

PROCEDURE GUIDE

IVY HILL PTA EXECUTIVE BOARD MEMBERS

May 2018

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.

GENERAL DIRECTIONS FOR ALL BOARD MEMBERS - You are a very important and necessary part of the Ivy Hill PTA.

- 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.
- Each committee is responsible for filling out the committee Plan of Work and End of Year Reports. This is necessary to provide maximum opportunities for participation by the general membership through Plan of Works due at May Budget Meeting.
- 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.
- Each officer and standing committee shall submit an annual Plan of Work by the end of the school year.
- 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 PTA Happenings, and at general meetings.
- 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.
- 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.

- All Chairmen are required to complete commons set-up form and/or other facility requests prior to their respective events and give to custodian/office.
- All committee chairpersons should display PTA banner and table runners at their respective events.

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

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

- Coordinate the activities of the officers and committees in pursuit of the objectives of this unit, the IPTA, and the NPTA.
- 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.
- Cooperate with the office of the Principal to maintain a mutually beneficial relationship between the school and PTA.
- Meet with Principal at the end of the school year to discuss the calendar for the upcoming school year.
- Serve as liaison between all PTA Board members and the Principal. Disseminate all pertinent publications/news/email/bulletins to respective committees to help chairs fulfill their duties.
- 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 PTA Happenings.
- 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.
- Prepare and distribute agenda for monthly board meetings and any general meetings.
- Review all PTA Happenings submissions prior to distribution and before publication.
- Call an executive meeting prior to the September board meeting in order to define goals and objectives for the coming year.
- Call executive meetings on an as-needed basis . Other executive committee meetings may also be called at the discretion of the President.
- Attend all monthly District 25 Presidents' meetings.
- Maintain strict code of confidentiality.

1st Vice President

- Attend all PTA meetings and, if necessary, chair PTA meetings or events that the President is unable to attend.
- With the President(s), review the Procedure Guide.
- Make copies of and distribute Bylaws and Procedure Guide to all committees at the first PTA meeting in September.
- Amend Bylaws and Procedure Guide in alternating years.
- Attend training meeting to update the bylaws properly.
- Solicit input from current committee chairs and Executive Board members to update the Procedure Guide.
- Distribute a copy of each to all officers and committee chairs for inclusion in their PTA binders. Encourage the board members to read their bylaws and procedure guide and use them to perform their chair duties.
- Review calendar and contact committees with upcoming events to include information in the PTA Happenings, if not previously sent.
- Compile provided information from committees to include in the online PTA Happenings
- Obtain approval/ changes from the Ivy Hill President(s).
- Once approved committee information is collected, prepare a PTA Happenings “Quick View” sheet to be distributed by the Principal via e-mail blast.
- Review the Ivy Hill e-mail site to obtain any district information to be included in the PTA Happenings.
- Attend any scheduled Executive Board meetings

2nd Vice President (Volunteer Coordinator)

- Attend and chair, if necessary, any PTA meetings or events if both the President and 1st Vice President are not available.
- Serve as “Volunteer Coordinator”.
- Develop “Volunteer online signup ” for Presidents’ approval and forward to Principal to send out via email blast. Distribute hard copies of volunteer sign-up at curriculum night.
- Using the volunteer sign-up sheets, create a master list of volunteers for each committee.
- Coordinate with President all aspects of the Volunteer Recognition Event.
- 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.
Attend any scheduled Executive Board meetings.

3rd Vice President/Ways and Means Chairman

- Attend and chair, if necessary, any PTA meetings or events if the President, 1st Vice President, and 2nd Vice President are not available.
- Plan and carry out appropriate Board-approved projects necessary to supplement income from PTA membership to meet Ivy Hill PTA budget.
- Submit dates of projects to Presidents by the May Board Meeting.
- Submit a list of projects that require volunteers to the President by April for inclusion in the on-line form.
- Act as liaison with respective fundraiser chairs and provide oversight.
- Keep detailed records of revenue, expenditures and procedures followed for each project. Submit all financial records to the Treasurer for audit.
- Deliver all monies received from projects to the Treasurer as soon as possible.
- Attend any scheduled monthly executive board meetings

Secretary

- Have the following available for reference at all meetings:
 - Copy of Unit Bylaws
 - Procedure Guide
 - Minutes of previous meetings
 - PTA Calendar
 - "Robert's Rules of Order, Revised"
- Provide name tags or name cards for the May Joint board meeting.
- Provide name cards with board members' positions, which will be used for all board meetings.
- Handle correspondence for the unit when designated by the board.
- Handle all cards and gifts according to procedure guide. See "Policy for Gifts and Flowers" in the Procedure Guide (Page 20).
- When applicable, in the spring, furnish State Convention Delegates with proper credentials, that the President receives and the Secretary signs.
- Take minutes of the board meetings. Forward a copy of the President-approved meeting minutes to Webmaster to be posted on the Ivy Hill website.
- 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.
- Maintain the document "What is Ivy Hill PTA," make copies and distribute periodically.
- Collect and purchase gift for outgoing President(s).
- Attend Executive Board meetings each month, prior to the general monthly meeting.

Treasurer

- Chair Budget Committee (See Page 19) and prepare budget to be presented at the September board meeting and the September general meeting.
- Prepare bank reconciliation and monthly financial activity. Submit to secretary to send out to PTA membership before each meeting with the agenda. Submit to Webmaster monthly. Bring one paper copy of each to PTA meetings.
- Pay out PTA funds upon receipt of a voucher signed by the President in accordance with the budget approved by membership.
- Prepare and submit to the board a mid-year Treasurer's report at the February meeting.
- Be responsible for counting and depositing money after all fundraising events, if possible, with the chair of that committee.
- Forward scholarship contributions and dues to cooperative organizations at the appropriate time.
- Create and chair the Excess Funds Committee by April.
- End of Year Report and proposed budget to be posted outside school doors two weeks before first PTA meeting and presented in the PTA meeting. Submit to Webmaster to be posted on the Ivy Hill website. .
- After budget approval submit to Webmaster to be posted on Ivy Hill website.
Prepare and submit 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).
- Prepare and submit a Form 1096 and 1099-Misc. for each individual you have paid in income in excess of \$600.00.
- Attend scheduled Executive Board meetings each month,

STANDING COMMITTEES

6-Hour Reading Club

- Obtain amusement park "Read to Succeed" promotional materials from Six Flags website (October/ November).
- Conduct and promote the six hour reading program in February.
- Register all teachers and students online prior to deadline (March 1).
- Place a notice in a spring PTA Happenings notifying parents to look for the students' tickets.
- Distribute earned tickets to students via back pack mail before end of school year.

ABC/25 Liaison

- Attend ABC/25 meetings.
- Report to Ivy Hill PTA Board at monthly meetings.
- Write blurbs for the PTA Happenings.

- Solicit new members with the ABC/25 membership drive.
- Help ABC/25 with their fundraisers (Just Move it! Challenge).
- Read all District 25 Grant Applications and note vote of approval.
- Attend the Grant Reading Voting Night and give vote.
- Assist Principal with the “In School Drawing” in early Spring.

A.C.E. It 25 (All Children Excel)

A district wide council committee that focuses on supporting families of children with identified physical, behavioral, emotional, and intellectual needs.

- Host networking events for parents and children.
- Act as resource for PTAs across the district and help them understand accommodations children may need for PTA events.
- Promote disability awareness and advocate for children with special needs.

Birthday Book Club

- Purchase books or solicit from publishers, keeping cost under or at \$2.50 per child.
- “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, (Coordinate with Book Fair Committee.
- Stamp inside cover of each book with “PTA Birthday Book Cake” and write date inside back cover for inventory control.
- Keep shelves well stocked with choices for nonreaders and beginners through advanced readers.
- Ask school secretary to run lists of birthdays by month. Summer birthdays will be distributed the last two weeks of school..
- Coordinate method of giving out books with the office staff.

Book Fair

- Work with and review all plans with the Ways and Means Vice President.
- Obtain volunteer list from 2nd Vice-President. Recruit volunteers if needed.
- Secure and arrange Book Fair with Scholastic.
- Meet with committee 2-3 times prior to event to plan the event including the following: staple flyers, hang posters and create signup for teachers to bring their classes to preview day, assign volunteer times for the preview and book fair.
- Meet with school administrators to plan logistics of event.
- Publicize the event in the PTA Happenings, posters throughout school, and email blast via the Principal.

- Plan and hold preview day(s) for students and staff.
- Fill out Office Request Form to ensure school custodial staff is aware of any set-up or help needed.
- Set up Book Fair.
- Direct and supervise all procedures for the event, including but not limited to custodial service, volunteer help, set up, registers, cash boxes, etc.
- Count proceeds with the treasurer.
- Collect inventory and return merchandise to Scholastic if applicable.
- Thank all volunteers for their efforts.
- Review outcome and revise notes for Book Fair and give to next year's committee.
- Display Ivy Hill PTA banner and table runners.

Box Tops

- Collect General Mills "Box Tops" and process them to receive reimbursement.
- Publicize the collection and its ongoing progress in the PTA Happenings.
- Plan and implement incentives for student/class participation in the collection.

Chess Club

- Meet in late fall to decide the following:
 - Date/time of first Chess Club meeting. This is set by both Presidents and the Principal.
 - Chess Club is to take place on Mondays, starting the first or second week of February, running for six weeks, typically ending before Spring break. Chess play takes place in the gym during the two periods of lunch, 12:15 to 1:15.
 - During the first scheduled day of play, an instructional video is viewed. Set up projector to view video in the gym. Children that know how to place chess, can immediately begin play.
- Develop flyer/signup sheet to advertise Chess Club and get it approved by the presidents.
- Request volunteer list from the 2nd VP and send out request for volunteers via Signup Genius .
- Get date, time, and flyer approval from PTA Board and Principal.
- Distribute flyer via PTA Happenings.
- Make copies of flyer for distribution to the teachers via the secretaries in the front office. Flyers are to be put in the teachers' mailboxes..
- Email teachers indicating which students from their class had signed up for Chess Club.

- Work with Principal to secure gymnasium space for the event. Organize parent volunteers. Ideally three or four volunteers per session. It is preferable that at least one parent knows chess, but not 100% necessary.
- Ensure that there are enough chess boards and pieces for the size of the group. If more supplies are needed, order supplies.
- 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.

Community and Family Involvement

- 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:
 - Students are to experience a personal and direct involvement in all activity or service projects.
 - Activity and service projects should revolve around issues related to school and/or the community.
 - 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.
 - All programs shall be implemented in a way that does not disrupt the daily classroom routine.
- All programs shall be approved by the Principal and the PTA President.
- Provide information to teachers on all aspects and details of programs.
- Provide information to students via PTA Happenings with information of current program details.
- 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.
- Submit articles to the PTA Happenings summarizing recent and current projects and outcomes.

Cultural Arts

- Emphasize the need for experiences in literature, art, music, and other forms of creative expression. .
- Attend workshops or programs that preview Cultural Arts Programs.
- Coordinate Assembly programs for students with Principal.
- Publicize events in the PTA Happenings.
- Send thank you cards to performers.

Directory

- In mid-August, obtain the following:
 - Teacher and staff listing (from school secretary).
 - Ivy Hill PTA Board listing (from PTA)
 - Class listings (from school secretary).
 - Contact information for each student (from school secretary).
 - Room representatives for all classes (from PTA Room Rep Chairs).
- Organize student information into Excel spreadsheet using Directory Spot template as a guide (you DO NOT need to transfer the information into their template) Use class lists to add grade and teacher to your data.
- Create two additional tabs in your spreadsheet for STAFF and USERS. All Staff, PTA Executive Board and Committee Chairs are listed under staff. Users should only be parents and staff that have joined the PTA. Parents that joined as part of their student's registration will be noted on the information received from Membership.
- Upload spread sheets to Directory Spot and send email to all PTA members notifying them that Directory Spot is available. Templates are available on the Directory Spot website.

Everybody Counts

- Recruit volunteers for each classroom by means of:
 - Obtain list of volunteers from 2nd Vice President in coordination with Room Reps
 - PTA Happenings
 - E-mails
- Organize supplies, purchase new items as necessary.
- In September, coordinate with Principal a schedule for presentations for the week of Everybody Counts to be held in October. The schedule should be approved by Principal and PTA President.
- 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.
- Provide information to teachers about the presentation in their classroom: an overview of the topic, the time frame, and the volunteer names.
- 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.
- At the conclusion of the week, organize all supplies and return them to the PTA room.

Field Day

- Discuss Field Day events and times with the P.E. teacher.
- Contact volunteers from the volunteer list.
- Coordinate volunteers needed for events in the morning and afternoon.
- Buy and/ or solicit donations of snacks and supplies needed for Field Day. Paper goods may be obtained from Hospitality supply.
- Keep records in binder of items and quantities used each year.
- 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.
- 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.
- The Custodian will assist with the tables and garbage.
- Display Ivy Hill PTA banner and table runners.

Fun Fair

- Work with and review all plans with the Ways and Means Vice President.
- Confirm Date.
- Secure contracts with Fun Fair vendor and DJ.
- Secure photo booth.
- Assign committee members to particular areas: Kitchen volunteers, wrist bands, prize redemption.
- Work with Fun Fair vendor to plan logistics of event.
- Meet with school administrators to plan logistics of event.
- Distributes flyers via PTA Happenings.
- Contact volunteers via Sign-up Genius to run games, cakewalk and Bingo and donate baked goods, pop, and water.
- Purchase food for concessions.
- Secure, direct and supervise all volunteer help for event including setup, running games, food, prizes and clean-up.
- Submit layout request to custodial staff.
- Thank all volunteers for their efforts.
- Debrief after event and keep records in a binder.
- Make sure all receipts are turned in to treasurer.
- Display Ivy Hill PTA banner and table runners.

Garden Committee

- Book a date with Ivy Hill Admin to have a Garden tasting (assuming there is produce from previous year) during lunch in mid to late September.
- Committee will need to have produce picked from garden and brought to office/food services beforehand.
- Organize volunteers to help distribute vegetables/salsa to students during lunchtime hours.
- Garden clean up.
- Organize volunteers to help clean up the garden plots and trim back the trees in surrounding area.
- Bag old plants and tie up any branches.
- Book a date with Ivy Hill Admin in mid to late May for Vegetable planting.
- Get approval for garden plans.
- Buy all plants and soil.
- Provide planting instructions.
- Garden area has a few shovels, tomato cages, markers (if you need more Art teacher is willing to have students paint if you provide shims/sticks). There is also a faucet (no hose) that the office has a water key to turn on. Watering cans are needed.
- Care and Maintenance: During the school year the janitorial staff will water the garden.
- Volunteers needed to water and care for garden over summer months.

Holiday Gift Shop

- Obtain volunteer list from 2nd Vice-President to recruit volunteers.
- Act as liaison to Holiday Treasures for merchandise.
- Publicize the event in the PTA Happenings and PTA Facebook page.
- Submit layout request to custodial staff.
- 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.
- Count proceeds with the treasurer.
- Collect inventory and return merchandise to Holiday Treasures after event concludes.
- Store gift wrap and decorations for next year.
- Thank all volunteers for their efforts.
- Display Ivy Hill PTA banner and table runners.

Hospitality

- Provide refreshments for monthly PTA meetings.
- Provide the refreshment set-up for other PTA sponsored activities as requested by the Board.

- Keep accurate records of amounts of food ordered, cost, source, and an estimate of the number served.
- Procure paper goods for use for the above-approved activities and for other committees to use.
- Cater dinner for all teachers and staff during the fall and spring evening conferences.
 - Coordinate with Principal regarding location and time.

Juvenile Protection

- Plan Red Ribbon Week activities for students and parents.
- Arrange for the Fire trailer and Weather simulator to come to school. Coordinate with the A.H. Fire Department to arrange for dates.
- Act as liaison with the Ivy Hill Principal, teachers and school committees, in an effort to protect the welfare of our students.
- Attend monthly PTA board meetings. Report on status of Juvenile Protection Committee. Contribute to overall board meeting agenda.
- Complete any other projects as assigned by the PTA President and/or Principal.
- Other duties may include the following if decided upon by the committee:
 - Keep abreast of current happenings on our environment/society and their effect on the welfare of our students.
 - 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:
 - Television/computer/radio monitoring
Drug/alcohol/tobacco abuse
 - Video games
 - Child abduction (i.e. stranger danger programs)
 - Environmental safety (i.e. swimming, fires, vehicle restraints, playground manners)
 - Physical well being (i.e. high self esteem programs, eating well)
 - Any other topic affecting the welfare of our students.

Lunchtime Readers

- 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.
- Print publicity announcements in the PTA Happenings in October.
- Distribute program permission sheet with book selections to the students at the beginning of November.

- Recruit parents to lead the group discussions via the program permission sheet and 2nd vice president.
- Order all books and ensure that necessary materials and incentives have been purchased.
- Work with Mrs. Polito and teachers to suggest and approve book choices.
- Display the books and brief write-up of the books in the LMC for students to review in early November.
- Coordinate the availability of meeting places and days for the groups with the Principal and group leaders.
- Host a meeting for the group leaders to distribute materials and offer ideas for facilitating groups.
- Distribute the books to the students the week prior to the start of the program.
- Supply two incentives for each group throughout the six-week program.
- Provide an opportunity for participants to choose a free book of their choice purchased from the Arlington Heights Memorial Library book sale. If any funds are left over, one last incentive may be given for completing the program.

Membership

- Conduct active membership enrollment campaign including follow-up letters and a table at the Fall Open House.
- 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.
- 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 from registrations over the summer. (Paper registrations are still accepted.)
- 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.
- 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.
- Continue to follow up and enroll new members (particularly new families) until Illinois PTA membership cutoff date.
- 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.
- Send reminder letters to join and “thank you” letters to those that join.

Movie Night

- Provide Principal with movie options for movie night for approval.
- Students vote on movie for movie night. The Principal will coordinate the voting and will advise committee of the voting results.
- Create flyer/permission slip and get both Presidents' approval before sending out. Advertise for movie night in the PTA Happenings
- Make copies of the permission slip for each grade attending in the teacher's lounge. Class listings are on display on the wall near the copier to assist in making the correct amount of copies per teacher classroom.
- Check Movie Night Box in the office for permission slips. Create an alphabetical list of attendees for easy sign-in and sign-out.
- Obtain donated or ordered popcorn for Movie Night. CMX Theater in downtown Arlington Heights has donated popcorn in the past. Contact them.
- Solicit for donations: Water, fruit snacks. If these items are not donated, purchase from Costco.
- Submit commons area layout desired (Plan Form) to the office.
- Contact volunteers for Movie Night via Signup Genius.
- Confirm volunteers for evening:
 - Arrange for set-up time; six needed.
 - Arrange for sign-in time; six needed,
 - Arrange for sign-out time; six needed.
 - Arrange for two volunteers to take photographs of Movie Night for Yearbook.
 - Arrange for 12 supervisors to chaperone the movie.
- Obtain and test run the movie and equipment an hour prior to the event.
- Volunteers should arrive 15 minutes prior to start time.
- Check students in and out.
- Clean up.
- Display Ivy Hill PTA banner and table runners.

Yearbook

- Schedule and oversee Picture Day and Picture Retakes, distribute order forms and pictures when received.
- Take pictures of events when possible. Upload all of these pictures to the yearbook website.
- 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.
- Take pictures of new students, students and staff that missed picture day, 5th graders in shirts, safety patrol, and student council.

- Reach out to parents, teachers, committees, group leaders to get pictures of events that are lacking in submissions.
- Organize all pictures that are submitted to the website.
- Organize and create all yearbook pages, review, proofread, submit yearbook to yearbook vendor for final print.
- Submit messages to PTA Happenings encouraging parents to submit pictures from events, picture day, picture retakes, yearbook order deadlines, deadline for photo submissions.
- Communicate with the yearbook vendor, get contract made, signed, coordinate order, design cover, number of pages.
- Estimate cost of yearbook and number of yearbooks expected to sell.
- 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 vendor from PTA treasurer.
- Organize and distribute yearbooks to students and staff.

Reflections

- 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.
- Present theme and rules to students and staff.
- Publicize the Reflections program.
- Prepare all entries for judging.
- Coordinate first round of judging to choose entries which will continue to Council level.
- Display all entries in Commons at school before sending off to the Council level. Publicize a list of all participants and/or winners in the PTA Happenings.
- Display all entries at District 25 Arlington Heights Cultural Arts Fair (March or April).
- Coordinate with Council Chair to submit entries to Council level, track their progress, and ensure return of all the projects to Ivy Hill.
- Present a Participation Ribbon and Certificate to all participating students (in spring).
- Recognize participants by providing a special dessert treat to them during lunch period (in spring).
- Ensure that all projects are returned to students after all judging and displays are completed (in spring).

Room Representatives

- Distribute signup sheet to all families to recruit volunteers for room representatives for each classroom. This sheet also asks for an optional donation. Collect donations and give to treasurer (treasurer will distribute funds to lead room reps and to teacher appreciation committee).
 - Assign room representatives for each class.
 - Each classroom needs to determine a lead room representative (communication done via email). This lead room representative will be the room representatives' committee point of contact.
- Prepare Room Rep information packets to distribute to lead room representative (via backpack mail).
- Inform each Room Rep that duties will include contacting parents in their child's class as necessary:
 - Planning class parties
 - Coordinating classroom help.
 - Coordinating chaperones for field trips
- Provide the Directory Chairman and PTA president with the names and telephone numbers of Room Reps by class.
- Provide front office with a complete list of volunteers (max of 5 volunteers per classroom) prior to each party. (Halloween and Valentine's Day)
- Write a blurb for the last PTA Happenings thanking the Room Reps and listing their names.

Running Club

- Identify dates for fall and spring Running Club and secure approval from PTA President(s) and Principal.
- Update permission slip (including volunteer section) and distribute via PTA Happenings.
- Attain volunteer list from 2nd Vice President (Volunteer Coordinator).
- 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, and supervise street crossings and running route.
- On the day of Running Club:
 - Post directional signs on running route.
 - Have permission slips on hand in the event you need to contact a parent
 - Confirm volunteer assignments
 - Check students in/out
 - Lead students in stretching routine
 - Instruct students in running route

- Lead students in a running game if time permits
 - Retrieve directional signs after run is complete.
- Thank volunteers in PTA Happenings.

Safety Patrols

- Compile and distribute patrol schedules on a monthly basis.
- Check condition of equipment. Order, label, distribute and maintain equipment used by the safety patrols.
- Organize the presentation of recognition awards for the safety patrol members as appropriate.
- Organize a mid-year and a year-end party, outing picnic for all safety patrol members.

Scholarship

- Be familiar with the current policies and requirements of the IPTA and the Arlington Heights Council of PTAs.
- Participate in the Arlington Heights Council of PTAs Scholarship Selection Committee in alternating years.
- Publish District 25 Scholarship recipients' names in the PTA Happenings.
- Make sure the treasurer sends scholarship pledge money to the Council Treasurer.

School Board Representative

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

School Supplies

- Attend spring kindergarten orientation to introduce school supplies program and solicit orders.
- 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.
- Finalize the school supply lists, including a final review by the teachers.
- Contact the school supply vendor and arrange for sale.
- Publicize the service in the PTA Happenings.
- Collect orders.
- Compile all orders and payments and proceed with processing the orders.

- Arrange for shipment of school supplies no later than one week before the new school year.
- Confirm that all orders were received and verify that the contents of all orders are complete.
- Distribute the orders to the appropriate teacher prior to the first day of school.

Sign

- Every week take down the letters on the sign unless there is something that needs to remain up and add any new information.
- Coordinate with office Secretary for information to post.
- Gather letters from Teacher's Lounge.
- If everything fits for the week, great. If you have to make adjustments throughout the week, make adjustments accordingly.

Spirit Wear

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

Staff Appreciation

- Meet as a committee in early September to plan for the year ahead and delegate responsibilities to each committee member.
- Coordinate and plan out small tokens of appreciation and motivational surprises throughout the year for the entire staff at Ivy Hill.
- Discuss and communicate ideas about staff appreciation week (May) with Principal/Front office staff.
 - Create a theme for the week with activities/special surprises for staff members.
 - Plan and coordinate staff appreciation breakfast/lunch.
 - Purchase gift(s) for staff.

Thomas Liaison

- Act as liaison to Ivy Hill by providing Thomas Middle School information to parents, staff and students.
- Attend monthly PTA meetings to present pertinent information regarding Thomas Middle School.

Video/Musical Productions

- Coordinate staffing for recording shows and stage crew.
- Become familiar with the use and care of the video/lighting equipment.
- At all performances, set up lighting and tape shows (currently using 2 manned cameras).
- As needed, attend dress rehearsals for recording and taking stills.

Webmaster

- Update the PTA calendar online.
- Keep all online forms updated, add new and delete old.
- Keep all PTA Minutes updated online.
- Add or delete any new or old material and links needed to keep the PTA website current and interesting.
- All website work is currently done through Word Press including the calendar. .
- Update Facebook page regularly with PTA events.

Welcoming Committee

- Build a committee of grade level liaisons to work with new families.
- Hold a welcome party with snacks and water at Ivy Hill school playground area prior to the school year (late August) for incoming kindergarten families.
- Explain activities, events, and volunteer opportunities.
- Display Ivy Hill PTA banner and table runners.

SPECIAL COMMITTEES

Budget Committee

- Consists of incoming and outgoing Treasurers and Presidents.
- Meet after the books are closed in July.
- Present the budget at a Board meeting for discussion and at a general or annual meeting for approval by the General Membership.
- Post budget 30 days prior to the September General meeting.
- Submit a copy of the approved budget to Council.

Excess Funds Committee

- Chaired by the Treasurer. Suggested members of the excess funds committee are incoming treasurer, unit president, teacher representative, Principal and one additional board member (Two if no incoming treasurer).
- Committee should be formed by April.
- The Treasurer shall provide for this committee an estimate of excess funds.

- PTA needs come FIRST when disbursing excess funds. Funds being donated to the schools will be limited to \$2,000.00 for elementary schools.
- When the committee makes its recommendations, it should list them in order according to priority. The committee's recommendations shall be dated, typed and signed by all members for presentation to the board.
- Excess funds committee is to complete its task before the final general membership meeting.
- As a "special committee" it is dissolved as soon as its report has been accepted by the general membership at last meeting, although the chairman should make sure all purchases are made and posted on PTA website by year end (June 30th).
- The approved Excess Funds Report shall be published in the next PTA Happenings.
- 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.
- The Chairman shall see that excess funds are properly spent, keep an accurate record of expenditures and publish a report in the PTA Happenings upon completion of expenditures.
- Excess funds earmarked for a given year are to be spent by the following May.

Nominating Committee

- Consists of five members: Chairman, three (3) of whom shall be elected by the executive board from its body, and two (2) elected by the association at a general membership meeting at least two (2) months prior to the election. There shall be one (1) alternate elected by the executive board and one (1) from the association. The committee shall choose its own chairman before the close of the general membership meeting at which they are elected. See Ivy Hill Bylaws VI, 2.
- Members shall serve for not more than 2 consecutive years on this committee.
- Nominations of Executive Officers must be made in accordance with the Ivy Hill Bylaws VI, 1.
- Members shall attend the District Nominating Committee Workshop held in late fall. A copy of the presentation is also in the Nominating Committee binder.
- Chairman shall determine the date of the meeting and shall provide copies of the unit Bylaws and Procedure Guide.
- 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 PTA Happenings.

GENERAL INFORMATION

Installation of Officers

- Officers for the ensuing year are installed at the May joint board meeting with the President arranging the ceremony.
- The outgoing President may provide a pot of ivy for each incoming officer.

Illinois Congress of Parents and Teachers Convention

- 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.
- 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.

Suggested Agenda for Board Meeting

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

Policy for Gifts and Flowers

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