



Standing Rules

Patriot Oaks Academy PTO

2018-2019 School Year

Membership:

- Payment is due in full at time of enrollment.
- PTO members must be in good standing and sign-in.

Meetings:

- General POA PTO Meetings will be held in the months of August, October, February (Nominations), and April (Election of New Officers).
- The minutes from each general PTO meeting will be posted within 2 weeks on the PTO website and in the PTO binder.
- Executive Board Meetings will be held on the second Tuesday of the month (as needed).
- Notify the Recording Secretary, in writing, of business to be discussed at least 8 days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at that meeting.

Financial Guidelines:

- The organization shall leave a minimum dollar amount in the treasury at the end of each fiscal year per budget.
- Reimbursement requests must be made within 30 days of the expenditure and within budgeted amounts, otherwise the request may be denied. *All reimbursement forms and receipts for May are due to the treasurer by the last day of school (May 24, 2019).
- Receipts and proper request form must be included. Please make a copy of any foil paper receipt you are including to be submitted for reimbursement. These type of receipts fade and copies are needed for tax purposes.
- Any PTO member accepting check payment is to encourage payee to include student's name/teacher on memo line if possible.
- Anytime PTO cash is handled, two (2) members must be present, one of which is a Board member.
- Cash box must be closed out (using Patriot Oaks Academy PTO Cash Deposit form) promptly at the end of each day that it is used (including events that last multiple days.)

- Collections: Returned checks will prompt an invoice from Treasurer in order to collect outstanding amount due and any additional returned check fees.
- If any vendor requires a cash tip, chair should email board sponsor and treasurer one week prior to needing cash. On day of event needed, Treasurer will bring cash and documentation to be signed that cash was dispersed. Three signatures will be needed: (1) Committee Chair, (2) Board Sponsor, (3) Treasurer.
- Board Sponsor and Committee Chair will oversee each committee budget, including signing off on/approving of any intended spending from committee budget.
- If more than one check is returned from the same party, they will be required to make future payments by PayPal, certified check, or money order.

**Reimbursement and Cash Deposit Forms can be found on the PTO website at: <http://www.patriotoakspto.org/DepositForm> and <http://www.patriotoakspto.org/Reimbursement>

Correspondence Guidelines:

- Each committee chair is responsible for their own composition of articles they would like to see published in local media. For example, Teacher Appreciation would handle their own composition of an article and then submit to the Corresponding Secretary. This would be true for each committee. Committees should follow the PTO's Public Relations Composition Guidelines for an article.
- Thank you notes prepared by the Corresponding Secretary will be done so on a global level on behalf of the PTO with approval of the board. Individual board members and/or committee chair thank you notes will be handled on their own. For example, Teacher Appreciation would handle their own thank you notes; the Business Partners will handle their own thank you notes; etc.
- Patriot Oaks Academy PTO thank you notes are to be stored in the PTO office and are always available to Board members. Additionally, these notes are available for committee chairs upon request from their PTO Board Sponsor.

Public Relation Composition Guidelines:

- Each story/article must be given to the Journalist chair by the **15th of the month**, to be published the following month.
- Story detail should be substantial. Please do not provide dates and names of kids at an event and think the story will be published. News media outlets are looking for detailed stories and photos.
- There is no guarantee that an article will be published by a media source.

- If including photographs, consent must be obtained from any person in the photograph. If said person is a minor, written consent must be given by the parent or guardian.

Newsletter:

- Information, articles, and photos for the PTO Newsletter need to be submitted via email to the Corresponding Secretary by the **25th of each month**. The newsletter will go out on the 1st of every month.

Weekly Updates:

- Committee chairs should email the Corresponding Secretary by Tuesday of a particular week if they have an update for the DC Amenity Center weekly email.
- Information must be time sensitive to that week or it will be redirected to the Corresponding Secretary for the newsletter.
- Information should be in bullet format each week.

Facebook Guidelines:

- It is the policy of the PTO Board that information posted on the school's PTO Facebook page not be used without permission. However, posts are welcomed to be shared on other pages. In this case, users should click the "Share" button under the post.
- Anyone who would like an update to be posted on our PTO Facebook page, should submit the information to the appropriate PTO Board Member. If the Board Member finds the information acceptable for posting, he/she will submit to the Facebook admins (President and Corresponding Secretary).
- Send all photos in .jpg or .png format.
- Files that are going to be attached to the website should be .pdf (PTO forms, printable box tops forms, agendas), but anything else should be an image (.jpg or .png).

Community Coordinator:

- Please consult with Community Coordinator prior to contacting any current business partners for donation of goods or services.

PTO Office Procedures:

- Keep office neat and clean, return office to original condition.
- Request space for storage from Recording Secretary if needed.
- Follow posted copy procedures.