

# **ROMONA PARENT-TEACHER ASSOCIATION**

## **Standing Rules, Operating Procedures and Suggested Guidelines**

**Last modified 09/15**

The following “Standing Rules”, set forth by the Romona PTA Executive Board (“EB”), cover policies, procedures, guidelines and/or activities of the Romona PTA that are not as permanent in nature as those covered by the Romona PTA Bylaws.

All committee members should be familiar with and follow the General PTA and the Committee Information sections. The PTA executive timeline, organizational chart, committee descriptions and committee/liason list precede the formal rules for quick reference. The appendices contain additional guidelines.

These Standing Rules supplement the Romona PTA Bylaws and may not contradict the Bylaws.

These Standing Rules shall be reviewed annually by the current and incoming EB, and may be amended or updated at any time by a majority vote of the EB present and voting.

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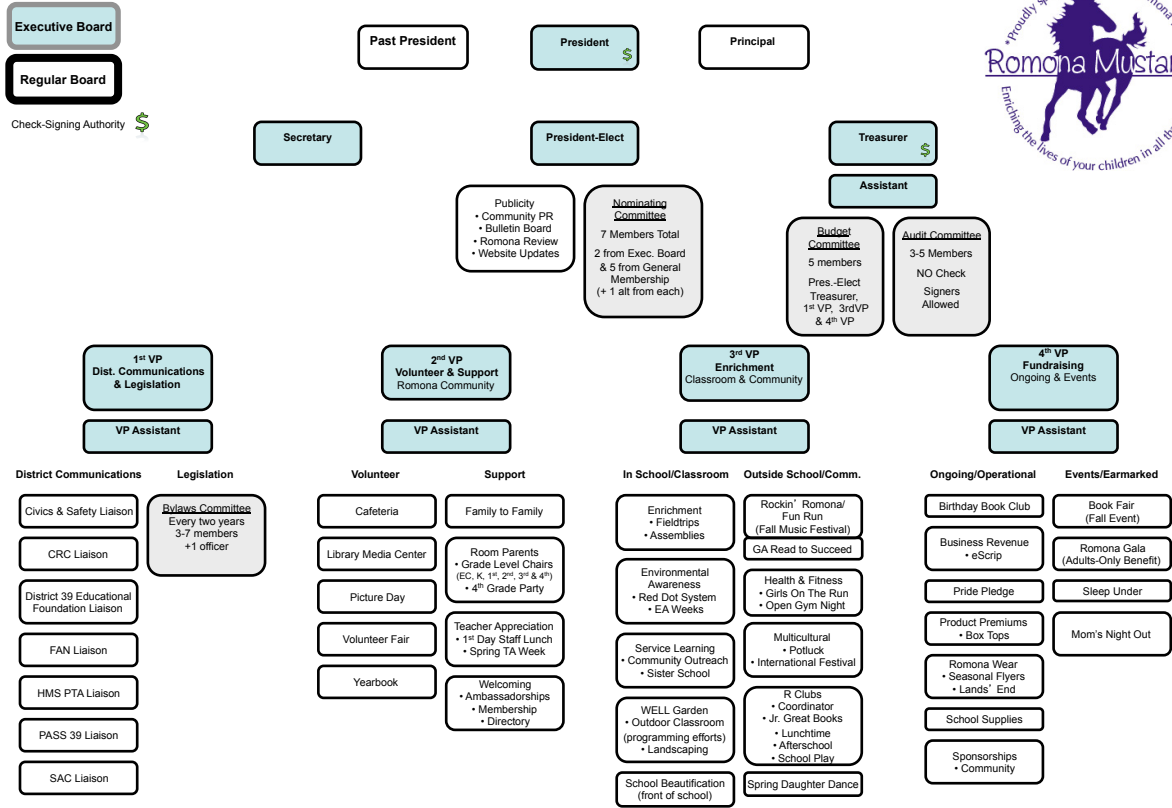
# EXECUTIVE TIMELINE

- AUG** -PTA membership continues and volunteer drive begins at Volunteer Fair on the first day of school  
-All General PTA (PTA) & working committee members pay dues
- SEPT** -Bylaws Committee reviews Bylaws (alternate years beginning 2005) and presents proposed changes to the Executive Board (EB)  
-Bylaws Committee review Standing Rules and presents proposed changes to the EB  
-1<sup>st</sup> meeting of the new General PTA (PTA) held at least 30 days after the first day of school  
--Officers and new committee chairs introduced  
--Audit committee presents report of last school year's audit  
--Summary of committee plans approved by EB presented  
--Budget chair presents proposed budget for approval vote by PTA  
--The PTA votes to approve the PTA's financial institution(s)  
--If Regular Board (RB) vacancies exist, notice of new election given
- OCT** -EB reviews and votes on proposed Bylaws changes (odd years) to submit to PTA  
-EB reviews and votes on proposed Standing Rules changes to submit to PTA  
-Present proposed bylaws to PTA 30 days before Nov. vote
- NOV** -PTA votes on proposed Bylaws changes (odd years) -PTA votes on proposed Standing Rules  
-Elections if needed at PTA meeting  
-Treasurer files taxes (November 15 deadline)  
-First VP files Annual Report with Illinois Secretary of State (December 1 deadline)
- DEC** -EB announces upcoming election to fill the Nominating Committee positions, the nominating and election timetable describing the positions and duties of officers and the requirements for nomination and election of officers, committee chairs, of the Nominating, Audit, and Bylaws (when applicable) Committees, and of the Budget Committee chair
- JAN** -EB and PTA elect respective Nominating Committee members  
-Nominating Committee chooses its chair(s)  
-Nominating Committee publicizes request for Officers, Budget Committee chair and Audit Committee nominations and committee volunteers for following year
- FEB** -President solicits ideas from Principal for school gift by the end of the month  
-Mid-year audit conducted (at discretion of auditor and/or EB)  
-Budget Committee meets review the budget, income and expenses for that school year, and shall present recommendations to the EB, regarding amount available for School Gift

- MAR** -Nominating Committee develops list of Budget chair and Audit Committee candidates -President presents ideas for school gift first to EB and then to Budget Committee  
 -Outgoing committee chairs and VPs prepare committee summaries and submit to President- Elect and Nominating Committee
- APR** -At least 30 days before May election, the Nominating Committee posts and publishes EB & RB slate  
 -EB elects Audit Committee and chair of Budget Committee
- MAY** -Current Secretary prepares general PTA Committee Procedures Notebooks  
 -By May 15<sup>th</sup>, PTA must register the chapter to Illinois PTA. Additionally, each board member must register  
 -Current EB elects Bylaws Committee (alternate years beginning 2005) to begin review/update of Bylaws and Standing Rules for presentation to PTA/EB in October  
 -Budget Committee reviews proposed committee budgets and prepares and presents overall budget recommendations to EB  
 -General PTA annual last day luncheon meeting  
   --School gift ideas are presented to the PTA for vote  
   --PTA elects officers (EB)  
   --Second election held if needed  
   --Annual committee and Treasurer reports given  
   --New committee chairmen, officers presented, old applauded  
   --Gavel ceremony, May PTA meeting  
 -PTA Steno Swap:  
   --Outgoing committee chairs and VPs provide committee summaries to new VPs, and committees (old and new) meet to transition information and discuss ideas for plans and budgets  
   --Old VPs give Committee Procedures Notebooks to new VPs, who review and provide to new committee chairs  
   --Secretary gives general PTA packets to new officers and committee members  
   --New committees meet with VPs to prepare annual budgets and plans (Committee Planner form completed)  
   --New committees outline proposed dates for events/activities (Pipeline)  
 -First general planning meeting of new EB held before June 1:  
   --Meeting will serve as a transitional meeting between the new and old EB with both attending  
   --EB meets to consider, evaluate and approve budget and to discuss overall planning (Pipeline) for next year  
   --Committee chairs/VPs provide proposed annual plans (Pipeline) to new EB  
   --Committee chairs/VPs provide proposed annual budgets to new Budget Committee

- JUN** -All PTA expenses for reimbursement must be submitted to the Treasurer by one week after the last day of school  
-All General PTA (PTA) & working committee members pay dues  
-PTA membership drive officially begins; committee members doing PTA business during the summer must pay dues by July 1
- JUL** -Treasurer turns over all necessary financial data to Audit Committee by 7/15

# Romona PTA Organizational Chart



# VPs AND THEIR COMMITTEES

## **President**

### **President Elect**

Publicity

### **Secretary**

### **Treasurer**

Asst. Treasurer

### **1st VP Dist. Comm. & Legislation**

Civics & Safety Liaison

CRC Liaison

District 39 Ed. Foundation Liaison

FAN Liaison

PASS39 Liaison

SAC Liaison

### **2nd VP Volunteer & Support**

Cafeteria

LMC / Library Media Center

Picture Day

Volunteer Fair

Yearbook

Family to Family

Room Parents

Teacher Appreciation

Welcoming

Membership

Directory App

### **3rd VP Enrichment**

Enrichment Environmental Awareness

Sister School

Community Outreach

WELL Garden

GA: Read to Succeed

Health & Fitness (GOTR)

Junior Great Books

Multicultural

R Clubs After School

R Clubs Lunchtime

Rockin' Romona/Fun Run

Daughter Dance

Mother Son Bowling

### **4th VP Fundraising**

Birthday Book Club

Business Revenue: eScrips & Target

Take Charge

Moms Night Out

IGNITE Fall Fundraising

Product Premiums: BoxTops

Romona Wear

School Supplies

Sponsorships & Community

Scholastic Book Fair

Sleep Under

Red Gala

Differentiation Spring Book Fair



# GENERAL COMMITTEE INFORMATION

## 1. General PTA Policies

Romona PTA membership extends from June 30 to July 1 for each school year. The EB, Budget, Audit, Enrichment, general committee members and anyone else doing PTA business during the summer must pay dues and renew membership by July 1. All others are encouraged to do so.

Romona PTA membership is open to any adult(s) paying the annual membership dues as follows: twenty-five dollars (\$25) per household; ten dollars (\$10) per Romona Staff member.

Each member shall receive access to the online Romona School directory app and a PTA membership card.

All Regular Board (RB) members, and official committee members must be PTA members to be bonded and protected by insurance.

All Executive Board (EB), Budget, Audit, and Standing Committee members must pay membership dues prior to July 1 of new PTA year. All other committee members must pay dues as soon as they declare intent to become committee members and prior to engaging in official PTA activities.

No member shall speak or act in the name of the Romona PTA without authorization from the EB.

The President must sign all Romona PTA legal documents and contracts such as tax returns, insurance documents, the Annual Report, vendor contracts, etc. No other person may substitute for this function.

The membership committee publishes a membership directory, with consent from the individual, obtained during the school registration process. Approved information is received directly from the district. Selected directory information will also be made available on the web site, with individual approval.

The Romona Directory, Romona PTA website pages, and all membership lists and are for personal use only and should not be used to make business solicitations or to further other business activities.

When a Romona or MEC copy machine is used for PTA purposes, the committee name and the number of photocopies made are to be recorded in the logbook in the Copy Room.

All photocopies must be made at Romona or the MEC according to the written copy guidelines except by special permission of the EB. The written copy guidelines are included in their entirety in the Standing Rules Appendix A.

The guidelines for custodial usage must be followed. These written guidelines are included in their entirety in the Standing Rules Appendix B.

All committees, events and programs have a generic email set up that should be used exclusively when communicating, protecting personal emails. A complete list of generic emails is included in the Standing Rules Appendix C.

All communication should be done electronically.

Distribution of any information, flyers, publicity, or articles via any distribution mode/media including Room Parent emails, local media, or the Romona website must have the prior approval of the Committee VP or their designee first and then, the president and the principal, and must include the name of the sponsoring committee (e.g. "Romona PTA Nominating Committee") and/or the Mustangs PTA logo.

When emailing, all personal emails shall remain blind copied and protected. Personal emails are for the sole purpose of school business.

Teacher and Staff Appreciation Day luncheon will be held during the spring Parent/Teacher Conference Week and will be arranged by the Teacher Appreciation Committee.

The PTA will pay for seminars, lectures, and conventions provided by National and Illinois PTA for members where the class is relevant to their role in the PTA. The member who has registered will be responsible for repayment if unable to attend and does not find an alternate PTA member to attend.

Retirement gifts are not to exceed fifty dollars (\$50) for faculty and staff, and not to exceed one hundred dollars (\$100) for the principal or superintendent. The outgoing PTA President shall present the gifts at the May general board End of Year luncheon.

Holiday gifts to office, custodial, cafeteria staff and nurse shall not exceed twenty dollars (\$25).

The First VP shall renew annually the PTA's insurance policy with AIM for employee Dishonesty Coverage. Policy is effective through October 10 and should be renewed in September of each year.

The PTA shall maintain two copies of a file comprised of a set of all legal/finance/tax records. The First Vice President shall hold one set and the Treasurer shall hold the other set. These documents shall be updated as appropriate. Legal records include the following:

1. Romona PTA Illinois Corporation Papers, Annual reports for the last three years to present
2. Insurance Policy with AIM for employee Dishonesty Coverage
3. Illinois Department of Revenue Tax Exemption Letter to IL PTA & its members
4. Letter from IL PTA stating that Romona PTA is a subordinate of IL PTA and exempt from Federal Income Tax as a Section 501c3 organization & IRS letters of verification
5. The auditor's report for the past three (3) years
6. The tax reports sent to the IRS for the past five (5) years

The PTA is strongly opposed to children selling door to door without adult supervision.

The PTA Staff Liaison shall provide staff reports at PTA meetings and related information as necessary.

## **2. Meetings**

The EB will meet once a month during the school months.

The first general PTA meeting shall be held within thirty days (30) after the first day coffee.

General PTA Meetings will be held no less than 5 (five) times during the school year.

The Regular Board (RB) will meet on the same day at the same time as the general PTA meeting.

The RB and General PTA minutes will be posted online.

All meetings shall be open to all PTA members.

## **3. Finance Issues & Money Management Procedures**

The Budget committee with the approval of the EB submits a proposed budget to the PTA at the first general PTA meeting of the school year for approval. This budget shall include a separate listing of expected gross income and maximum expenses for each committee that earns or utilizes PTA funds and for any other income or expenses not pertaining to specific committees.

The proposed budget shall include a line item termed Additional Expenses having a maximum budget of two thousand dollars (\$2000.00). The EB may utilize this line item

to approve a committee chairperson's request for an increase in budget over the PTA approved amount up to a maximum of one thousand dollars (\$1000).

Checks may not be written from the end of the school year until the annual audit has been completed in July except with the approval of both the Audit Committee and the Treasurer.

Every expense must be allocated to a specific account. Any expense more than fifty dollar (\$50) above the PTA approved budget byline for that account must be approved by the EB. The treasurer may allow an expense up to fifty dollars (\$50.00) over the approved budget byline. The treasurer will transfer all over budget amounts including those less than fifty dollars (\$50) from the Additional Expenses byline to the line item byline needing the increase and inform the EB of such transfers. The treasurer may not write checks for any over budget expenses unless the remaining Additional Expenses byline can cover the expense.

Committee chairmen in conjunction with their Respective VP may submit requests for changes to their budgets to the Budget Committee at any time during the year. After review by the Budget Committee, requests for change should be presented to the EB at the next EB meeting. Any expense more than one thousand dollars (\$1000.00) above the pre-approved budget and any increase in the Additional Expense byline must be approved by both the EB and the general PTA. The PTA may also prohibit any given committee from utilizing the above over budget privilege at any time. If the Additional Expense byline drops to less than five hundred dollars (\$500), the Budget committee may meet to consider presenting a request to increase that byline to the EB and the PTA.

Every expense must be submitted to the Treasurer with approvals by the committee chair and the VP via the PTA website. Personal reimbursements to Committee Chairs or VPs must have two other authorized approvals.

No expense may be submitted without the knowledge of the committee chairman. All checks should be allowed 2 (two) weeks to be written.

A current copy of the PTA's sales tax exemption letter should be utilized for all PTA purchases. The PTA will not reimburse sales tax except by permission of the EB. The EB may give such permission for special circumstances. (e.g., Costco does not accept the letter, but may accept a PTA check for tax exempt purchases.)

Every deposit must be allocated to a specific account. The PTA member submitting a deposit must submit a deposit voucher indicating the appropriate account for each deposit amount.

The following Money Management Procedures must be followed for any single or multi-day event held on-site at Romona School:

1. Two counters present for all Event Money Management, at all times: 2nd Money Manager must be a current EB member.
2. Cash, coin and checks only to be collected. No credit cards & no coupons.
3. Questions contact VP, Treasurer, President or President-Elect, NOT Event Chair.
4. No money is allowed to be left in the Money Management Kit or Copy Room.
5. Deposit all money into PTA safe, located in Copy Room.

The Treasurer will supply the Money Manager or Event Chairperson with an opening cash bank which will be counted by the Treasurer and Money Manager or Event Chair together prior to the event. Both parties will sign off on the amount of the cash bank as the beginning balance. The Cash Box/Opening Bank Form is to be kept with the Treasurer at all times.

The Money Managers must visit each cash register station periodically each day during the event to make cash collections.

To perform the money collection, the Money Manager (VP) will count money collected with one available cashier or designated assistant. The Money Manager will note the time and amount of the collection on the Cash and/or Check Deposit Voucher and the cashier (or designated assistant) will witness the count. The cash collection, including checks, will be placed in an envelope, sealed, and signed across the seal by both the Money Manager and the cashier (or designated assistant), with the amount noted on the envelope. The Money Manager must then take the cash collection directly to the drop safe and deposit it inside.

At the end of the event or the end of each day of a multi-day event, the Treasurer and Money Manager and/or Event Chair will remove all of the cash collections from the drop safe and do a final count. The counts of the individual envelopes are to be done in each other's presence and must be noted to match the Cash and/or Check Deposit Forms left in the Money Management Kit, along with the time, and signed by each individual.

A photocopy of all of the checks or a written record of the check submitter and the check number must be made (more than one to a page is permissible) within 24 hours of the end of an event. Checks are to be deposited within 5 days. Following a final count, the Treasurer must deposit the cash immediately in the bank. At no time are funds to be removed from the school premises EXCEPT to be taken directly to the bank for deposit.

Always follow the most up to date Event Money Collection Procedures posted on the website.

The chairperson of any type of money collecting event will maintain a detailed set of records including income receipts categorized by category, including event tickets purchased, auction items purchased, other income, donation, and all expense receipts, etc. Charges and checks should be listed separately with names and check numbers. The chairperson shall give a copy of these records to the treasurer at the end of the event.

No PTA income may be utilized for expenses prior to being submitted to the Treasurer and allocated to a specific account.

The deposit vouchers must list the total amount of checks, cash and change separately. Checks should be listed separately with their check numbers on the Check Deposit Voucher. When a very large number of checks are collected at once the deposit voucher should indicate the total number of checks and the total amount of the checks. The PTA member submitting the deposit should sign the voucher to indicate total submitted amount.

If a check writer does not replace a check returned for insufficient funds within two (2) weeks of being notified by the Treasurer, the PTA shall not accept any further checks from that party until the check is replaced. If the same party submits two (2) or more checks that get returned, the President or the Treasurer may request that no further checks be accepted from that party for a specified period. The Treasurer shall, in either event, notify the Executive Committee who shall determine the appropriate procedure to ensure that no further checks are accepted.

The PTA shall maintain a copy of all financial records including the expense and deposit vouchers and CD copies of the software accounting records in storage for at least seven (7) years.

#### **4. General Committee Procedures**

Outgoing committee chairs and VPs prepare committee summaries in March. By no later than immediately following the May PTA election, outgoing committee chairs and VPs provide committee summaries to new VPs, and committees (old and new) meet to transition information and discuss ideas for plans and budgets.

Old VPs give Committee Procedures Notebooks to new VPs, who review and provide to new committee chairs by June 1.

New committees meet with VPs to prepare annual budgets and plan in early May so that committee chairs/VPs can provide proposed annual plans to new EB by first EB meeting and provide proposed annual budgets to new Budget Committee.

Cancellation or significant changes to annual plans, including fundraising activities, must be presented to the EB for approval. All committee work shall be undertaken only with the consent of the EB. Committee Planning Form must be completed completely.

The EB cannot require any committee to take on more work than its members wish to undertake without providing additional PTA members willing to undertake the work.

Formal budgets may not be authorized for the new school year until after completion of the audit. In practice this means that each committee should include in its budget expenses for the summer following the upcoming school year. The new budget will not

take effect until September after the PTA meeting that affirms the recommendations of the Budget Committee.

The newly elected EB shall obtain the recommendations of the Budget Committee, and review initial committee plans prior to the last EB meeting of the school year for the purpose of making recommendations for a cohesive plan for the following school year to the EB for approval.

### ***Vendor Contract Guidelines***

Before deciding on vendors and finalizing contracts for events/activities, such as Book Fair, Carnivals, Clubs, Speakers, Entertainment, etc (all contracts must be reviewed and signed by the President, and a copy kept by the Secretary in PTA files), PTA recommends following these guidelines suggested by Illinois PTA:

1. Check vendor references (e.g., through other PTA's)
2. Is there a time limit on the contract? What is the time period between order and delivery? Is there a guarantee?
3. Does the contract address sales tax requirements? Try to make sure the vendor is responsible for sales tax and recognizes our tax-exempt status.
4. What is the return policy? Time limit? Who pays shipping costs?
5. What are the payment terms? Discounts? Special Terms?
6. What is the return on our investment? Are profits worth the time and effort of the project? Consider both monetary and in-kind (product) profits.

## **5. Committee Chairs**

Committee chairs are to be elected by the committee members. In the event of a tie, the VP to that committee will cast the deciding vote. Up to two co-chairs are permitted per committee.

The committee chairs may be re-elected annually without a limit to the number of terms, except for Budget, Bylaws, Nominating and Audit Committees and any village-wide positions limited by Village-Wide PTO Bylaws.

All committee chairs are on the Regular Board. Co-chairs will share one vote for that committee on the Board with the exception of the fall event chairs, spring event chairs, and enrichment chairs, which each permanently have two voting chairs. Conflicting shared votes cancel each other out and result in abstention. Chairs must be present at the Board meeting in order to vote.

Anyone chairing more than one committee is entitled to only one vote.

Committee chairs are responsible for keeping records of committee activities, timelines, contact information, and finances in a Committee Procedures Notebook for the purpose of transitioning to the succeeding chairs.

Each committee chair or their designee should be prepared to present committee status reports at each General PTA meeting.

The chairman of each standing or special committee must present an estimated income and an estimated expense budget to their respective VP and to the Budget Committee by May 15. Committee chairman expecting a net income should indicate their total expected administrative expenses, and their maximum expected operating expense at any time during the year. Committees maintaining inventory for sale (e.g. school stores, Romona Wear) should present a request for maximum on- hand stock value).

## **6. Standing and Special Committees**

The Executive Board (EB) identifies and creates standing committees.

The Nominating Committee coordinates the membership of each standing committee by publicizing a request for volunteers and then providing the resulting list to the volunteers. The Nominating Committee will actively recruit members for any standing committee for which there are no volunteers.

All volunteers that are active members of the PTA will be accepted as members of any standing committee.

Each committee may submit suggested new or revised rules as needed to the legislation committee to be reviewed and voted upon by the EB.

The President may appoint special committees for short-term needs/projects.



# OFFICER INFORMATION

## 7. Officer Duties

The following are supplemental rules and guidelines providing more detail than in the Bylaws. The goals of every officer should be two-fold: firstly, to execute their duties carefully, enthusiastically and fairly; and secondly, to pass the post on to their successor gladly, leaving it a little better than when they took on the work.

### *All Officers:*

1. Should read, understand and abide by the PTA Bylaws and Standing Rules.
2. Are expected to attend all Board, EB and PTA meetings. VP Assistants may attend in place of their respective VP. Absences must be reported in advance to the President. A VP absence may be excused if the assistant VP is prepared and attends in his/her place. Two or more unexcused absences may be subject to EB action as indicated in the bylaws.

### *The President:*

1. Only can sign contracts and other legal documents for the Romona PTA.
2. Is responsible for notifying Board members of their responsibilities.
3. Prepares the agenda, arranges for possible speakers, and requests assistance from the custodial staff for set up of Executive Board and Regular Board meetings.
4. Coordinates with the school principal to establish dates for the following year's PTA events, communicates this information by updating the District Calendar, produces the PTA Pipeline and remits for publication in weekly Romona Review emails.
5. Attends the Village Wide PTO and President's Council monthly meetings.
6. Shall communicate with the principal on PTA matters subject to the discussion and approval by the Executive Board or Regular Board.
7. Shall request approval from the principal to address the staff on behalf of the PTA and to encourage membership at a beginning of the year staff meeting.
8. Writes a recap letter after each General PTA meeting.
9. Reviews/proofreads each weekly Romona Review prior to distribution.
10. Checks the PTA mailbox in the school office and distributes the mail.
11. Attends the New Family Orientation and provides school tours as needed.
12. Hosts the opening and last day of school PTA coffees.
13. Arranges to honor retiring and outgoing staff and fourth grade parents at the End of the Year PTA lunch.
14. Coordinates with the PTA committees and the principal to set the dates and time for any PTA sponsored events, meetings, or activities.
15. Gives this information to the MEC calendar coordinator by date requested.

### *The President-Elect:*

1. Serves for a term of one year and then assumes the office of the President when said President's term has expired and shall then serve as President for one (1) year.

2. Acts as a direct aide to the President; be an ex-officio member of all committees and assist in coordinating the work of other officers and committees (including special committees).
3. Shall not have a vote in any manner as an officer except and unless the President is unavailable. If the President is unavailable to vote, then the President-Elect shall vote instead.
4. Shall assume the office of the President should a vacancy occur during the term of that office; shall represent the President in his/her absence and shall perform other duties delegated.
5. Leads PTA communication through the Romona Review, from the PTA, outside bulletin board, PR postings on web site and PR communication to the local papers/on-line sites.
6. Attends the monthly executive board meetings, general PTA meetings and also the monthly PTA/PTO President's Circle meetings with the other elementary schools.
7. Facilitates the nominating positions for the following PTA year.

***Each Vice-President:***

1. Acts as a liaison between the Executive Board and the chairpersons of his/her corresponding PTA committees. Vice Presidents are not directly responsible for carrying out the specific responsibilities of each committee chair, but must make efforts to make sure each committee is functioning and to find volunteers to fill vacant committees and chairperson roles. A person may choose to serve as both a Vice President and a committee chairperson at the same time.
2. May select an Assistant Vice President. The Assistant Vice President may attend the EB meetings, but does not have an EB vote.
3. Is expected to work with his/her liaison committees to prepare, and work under, annual plans and budgets. He/she should proactively monitor and assist those committees and be prepared to report on their activities and issues, if any, at the monthly EC meetings.
4. Should work with their liaison committee chairs to prepare and transition to the succeeding chairs the Committee Procedures Notebooks.
5. Is responsible for ensuring that appropriate committee information is distributed in a timely manner to the Romona community via appropriate methods.
6. Countersigns all approved vouchers for his/her specified committees.

***The First Vice President:***

1. Files the PTA's Annual Report with (and pays the fee to) the Illinois Secretary of State in order to maintain the PTA's Illinois not-for-profit corporation status.
2. When bylaws are revised, the 1st VP files those with the Secretary of State. The PTA's Articles of Incorporation have been on file with the Secretary of State since 1992 and need not be filed/renewed unless the PTA goes to for-profit status or merges with or into another organization.
3. Shall renew annually the Insurance Policy with MIC for employee Dishonesty Coverage. Policy term is through October 10.

4. Assists the President and/or President-Elect and performs his/her duties in his/her absence as indicated in the bylaws.
5. Shall assume the duties of any other vacant elected office in addition to his/her duties as First Vice President, for no more than three (3) months, until an election to fill the vacant office occurs.
6. Is the Liaison for Rules and Finance, supervising the Audit, Budget, Bylaws, and Legislation/Standing Rules Committees.
7. Shall be responsible for supervising the expenses of and signing the expense vouchers for any expense items not specifically belonging to committees under other Vice Presidents. These will include general administrative costs incurred by members of the EB, Regular Board, copy and custodial costs, and other expenses submitted directly to the Treasurer from outside the PTA.
8. Maintains a copy of a set of all legal/finance/tax records, the first set being held by the Treasurer. The specific records in this file are indicated under General PTA Procedures.
9. Is supervisory liaison for District Communication and Legislation.

***The Second, Third, and Fourth Vice Presidents:***

1. Are supervisory liaisons for the PTA committees in the following categories as indicated in the VP liaison chart:
  - Second Vice President --- Volunteer and Support
  - Third Vice President --- Enrichment
  - Fourth Vice President --- Fundraising
2. Are members of the Budget Committee

The Second Vice President arranges the End of Year PTA Luncheon and has its own budget.

***The Secretary:***

1. Keeps and maintains the official signed and dated copy of the Bylaws and Standing Rules, and brings them to every meeting, providing copies of them upon request.
2. Publicizes all PTA Executive Board, Regular Board and General meetings.
3. Distributes the agendas of the EB, Regular Board, and PTA meetings to their respective members.
4. Shall have copies of the minutes of the PTA Executive Board and General meetings, available for the subsequent meeting, and shall provide them to the webmaster or his/her designee as needed.
5. Shall distribute the minutes of the EB meetings to the EB members after each meeting.
6. Shall maintain an electronic file of the minutes for the EB, Regular Board, and PTA for the entire year and shall maintain past files of committee meeting minutes up to three (3) years.
7. Passes an attendance sheet at the meetings listed above. The attendance sheets are kept with the secretarial books for up to three (3) years.

8. Prepares and distributes to officers and committee members the general Committee Procedures Notebooks, to include copies of the Bylaws, Standing Rules, school calendar Pipeline, EB, Regular Board and PTA meeting dates, lists – including names, addresses, telephone numbers, cell phone numbers, and email addresses - of the Regular Board, VPs and the EB, deposit and expense voucher forms and procedures, tax exemption letter and information for communications submissions.

***The Treasurer:***

1. Maintains the finances of the PTA and is responsible for remitting the appropriate portion of dues to the Illinois PTA as indicated in the Bylaws. The first portion of the Illinois PTA dues is due to Illinois PTA by October 1; final dues must be paid by June 25. Any unused membership cards must be returned to the Illinois PTA by June 25, or we will be charged membership fees for them.
2. Maintains a set of all legal/finance/tax records as indicated in the General PTA procedures and prepares a copy of these records for the First Vice President to hold.
3. Shall maintain a paper copy record of all income and expenses using a voucher system. The Treasurer shall maintain an ordered paper copy file of all vouchers together with all receipt and check stub documentation.
4. Maintains the PTA records using appropriate accounting software approved by the Executive Board. The software should have capabilities for organizing income and expense categories and preparing reports. In the event the Executive Board chooses to replace the current software, the Treasurer must maintain access to any old software (dating back to the Quicken records from 2000) with its PTA records in order to provide information from previous years to PTA members as needed.
5. Shall balance accounting records (perform a reconciliation) with all bank statements monthly. Bank statements are to be mailed by the bank to the President to review and then pass on to the Treasurer. A read only back-up file of the accounting records should be made monthly immediately after the balance is performed. A copy of all the monthly back-up files should be handed to the new Treasurer.
6. Must recount the amount of each deposit and inform the depositor immediately of any discrepancies. Any unresolved discrepancies should be presented to the EB. The EB may determine that further deposits be counted by two (2) people simultaneously.
7. Shall deposit all monies received into the PTA bank account on a weekly basis. S/he shall insure that sufficient funds are maintained in the checking account to cover all necessary checks. No checks should be signed without sufficient funds. The Treasurer shall notify the Executive Board and budget committees of potential balance problems before they occur.
8. Shall collect expense vouchers and prepare checks in a timely fashion, generally within two (2) weeks of receipt. S/he shall check receipts, and ensure that the request is within the budget byline, and that the vouchers have been properly authorized before dispensing checks. S/he shall make every effort to meet needed committee deadlines for checks.

9. (Or a specifically designated substitute) must attend every fundraising event in which more than two hundred dollars (\$200.00) cash is expected during the time of the event as indicated in the Finance Section.
10. Shall notify the check writer of any checks returned for insufficient funds. May also consult as needed with the chairperson of any committee for which a returned check was written. If the check is not replaced within two (2) weeks the Treasurer shall notify the Executive Board. The Treasurer should keep a copy of returned checks until the funds are replaced.
11. Shall prepare a yearly budget progress report (category detail report listing for all committees and budget items) for the past two years for the incoming budget chairman in May. The outgoing and incoming Treasurers should work together with the Budget Committee to prepare the next year's budget.
12. Shall prepare a category detail report for each committee to give to the incoming relevant Vice President and committee chairs by May 1.

***The Outgoing Treasurer:***

1. Shall give the new Treasurer paper copy printouts of the past year's registers, and shall make a list of and pass on all useful files to the new Treasurer. These shall include at least the Treasurer's Membership file, the Tax files, a 1099 instruction file, the Audit preparation file, and the Expense-deposit voucher instructions and samples.
2. Shall give the new Treasurer a copy of the old Quicken software used from 2000-2005, a copy of any new accounting software in use, and a read only copy of all past files beginning with the initial computer files in 2000. The two (2) Treasurers should ensure that each has the same complete data for the entire fiscal year through June 30.
3. Shall provide the following items to the auditor at the end of the fiscal year by July 15:
  - A complete printout of the check register through June 30.
  - A copy of the final June 30 budget progress report, net worth report, and itemized categories report.
  - All bank statements, cancelled and voided checks and deposit slips.
  - The year's records of deposit and expense vouchers. If the auditor requests a mid-year audit, the treasurer shall provide the above items at the requested date.
4. Shall assist the new Treasurer with the taxes for the past year. This should be done even if the Executive Board decides to hire a professional tax accountant. The new Treasurer shall file the taxes by the November deadline. Note: State and National PTA dues are not to be included in PTA gross receipts for tax returns and financial records purposes.
5. Shall maintain detailed records of all tax calculations, grouping of categories, etc, along with the tax records. These should be maintained on Excel or equivalent spreadsheet and passed to the next Treasurer.

The outgoing and incoming Treasurers shall work jointly until the audit has been completed.

The incoming Treasurer should expect and ensure that the audit has been completed satisfactorily before taking complete responsibility for the records.

In the event that the change of Treasurers requires a change in computer operating systems, the outgoing Treasurer will test the process as soon as the need is recognized and consider engaging technical assistance. Prior to the attempt, to transfer data the outgoing Treasurer shall print out the entire register for each bank. After the transfer, the entire record should be printed out on the new system and both outgoing and incoming Treasurers shall ascertain that both sets of records are identical.

## **8. Nominations and Elections**

The EB shall post and publicize the nominating and election timetable describing the positions and duties of officers and the requirements for nomination and election of officers, of the Nominating, Audit, and Bylaws (when applicable) Committees, and of the Budget Committee chair. The EB should encourage parents and teachers to run for PTA positions and to be committee members and chairs.

The Nominating Committee will follow the guidelines outlined in the Nominating Committee Section 12 below. The Nominating Committee shall post its officer slate thirty (30) days before the May election. The slate will be placed on a written ballot for the annual PTA election in May.

The President shall preside at the May PTA election. The President will read the Bylaws section pertaining to election. The President shall restate the slate of nominees, and then shall call for nominations from the floor. Only individuals who have been PTA members for at least thirty (30) days may be elected to office. The consent of the nominee to serve if elected should be obtained. Additional nominees, if any, shall be added to the ballot.

Per the Bylaws, the vote shall be by ballot. However, if there is only one candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice.

Ballots are given only to individuals who have been PTA members for at least thirty (30) days. Tellers, appointed by the President, will distribute, collect and count the ballots and prepare a report listing the number of votes cast, number of votes necessary for election, and number of votes received by each candidate. The report is attached to the minutes.

A majority of the votes cast is necessary to elect an officer. In the event of a tie vote or in the absence of a majority vote, the PTA will continue voting until a majority is reached. The President will declare those elected based on the election report.

## **Guidelines for Specific Committees**

### **9. Audit Committee**

The Audit Committee shall initiate the annual audit procedure. It may begin its work at any time after the annual Treasurer's report is given to the PTA. The complete review must include all data through the close of the fiscal year on June 30. The committee should provide initial clearance of the books to allow the Treasurer to write checks by July 31st. During this initial review period (June 30-July 31), the Audit Committee chairperson may allow the treasurer to write a limited number of critical checks. The Audit Committee shall provide a final written report to the PTA at the first meeting of the PTA in the fall.

The Audit Committee has the discretion to have a mid-year (second) audit.

The outgoing Treasurer and President and those that had check signing authority for the year being audited shall provide any requested materials to the audit committee and be available for questions by telephone at the time of the audit but should not be present at the audit.

The audit should be an independent and neutral audit, without any interference or inferences by or direction from officers or the PTA. Specific concerns regarding financial issues should be brought to the audit committee after the audit is completed.

The Audit Committee should prepare an audit report using the Illinois PTA form.

### **10. Budget Committee**

The Budget Committee shall consist of a non-officer budget committee chairman elected by the EB, the Treasurer, and the 2nd VP (Volunteers), the 3rd VP (Enrichment) and the 4th VP (Fundraising).

The Budget Committee shall meet prior to the last EB meeting in June to collate and review the estimated budgets of all of the standing committees. At that time the Budget Committee shall also review the state of the PTA finances and formulate an estimate of the maximum fundraising efforts that would be required to meet the PTA's expense needs. The Budget Committee shall present its conclusions to the EB at the final EB meeting in June. Both the outgoing and the new Treasurer should attend this meeting.

The Budget Committee shall also meet during February to review the current budget, past and future income and expenses for that school year, and shall present its findings and any recommendations to the EB. During the February review, the Budget Committee will also prepare specific recommendations concerning the amount of money that the PTA can afford to give as a School Gift for that fiscal year, taking into consideration funds necessary to remain in the bank to cover any outstanding purchases.

## **11. Bylaws Committee**

The committee shall consist of three (3) to seven (7) members including at least one EC member. The committee shall review the Bylaws every two (2) years (odd years beginning in 2005) using the current Illinois PTA Bylaws for Local PTA/PTSA Units or Councils as a guide. The committee will begin work in September and must present all proposed amendments or revisions to the PTA District Director assigned to Romona for approval. The committee then presents the approved Bylaws to the Romona PTA membership for vote in October. Once signed by the PTA and PTA District Director, they are filed with the Secretary of State.

The committee reviews and updates the Standing Rules annually in September. The committee presents the updated Standing Rules to the EB and PTA for vote in October. The committee may suggest an additional time for review and update at its discretion.

## **12. Nominating Committee**

Members of the Nominating Committee shall serve for a term of one (1) year. Members may not serve consecutive terms and may not serve more than two terms in total. The quorum of the Nominating Committee shall be five (5) members.

The Nominating Committee shall solicit information from candidates by means of a standard form, and will verify information provided, as it deems appropriate.

The Nominating Committee works to provide one (1) nomination for each of the offices of President, all Vice Presidents, Secretary and Treasurer. If there are multiple candidates for any office, the Nominating Committee will select, based on relevant information, the candidate best suited for the position.

In the event the nominating committee believes there are no qualified nominations for an office (other than President) it will present no nomination for that office. If there are no nominations for an office and if there are no floor nominations for that office at the election in May, nominations for that office will be taken from the floor and an election will be held at the regular PTA meeting in September, and the provisions of Article VI Section 2d will not apply.

The Nominating Committee will also canvas the organization for volunteers for membership of all Standing Committees including the Budget Chair, Audit, Bylaws and Nominating Committees. Any member of the PTA is welcome to volunteer for one or more available positions. The Nominating Committee will post and publish all committee volunteers at least (30) days prior to the election meeting in May.

The Nominating Committee should have a copy of the bylaws and a membership list at its meetings. The Committee should use a standard nomination form to obtain relevant information from each potential nominee for office. Committee members themselves may



be nominated for office, but should be excused from the room while their nomination is being considered.

Discussion of nominees is confidential and voting should be by ballot. The committee chair should contact nominees, inform them of the duties the office involves, and must obtain their consent to serve if elected in order to be nominated.

## **Guidelines for General Committees**

### **General Guidelines for all Committees:**

Any vendors, including parent volunteers (such as lunch club instructors) that will have direct close contact with children must complete a criminal background check that meets the requirements of the district. The committee chair is responsible for collecting those checks and forwarding them to their respective VP and the school. Valid and documented criminal background checks by the vendors themselves can also be used. The RAPTOR system used by the district is NOT to be used as a substitute for a completed criminal background check.

**13. 4th Grade Farewell Party** Assist in planning the end-of-year 4th grade class party, along with the 4th grade room parents. Assist in production of a DVD to be given to each fourth grade student. The DVD should be password protected and abide by the District privacy rules. Timeframe: Throughout the year as needed & May Farewell Party

**14. Birthday Book Club** Assist in coordinating donations to the LMC in honor of Romona children's birthdays: collect money & account for donations. Timeframe: Ongoing, throughout the year

**15. Fall Scholastic Book Fair** Assist in planning & coordinating the fall Book Fair: solicit volunteers to run the event, develop publicity materials for the event & other general responsibilities. Timeframe: October – December

**16. Business Revenue Development** Investigate, research, and suggest businesses/corporations to develop revenue generating relationships with our PTA. Examples of current Romona PTA partnership programs are Grocery Store Loyalty Programs, Product Premiums, eScrip & Lands' End. Timeframe: Ongoing, as needed

**17. Cafeteria** Assist with coordinating monthly cafeteria parent volunteers & sub lists servers. Timeframe: Ongoing, as needed

**18. Civics and Safety Liaison** Assist in coordinating all matters pertaining to the safety of our children, including but not limited to: bus, playground & bike safety, as well as traffic control around the school. Attend monthly Village-wide Civics & Safety meetings. This committee will also be responsible for overseeing the annual Bike Rodeo on an afternoon in the Spring. Timeframe: Monthly village-wide meetings & monthly PTA meetings, reporting as necessary, Spring Bike Rodeo

**19. Community Outreach** Keeping in line with district goals, assist in providing service learning opportunities for our children to help others through our Sister School and Community Outreach programs. Timeframe: Ongoing, as needed

**20. Community Review Committee Liaison** Serve as Romona PTA's liaison to the Village-Wide CRC Committee. Per CRC rules, this committee requires two (2) volunteers, serving a 2-year term. This committee researches important educational issues pertinent to District 39 students. Timeframe: Evening meetings throughout the year, per CRC schedule & monthly PTA meetings, reporting as necessary

**21. Daughter Dance** Assist in planning the annual Spring Daughter Dance: solicit volunteers to run the event, develop publicity materials, sell tickets, & other general responsibilities. Timeframe: March – May

**22. District 39 Educational Foundation Liaison** Serve as Romona PTA's liaison to the Foundation. Per Foundation rules, this is a one (1) person committee & Foundation Board membership is a must. Timeframe: Evening meetings throughout the year, per Foundation schedule & monthly PTA meetings, reporting as necessary

**23. Early Childhood Liaison** Serve as Romona PTA's liaison to District 39's Early Childhood Program, Connecting Kids (housed at Romona School.) Provide communication as necessary between PTA & Early Childhood. Timeframe: As needed & monthly PTA meetings, reporting as necessary

**24. Enrichment / Field Trips** Assist teachers to coordinate field trips & enrichment opportunities for our children: schedule & invoice for on- & off-site enrichment providers, coordinate transportation (busing) needed for each grade level. Timeframe: Ongoing, as needed

**25. Environmental Awareness** Assist in coordinating environmental awareness activities at Romona, including, but not limited to: the printer cartridge recycling program, the Red Dot copying program, and "Biggest Loser" best practices program. Create & implement "green" practices & projects in our school, as well as district-wide. Committee Chair will attend district-wide committee meetings. Timeframe: Ongoing, as needed

**26. Family Fun Run** Assist in planning the Spring Family Fun Run: solicit volunteers, develop publicity materials, sell tickets, & other general responsibilities. Timeframe: September

**27. Family to Family** Coordinate assistance to other Romona families in need: childcare, dinners, transportation & fundraising. Appropriate remembrances will be sent by Family to Family in the event of:

-Serious illness of PTA board member, School Board member, D39 faculty or staff.

-Death of PTA board member, School Board member, D39 student, parent, faculty, staff, or immediate family member of anyone in this group. Remembrances of fifty dollars (\$50) or less can be approved by the EC to expedite delivery of the remembrance. The type and amount of remembrance will be decided at the next General PTA Meeting if the amount is to exceed fifty dollars (\$50). Timeframe: As needed, ongoing

**28. Family Awareness Network (FAN) Liaison** Serve as Romona PTA's liaison to FAN, providing programming opportunities for our community. Coordinate activities relating to family life & health. Timeframe: Monthly district-wide meetings & monthly PTA meetings, reporting as necessary

**29. Health & Fitness** Encourage health & fitness for our students through activities promoting food & nutrition awareness along with physical activity: providing health tips for parents & coordinating school fitness events (Girls on the Run – GOTR & Open Gym Nights). Timeframe: Ongoing, as needed

**30. Junior Great Books** Encourage students to become independent readers and thinkers ready for the demands of the 21st Century by reading and discussing classic and modern literature: organize discussion groups, coordinate teachers to lead the groups and secure parent volunteers. This program may be combined with R Clubs. Timeframe: Ongoing, as needed

**31. LMC / Library** Solicit volunteers to assist in the LMC with general LMC maintenance (shelving books). Timeframe: Ongoing, as needed

**32. Moms Night Out** Organize a FUNdraising social gathering for Romona Moms. Timeframe: Fall or Spring

**33. Mother Son Bowling** Assist in planning the annual Mother Son Bowling Event: solicit volunteers to run the event, develop publicity materials, sell tickets, & other general responsibilities. Timeframe: March – May

**34. Multicultural / International Festival** Assist in coordinating events which bring our celebration of cultures to life: our annual Multicultural Potluck (Fall), our annual International Festival (Spring) including entertainment & food, & any other events throughout the year. Coordinate Family Ambassadorships for non-English speaking families. Timeframe: October, April & as needed throughout the school year

**35. Outdoor Classroom / WELL Garden** Assist our garden enthusiasts in the Romona WELL Garden & Outdoor Classroom: maintain, volunteer for "Fridays in the Garden," or donate plants. Timeframe: Ongoing, as needed

**36. Parent Association for Student Services in District 39 (PASS39) Liaison** Serve as Romona PTA's liaison to the Parent Association for Student Services in District 39. PASS39 is a parent organization committed to supporting parents of children with

disabilities, as well as working with the district administration & school staff. Timeframe: Monthly meetings throughout the year, per PASS39 schedule & monthly PTA meetings, reporting as necessary

**37. Picture Day** Assist with directing students for picture day & class photos. Timeframe: September & April

**38. Publicity & PR** Assist PTA committees in developing their event PR materials: promote & maintain our Romona PTA brand, & develop strategies for disseminating information to gain the largest audience, both internally & externally. Timeframe: Ongoing, throughout the year

**39. R Clubs Coordinator (Lunch Clubs & After School Clubs)** Assist in coordinating Romona's R Club programs: determine clubs offered, develop relationships with vendors, coordinate activities, establish club fees and budgets, organize the enrollment process, & secure space at Romona. Timeframe: Ongoing, as needed

**40. Rockin' Romona Fall Event** Assist in planning the Rockin' Romona Fall Event: solicit volunteers, develop publicity materials, sell tickets, solicit underwriting, & other general responsibilities. Timeframe: August - September

**41. Romona Red Gala** Assist in planning the annual Romona Red Gala (for adults only): solicit volunteers, develop publicity material for the event, sell tickets, & other general responsibilities. Timeframe: October – February

**42. Romona Student Directory** Assist in coordinating the publication of the Romona School On- line Directory, working closely with Membership Chair. Timeframe: September – October

**43. Romona PTA Membership Committee** Assist in collecting dues, keeping records, remitting dues to the Illinois PTA, distributing membership cards, and working closely with Directory Committee to publish a membership directory. Timeframe: Ongoing, as needed

**44. Romona Wear** Assist in providing our school logo merchandise for purchase, through the ongoing Lands' End program as well as two yearly offerings (Fall & Spring): work with vendors to select items, proof logos & printed materials, coordinate orders & distribute items. Timeframe: August, February & as needed

**45. Room Parent Coordinator** Assist in choosing room parents, and facilitate communications among room parents. Timeframe: August, September, ongoing as needed & monthly PTA meetings

**46. School Supplies** Assist with our school supply program: coordinate orders for the following school year (in Spring) & distribute supplies (in August). Also, this committee

coordinates the used school supply donation program with the Sister School committee. Timeframe: February - May as needed, August

**47. Sister School** Assist in coordinating activities & donations to support our sister school in Zion, IL. Timeframe: Ongoing, as needed

**48. Teacher Appreciation** Assist in coordinating events during the annual Teacher Appreciation Week as well as other teacher appreciation activities throughout the year: first day lunch, organize refreshments & meals, coordinate invitations & decorate as needed. Timeframe: August, November, April, May & as needed

**49. Technology Communications Webmaster** Help maintain the PTA website & electronic communications, working with the PTA President, & Publicity & PR Committee. Web design/maintenance or computer experience is a plus! Timeframe: Ongoing, as needed

**50. Welcoming Committee** Assist in providing a welcome & smooth transition to all new families entering Romona. Must be available to attend Kindergarten Orientation in April and New Family Orientation in August. Timeframe: Ongoing as needed

**51. Yearbook** Assist with creating lasting yearbook memories: be a grade level photographer by submitting photos taken at school events, work on layout with the publisher & other volunteers & coordinate its sale & delivery. This committee will work with a yearbook publisher to compile the yearbook and will coordinate its sale and delivery. Timeframe: Ongoing, as needed

# APPENDICES

## Appendix A: Copy Guidelines and Fees

In order to reduce copy costs all officers, committee chairs and members and PTA members should be aware of and adhere to the following guidelines:

- Copying fees must be considered when event planning or budgeting for an event.
- No Backpack Express is allowed unless approved by VP, President and Principal. Decrease paper usage by using electronic media & public areas whenever possible.
- If backpack express has been approved, always use the “Red Dot” system to help reduce paper cost (Refer to the Environmental Awareness Committee for more information on this program.)
- Teacher copy needs take priority over PTA copy needs. If you are in the middle of a big job, please stop it and allow the teacher to make the copies they need. Teacher use tends to be high in the morning just before the start of the school day. Plan accordingly.

Romona’s copy machine or the MEC copiers are most economical – See below

### **Romona’s Resources** (1 copy machine, B&W only):

- Sign in at the office, let them know you are copying for the PTA - Use any of the paper in the copy room
- Log your usage in the PTA Log Book, located in the copy room

**Charges:** \$.006 for B&W, white paper or \$.014 for B&W, color paper

### **MEC’s Resources** (2 printers that accept computer memory sticks):

*Xerox 4595 High Speed Printer* (100 pages per minute)

- B&W only, folds, staples, booklets up to 30 pages, 11 x 17
- Cost with 50% discount is \$.0125 per copy, any paper color

*Fiery 242 is a slower color copier* (42 pages per minute)

- Color copy \$.075 per copy, any paper color
- B&W copy \$.04, any paper color

NOTE: B&W copies use *Xerox 4595 High Speed Printer*.

Color copies use *Fiery 242*.

### **Other MEC Machines & Supply Fees:**

1. Folding machine
2. Postage meter - \$.44 for first class or bulk rate \$.17 (Romona’s 4 digit code: 7192)
3. Construction Paper - \$.10
4. Poster Board - \$.30
5. Posters - \$3.50
6. Laminating Film - \$.25 per foot
7. Paper Squares - \$.30 per square

8. Bulletin Board Paper (on roll) - \$.10

Sign Log Book for all 'purchases' Romona's code: 295382

Charges are billed annually to the PTA at the end of each school year

## **Appendix B: Custodian Guidelines**

MEC provides Romona PTA with 25 free hours of custodian time outside of regular school hours of 6:30 a.m. – 9:30 p.m. After that, the PTA is charged overtime at \$39/hour with a 3-hour minimum.

Our goal is to work smarter in order to reduce our custodial overtime charges. Please adhere to the following guidelines:

- Communicate with Romona’s head custodian before an event to see how to set-up/tear-down and run events efficiently, including the possible need to recruit more PTA volunteer helpers to handle certain activities that custodians handled in the past.
- Consult with your VP, committee, or Budget Committee for ideas.
- Consider efficiency during normal custodial hours:  
Example: Can we set-up Friday after school to minimize OT for a Sat/Sun event?
- If there is an evening event – the goal should be to be out by 9:30 p.m.



## Appendix C: Generic Emails

1st VP Communications	<a href="mailto:vp1communications@romonapta.org">vp1communications@romonapta.org</a>
2nd VP Volunteers	<a href="mailto:vp2volunteers@romonapta.org">vp2volunteers@romonapta.org</a>
3rd VP Enrichment	<a href="mailto:vp3enrichment@romonapta.org">vp3enrichment@romonapta.org</a>
4th VP Fundraising	<a href="mailto:vp4fundraising@romonapta.org">vp4fundraising@romonapta.org</a>
4th Grade Party	<a href="mailto:4thgradeparty@romonapta.org">4thgradeparty@romonapta.org</a>
After School R Clubs	<a href="mailto:afterrclubs@romonapta.org">afterrclubs@romonapta.org</a>
Ask Mustang: Web Help	<a href="mailto:askmustang@romonapta.org">askmustang@romonapta.org</a>
Asst. Treasurer	<a href="mailto:assttreasurer@romonapta.org">assttreasurer@romonapta.org</a>
Birthday Book Club	<a href="mailto:birthdaybookclub@romonapta.org">birthdaybookclub@romonapta.org</a>
Business Board	<a href="mailto:bizboard@romonapta.org">bizboard@romonapta.org</a>
Business Rev: eScripts	<a href="mailto:escripts@romonapta.org">escripts@romonapta.org</a>
Book Fair	<a href="mailto:bookfair@romonapta.org">bookfair@romonapta.org</a>
Box Tops	<a href="mailto:boxtops@romonapta.org">boxtops@romonapta.org</a>
Cafeteria	<a href="mailto:cafeteria@romonapta.org">cafeteria@romonapta.org</a>
Civics & Safety Liaison	<a href="mailto:civicsandsafety@romonapta.org">civicsandsafety@romonapta.org</a>
Community Outreach	<a href="mailto:commoutreach@romonapta.org">commoutreach@romonapta.org</a>
CRC Liaison	<a href="mailto:crcliason@romonapta.org">crcliason@romonapta.org</a>
D39 Ed Found Liaison	<a href="mailto:d39edfdnliaison@romonapta.org">d39edfdnliaison@romonapta.org</a>
Daughter Dance	<a href="mailto:daughterdance@romonapta.org">daughterdance@romonapta.org</a>
Differential Book Fair	<a href="mailto:diffbookfair@romonapta.org">diffbookfair@romonapta.org</a>
Environmental Awareness	<a href="mailto:ea@romonapta.org">ea@romonapta.org</a>
Enrichment	<a href="mailto:enrichment@romonapta.org">enrichment@romonapta.org</a>
Family Fun Run	<a href="mailto:familyfunrun@romonapta.org">familyfunrun@romonapta.org</a>
Family to Family	<a href="mailto:familytofamily@romonapta.org">familytofamily@romonapta.org</a>
FAN Liaison	<a href="mailto:fanliaison@romonapta.org">fanliaison@romonapta.org</a>
GA: Read to Succeed	<a href="mailto:gareadtosucceed@romonapta.org">gareadtosucceed@romonapta.org</a>
Health & Fitness/GOTR	<a href="mailto:healthandfitness@romonapta.org">healthandfitness@romonapta.org</a>
IGNITE Fund	<a href="mailto:ignite@romonapta.org">ignite@romonapta.org</a>
Jr. Great Books	<a href="mailto:jrgreatbooks@romonapta.org">jrgreatbooks@romonapta.org</a>
LMC Volunteer	<a href="mailto:lmcvolunteer@romonapta.org">lmcvolunteer@romonapta.org</a>
Lunch R Clubs	<a href="mailto:lunchrclubs@romonapta.org">lunchrclubs@romonapta.org</a>
Moms Night Out	<a href="mailto:momsnightout@romonapta.org">momsnightout@romonapta.org</a>
Multicultural	<a href="mailto:multicultural@romonapta.org">multicultural@romonapta.org</a>
Nominating Committee	<a href="mailto:nominating@romonapta.org">nominating@romonapta.org</a>
PASS39 Liaison	<a href="mailto:pass39liaison@romonapta.org">pass39liaison@romonapta.org</a>
Paypal	<a href="mailto:paypal@romonapta.org">paypal@romonapta.org</a>
Picture Day	<a href="mailto:pictureday@romonapta.org">pictureday@romonapta.org</a>
President	<a href="mailto:president@romonapta.org">president@romonapta.org</a>
President-Elect	<a href="mailto:president-elect@romonapta.org">president-elect@romonapta.org</a>
Publicity	<a href="mailto:publicity@romonapta.org">publicity@romonapta.org</a>
Rockin Romona Fall	<a href="mailto:rockinromona@romonapta.org">rockinromona@romonapta.org</a>
Red Gala	<a href="mailto:redgala@romonapta.org">redgala@romonapta.org</a>
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Room Parents Grade Level Chair 2  
Room Parents Grade Level Chair 3  
Room Parents Grade Level Chair 4  
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School Supplies  
Secretary  
Service Learning  
Shop Scrip  
Sister School  
Sleep Under  
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