTA closet.

N. Field Day

1. Discuss Field Day events and times with the P.E. teacher.
2. Contact volunteers from the volunteer list. Coordinate volunteers needed for events in the morning and afternoon.
3. Buy and/ or solicit donations of snacks and supplies needed for Field Day. Paper goods may be obtained from Hospitality supply.
4. Keep records in binder of items and quantities used each year.
5. On Field Day, have the custodian set up 2 tables and 2 garbage cans on the north side of the playground for the snack and drink stations. Supply coolers for Popsicles.
6. Have volunteers check in at least 15 minutes before events begin. Explain the events and provide the rotation schedule to volunteers. Volunteers usually choose which event they would like to run. Generally, there are 2 volunteers per event.
7. The Custodian will assist with the tables and garbage.

O. Fun Fair

1. Work with and review all plans with the Ways and Means Vice President.
2. Confirm Date.
3. Secure contracts with Fun Fair vendor and DJ.
4. Secure photo booth.
5. Assign members to particular areas: Kitchen, Volunteers, Tickets, Games and Prizes.
6. Work with Fun Fair vendor to plan logistics of event.
7. Meet with school administrators to plan logistics of event.
8. Distributes flyers via Friday Packet.
9. Contact volunteers.
10. Purchase food for concessions.
11. Secure, direct and supervise all volunteer help for event including setup, running games, tickets, food, prizes and clean-up.
12. Submit layout request to custodial staff.
13. Thank all volunteers for their efforts.

14. Debrief after event and keep records in a binder.
15. Make sure all receipts are turned in to treasurer.

P. Holiday Gift Shop

1. Obtain volunteer list from 2nd Vice-President. Recruit volunteers if needed.
2. Act as liaison to Holiday Treasures for merchandise.
3. Publicize the event in the Friday packet, Ivy Inklings, and mass phone call made by Principal.
4. Submit layout request to custodial staff.
5. Direct and supervise all procedures for the event, including but not limited to custodial service, volunteer help, concessions, gift-wrap, cash boxes, gift inventory, etc.
6. Count proceeds with the treasurer.
7. Collect inventory and return merchandise to Holiday Treasures if applicable.
8. Store gift wrap and decorations for next year.
9. Thank all volunteers for their efforts.

Q. Hospitality

1. Provide refreshments for monthly PTA meetings.
2. Provide the refreshment set-up for other PTA sponsored activities as requested by the Board.
3. Keep accurate records of amounts of food ordered, cost, source, and an estimate of the number served.
4. Procure paper goods for use for the above-approved activities and for other committees to use.
5. Chair the Spring Teacher Appreciation Week Breakfast activity (see President).
6. Cater dinner for all teachers and staff during the fall and spring evening conferences.

R. Juvenile Protection

1. Plan Red Ribbon Week activities for students and parents.
2. Arrange for the Fire trailer and Weather simulator to come to school. Coordinate with the A.H. Fire Department to arrange for dates.
3. Plan a bike rodeo for students every other year.
4. Compose occasional articles for Ivy Inklings, with information on juvenile protection topics, area seminars for parents, etc.
5. Act as liaison with the Ivy Hill Principal, teachers and school committees, in an effort to protect the welfare of our students.
6. Attend monthly PTA board meetings. Report on

status of Juvenile Protection Committee. Contribute to overall board meeting agenda.

7. Complete any other projects as assigned by the PTA President and/or Principal.

8. Other duties may include the following if decided upon by the committee:

a) Keep abreast of current happenings on our environment/society and their effect on the welfare of our students.

b) Develop news articles, presentations, and flyers for distribution, with prior approval of the PTA President and the Principal, to students and families on the following and their effect on the welfare of our students:

(1) Television/computer/radio monitoring

(2) Drug/alcohol/tobacco abuse

(3) Video games

(4) Child abduction (i.e. stranger danger programs)

(5) Environmental safety (i.e. swimming, fires, vehicle restraints, playground manners)

(6) Physical well being (i.e. high self esteem programs, eating well)

(7) Any other topic affecting the welfare of our students.

S. Box Tops/ Labels

1. Collect General Mills "Box Tops" and process them to receive reimbursement.

2. Collect "Labels for Education" labels and process them to receive items in the Campbell's catalogs.

3. Publicize the collection and its ongoing progress in the Friday packet and in the Ivy Inklings.

4. Plan and implement incentives for student/class participation in the collection.

T. LMC/Library

1. Coordinate the volunteer staffing of the Learning Media Center.

2. Report to the board periodically regarding LMC activities.

3. Keep an updated list of volunteers and subs for the LMC.
4. Coordinate volunteers for the end-of-year library inventory.

U. Lunchtime Readers

1. Select age-appropriate books in the fall for the winter program. Categorize books into 3rd, 4th and 5th grade grouping. Use the librarian, teachers and other resources as references.
2. Print publicity announcements in the Ivy Inklings and Friday Packets in October.
3. Distribute program permission sheet with book selections to the students at the beginning of November.
4. Recruit parents to lead the group discussions via the program permission sheet.
5. Order all books and ensure that necessary materials and incentives have been purchased.
6. Display the books and brief write-up of the books in the LMC for students to review in early November.
7. Coordinate the availability of meeting places and days for the groups with the Principal and group leaders.
8. Host a meeting for the group leaders to distribute materials and offer ideas for facilitating groups.
9. Distribute the books to the students the week prior to the start of the program.
10. Supply "incentives" for each group for each week of the program.
11. Coordinate an end-of-program sack lunch party for the students.

V. Market Day

1. Coordinate the dates for Market Day sales with the Principal and Market Day Representative.
2. Make sure order forms are distributed in backpack mail.
3. Publish internet due dates in the Friday Packet.
4. Collect and prepare all order forms for processing and input into chairweb.
5. Collect monthly profit checks from Market Day and turn them in to the PTA Treasurer.

W. Membership

1. Conduct active membership enrollment campaign including follow-up letters and a table at the Fall Open House.

2. Track on-line registrations sent on Info-Snap files from May through mid-August, so membership cards and calendars can be distributed to paid members during the first week of school.
3. Track Rev-Track files (used once Info-Snap is “turned off”) of memberships and ensure that membership cards and calendars are distributed in a timely manner or during the first week of school for registrations over the summer. (Paper registrations are still accepted.)
4. Keep an accurate record of memberships and percentages of individuals, teachers and families. Send reports to the Council Membership Chairman and the Treasurer by Oct. 1 and March 1 to qualify for State Awards.
5. Keep an accurate record of each member’s name and PTA membership card number and give this information, together with all unused cards, to the Illinois PTA by June 30th.
6. Continue to follow up and enroll new members (particularly new families) until Illinois PTA membership cut-off date.
7. Provide an ample supply of calendars to the Secretary with a paid check-off list and envelope for teachers. The Secretary receives one complementary calendar for office use.
8. Send reminder letters to join and “thank you” letters to those that join.

X. Movie Night

1. Provide Principal with movie options for movie night for approval.
2. Students vote on movie for movie night.
3. Advertise for movie night; if possible, decorate a bulletin board in the lunchroom.
4. Order the popcorn for Movie Night; AMC Theater.
5. Solicit for donations: water, fruit snacks, M & Ms and apples. Costco.
6. Contact volunteers for Movie Night.
7. Create Movie Night Flyer for approval by Principal and then submit for Friday Packet.
8. Pick up movie night permissions slips periodically.
9. Submit layout form to custodial staff.
10. Obtain movie.
11. Confirm volunteers for evening; arrange for volunteers for the bathroom, snack bags, popcorn bags, check in & check out students.
12. Pick up snack items for movie night.

13. Create snack bags two hours prior to Movie Night.
14. Create popcorn bags.
15. Test run the movie and equipment an hour prior to event.
16. Volunteers should arrive 20 minutes prior to start time.
17. Check students in & out.
18. Clean up.

Y. Newsletter Editor

1. Create three (3) issues of the Ivy Inklings for the months of September - May (suggested publication in November, February and May).
2. Solicit photos and articles/information for the Ivy Inklings from all PTA committees via email (distributed by the Secretary).
3. Contact Principal, Assistant Principal and Nurse for newsletter submissions prior to each edition.
4. Verify with Principal and School Secretary that no parents have forbidden their child(ren)'s photo to be used in school publications.
5. Compose needed copy for newsletter; include all relevant event photos.
6. Send draft of newsletter to PTA Presidents for approval before publication.
7. Send final, approved version of newsletter to Principal for publication on the Ivy Hill PTA website.
8. Keep electronic files of all Ivy Inklings newsletters for the current school year and the previous year.
9. When possible, attend PTA events to take photos for newsletter.

Z. Yearbook

1. Schedule and oversee Picture Day and Picture Retakes, distribute order forms and pictures when received.
2. Take pictures of events when possible. Upload all of these pictures to the yearbook website.
3. Send email reminders to each committee asking them to seek out their own volunteers to take pictures of their event and then submit to the yearbook website. Yearbook committee members try to attend most events but they can't guarantee to attend every single event.
4. Take pictures of new students, students and staff who missed picture day, 5th graders in shirts, safety patrol, student council.
5. Reach out to parents, teachers, committees, group leaders to get pictures of events that are lacking in

submissions.

6. Organize all pictures that are submitted to the website.
7. Organize and create all yearbook pages, review, proof, submit yearbook to yearbook company for final print.
8. Submit messages to Friday Packet encouraging parents to submit pictures from events, picture day, picture retakes, Yearbook order deadlines, deadline for photo submissions.
9. Communicate with yearbook company, get contract made, signed, coordinate order, design cover, number of pages.
10. Estimate cost of yearbook and number of yearbooks expected to sell.
11. Distribute order forms for yearbook (students and teachers), collect money, develop spreadsheet of orders, monitor online orders, finalize orders, and request payment be sent to yearbook company from PTA Treasurer.
12. Organize and Distribute yearbooks to students and staff.

AA. Reflections

1. Attend all meetings related to the Reflections program, including the PTA District 37 Reflections/Scholarship Program if a student from Ivy Hill is a winner and an informational meeting in August.
2. Present theme and rules to students and staff.
3. Publicize the Reflections program.
4. Prepare all entries for judging.
5. Coordinate first round of judging to choose entries which will continue to Council level.
6. Display all entries in Commons at school before sending off to the Council level.
7. Publicize a list of all participants and/or winners in the Friday Packet and/or Ivy Inklings.
8. Display all entries at District 25 Arlington Heights Cultural Arts Fair (March or April).
9. Coordinate with Council Chair to submit entries to Council level, track their progress, and ensure return of all the projects to Ivy Hill.
10. Present a Participation Ribbon and Certificate to all participating students (in Spring).
11. Recognize participants by providing a special dessert treat to them during lunch period (in Spring).
12. Ensure that all projects are returned to students after all judging and displays are completed (in Spring).

BB. Room Representatives

1. Get updated volunteer response from the Volunteer Coordinator and assign Room Representatives for each class.
2. Schedule and conduct a Room Rep Tea in September. Invite PTA President(s).
3. Prepare Room Rep information packets to distribute at the Room Rep tea. Include any other information needed by other PTA Chairmen.
4. Inform each Room Rep that duties will include contacting parents in their child's class as necessary:
 - a) Planning class parties.
 - b) Coordinating classroom help.
 - c) Coordinating chaperones for field trips.
 - d) Emergency telephone chain (only in the event that the automated system is not working).
5. Provide the Directory Chairman with the names and telephone numbers of Room Reps by class.
6. Initiate emergency or information telephone chain when requested by the school or PTA President.
7. Coordinate Teacher Appreciation Week activities with the PTA President; coordinate and purchase gift(s) for staff.
8. Write an article for the last Ivy Inklings newsletter thanking the Room Reps and listing their names.

CC. Running Club

1. Identify dates for Fall and Spring Running Club and secure approval from PTA President(s) and Principal.
2. Update permission slip (including volunteer section) and distribute via Friday Packet.
3. Attain volunteer list from 2nd Vice President (Volunteer Coordinator).
4. Collect Running Club Permission Slips from basket and log participants and volunteers on spreadsheet.
5. Contact volunteers to confirm participation and assign duties. Running experience or participation is not required. Volunteers are needed to check students in/out, lead students in stretching, run with students, supervise street crossings and running route.
6. On the day of Running Club:
 - a) Post directional signs on running route.
 - b) Have permission slips on hand in the event you need to contact a parent

- c) Confirm volunteer assignments
 - d) Check students in/out
 - e) Lead students in stretching routine
 - f) Instruct students in running route
 - g) Lead students in a running game if time permits
 - h) Retrieve directional signs after run is complete.
7. Thank volunteers in Friday Packet.
 8. Coordinate Fall Fun Run with similar responsibilities as Running Club. Additional tasks may include but are not limited to: identifying charitable organization to support, gathering donations and sending to charitable organization, securing food donation or purchase, timing clock, ribbons/ medals for finishers, police support, nursing support, teacher/staff participation.

DD. Safety Patrols

1. Work with the staff and fifth grade students to implement the safety patrol program.
2. Organize an informational meeting for all safety patrol members before the school year starts. The Arlington Heights Police Department will send an officer to give a presentation covering safety issues. Vests and schedules will be handed out at this time.
3. Compile and distribute patrol schedules on a monthly basis.
4. Review weekly records of the performance and attendance of Safety Patrol members as recorded by the Safety Patrol Captain, who is a member of the patrol team. (Handled by Mr. Hengels – Gym Teacher).
5. Check condition of equipment. Order, label, distribute and maintain equipment used by the safety patrols.
6. Organize the presentation of recognition awards for the safety patrol members as appropriate.
7. Organize a mid-year and a year-end party, outing or picnic for all safety patrol members.
8. Increase adult awareness of the proper parking and pick up procedures at school, especially in the bus loading zones, parking lots and crosswalks.
9. Cooperate with the school in developing programs to improve safety practices.
10. Coordinate parent volunteers for assistance with parking lot traffic during morning drop off time.
11. Send recruitment letters to current fourth graders in mid-March in order to set up patrols for the following year.

12. Organize a day in which fourth graders “shadow” a current patrol member in preparation to cover that position when the fifth grade is gone on their all day field trip.
(Handled by Mr. Hengels – Gym Teacher)

EE. Scholarship

1. Be familiar with the current policies and requirements of the IPTA and the Arlington Heights Council of PTAs.
2. Participate in the Arlington Heights Council of PTAs Scholarship Selection Committee in alternating years.
3. Publish District 25 Scholarship recipients’ names in the Ivy Inklings.
4. Make sure the treasurer sends scholarship pledge money to the Council Treasurer.

FF. School Board Representative

1. Attend all School Board Meetings and report all matters of interest to the Executive Board and the membership.
2. Obtain a copy of the minutes to review matters of interest if unable to attend a meeting.
3. Develop and promote a greater understanding of the purpose and needs of public schools.
4. Submit a synopsis of School Board meetings for Ivy Inklings and PTA board meetings.

GG. School Supplies

1. Attend spring kindergarten orientation to introduce school supplies program and solicit orders.
2. During February or March of the present school year, collaborate with the teachers of all grades to determine the necessary school supplies for the following year.
3. Finalize the school supply lists, including a final review by the teachers.
4. Contact the school supply vendor and arrange for sale.
5. Publicize the service in the Friday packet.
6. Collect orders.
7. Compile all orders and payments and proceed with processing the orders.
8. Arrange for shipment of school supplies no later than one week before the new school year.
9. Confirm that all orders were received and verify that the contents of all orders are complete.
10. Distribute the orders to the appropriate teacher prior to the first day of school.

HH. Sign

1. Every Monday take down the letters on the sign. Unless there is something that needs to remain up.
2. Coordinate with office Secretary, Principal and PTA President(s) for information to post.
3. Gather letters from Teacher's Lounge.
4. If everything fits for the week, great. If you have to make adjustments throughout the week, make adjustments accordingly.

II. Spirit Wear

1. Review vendors annually.
2. Present preferred vendor at monthly PTA Board meeting.
3. Select items for Spirit Wear sale.
4. Work with vendor(s) to prepare order forms.
5. Distribute order forms to students and families.
6. Display Spirit Wear items in the Commons.
7. Collect order forms and submit order to vendor(s).
8. Receive order from vendor(s) and distribute to students.

JJ. Thomas Liaison

1. Act as liaison to Ivy Hill by bringing Thomas Middle School information to parents, staff and students.
2. Submit articles for the Friday Packet, Ivy Inklings, etc. concerning Thomas Middle School.
3. Attend monthly PTA meetings to present pertinent information regarding Thomas Middle School.
- 4.

KK. Video/Musical Productions

1. Coordinate staffing for recording shows and stage crew.
2. Prepare/distribute order forms and other communications.
3. At all performances, set up lighting and tape shows (currently using 2 manned cameras).
4. As needed, attend dress rehearsals for recording and taking stills.
5. Duplicate DVDs from edited material prepared by music director.
6. Prepare, label and distribute DVDs.
7. Purchase supplies needed for producing DVDs including blank DVD-R discs, jewel cases, CD labels,

lighting, bulbs, and software.

8. Work closely with music director to understand what is needed and plan for purchases of equipment needed for productions using donations received from DVD orders.

LL. Webmaster

1. Update the PTA calendar online.
2. Keep all online Forms updated, add new and delete old.
3. Keep all PTA Minutes updated online.
4. Add or delete any new or old material and links needed to keep the PTA website current and interesting.
5. All website work is currently done through Word Press and the calendar is updated through gmail...User ID: ihptacalendar@gmail.com, Password: ivyhill_pta.
6. Update Facebook page regularly with PTA events.

MM. Welcoming Committee

1. Build a committee of grade level liaisons to work with new families.
2. Have a welcome picnic or some type of gathering prior to the school year for kindergarten families.
3. Explain activities, events, and volunteer opportunities.
4. Continually make liaisons available throughout the year to answer questions.
5. Oversee usage and maintenance of the PTA tee shirts.

IV. SPECIAL COMMITTEES

A. Excess Funds Committee

1. Chaired by the Treasurer (incoming and outgoing) and includes one additional board member, the Teacher Representatives (1 Primary and 1 Intermediate), the Principal and the PTA President.
2. Committee should be formed by the April board meeting.
3. The Treasurer shall provide for this committee an estimate of excess funds by the April Board Meeting.
4. The Excess Funds Committee will take suggestions from all PTA members. Excess funds shall be spent on PTA work or permanent items for the school. THE COMMITTEE SHOULD CONSIDER THE NEEDS OF THE PTA FIRST. An item may be ordered through the Central Office with the PTA being billed directly. When an item has been purchased for the school, it then becomes the property of the School

District and part of the inventory.

5. The committee's recommendations shall be dated, typed and signed by all members for presentation to the board.
6. The Excess Funds Report is to be approved by the membership at the May general meeting.
7. The approved Excess Funds Report shall be published in the next Ivy Inklings.
8. The committee's recommendations of possible uses of excess funds shall be kept in a permanent record book, retained by the President and given to the next Chairman of this committee for reference.
9. The Chairman shall see that excess funds are properly spent, keep an accurate record of expenditures and publish a report in the Ivy Inklings upon completion of expenditures.
10. Excess funds earmarked for a given year are to be spent by the following May.

B. Nominating committee

1. Consists of five members: Chairman, two additional board members (and an alternate appointed by and from the board), and two additional members from the General membership (and an alternate appointed from the membership at large). See Ivy Hill Bylaws VI, 2.
2. Members shall serve for not more than 2 consecutive years on this committee.
3. Principal may be invited to serve as advisor.
4. Nominations of Executive Officers must be made in accordance with the Ivy Hill Bylaws VI, 1.
5. Members shall attend the District Nominating Committee Workshop held in late fall.
6. Chairman shall determine the date of the meeting and shall provide copies of the unit Bylaws and Procedure Guide.
7. Committee shall present a report to the board at least 30 days prior to the election of officers, and make public nominations to the membership at large, such as through the Friday Packet or the Ivy Inklings.

V. GENERAL INFORMATION

A. Installation of Officers

1. Officers for the ensuing year are installed at the May joint board meeting with the President arranging the ceremony.
2. A PTA president pinette is handed to each successive

President at the time of installation.

3. The outgoing President may provide a pot of ivy for each incoming officer.

B. Illinois Congress of Parents and Teachers Convention

1. The number of Ivy Hill delegates to the Illinois PTA Convention is set annually by the Illinois PTA. Credential Cards must be filled out and signed by the President and Secretary.
2. The current President and the incoming President are preferred as delegates to the Illinois PTA Convention. However, any member of the Ivy Hill PTA may serve as a delegate. All PTA members are encouraged to attend.

C. Suggested Agenda for Board Meeting

1. Call to order.
2. Minutes read and approved, correspondence read, routed materials.
3. Special guest reports if present (i.e. Superintendent, Resource Officer/or other community figures.
4. President's Report
5. Treasurer's Report
6. Remaining Executive Committee Reports
7. Standing Committee Reports
8. Old (or unfinished) business
9. New Business (act on correspondence)
10. Principal's report
11. Announcements/date of upcoming events
12. Adjournment

D. Policy for Gifts and Flowers

1. For Ivy Hill board members and staff, purchases of cards, flowers and/or gifts will be at the discretion of the PTA executive committee