

**Wayne Council of PTOs
President's Handbook 2018-2019**

TABLE OF CONTENTS

Wayne Council of PTOs By-Laws	3
Responsibilities of Chapter Officers.....	14
Class Parent Policy.....	19
Local Chapter Nomination and Election Process.....	22
Tax Exempt Status.....	28
Certificates of Insurance.....	29
Permits.....	31
Hold Harmless and Insurance from Outside Vendors.....	31
Fundraising Practices.....	33
Summary of NJ State Rules Regarding Legalized Games of Chance.....	36
Steps for Applying for a Raffle License.....	41
PONY.....	44
Social Media and E-Mail.....	45
Eighth Grade Activities.....	47
Treasurer Policies.....	48
Insurance.....	57
Project Graduation.....	58
Wayne Special Parents' Assoc. (WSPA) Handbook.....	68

Wayne Council of PTOs By-Laws

Article 1

Name

The name of this nonprofit corporation is the Wayne Council of PTOs, Inc. It shall be governed by a board of trustees which is comprised of the executive officers of the corporation. It includes the local chapters of PTOs (Parent Teacher Organizations) located in Wayne, New Jersey and organized in accordance with the provisions hereof.

Article 2

Articles of Incorporation

The *Certificate of Incorporation* was filed in the Office of the Secretary of State on September 21, 1992. This nonprofit corporation exists as an incorporated organization of its members. The *Articles of Incorporation* shall be deemed to include these *By-Laws*, as the same are presently constituted, and as the same may be amended from time to time. In the absence of conflicting provisions in the *Certificate of Incorporation*, these *By-Laws* shall govern the management of the corporation.

Article 3

Purpose

The purpose of this nonprofit corporation shall be to promote the general welfare of children, and to work towards uniting the home and school so that parents and teachers may cooperate in a united and efficient manner in the education and overall development and advancement of children, as set forth in the Certificate of Incorporation. The objectives of the corporation are promoted in cooperation with the local chapters, through an educational program directed towards parents, teachers, children, and the general public; and are developed through conferences, committees, projects, and programs; and are governed with these By-Laws.

Article 4

Basic Policies

The following are the basic policies of the nonprofit corporation:

- a. The corporation shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the corporation or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the corporation.
- c. The corporation shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The corporation shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Education.
- e. The corporation may cooperate with other corporations, organizations and agencies concerned with child welfare, but persons representing the corporation in such matters shall make no commitments that bind the corporation unless expressly authorized to do so by the Board of Trustees.

Article 5

Membership and Dues

1. Dues

Each member shall pay annual dues and/or assessments as prescribed by the corporation. Dues shall be collected on a “per card” basis, with each family membership being entitled to one membership “card” per local chapter.

2. Membership

- a. Membership in the nonprofit corporation shall be made available to any person who subscribes to the purposes and policies as set forth in the *Articles of Incorporation* and *By-Laws* without regard to race, color, creed, or national origin, and who pays his/her dues to a local chapter.

b. To be a member in good standing, a person must continually abide by the aforesaid purposes and policies and pay all dues and assessments **in accordance with the established deadlines.** *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*

c. The privilege of introducing motions and holding office shall be limited to members in good standing of the corporation. **In addition, the opportunity to serve as chairperson of any PTO committee or to volunteer at any PTO sponsored event, shall be limited to members in good standing of the corporation.** Any questions regarding loss of good standing by members shall be adjudicated by a majority vote of the Board of Trustees. *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*

d. The holder of a membership “card” shall be entitled to vote on the annual budget and the election of officers at the chapter where the membership is held. In the event of redistricting, a member is entitled to vote in the election of officers for the chapter their child/children will be attending the following school year.

e. The membership shall be **valid** from the day dues are paid **through the duration of the current school year** and shall expire at 12:00 am on the first day of the following school year. *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*

f. The corporation shall conduct an annual enrollment of members to be completed by November 30 of each year. In order to be considered a member in good standing, membership payments are to be submitted by the November 30th date. **However, in order to serve as a class parent, committee chair, or committee volunteer, the membership payment must be submitted PRIOR TO actively serving in that role for the current school year. In instances where committee events occur over the Summer (i.e. ice cream socials, purchase of spirit wear for Fall sale, etc.), PTO Council will adopt an “honor system” approach and respectfully request that all dues be paid within the first week of the new school year.** *[Bolded verbiage change approved at the Oct. 23, 2018 PTO Council mtg.]* Only families of students new to the district after November 30th will be given the opportunity to submit their membership payment after that date and thus be considered a member in good standing for the remainder of the school year. **In order to be eligible for PTO Scholarships, families of graduating seniors must have been paid members in good standing for all four years of high school. Except for high school students new to the district after November 30th of any given year, NO allowances will be made for the “catch up” of membership dues payments. Additionally, pre-payment of**

membership dues for a future year(s) is not permitted. *[Bolded verbiage changes approved at the March 27, 2018 and Oct. 23, 2018 PTO Council mtgs]*

3. Local Chapter Membership and Obligations

The local chapters of the corporation shall adopt these By-Laws and pay dues to Council for each of their members. **The dues amount per member will be established annually by Council prior to the start of the school year.** *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*

4. Suspension and Expulsion

A member may be suspended for a period or expelled for cause, such as a violation of any of the *by-laws*, conviction of a felony or for conduct prejudicial to the best interest of the corporation. A minimum of two documented warnings shall be issued by the president of the local chapter. In the case of local chapter officers, the warning shall be issued by the Board of Trustees. Suspension or expulsion shall be by a majority vote of the membership of the Board of Trustees, provided that a statement of the charges shall have been received by certified mail, return receipt requested, to the member at her or his last recorded address at least fifteen days before final action is taken. This statement shall be accompanied by a notice of the time and place where the Board of Trustees is to take action on the charges. The member shall be given an opportunity to present a defense at the time and place recited in such notice.

5. Monitoring of Local Chapter

Local chapters shall be monitored by the Board of Trustees if the welfare of the children or the integrity of the corporation appears to be compromised. The purpose of the monitoring shall be to provide guidance and support for the local chapter. In the event a local chapter fails to reach resolution, the Board of Trustees has the option to take control of the local chapter. The duration **of the monitoring and / or control** shall be determined by the Board of Trustees. *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*

Article 6

Voting Membership

1. The following members in good standing shall be entitled to vote at meetings of the Wayne Council of PTOs. In the case where one person holds multiple positions, that person may vote only once.
 - a. The duly elected trustees of the corporation.

- b. The president(s) of each chapter or a duly designated officer.
 - c. The vice president(s) of each chapter or a duly designated officer.
 - d. The Principal of each school in the Wayne School District with a chapter in good standing.
 - e. One representative of the teaching staff of the Wayne School District to be appointed by the Wayne Education Association.
 - f. One representative of the teaching staff from each school in the Wayne School District with a chapter in good standing in the corporation.
 - g. Up to three chairpersons of each standing committee.
 - h. The Superintendent, Assistant Superintendent, Director of Secondary Education, and Director of Elementary Education of the Wayne School District.
 - i. Two representatives from the Board of Education.
2. The following members in good standing shall be entitled to vote at every meeting of the local chapters PTO:
- a. The executive committee as described in Article 9-1, is entitled to vote at scheduled meetings of the chapter. The exception being at the meetings described in Article 5-2b, where all members are entitled to vote.

Article 7

Executive Officers of Council, Chapter Officers, & Their Election

1. Officers - Council

- a. Only members in good standing, whose dues are current shall be eligible to be nominated to office. The nominees for president must have served in a president or vice president capacity at a local chapter or served as an officer at the council level and have attended council meetings and their local chapter's meetings for at least one year prior to nomination.
- b. The nominees for treasurer must have served as treasurer at a local chapter or assistant treasurer at the council level.
- c. Written consent from the nominee, either by committee or from the floor, shall be presented to the chair of the nominating committee at the time of nomination.

d. The executive officers (Board of Trustees) of the corporation shall consist of a president or co-presidents, vice president and second vice president **(if / as needed)**, two secretaries, a treasurer and assistant treasurer. **A second assistant treasurer can be added if / as needed.** The Board of Trustees may be increased or decreased from time to time but shall never be less than three. *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*

2. Officers - Chapters

a. Only members in good standing, whose dues are current shall be eligible to be nominated to office. The nominees for president must have attended local chapter meetings for at least one year prior to nomination and have served as an active volunteer.

b. Written consent from the nominee, either by committee or from the floor, shall be presented to the chair of the nominating committee at the time of nomination.

c. The officers of the local chapters shall consist of: president or co-presidents, vice president or vice and second vice presidents, secretary, or recording and corresponding secretary, treasurer or treasurer and assistant treasurer, and immediate past president.

3. Term - Council and Chapter

a. An officer's term shall be for one year, but no longer than two years unless a written waiver is voted upon.

4. Nominations and Elections - Council and Chapters

a. Council will have a nominating committee composed of five members consisting of one council member from administration, one council member teacher, and three council member parents.

Each chapter shall form a nominating committee composed of five members. Three will be from the local chapter's committee chair people and two will be from the general membership. These committee members will be recommended by the president and approved by a majority of chapter officers. The nominating committee will be announced by the president at a meeting during the first quarter of the new calendar year. No person running for an office may be on this committee. Those chosen need not be present at this meeting.

a. In the case of redistricting or new school opening the nominating committee may include members from incoming chapters.

- b. The chairperson of the nominating committee shall be chosen by the committee.
- c. Said chairperson shall inform the general membership in writing of executive office positions available. Any interested parties must respond in writing to the nominating committee in a timely fashion.
- d. The nominating committee shall meet to select one nominee for each office to be filled, and report at the next regularly scheduled local chapter meeting. Contact of all nominees shall be made at least one week prior to the next meeting. At the same time the general membership shall be notified in writing from the nominating committee of the slate to be presented at this meeting. Nominations from the floor will be accepted at this time. If there are no nominations, the slate is approved.
- e. If there are nominations from the floor, the election of officers shall be held at the next meeting or a special election meeting. As stated in Article 5, 2-d, a paid member shall be entitled to vote on the election of officers at the chapter where the membership is held. A majority vote of all members present shall elect. The election process must be completed by May 31.
- f. Officers shall assume their official duties on July 1st.
- g. No person shall serve more than two full elected consecutive terms in the same office unless a waiver is voted upon at an open chapter meeting. A waiver may be moved by the nominating committee if no other nominee has applied for the position.
- h. An officer having served more than one half of a term shall be credited with having served the completed term.

5. Vacancy - Council and Chapter

A vacancy shall be filled for the remainder of a term by a person selected by a majority of the remaining officers.

Article 8

Duties of Council and Chapter Officers

1. President(s)

The president(s) shall preside at and set the agenda for all meetings; shall speak on behalf of the corporation and/or its chapters, may sign checks in the absence of the treasurer; shall act as an ex-officio member of all committees. The president shall create and dissolve standing and special committees and shall appoint and remove the chairperson of standing committees with the approval of the majority of officers. The president(s) shall present a report summarizing the activities of the previous school year at the first organizational meeting of the new school year.

2. Vice President(s)

The vice president(s) shall act as aide(s) to the president and shall, in their designated order, perform the duties of the president in the absence or inability of that officer to serve. A designated vice president shall serve as parliamentarian.

3. Recording Secretary

The recording secretary shall record the minutes of all meetings, shall have a copy of the approved by-laws and a membership list available at every meeting, and shall perform such other duties as may be delegated to her or him.

4. Corresponding Secretary

The corresponding secretary shall notify committee chairpersons of their appointment and shall carry on correspondence delegated to them. Before July 1st the corresponding secretary of the local chapter shall send a list of officers and their addresses for the ensuing year to the Board of Trustees. The corresponding secretary shall also keep an accurate roster of the names, addresses, and telephone numbers of the committee chairpersons.

5. Treasurer

The treasurer shall have custody of all funds, shall keep an accurate record of receipts and expenditures, and shall pay out local funds in accordance with the approved budget. The treasurer shall present a financial statement of accounts in writing, at every meeting, and at other times when requested by the executive committee or the president and shall present a balanced budget at the first open board meeting of the current school year.

6. Past President

Serves as advisor to the president in matters that are specifically requested by the current president(s).

7. Records

All officers with the exception of the treasurer shall deliver to their successors all official records no later than July 10th. The treasurer shall deliver records to their successor by July 31st.

Article 9

Executive Committee

1. Members

The executive committee of each chapter shall consist of the officers of the chapter, the chairperson(s) of the standing committees, the Principal of the school, and a faculty representative(s) to be determined by the officers and Principal. The executive committee of Council shall consist of the voting membership as indicated in Article 6-1.

2. Duties

- a. To transact necessary business in the intervals between chapter meetings.
- b. To approve the work plans of standing committees.
- c. To present a report at the regular meeting.
- d. To assist in creating a balanced budget for the fiscal year.
- e. To approve income and expenses for adoption of a balanced budget for the fiscal year.

3. Voting - Chapter

The followings positions shall be entitled to vote:

- a. Officers
- b. Principal

- c. Teacher Representatives
- d. Each standing committee, cast by up to three chairpersons.

In the case where one person holds multiple positions, that person may only vote once.

4. Meetings

- a. Meetings of the executive committee shall be held regularly during the school year.
- b. The executive committee members present shall constitute a quorum.
- c. A majority of this quorum shall carry a vote.
- d. Only members who are in good standing as previously defined shall be eligible to participate in the business of the chapter.
- e. Meetings shall be open to the general membership of the chapter during the school year. Dates of meetings shall be announced at least two weeks prior to the date of the meeting. Two days' notice shall be given if a change of date is required.

Article 10

Standing Committees and Special Committees - Council and Chapter

1. Term

Standing committees shall be created to promote the purpose and interest of the organization. The chairperson(s) term shall be for one year, but no longer than two years unless a written waiver is approved by the officers at the next meeting.

2. Members

Only members of the organization who are in good standing [AS DEFINED IN ARTICLE 5 OF THESE BY-LAWS] shall be eligible to serve as chairperson or members of committees. As per Article 5, section 2F annual membership dues must be paid prior to an individual actively serving as a committee Board Member, Chairperson, or Volunteer. In instances where committee activities or events occur the summer (i.e. ice cream socials, purchase of spiritwear for the Fall sale, etc.), PTO Council will adopt an "honor system" approach and respectfully requests that all dues be paid within the first week of the school year.

3. Duties

The chairpersons of all standing committees shall present work plans to the executive committee and no committee work shall be undertaken without the knowledge of the executive committee.

4. Special Committees

Special committees shall be appointed by the president and approved by the officers as deemed necessary to carry on business. (Since a special committee is created and appointed for a special purpose, it automatically goes out of existence when its work is completed and its final report is received.) Special committees do not have voting privileges.

Article 11

Fiscal Year - Council and Chapter

The fiscal year of the chapter shall begin on July 1st and end on June 30th (12 months). The fiscal year may differ from the membership year.

Article 12

Parliamentary Authority

Robert's Rules of Order, Newly Revised shall govern all meetings in all cases in which they are applicable, and in which they are not in conflict with these By-Laws and the *Articles of Incorporation*.

Amendments

These By-Laws may be amended at any Council meeting of the corporation by a two thirds vote of the members present and voting, provided that notice of the proposed amendment(s) shall have been given at least ten days prior to the date of said meeting.

Article 13

Seal

The seal of the corporation shall be as shown in the following impression.

Article 14

Order of Business

The order of business shall be as follows at all the meetings of the corporation, chapters, and executive committee:

- a. Calling of the roll (sign attendance sheet)
- b. Reading of the minutes
- c. Report of the Officers
- d. Report of the Committees
- e. Unfinished (Old) Business
- f. New Business

Any questions as to priority of business shall be decided by the chair without debate. The order of business may be altered or suspended at any meeting by a majority vote of the members present.

Responsibilities of Chapter Officers

President

The President shall:

Preside at and set the agenda for all meetings, speak on behalf of the organization and / or its members, sign checks in the absence of the Treasurer, act as an ex-officio member of ALL committees, complete and submit all permit forms (i.e. applications for use of school facilities during and after school hours, COI requests, etc.), create and dissolve standing committees (with the approval of a majority of the officers), appoint and remove chairpersons of standing and special committees (with the approval of a majority of the officers), choose members of the chapter officer nominating committee (with the approval of a majority of the officers), present a report summarizing the activities of the previous school year at the first organizational meeting of the new school year, attend PTO Council "Full Council" and "Presidents'" meetings as well as Superintendent's meetings and report information to the local chapter, remain informed regarding all local school business as well as current district-wide Board of Education (BOE) issues & policies, be familiar with Robert's Rules and the Wayne Council of PTOs' By-Laws, and keep

accurate records and suggestions to pass on to the successor. All records shall be passed on to the successor no later than July 10th of the applicable year.

Vice President

The Vice President shall:

If necessary at any time, temporarily assume the responsibilities of the President, thoroughly study the President's duties & responsibilities, and be familiar with the work of the organization, preside at meetings in the absence of the President, act as an aide to the President and assume responsibility for duties assigned by the President, represent the President upon request, assume the duties of the President in the event of his / her resignation until the position is filled in accordance with Wayne Council of PTOs' By-Laws, be familiar with Robert's Rules and the Wayne Council of PTOs' By-Laws, and serve as parliamentarian at chapter meetings. The Vice President shall also attend PTO Council "Full Council" and "Presidents'" meetings as well as Superintendent's meetings and keep accurate records and suggestions to pass on to the successor. All records / suggestions shall be passed on to the successor no later than July 10th of the applicable year.

Treasurer

The Treasurer shall:

Be legally responsible for, and the authorized custodian of, all chapter PTO monies and attend annual Treasurer meeting and follow the guidelines set forth by PTO Council. The following is an overview of those guidelines (consult actual guidelines for further details):

1. Receive and disburse all monies of the organization. Obtain receipts from committee chairpersons for all monies received and / or disbursed.
2. Deposit monies directly into the applicable PTO bank account within 24 hours of receipt if possible. No money should ever be deposited into any personal bank account(s) for any reason. In the event the bank is closed, money should be locked in the school safe until the deposit can be made. PTO monies should not be stored at home.
3. All bills should be paid promptly and receipts issued for monies received. All bills should be paid by check according to the approved budget. Cash is not to be used to pay bills or reimburse payments made.
4. No reimbursement should be made without the proper, approved check request with ALL receipts attached. Any checks over \$500 require a second

- signature. Checks payable to an officer of the organization require two signatures on the Check Request form.
5. Financial reports should be presented at each chapter meeting with an up to date accounting of all transactions. Records should be available at all meetings to allow questions to be answered promptly.
 6. Submit **approved** budget and signed Bank Authorization forms to the PTO Council Treasurer by September 30th of each year.
 7. Submit Quarterly Reports to PTO Council by the 15th of the month following the end of each quarter.
 8. Submit checks for PTO Council expenses in a timely manner, as requested by PTO Council:
 - a. Scholarship contributions are due by October 15th
 - b. Membership dues are due by December 15th
 - c. Audit, Acctg. & Insurance fees are due by March 15th
 9. Keep record of all teacher stipends paid as well as payments **(EXCLUDING REIMBURSEMENTS FOR PURCHASES MADE OUT OF POCKET)** to individuals (ie **ANY NON INCORPORATED PAYEE**) and ensure teacher / recipient completes a W9 form prior to the initial payment being made. Submit 1099 report to Council Treasurer by January 10th of each year for the **CALENDAR YEAR PRIOR**. 1099 report is to include all payments to individuals (as defined above), including teacher stipends, within the previous **CALENDAR YEAR**, regardless of the amount of the payment. The corporation is required to provide a 1099 for any and all “individuals” to whom it pays more than \$600 in any given **CALENDAR YEAR**. The Council Treasurer in conjunction with the external Accountant will aggregate the 1099 reports provided by the chapters and determine which individuals have met the requirements to be issued a 1099.
[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]
 10. Submit High Paying Fundraiser report to Council Treasurer by June 30th.
 11. All bank accounts are to be opened as “Wayne Council of PTOs” followed by the name of the chapter. All accounts are to be opened at TD Bank (applicable branch as determined by the Council Treasurer). All accounts are to have as authorized signatories the chapter President, Treasurer, and a 3rd elected officer (generally the Vice President) as well as the PTO Council Treasurer. The PTO Council Treasurer must be notified any time a new bank account is established.
 12. A detailed ledger of all monies received and disbursed is to be maintained.

13. All check requests, receipts, bank statements, canceled checks, and related records must be submitted to the PTO Council Treasurer annually for the fiscal year audit. These records should be submitted in binders during the month of September, as requested by the Council Treasurer. All books containing this information must be maintained (preferably at the school) for a minimum period of 7 years.

Finally, before leaving office, the Treasurer MUST:

1. Complete any business for the fiscal year served
2. Balance and prepare the books for audit
3. Arrange for transfer of all records to the new Treasurer in a timely manner
4. Meet with any / all new officers at the bank to change account signature cards

All of the above are to be completed by the due date(s) set forth by PTO Council.

Corresponding Secretary

The Corresponding Secretary shall:

Respond to correspondence as directed by the President or executive committee. The President should be copied on all email / electronic correspondence and should receive hard copies of all paper correspondence. A copy of all correspondence should also be maintained in a permanent file. The Corresponding Secretary also shall send notice of all PTO meetings, luncheons, events, etc. scheduled for the school year, take minutes at meetings in the absence of the Recording Secretary, be familiar with Robert's Rules and the Wayne Council of PTOs' By-Laws, and keep records updated and record all suggestions for the successor. All records / suggestions shall be passed on to the successor no later than July 10th of the applicable year.

Recording Secretary

The Recording Secretary shall:

Record all business transacted at each meeting of the organization and present the minutes for approval at the next meeting. Minutes of the previous meeting shall be distributed to all committee chairs and any interested member prior to the request for approval. The Recording Secretary shall also: record the attendance at meetings, be familiar with Robert's Rules and the Wayne Council of PTOs' By-Laws, and keep records updated and record all suggestions for the successor. All records / suggestions shall be passed on to the successor no later than July 10th of the applicable year.

If requested by the chapter President, the Recording Secretary shall also prepare, for the use of the presiding officer, a typed agenda prior to each meeting. The chapter President may also request that the Recording Secretary carry copies of the following to each chapter meeting:

1. The Wayne Council of PTOs' By-Laws
2. Minutes from previous meetings
3. An updated list of chapter PTO membership
4. The current year's budget (this may also be carried by the Treasurer)
5. The President's agenda

Minutes:

The minutes are the permanent record of all actions taken by the organization. **Minutes** should be recorded in the order in which the business was presented at the meeting, **should be brief and to the point and should always be written in the third person. A copy of the minutes from each chapter meeting is required to be maintained in the "Treasurer's binder" presented for audit in September of each year for the school year prior.** The Recording Secretary AND THE PRESIDING OFFICER should sign the minutes as evidence of approval prior to them being presented in the binder. The word "approved" with the date of approval should be written at the end of the minutes at the left side of the Recording Secretary's signature. *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*

Recorded minutes must include the following:

1. Name of the organization
2. Date, time and location of meeting
3. Type of meeting (i.e. regular or special)
4. Name and Title of presiding officer
5. Disposition of minutes from previous meeting
6. Treasurer's report

7. Correspondence, announcements & committee reports (ie committee chairperson's reports)
8. A complete record of the exact working of all motions and / or recommendations. All motions, except those withdrawn, whether sustained or lost, must include the name of the person who introduced the motion as well as the name of the person who seconded. Also, include the action taken (whether the motion was carried or lost).
9. A summarization of the reports of officers and / or school administrators, BOE representatives, etc.
10. Announcements
11. Time of adjournment (A motion with second is required to adjourn a meeting)

CLASS PARENT POLICY

1. **All class parents must be paid members of the PTO prior to being selected or prior to the payment due date to be established by the individual chapter (date not to exceed 1 week from the selection date). Failure to pay annual membership dues by the established date will result in forfeiture of the class parent role for that year. In this instance, an alternate class parent selection will be made in accordance with the rules established herein.** *[Bolded verbiage change approved at the Oct. 23, 2018 PTO Council mtg]*
2. Class parents must abide by all school building regulations.
3. There will be 2 class parents per class and one alternate. The alternate will **ONLY** assume the responsibilities of a class parent in the absence of one of the two class parents.
4. Class parents are given a roster of the class. These lists are to be kept **confidential** and not to be used for any purpose other than PTO business.
5. Kindergarten through fifth grade class parents will be responsible for 3 parties: Halloween, Holiday*, and Year-End. Consult with the teacher regarding all parties. The PTO is only responsible for these parties. If the teacher decides to bring in parents to show other cultures or traditions during the school year, that is entirely his/her decision and **it is recommended that parents other than the PTO class parents be used.** Any problems arising from these functions will be directed to the building administrator.

6. Class parents will coordinate with their classroom teacher, building nurse, and Principal acceptable refreshments to be served at the class parties. The class parents will check with the school nurse/teachers for any special diets/allergies.
7. No more than \$9.00 per child shall be collected for class parties. Class parents are expected to stay on budget. The monies collected must be used at the party (i.e. activities students participate in during the party, craft activities and food items).
8. All monies collected will be given to the class parents. Both class parents should handle money. If there is insufficient money collected for the class, class parents should report this to the PTO President(s).
9. It is recommended that all class parties for all grade levels be uniform. It is strongly suggested that a meeting be held with other class parents on grade level to plan parties.
10. The class parents, if so directed by the building administrator, will be asked to accompany the teacher on class field trips.
10. The class parents may **NOT** collect money for holiday or end of year gifts for the teacher.
11. Class parents must be available on scheduled party days. Class parents will **NOT** bring **ANY** siblings or other children to the class parties. "Goodie Bags" are discouraged.

*This party can represent all cultures with appropriate traditions and customs or may be non –denominational or seasonal. (i.e. dreidel, Santa, Hanukkah gelt candles, etc.) Consult with the teacher to ensure that all cultures are included.

Procedures for Choosing Class Parents

1. The Class Parent Coordinators collect the volunteer forms from the PTO. All class parents must be paid PTO members. **Refer to Rule 1 above in Class Parent Policy” regarding deadline for PTO Membership payment for class parents. [Bolted verbiage change approved at the Oct. 23, 2018 PTO Council meeting]**
2. **Prior to final selection and notification, the Class Parent Selection Committee will verify PTO Membership status with the Membership Chairperson. In the event an individual has been selected who has not yet paid PTO Membership Dues for that year,**

the individual will be informed via phone AND in writing of the need to submit payment by the established deadline (no later than 1 week from selection date. [Bolded verbiage change approved at the Oct. 23, 2018 PTO Council meeting]

3. There will be **2** class parents per class and **1** alternate. The alternate will assume the responsibilities of class parent **only** in the absence of one of the two class parents.

4. First choice **is to** be given to parents who have **NEVER SERVED AS CLASS PARENTS BEFORE FOR THAT CHILD. If everyone who has volunteered to be class parent has served in the past, then priority should be given to parents who have not served the previous year for the same child. After establishing priority,** all eligible names are selected by **random draw** lottery witnessed by the Class Parent Coordinators and PTO President(s). Fifth grade class parents are chosen solely by **random draw lottery**. Past service as a class parent will have no bearing on this selection. [Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]

5. In the event no volunteers come forward, anyone **asked** by the PTO Class Parent Coordinators to serve in the current year shall not be excluded from serving as class parents for the following year.

6. Class Parent Coordinators must consult with the individual class teacher and the building Principal regarding the selection of her/his class parents and alternates prior to notifying the class parents and alternates. The teacher and/or the building Principal have the right to refuse a class parent or alternate. In the event such refusal occurs, the Class Parent Coordinator(s) will repeat the selection process for that class until parents who are acceptable to the class teacher and building Principal fill all positions. (This consultation will be kept **confidential** between teacher, building Principal, Class Parent Coordinator(s) and PTO President(s)).

7. The Class Parent Coordinators forward a copy of the completed Class Parent List to the PTO President, Corresponding Secretary, and School Secretary. Please indicate any parent who was recruited by the PTO to serve as class parent. **Records are to be kept for a minimum 5 year period of all class parents selected indicating year(s) served, grade / teacher, and whether or not the individual was ASKED to serve. These records are required to be maintained and passed along each year and will be referenced in the event questions arise as to**

the selection process at a particular chapter. [*Bolded verbiage change approved at the Oct. 23, 2018 PTO Council mtg*]

8. A copy of the PTO Class Parent Guidelines must be provided to **all** class parents prior to the initial class party event.

LOCAL CHAPTER NOMINATION AND ELECTION PROCESS

The following guidelines have been developed in accordance with the Wayne Council of PTOs By-laws to maintain consistency among our local chapters and to provide guidance through the nomination and election process.

1. Formation and Announcement of the Nominating Committee

- a. The PTO President(s) recommends the nominating committee members. However, a majority of the executive board (officers) must approve the nominating committee prior to their appointment.
- b. The nominating committee will be composed of five members, three from the chapter's committee chair people and two from the general membership.
- c. Each nominating committee member must accept their appointment prior to the announcement but need not be present when the announcement is made. **The chapter nominating committee must be selected, approved, and announced at a chapter meeting occurring during the first quarter of each calendar year (ie PRIOR to March 30th). The PTO chapter President will announce the nominating committee.**

[*Bolded verbiage change approved at the March 27, 2018 PTO Council mtg*]

- d. The first nominating committee meeting will be set soon after the announcement. The local chapter President chooses the date and place of the first nominating committee meeting. This must be done by the President because the nominating committee chooses its committee chairperson at the first meeting.
- e. Anyone interested in running for office on the executive board may not serve on the nominating committee.

2. **Functions of the Nominating Committee**

- a. Only the five members of the nominating committee shall be present at their meetings.
- b. At the first nominating committee meeting, the committee chooses a chairperson.
- c. The chairperson states that **all business conducted must be kept confidential.**
- d. If a nominating committee member changes his/her mind about seeking an officer position once the process has begun, he/she may resign from the committee and the executive board will assign a replacement. However, all business discussed to that point must still remain confidential.
- e. The chairperson of the nominating committee is responsible for informing the general membership of all executive officer positions.
- f. The nomination form should be sent home during March so that interested parties may respond in the timely fashion set by the committee. Remember to include incoming parents from all district sending schools.
- g. The nominating committee will meet shortly after the date all forms are due back, (at least two weeks prior to the next regularly scheduled local chapter meeting) at which time the committee will choose one nominee for each office to be filled.

- h. All nominees will be contacted at least one week prior to the next regularly scheduled PTO meeting. At the same time, the nominating committee will notify the general membership of the slate **in writing**. The nominating committee chairperson will report the nominees at the next regularly scheduled local chapter meeting.
- i. Nominations from the floor will be accepted at this regularly scheduled chapter meeting. No further nominations will be accepted after this meeting is adjourned.
- j. **If there ARE nominations from the floor, the election of officers shall be held at the next regular meeting or at a special election meeting.** If the slate is unopposed, then it is approved at this meeting.

3. **Voting Process**

- a. A majority of all members present shall elect.
- b. In the case of a special election, PTO Council officers must be in attendance.
- c. In the case of a special election, a written vote must be taken.
- d. **The election process must be completed by May 31st.**

Speeches for Approval and Installation of Officers

Approval of Slate of Officers:

Hello, my name is _____, I am the Chairperson of the _(chapter name)_____ Nominating Committee. In accordance with the Wayne Council of PTOs By-Laws, I would like to present the proposed _(chapter name)_____ slate of officers as follows:

President / Co-Presidents

names here

Vice President / Co-Vice Presidents

Treasurer

Asst. Treasurer

Recording Secretary

Corresponding Secretary

I would now ask for any nominations from the floor. (If there are NO nominations from the floor, proceed with (a) or (b).

(a) If a waiver is needed, move it here as follows:

Since there are no nominations from the floor, I now move to vote on a waiver of the 2 year term for __name_____ so she/he may serve a 3rd (or as applicable) year as __position_____. Will someone please second the motion. Is there any discussion on this motion?

“All those in favor” followed by “those opposed.” Motion passed. Since there are no nominations from the floor and the waiver passed, nominations are now closed and this Slate of Officers for the 20xx-20xx school year is hereby approved. Congratulations and thank you for your service.

(b) If no waiver is needed, continue with

Since there are no nominations from the floor, nominations are now closed and this Slate of Officers for the 20xx-20xx school year is hereby approved. Congratulations and thank you for your service.

Installation Speech:

In grateful recognition of their willingness to serve, we greet the newly elected members of the _____ (name of local chapter) PTO.

(Name the officers and their positions)

Your objectives, set forth by The Wayne Council of PTOs are found in our By-Laws.

Officers of the _____ (name of local chapter) PTO, you have been elected leaders for the ____ 20xx-20xx (upcoming) school year. You will need and have your membership's encouragement and support. Do you pledge your loyalty and willingness to carry forward the PTO objectives to the fullest?

(Response: I do)

It is my sincere pleasure and privilege to receive you and declare you duly installed officers of the _____ (name of local chapter) PTO, a local unit of the Wayne Council of Parents, Teachers, and Students.

Congratulations

(Shake hands)

Note: the chair of the Nominating Committee, the building Principal, a PTO teacher representative, or any member of The Wayne Council of PTOs Executive Board can give the installation speech.

NOMINATION FORM

(This form may be copied and pasted into a word document for distribution to your population)

The Wayne Council of PTOs

Local Chapter Officer Nomination Form

The process of PTO reorganization for the _____ school year will take place in the near future. Please indicate your interest, along with any comments, on the form below and return it to the school's office in an envelope marked "PTO Nominating Committee" no later than _____.

Position descriptions for each position can be found on: www.waynecouncilofptos.com

For your information, these general rules apply:

1. Only members in good standing, whose dues are current, shall be eligible to be nominated to office.
2. The nominees for president must have attended local chapter meetings for at least one year prior to nomination and have served as an active volunteer.

You are welcome to attach a brief resume of your qualifications for the position. If you are nominating someone else for an officer's position, you must submit a letter of intent signed by the person being nominated.

Sincerely,

Nominating Committee Chairperson`

Officer Positions

____ President ____ Vice President

____ Treasurer ____ Asst. Treasurer

____ Recording Secretary ____ Corresponding Secretary

Your Name _____

Address _____

Phone # _____ Email _____

Comments:

TAX EXEMPT STATUS

The Wayne Council of PTOs is a non-profit organization recognized by the State of New Jersey as tax-exempt. Your local unit / chapter, being part of PTO Council, is also tax-exempt.

Our PTO tax-exempt number is located on our tax-exempt form.

- a Every local chapter President and Treasurer should have copies of our tax-exempt form on hand for use by committee chairpersons.
- b This form may be photocopied. Many vendors require a copy of this form prior to waiving sales tax.
- c Please use discretion in order that our tax-exempt status is not abused.
Our tax-exempt ID CAN ONLY BE USED FOR PTO RELATED PURCHASES.
- d You may **NOT** distribute this form to anyone other than a PTO Officer or committee chairperson. **This form may only be used for PTO related purchases. Use of this form for non-PTO purchases is a violation of law.**
- e Booster clubs, teacher groups, student run clubs, etc. are not considered part of the PTO and may not, under any circumstances, be provided with our tax-exempt form.

CERTIFICATES OF INSURANCE

Certificates of Insurance (COI) are for liability insurance only and **may only be requested by the PTO President or Vice President, not by committee chair people. All forms must be completed and submitted a minimum of THREE weeks prior to the event to ensure adequate processing time.**

Please contact the applicable Wayne Council of PTOs Vice President to obtain a Certificate of Liability form or for questions regarding obtaining a Certificate of Insurance.

WHEN DO YOU NEED A CERTIFICATE OF INSURANCE?

Certificates are needed for any PTO event taking place off school premises. In order to request a COI, the chapter president or vice president must provide the information required (see "Information Required for a Certificate of Insurance" form below) and return to Wayne Council of PTOs **AT LEAST THREE WEEKS PRIOR TO THE EVENT DATE** to allow adequate processing time. Requests received by Council less than 3 weeks prior to the event date may not be issued prior to the event date. **A chapter WILL NOT BE PERMITTED TO HOLD AN EVENT IF THEY DO NOT HAVE A CERTIFICATE OF INSURANCE.**

The Certificate will either be mailed or e-mailed to the certificate holder (i.e. the event venue) by our insurance company. A copy is also e-mailed to the PTO Council Vice President for our records and will be forwarded to the applicable chapter President. The chapter President is responsible for printing out the certificate and having it **ON SITE** at the event. (The COI may be given to the event / committee chairperson to maintain with the event information onsite).

If the requested COI is not received within 72 hours of the scheduled event, the chapter President should contact the PTO Council President and / or Vice President.

Information Required for a Certificate of Insurance

The following information is needed to process a request to receive a Certificate of Insurance (COI). Please email **all of the below information** to info@waynecouncilofptos.com and indicate "COI Request" in the email subject line.

Name of School:

Name of event:

Date of the event:

Time of event:

Event venue (Certificate holder):

Full address of event venue:

Phone # at venue:

Fax # (if applicable) at venue:

E-Mail address of venue:

Contact person at venue:

Approximate # of people attending:

Does certificate holder need to be named as additional insured? Yes or No

PTO Pres. or VP requesting certificate:

PTO Pres. or VP Phone #:

PTO Pres. or VP E-Mail address:

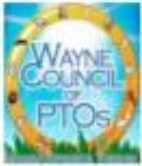
The Certificate will either be mailed or e-mailed to the certificate holder (i.e. the event venue) by our insurance company. A copy is also e-mailed to the PTO Council Vice President for our records and will be forwarded to the applicable chapter President. The chapter President is responsible for printing out the certificate and having it ON SITE at the event. (The COI may be given to the event / committee chairperson to maintain with the event information onsite). The Certificate will either be mailed or e-mailed to the certificate holder (where the event is taking place) by our insurance company. A copy is e-mailed to the Council Vice President for our records and will be forwarded to you. You are responsible for printing out the certificate and having it in your possession at the event. (It may be given to chairperson to keep with the event information).

PERMITS

For any PTO event taking place on school property (including during OR after school hours) the chapter PTO President must obtain a permit for approval of building use from the Administration. Permit forms must be completed and submitted to the Administration Business Office, 50 Nellis Drive, Wayne, New Jersey, 07470, attention: Cathy Hecht, checht@wayneschools.com. **Permit requests are required to be submitted at least 30 days PRIOR to the scheduled event.** Any event that does not have a proper permit will NOT be allowed. This is a BOE requirement that the PTO must adhere to.

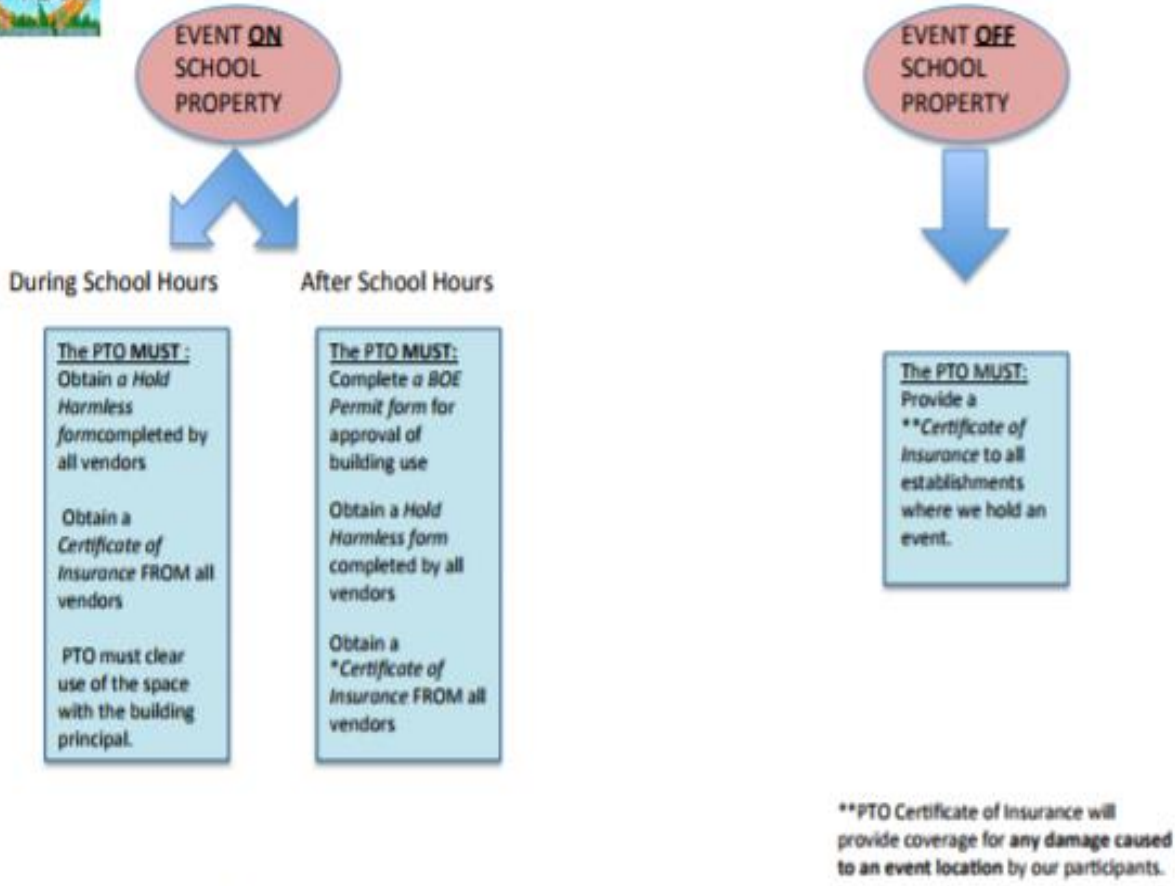
HOLD HARMLESS AND INSURANCE FROM OUTSIDE VENDORS

Whenever the PTO hires a vendor (DJs, authors, entertainers, etc.) to be on site at a school for a PTO event, the chapter President must provide that vendor with a "Hold Harmless" form. This form is to be completed by the vendor and returned to Ronnie Brass at the business office (information listed above in "Permits"). The vendor must also provide the local PTO chapter with proof of their insurance (also called a certificate of insurance). This provides the BOE with insurance coverage in the event the vendor damages any BOE property. This is a BOE requirement that the PTO must adhere to.



Wayne Council of PTOs

Process for holding PTO Sponsored Events



* Provides insurance to the BOE in case the vendor damages our property.

FUNDRAISING PRACTICES

1. The executive committee of each chapter shall formulate a budget for the upcoming school year. An appropriate fundraiser(s) will be held in order to meet the projected budget. It is recommended that the initial fundraiser take place early in the school year, to generate income for budgetary purposes.

Fundraising will take place only when necessary, in order to meet an objective or goal that has been voted on at a general meeting. **All chapter officers should be ever mindful of the purpose of the Wayne Council of PTOs and avoid fundraising that could be considered excessive or inordinate. Prior to submitting a balanced budget for approval at the September meeting each year, chapter officers should objectively evaluate the various expense items being presented to ensure planned events are not “over the top” nor are they placing an undue fundraising burden on the school population. Council will review all chapter budgets at the beginning of each school year and reserves the right to request a reduction in expenses (thereby reducing fundraising) where they are deemed to be excessive or inordinate.** [*Bolded verbiage change approved at the March 27, 2018 PTO Council mtg*]

2. Funds shall be appropriated as detailed in the budget voted into effect in September of each year.
3. All funds raised by the PTO shall be put into the “general fund”. **No grade level specific fundraising shall take place.**

4. Committee chair people should be fiscally responsible for the funds set forth in their budget and should not exceed their appropriated amount. Any changes in the allotted budgets may only take place through a vote by chapter membership.
5. A PTO President is the only person responsible for signing any binding agreements or contracts.
6. Fundraisers that look to solicit our membership to sign contracts with a company for a service are not permitted, even if the PTO would be a recipient of any “profits.”
7. There shall be no major fundraising event **(including for a designated capital improvement)** during the months of March or April nor shall there be any basket raffles during these months in order to avoid competing with the **Fashion Show / Tricky Tray events benefitting the High Schools’ Project Graduation**. **“Major fundraising events”** are those that typically require a ticket be purchased in order to attend and would include, but **NOT BE LIMITED TO, Beefsteaks, Band Nights, Vendor Nights, Comedy Nights, etc.** *[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]*
8. **Any and all fundraisers which involve a Raffle (merchandise or cash prizes), 50 / 50, Bingo, Casino Night, Derby Night, or ANY OTHER gambling activity are subject to the State of NJ Legalized Games of Chance regulations and statutes. Any and all such fundraising activities require approval from Council PRIOR TO BEING PLANNED FOR OR INCLUDED IN A CHAPTER’S BUDGET and all such approved events require that a Raffle License be obtained prior to conducting the event. Please refer to the “Summary of Rules Surrounding Legalized Games of Chance” and “Steps for Applying for a Raffle License” sections of this Handbook for detailed information specific to Games of Chance type fundraising events.**
[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]

9. With the exception of Project Graduation, **NO solicitation of businesses is permitted outside of your school population.** There are to be no exceptions to this rule.

10. With the exception of Project Graduation, **tricky trays, casino nights, derby nights, or any other type of gambling events which include a raffle, may only be held to fund a capital project and NOT a local PTO chapter's annual operating budget. Proposed capital projects are to be approved IN ADVANCE by PTO Council.** "Night Out" events such as beefsteaks, band nights, comedy nights, etc. ARE permitted **(EXCEPT during March and / or April as established in Item 7 above)** as long as NO GAMBLING activities are held at the event.
[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]

11. **Alcohol may NOT be included in an event ticket price due to the PTO Council's insurance policy, which covers all local chapters as well. ANY alcohol at ANY PTO event must be purchased directly by the individual consumer. It cannot in any way be provided by the PTO (i.e. no open bar, wine / beer provided on tables, etc.). Cash bars and BYOB events are acceptable.**

12. 50/50 events on school property are acceptable with the proper execution of a Raffle License through PTO Council.

13. Vendor Nights may include a basket raffle **IF THE BASKETS ARE PROVIDED BY THE VENDORS AS A REQUIREMENT OF THEIR PARTICIPATION IN THE EVENT. Again, proper execution of a Raffle License IS REQUIRED through PTO Council for any basket raffles.**

14. Calendar Raffles are limited to two per **calendar year** for our entire organization. Participation is by a lottery system, overseen by PTO Council.

SUMMARY OF NJ STATE RULES REGARDING LEGALIZED GAMES OF CHANCE

[the below is a summarization based on information published by the State of NJ. This summarization was approved to be appended to the By-Laws at the March 27, 2018 PTO Council mtg.]

1. **The LICENSE HOLDER is the only organization that can conduct a game of chance** (i.e. 50/50, Tricky Tray, Calendar Raffle, Casino Night, etc). **The LICENSE HOLDER is the Wayne Council of PTOs thus Wayne Council of PTOs is to be named as the “sponsor” (organizer) of any game of chance event on any license registration paperwork AS WELL AS ANY ADVERTISING for the event** (emails, FB posts, Flyers, etc), and on the Report of Operations required to be submitted at the conclusion of the event. ***SAMPLE Flyer advertising: “The Wayne Council of PTO’s is holding a 50/50 Raffle to benefit the Fallon Elementary School PTO.”***

2. **FINANCIAL / BANKING: ALL MONIES (deposits and expenses) related to the game of chance MUST flow directly through the Wayne Council of PTOs bank account listed on the master license registration on file with the state.**
 - a. Any monies collected for game of chance ticket sales etc. **MUST BE DEPOSITED DIRECTLY INTO THIS ACCT.** Checks are to be made payable to the Wayne Council of PTOs **NOT THE LOCAL CHAPTER.** Chapters are not permitted to deposit money into their chapter bank account and then write one check to Council.
 - b. Any expenses directly related to a game of chance **MUST BE PAID DIRECTLY FROM THIS SAME COUNCIL BANK ACCT.** This includes the prizes paid out to winners of a calendar raffle etc. Fees paid to the municipality and to the state for licenses for individual events **MUST ALSO BE PAID OUT OF THIS ACCOUNT.** Council will pay all License Registration fees out of the Games of Chance bank account and then deduct the total fees paid from the total profit of the event when calculating net Profit to be remitted to the designated chapter benefitting from the fundraiser. Purchases of supplies etc. associated with running an approved game of chance event **MAY BE MADE** by the applicable PTO Committee chairperson(s). Reimbursement requests for such purchases however are to be submitted to PTO Council **NOT** the local PTO Chapter. The process of submitting a check request with original receipts attached remains the same as any other reimbursement

request. The chapter President will approve all check requests prior to submitting to Council. The PTO Council Treasurer will reimburse out of pocket expenses from the Games of Chance bank account. Consistent with all other expense reimbursements, sales tax is not reimbursable and original receipts must be attached to the check request in order for an expense to be reimbursed.

- c. The bank acct designated as the Games of Chance account must be the same as is indicated on Council's master gambling license registration on file with the state of NJ. This bank account is to be used for Games of Chance related monies ONLY. NO OTHER monies can flow into or out of this bank account.
 - d. The Council Treasurer / Asst Treasurer will make arrangements with the applicable chapter personnel to pick up any deposits associated with a game of chance event. Consistent with Wayne Council of PTOs Treasury guidelines, deposits should be made (or given to the Council Treasurer or designated Council officer) within 24 hours of the end of an event in order to ensure timely deposit of funds.
 - e. At the conclusion of the game of chance event, PTO Council will write a check to the beneficiary chapter for the net proceeds from the event. Net proceeds checks are to be written from the Council Game of Chance bank acct and the amount should represent the balance in the bank account, pertaining to that particular event, after all deposits and payments related to that event have been processed.
3. **Postponement / Cancellation of an Event:** In the event of a weather emergency etc. which results in a postponement of a scheduled game of chance, Council is required to determine a new date and submit it to the state within 48 hours. The new date must be within 7 days of the original date. If the new date is beyond 7 days, new licenses must be applied for. If an event is canceled for any reason, a REPORT OF OPERATIONS IS STILL REQUIRED. It must be noted on the report that the event was canceled and the reason for cancellation.
 4. **Report of Operations: A Report of Operations (a report demonstrating the financial results of the game of chance event) is required to be submitted to the state by the 15th of the month following the close of the event. Reports of Operations are to be completed by the applicable chapter Treasurer in conjunction with the Council Treasurer, Chapter President(s), and committee chairperson(s) if / as applicable. The Council Treasurer will provide the financial results from the game of chance event as the financial information on the Report of Operations MUST BE IDENTICAL to the monies coming in to and going out of the designated Council bank acct for that particular event. The**

applicable Council VP or President must review and have notarized ALL Reports of Operations before they are submitted to the state.

5. A Council Officer is required to be present at any “**on site**” game of chance event or at any event where tickets are being sold for a game of chance. In the event a Council Officer is unable to be present, the applicable Chapter President or other officer designated by Council will be required to be present.

6. **AGE RESTRICTIONS:**
 - a. Persons under the age of 18 are prohibited from participating in any way in the **CONDUCTING or HOLDING** of an onsite game of chance. As a result, persons under the age of 18 may NOT pull winning / prize tickets, run baskets to winners at a tricky tray, transport baskets or prizes, sell raffle or prize tickets, etc.

 - b. **IT IS ILLEGAL IN THE STATE OF NJ FOR ANYONE UNDER THE AGE OF 18 TO PARTICIPATE IN A BINGO EVENT** as defined under the Games of Chance rules. **As such, “Family Bingo Nights” or any other events which include BINGO, where persons under the age of 18 will be in attendance, are prohibited under NJ Game of Chance rules. EXCEPTION: BINGO events which qualify as being for “amusement or recreation” are NOT subject to NJ state licensing requirements and regulations. In order to qualify as “for amusement or recreation”, an admission fee CANNOT be charged to gain access to the event AND the prizes must be MERCHANDISE ONLY (i.e no cash or cash equivalents) OF A NOMINAL VALUE (i.e. total prize values under \$50). CHAPTERS ARE PERMITTED TO HOLD FAMILY BINGO NIGHTS OR OTHER FAMILY GAME NIGHTS WHICH INCLUDE BINGO AS LONG AS THERE IS NO ADMISSION FEE OF ANY TYPE CHARGED TO PARTICIPATE IN THE EVENT. Chapters may sell food / beverages at these events in efforts to fundraise (assuming said fundraiser is included in the chapter’s annual budget) however NO CHARGE MAY BE MADE for any item(s) related to the BINGO event itself and NO MONEY MAY BE CHARGED FOR ADMISSION TO THE EVENT.**

- c. Persons under the age of 18 are NOT permitted to play in any Draw OR Non Draw raffle offering CASH OR MONETARY EQUIVALENT (i.e. lottery tickets, etc.) as a prize. As such, no one under 18 is permitted to purchase tickets for, or win prizes in, a 50/50, Calendar Raffle, etc.

Persons under the age of 18 ARE permitted to participate in a Tricky Tray WHERE THE PRIZES ARE MERCHANDISE ONLY, EXCLUDING LOTTERY TICKETS AND ALCOHOL. Prize baskets containing lottery tickets or alcohol ARE legal in NJ however, in order to purchase tickets for and / or win that basket, an individual must be at least 18 years of age (for lottery tickets) or 21 years of age (for alcohol). Prize baskets containing lottery tickets MUST have a sign next to / attached to them indicating "Winner must be at least 18 years of age"; Prize baskets containing alcohol must have a sign next to / attached to them indicating "Winner must be at least 21 years of age".

7. **On Site Signage Requirements:** A sign with the following verbiage MUST be displayed in full view of all attendees at any on site draw OR non draw raffle where cash or money is awarded as a prize (i.e an on site 50/50): "Persons under the age of 18 are not permitted to participate in this game of chance (NJSA 5:8-59)". The sign must be at least 288 sq inches. Also required to be displayed at ANY Game of Chance event (including Tricky Trays) is a similarly sized sign stating the following: "If gambling is a problem for you or someone in your family, Dial 1-800-GAMBLER".
8. **Advertising:** There are very specific rules regarding advertising for different Games of Chance. Chapter personnel must work with Council when drafting flyers, emails, FB posts etc. regarding a game of chance event. All advertising must be approved first by the chapter President and then by the applicable Council VP or the Council President before being distributed. Information required by the state of NJ to be included on any game of chance advertising:
 - i. Name of licensed organization (ie Wayne Council of PTO's)
i.e. - the org. conducting the game of chance
 - ii. ID number issued by the state (Council's gambling license #)
 - iii. Raffle license # issued by the municipality (will differ for each event)
 - iv. Date, Time & Place of event

- v. Purpose to which the raffle proceeds are devoted (ie “to benefit the WVHS CLASS OF 2018 PROJECT GRADUATION”)
- vi. The ticket price
- vii. The verbiage “No one under the age of 18 years is permitted to participate” (in the case of cash prizes – i.e. for a 50/50 or calendar raffle)
- viii. The verbiage “If gambling is a problem for you or someone in your family, dial 1-800-GAMBLER

9. Prohibited Prizes: The list is extensive however some items prohibited by the state include: real estate; stocks, bonds or securities of any kind; weapons; live animals (**including a gift cert for a live animal**) **EXCEPTION is a GIFT CERT for live, EDIBLE seafood**; tobacco products; motor vehicle leases; cash (except in the case of a 50/50, calendar raffle, etc. as stated in the statute). Alcohol IS a permitted prize under state regulations, subject to the minimum age requirement (21 years) highlighted above. Lottery tickets ARE permitted by the state of NJ subject to the minimum age requirement (18 years) highlighted above.

10. **Persons in charge MAY NOT PLAY:** Under state regulations, persons “in charge of” a draw raffle OR “in charge of” the proceeds in a draw raffle, MAY NOT purchase tickets to participate in the raffle, claim a prize for another winner, or win any prize awarded in the draw raffle.

CALENDAR RAFFLES: The regulations surrounding Calendar Raffles are extensive. Chapter personnel will work directly with the applicable Council VP and / or Council President when conducting a calendar raffle.

[Items 1-10 above added to By-Laws April, 2018 as approved at March 27, 2018 PTO Council meeting.]

STEPS FOR APPLYING FOR A RAFFLE LICENSE

As highlighted in “Fundraising Practices” Item 8, any and all fundraisers which involve a Raffle (tricky tray, 50/50, calendar raffle, etc.), Bingo, Casino Night, Derby Night, or ANY OTHER gambling activity are subject to the State of NJ Legalized Games of Chance regulations and statutes. ANY AND ALL SUCH FUNDRAISING ACTIVITIES MAY ONLY BE CONDUCTED BY COUNCIL AS THE LICENSE HOLDER. SAID ACTIVITIES REQUIRE USE OF COUNCIL’S GAMBLING LICENSE AND THEREFORE REQUIRE APPROVAL FROM COUNCIL PRIOR TO BEING PLANNED FOR, OR INCLUDED IN, A CHAPTER’S BUDGET. All such approved events require that a Raffle License be obtained prior to conducting the event.

[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]

1. THIS PROCESS SHOULD BEGIN **NO LATER THAN TWO MONTHS PRIOR** TO THE EVENT in order to allow time for processing. The chapter president or vice president (if designated by the chapter president) is responsible for completing all needed paperwork and obtaining the raffle license.

The application can be found online at

<http://www.njconsumeraffairs.gov/lgccc/Pages/applications.aspx> Scroll down to the center of the page under **“Applications”**. Click on **“Application for Raffle License**.

[Bolded verbiage change approved at the March 27, 2018 PTO Council mtg]

2. The form can be completed online however 7 copies are ultimately required - 4 copies are submitted to the municipal clerk's office in the municipality where the event is being held, 2 copies are maintained by PTO Council and 1 copy is to be maintained by the applicable chapter. IMPORTANT when completing forms:

- i Part A – General:** The name and address of the Organization is
Wayne Council of PTOs
50 Nellis Drive
Wayne NJ 07470

- ii Part E – Officers of Applicant are the applicable Council Officers. The Council President, Treasurer, and applicable Council Vice President are to be listed. One of the listed Council Officers (typically the designated Council VP) must accompany the Chapter President or designated Chapter Officer to the municipality in order for the forms to be notarized and properly submitted.**

- iii Part F – Member of the Applicant that will be in charge of the games – please note that ALL individuals listed here MUST be present when forms are signed and notarized. It is suggested that only one name be listed in Part F to facilitate ease of scheduling. All other persons “in charge” may be listed as helpers in Part G of the form and are NOT required to be present at the municipal office when the forms are signed and notarized.**

[Bolded verbiage changes in Item 2. above approved at the March 27, 2018 PTO Council mtg]

3. Once license application forms are fully completed, the chapter president will contact the applicable PTO Council Vice President to schedule a day / time to meet at the applicable municipality to have forms notarized and processed. If the event is being held in Wayne, the town clerk's office can notarize the forms when they process the application. ALL PARTIES LISTED UNDER PART F OF THE FORM, AND ONE COUNCIL OFFICER, (typically the designated Vice President) must be present to sign the forms in front of the notary. All

signers must have photo ID available to be presented to the notary. [Bolded verbiage changes in Item 3. approved at the March 27, 2018 PTO Council mtg]

4. Raffle license applications generally require **that a fee accompany the application. The Council Vice President will work with the applicable chapter president to determine the fee amount(s). Fees are typically required by both the state and the municipality. As all fees must be paid from the Council “Games of Chance” bank account and the Council VP will work with the Council Treasurer to obtain the necessary checks prior to the scheduled meeting at the municipality. Checks will typically be made payable to 1) LGCCC and 2) the municipality in which the event is being held.**
5. **Raffle Report of Operations** – Pursuant to N.J.A.C. 13:47-9.1, licensees must file a report of operations with the Legalized Games of Chance Control Commission (“Commission”) no later than the 15th day of the calendar month immediately following the calendar month in which the licensed activity was held, operated or conducted. **This form along with instructions for completion can be found online at <http://www.njconsumeraffairs.gov/lgccc/Applications/raffle-report-of-operations.pdf> . It is the responsibility of the chapter PTO Treasurer and President to work with the applicable Council VP and the Council Treasurer to complete the Report of Operations immediately following conclusion of the gambling / raffle event. This will ensure sufficient time to obtain all needed information and for Council to review the report and have it notarized prior to submitting to the state by the 15th of the following month. **PLEASE NOTE: THE REPORT OF OPERATIONS FOR AN OFF PREMISE 50/50 RAFFLE OR MERCHANDISE RAFFLE MUST BE ACCOMPANIED BY A COPY / SAMPLE OF THE RAFFLE TICKET!!**** Upon completion, the applicable Council VP shall certify, by placing a check in the box provided, that he/she has reviewed the report and that the information provided is true, accurate and complete. Subsequently, the Council VP must state his/her name and title. Reports that are not properly certified will be sent or e-mailed back. If sending via regular mail, Reports of Operations (once approved by Council) should be sent to:

**Legalized Games of Chance Control Commission
PO Box 46000
Newark, NJ 07101**

Raffle Reports of Operations completed online must be **e-mailed** to the Commission at **PetermanA@dca.lps.state.nj.us**.

AT NO TIME IS THE WAYNE COUNCIL OF PTOs' LICENSE TO BE GIVEN TO ANYONE ELSE. IT CAN ONLY BE USED FOR PTO RELATED EVENTS (i.e. NO ATHLETICS, BAND, OR NON-PTO CLUBS OR EVENTS OF ANY KIND may utilize the Wayne council of PTOs' License).

The Wayne Council of PTOs is ultimately liable for ensuring all licenses issued by the gaming commission are appropriately applied for and utilized in accordance with all state regulations. Any misrepresentation in the application process, any license used outside the PTO, or any event not conducted in full compliance with state regulations could result in monetary fines as well as suspension or revocation of our license which would negatively impact all Wayne Council of PTOs chapters. *[Bolded verbiage changes in Item 5. approved at the March 27, 2018 PTO Council mtg]*

PONY

Pony is our **inter-school** mailing system which funnels through the Board of Education (BOE) office. To avoid postage fees, whenever possible local chapters should use PONY mail for correspondence between other local chapter PTO officers as well as PTO Council Officers.

All mail for the PTO Council President(s) should be addressed to the "PTO" box at the Board Office, 50 Nellis Drive. Mail for other PTO Council officers can be sent via PONY to that mailbox as well or can be addressed to their home address. Mail for Middle and High school chapter presidents should be sent to their homes.

SOCIAL MEDIA AND EMAIL

PTO Officers are reminded to be judicious in their use of all forms of social media and email. Other than statements of fact, officers are prohibited from posting anything about or related to their role as a PTO Officer to a public or private group Facebook page, their personal Facebook page, or to any other form of social media. Officers are also prohibited from using the PTO email directory to send mass emails to their (or any) population regarding issues of a personal, political, or other non PTO related nature. Under the Wayne Council of PTOs' By-Laws, the name of the corporation or the names of any members in their official capacities shall NOT be used in connection with any commercial concern, or with any partisan interest, or for any purpose not appropriately related to the promotion of the purpose of the corporation. **Officers are permitted to post (to personal social media accounts) or email (using their personal email accounts and / or directories)** whatever they wish about non-PTO matters as long as those items are kept separate from their role as a PTO Officer. *[Bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]*

FACEBOOK:

1. The local chapter president must notify the Council President prior to establishing a new Facebook page (or any other chapter related social media site).
2. The administrator(s) of a local chapter's Facebook page **MUST** be a member of the chapter's executive board (i.e. a chapter officer). It is recommended that the chapter President or Vice President be the administrator on any Facebook pages.

All chapter PTO Facebook pages must be **CLOSED GROUPS** with the only members being **CURRENT** parents of students in that school as well **the designated PTO Council officer(s)**, as determined by PTO Council at the beginning of each school year. *[Bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]*

3. All posts must be approved by the page administrator **BEFORE** they can appear on the Facebook page. It is the chapter President's responsibility

to ensure that security and page settings are properly enabled to prevent unapproved posts.

4. By July 15th of each year, the page administrator must remove ALL parents who no longer have a child / children in the school.
5. NO PERSONAL INFORMATION is to be posted on any chapter Facebook pages or any other chapter social media sites. PTO Facebook pages are to be used for PTO informational purposes only.

Unless specifically requested by the building Principal, NON PTO school events, **NON-PTO school related questions & answers, etc.** should NOT be posted to the PTO Facebook page. Questions / comments received by the PTO Facebook page administrator pertaining to any non PTO school event or function should be directed to the applicable school Administrator to ensure responses are accurate and consistent. **In the event the building Principal specifically requests posting of a NON-PTO item, the chapter is permitted to post HOWEVER the post should be preceded by the statement “The following is being posted at the request of Principal xxxxxxxxxxxx”.** *[Bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]*

6. Photographs containing ANY students / children are NOT permitted on PTO Facebook pages or other PTO social media sites. This includes children of chapter officers, images where Wayne students / children are in the background, etc. The district’s photo release does NOT cover PTO events or Facebook pages and it is not feasible for PTO Council to maintain an additional photo release for every child in the district. Photographs containing administrators, faculty, or other adults are permitted with applicable consent to publish.
7. Any pictures taken at PTO events, regardless whether there are people in the photo(s) or not, are NOT permitted to be posted to social media without prior approval from the building Principal. This is in keeping with the BOE requirements for publication of photographs.
8. For Project Graduation Facebook pages, the applicable school’s Project Graduation Overall **(if applicable), PTO Chapter President,** and the designated PTO Council representative must be members. *[Bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]*

Eighth Grade Activities

The goal of the Wayne Council of PTOs working with the Middle School Principals is to provide safe events that serve all our children, not just a select few, and to plan events that are as inclusive as possible. To that end we have agreed to the following with regard to Eighth Grade events:

1. A hotel or venue attached to a hotel is not permitted to be used for any evening PTO event for Middle School students.
2. A parent letter will be developed in cooperation with the Wayne Alliance and will be distributed by building Principals to parents in late May (or at other time as deemed appropriate by the Middle School Principals), prior to the start of 8th grade end of year activities. The purpose of this letter will be to inform parents about the current trends in teen behavior with regard to alcohol and substance abuse and the current laws that apply. This letter will be geared for parents of Middle School students.
3. Middle School Principals will address students and parents about expectations for 8th grade activities.
4. 8th grade "Dance" to be called "8th Grade Celebration" henceforth
5. The 8th Grade Celebration will be a "date-free", age appropriate evening. To that end, limousines, in school "promposals", and similar will not be permitted. This will be communicated to parents by the Middle School Principals.
6. The Celebration will be scheduled on a weeknight and will end no later than 10 pm.
7. Proper attire for the Celebration will be "party attire" that keeps within the guidelines of the school dress codes (at a minimum, business casual for boys).
8. Favors, photographs, or other items related to the Celebration are NOT permitted to be distributed in school. Items must be distributed to children during the Celebration or sent home.

9. Each Middle School PTO President in conjunction with the applicable committee chairperson(s) will ensure that in keeping with the spirit of a "date free", age appropriate event, DJ play lists are reviewed with the building Principal prior to the event. DJs shall be required to only have "clean" versions of music on their play lists.
10. Teachers and building Principals will assist the PTO Volunteers as chaperones for the 8th Grade Celebration.

Treasurer Policies

CHECKING ACCOUNTS

All checks must be pre-printed in the upper left corner as follows:

(Line 1) Wayne Council of PTO's

(Line 2) (Your School Name) PTO or (Your School Name) Project Graduation (Year of Graduation)

There should be at least two (President & Treasurer), but preferably three (Asst. Treas. or Vice President) authorized signatories from the local chapter on the account as well as the PTO Council Treasurer.

Two officers of your chapter must sign all checks of \$500 or more. The bank should be aware of this stipulation. This system of checks and balances is in place so that no one person is able to disburse large sums of PTO funds.

RECORD KEEPING:

All of the following records must be kept in three-ring binders in chronological order (or as instructed by the PTO Council Treasurer) based on the fiscal year that begins on July 1st and ends on June 30th each school year.

1. **BUDGET:** At the beginning of each school year, a budget must be prepared by the local chapter Executive Board and voted on by the membership at the first meeting (sample and thorough explanation of this procedure is attached).

All schools should maintain ledgers based on budget categories. These reflect all income and / or expenses for each line item. This will allow the executive board and the committee chairs to know how much money

is available for each budget line item. This information will also be compiled in a report for your membership at each meeting (sample attached). Ledger record keeping can be done by hand or with a suitable Accounting program such as QuickBooks, Quicken, etc.

- 2. INCOME:** All income received, whether by cash or check, must be recorded. Cash should be counted by at least two people and recorded on a Cash Receipt Form (sample attached) signed by the person making the collection as well as the Treasurer who receives the money. The Treasurer should give a copy of this form to the committee chairperson. This double counting of funds is for everyone's protection. Checks should be listed on a Check Register (sample attached) and attached to the final deposit slip when deposited into the bank account. All Cash Receipts Forms and Check Registers should be attached to their appropriate deposit slips and kept with your records. Money should be deposited as soon as possible. No money should be deposited into a personal account for any reason. If the bank is closed, money should be kept in the school safe until it can be deposited into the chapter's bank account. Money should not be kept at home unless all other options are unavailable.
- 3. EXPENSES:** All expenses (checks written) must be accompanied by a Check Requisition (properly completed and approved) and an ORIGINAL receipt or invoice from a vendor. There are **NO EXCEPTIONS** to this rule!! These are necessary for the annual audit and all treasurers must be able to attest to the accuracy of their records. Any checks written to reimburse an officer cannot be authorized by that officer. Two other officers must sign the requisition and, if applicable, the check. Checks must never be made out to "Cash". If a check is needed for start-up money, it should be made out to the chairperson and documented in the form of an email or other letter indicating receipt of start up funds. NOTE: If "tip" money is needed, that money can be withheld from the cash income and used later (make a note in your ledger for that event) or added to the check used to pay the vendor (be sure to make a note on the invoice that the excess was for tipping). Chair people should NOT make purchases on their personal credit cards in excess of \$250. Large purchases should be made with a PTO check.
- 4. BANKING:** Bank reconciliations must be performed each month and kept with the Treasurer's records. Reconciliations can either be done by hand on the back of the statement, or by whatever acceptable computer program you are using (Quickbooks, Quicken, etc.). Copies of cancelled checks must be kept with your records.

Check registers must be maintained legibly and include a running balance. The auditors need these to confirm the accuracy of chapter record keeping.

5. **QUARTERLY REPORTS**: Quarterly financial reports are required by PTO Council and are due by the 15th day of the month following the end of the quarter as follows:

July – September	1 st Quarter	Due October 15 th
Oct. – December	2 nd Quarter	Due January 15 th
January – March	3 rd Quarter	Due April 15 th
April – June	4 th Quarter	Due July 15 th

These can be e-mailed, mailed, or sent in the PONY to the Board Office (50 Nellis Dr.) addressed to PTO Council Treasurer.

All Treasurers will have samples of the Quarterly Report format (not the same as the financial report used for your membership). These reports are for Council only. We use these reports to complete our tax returns as well as to monitor how each PTO chapter is handling their record keeping. The auditors also require them. **The Quarterly Report balance MUST agree with your checkbook balance at the end of each quarter.**

Quarterly Report Items to Note:

1. Council expenses are in a separate expense category. This category must be used only for those checks written to PTO Council. The reason for this is that this is technically a “transfer” of funds within the organization.
2. The “transfer” category is for any checks (other than those written to PTO Council) that are written to a chapter within our organization (such as WSPA, another school, or project graduation). Treasurers should use an asterisk to explain the reason for the transfer on the report.
3. There is no “Miscellaneous” or “Other” category. These are not acceptable categorizations for IRS purposes. If there is an expense that doesn’t appear to fall into one of the categories offered, the local chapter Treasurer should contact the Council Treasurer to discuss.

COUNCIL EXPENSES

Checks written to cover any PTO Council expenses should be made out to "Wayne Council of PTOs".

a. **Scholarship** – All schools make a contribution to the Scholarship Fund. All of this money goes to scholarships for graduating students at Wayne Valley and Wayne Hills. The amounts are as follows (based on the number of students as of September) and a check needs to be sent to the Council Treasurer by October 15th:

\$0.75 per student - Elementary and Middle Schools

\$0.50 per student – High Schools

b. **Membership** – Schools collect \$7.00 per member family, which is due by November 30th of each year. A portion of the \$7.00 is paid to PTO Council and sent to the Council Treasurer by December 15th as follows:

\$2.00 per member – Elementary and Middle Schools

\$1.00 per member – High Schools

The final membership list must also be forwarded to the Council Treasurer with each chapter's membership payment. The information in the membership lists is needed for election and scholarship purposes. All membership lists must include: Name of member family (i.e. Mr. & Mrs. John Doe or Mr John and Mrs Jane Doe, or John & Jane Doe), student name, home address and phone number.

c. **Audit, Insurance, Accounting, Budget Mailing** – These expenses are billed to your chapter some time in December. The actual amounts vary each year, but chapter officers should use the previous year's costs as a guideline for budgeting purposes. Local chapter officers will be made aware of any substantial increases to these fees as soon as Council is aware. These are costs of running our organization. PTO Council does not do any fundraising and must collect for these expenses from each chapter. Every chapter pays a fair share of these expenses.

SALES TAX

The Wayne Council of PTOs is a 501(c)3 corporation and is therefore exempt from paying sales tax on purchases that benefit the organization. Chapter officers and / or committee chairpersons must supply a copy of Council's ST-5 form when requesting this exemption (copy attached). The rules for this privilege are as follows:

1. Sales tax exemption can only be requested when making a cash purchase (some retailers may not allow the cash purchase) or when issuing a check from the authorized PTO (bank) account. The store or vendor will typically request a form ST-5 at time of purchase, so officers and /or chairpersons should keep copies with them when shopping for supplies etc. The chapter President and / or Treasurer should insure all committee chairs have access to copies of the ST-5. It is suggested that each chapter create a "Treasurer Forms" folder to be left in the PTO mailbox at each school and the folder would contain copies of the ST-5 among other Treasurer related items.
2. **Officers and chairpersons CANNOT use a personal credit card or store account and ask for this exemption. That is illegal**
3. **Under no circumstances should this form ever be used for personal purchases.** Doing so puts our organization at risk for fines and/or IRS audit. The chapter President and Treasurer should reinforce this rule and make it clear to all who make purchases on behalf of our organization.

OTHER IRS REQUIREMENTS

1. Information regarding any teacher stipends or payments to an INDIVIDUAL during the course of the "calendar" year that aggregate to \$600 or more must be submitted to the Council Treasurer by January 15th of the following year in order that a proper 1099 form can be issued. The Council Treasurer requires the following information for each: individual's legal name, home address, social security number, and the total amount paid for that calendar year.
2. All chapter financial records must be kept for a period of 7 years. It is the responsibility of the chapter Treasurer to maintain these records and pass them on to the incoming Treasurer each year. Any books over 7 years old can be discarded. As a general practice, chapter Treasurers should check with the Council Treasurer before destroying any records.

Copies of all Treasurer policies and forms mentioned in these guidelines have been distributed to Chapter Treasurers. However, please contact the Council Treasurer if additional copies are needed or if there are any questions.

BUDGETS & FINANCIAL REPORTS

The following is a detailed explanation of Budget rules as well as how to prepare the chapter's annual budget and financial reports for the monthly membership meetings.

Budget:

The first item that the chapter Treasurer must prepare each school year is the budget. In preparing that budget, refer to the previous year's final income and expenses as a guide. If the chapter did not meet its income budget the previous year, the officers should consider lowering the expectation for the current year. This will also result in a reduction in some of the chapter's expenses, as the income and expense categories must be equal prior to finalization of the budget. The same rule would apply if the chapter exceeded its income budget the previous year.

Once the budget is approved by vote at the first regular chapter PTO meeting of the year, it DOES NOT change for that year. The local chapter PTO may vote at a later date to spend more money (if funds are available) or less money (if there is an income shortfall) on any particular budget line item, but the actual original, approved budget should not be altered. Any approved overspend or short spend will simply be presented in the financial reports as actuals which are higher or lower than the budgeted amount. The local PTO chapter may also vote to add another fundraiser if there is a budget shortfall. If the vote for an additional fundraiser should fail, the chapter must reduce planned expenses to make up for the shortfall. The minutes of the chapters' PTO meetings should reflect any budget votes and such minutes are required to be kept with the Treasurer's financial records / binders.

A copy of each chapter's budget must be forwarded to the PTO Council Treasurer when completed and approved, and subsequently during the year as / if requested.

ADDITIONAL TREASURER BUDGET RELATED GUIDELINES:

1. Chapters may not make any financial commitments or otherwise “bind” the corporation as per the By-Laws. As such, individual chapters are not permitted to take out loans or sign large purchase contracts unless there is money in the budget to pay for these commitments. There must be some sort of cancellation clause that holds the corporation harmless for large amounts of money. As a reminder, each local chapter is not a separate entity, but a chapter in a larger corporation and what each chapter does affects everyone else. There is no separate source of funds to pay for any debts incurred.

2. It is recommended that funds raised during the course of a year be spent during that year. This is to prevent discontent among members who feel money was raised which did not benefit their children. If agreed by vote to hold funds over for a program or special project, such as a playground, then said carryover must be approved via a vote of the membership and a timeline for purchase considered and set forth. It is suggested, however, that \$2,000 be held over at the end of each year as “PTO start-up” money for the following year. This is to cover expenses required to be incurred prior to the initial fall fundraiser being held and the budget being voted upon.

Financial Reports:

Budget vs. Actual

It is the responsibility of the chapter Treasurer to provide the membership, at each regular PTO meeting, a financial report which contains the following information:

A detailed account of all monies earned and spent since the previous meeting. This should be delineated by budget line item. This allows committee chairs to know how much money has been spent and what is left in their individual budget category. It also gives the membership an idea of where the chapter is in terms of meeting the fundraising target for the year. A checkbook balance should also be provided. If there is a large carry-over sum that has been set aside, that amount should also be noted each month. It is acceptable to keep larger amounts of money held aside for a large expense in a separate account, such as a CD, as long as PTO Council is aware of any such separate account and bank statements for said account are kept with the chapter’s other financial records and included in their quarterly report numbers.

Quarterly Report

The following is an explanation of the line items on the Quarterly Report, which is required by Council for tax filing purposes. In the event a chapter encounters an exception or a unique income or expense item, the chapter Treasurer should contact the Council Treasurer prior to preparing the quarterly report.

Cash Balance: The amount in your checkbook at the beginning of each quarter. The current quarter's opening balance **MUST** equal the previous quarter's ending balance.

INCOME:

Membership Dues	All money brought in from PTO membership
Commitment Fees	This is only for Project Graduation use
Fundraiser Income	All money brought in from any fundraiser. This is a gross income figure , NOT net of expenses.
Interest Income	Bank interest, if any
Donations	Any money received as a donation
Transfer	Any money received from another PTO chapter
Total Income	Total of all income above. (Do not include your opening cash balance here.)

EXPENSES:

Council Expenses:

Membership Dues	Council portion of membership dues
Accounting Fee	Amount billed by Council for Accounting costs
Audit Expense	Amount billed by Council for Audit costs
Insurance	Amount billed by Council for Insurance costs
Scholarship	Scholarship Fee per student, paid to Council

Chapter Expenses:

Fundraising Expense	All fundraising expenses
Gifts to School	ANY AND ALL gifts to the school that do not fall into any of the categories below (i.e. playground equipment, classroom equipment, supplies, etc.)
Bank Charges	Any fees charged by the bank
Scholarship	Any scholarship paid directly to a student (not money paid to Council)
Postage	Self-explanatory
Programs	Cultural or other programs which benefit the students (i.e. Fun Nights, Canteens, etc.)
Subsidies	Money paid for students who cannot afford fees for programs.
Supplies	Purchases of misc. supplies for PTO use (ie toner for Treasurer, etc.)
Printing	All costs for printing, including board office printing
Sunshine	Any gifts/expenditures for staff etc. for births, deaths, weddings, holidays, etc.
Hospitality	All money spent on food and beverages outside of programs or fundraising
Subscriptions	Self-explanatory
Donations	Donations to outside organizations
Stipends	Money paid to teachers for after school clubs
Publicity	Self-explanatory
Transfers	Any money paid to another PTO chapter (excl. Council)
Total Expense	The total of all expense items above

CASH BALANCE END QUARTER = Beginning Balance + Income – Expenses = Checkbook Balance

ANNUAL AUDIT

Every year the Wayne Council of PTOs is required to undergo an audit and send those results to the IRS. Each chapter must submit their completed books to Council (this is usually done late in the Fall of the subsequent fiscal year) when requested.

The following items are required for the audit:

1. Bank Confirmation Authorization Form signed by all authorized signatories on the account as of the end of the previous fiscal year. This allows the auditors access to the account for verification of records. Collection of authorized signatures on this form should be handled by the outgoing chapter Treasurer at the end of the previous school year.
2. All books in proper order as per Treasurer Guidelines including all check requisitions and receipts, check registers and cash receipts, bank reconciliations, meeting minutes, budget, financial reports, and completed quarterly reports.
3. Upon completion of the audit all books will be returned to the applicable chapter Treasurer. These books are to be kept for 7 years (at a minimum) as per IRS rules. The chapter Treasurer and / or President should ensure all financial records are passed on to the successor Treasurer or President each year for storage. Project Graduation should pass their final books on to Council for storage.

INSURANCE

PTO Council holds the insurance policy for all individual Chapters. This insurance coverage includes all PTO events held off school property. Prior to holding any event off school property, the local chapter President must request and obtain a Certificate of Insurance (COI). (See pages 29-30 above for process for requesting a COI).

General liability policies do not cover Directors and Officers. We hold a separate Directors and Officers insurance policy. All chapter and Council officers are covered under this policy.

PROJECT GRADUATION

Project graduation is a drug free/alcohol free, chaperoned celebration following graduation ceremonies at the respective Wayne high school, run under the auspices of the Wayne Council of PTOs. This has been an ongoing tradition with the intent to promote a safe atmosphere for our children for the entire evening, returning to school the next morning. When arranging **Project Graduation** activities, **spending is to be kept in perspective, in accordance with the “Fundraising” section of this handbook. Each Project Graduation Committee is accountable for ensuring compliance with these rules. Council reserves the right to require modifications to planned activities in the event it determines costs to be inordinate or excessive.** *[Bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]*

PTO COUNCIL ROLE

General Responsibility: To oversee project graduation, provide insurance coverage and **(when applicable)** gambling licensing for all functions, provide bulk-mailing permit, and maintain proper guidelines. **Train and oversee the Project Graduation Overall(s) or, in instances where no Overall is in place, all active class years’ Project Graduation Boards. Work with the applicable HS PTO Chapter President and / or Project Graduation Overall (as applicable), to seek new PG Board President for incoming class. Initiate first mailing to solicit volunteers and start officer committee.**

Specific PTO Council Responsibilities:

- 1. Approve ALL PG fundraisers in advance**
- 2. Approve each HS PG chapter’s budget to be prepared Fall of senior year**
- 3. Store financial records of graduated classes for 7 years (PTO Council Treasurer)**
- 4. Maintain and promote communications between Project Graduation boards, school Administrators, High School Chapter PTO, and PTO Council**
- 5. In the event the Project Graduation Overall position is re-established, Council will be responsible for appointing a person(s) to fulfill this role.**

[Bolded verbiage changes approved at the March 27, 2018 and Oct. 23, 2018 PTO Council mtgs]

COMMITTEE (OFFICERS)

Term: Four years. There should be a minimum of 4 chair people, which includes a President (or co-Presidents), Vice President (or two), a Secretary (or two) and Treasurer.

Requirements: Must be a PTO member in good standing at the applicable High School. Officers should have experience chairing committees in the past and be familiar with PTO rules and practices.

Functions:

- 1. Oversee applicable class' Project Graduation fundraising, graduation night event, & sub-committees**
- 2. Seek new Fashion Show (or other fundraising) chair people (if / as applicable) for the class**
- 3. Raise necessary funds by means of community fundraisers and commitment fees; Ensure ALL FUNDRAISERS ARE APPROVED BY PTO COUNCIL IN ADVANCE of scheduling in order to avoid unintentional "competing fundraising"; Maintain detailed notes regarding any and all fundraisers conducted to pass along to future class Project Graduation committees**
- 4. Contact parents / students through mailings to inform and collect commitment fees; ALL letters, flyers, notices, fundraiser information sheets, commitment fee letters, etc. MUST be approved by the Project Graduation President and the Project Graduation Overall (if applicable) PRIOR TO MAILING (NO EXCEPTIONS); The Project Graduation President must submit these to the Building Principal for approval prior to distribution as well. **NOTE** Any correspondence related to a fundraising event which includes gambling must also be approved by Council prior to being distributed**
- 5. The Project Graduation Treasurer is responsible for creating a budget in the Fall of senior year which includes all planned fundraising activity for that year as well as planned spend for the graduation night event; Project Graduation committee should review and agree upon the drafted budget and the Project Graduation President is responsible for approving said budget prior to submitting it to Council for final approval; Project Graduation committee must include with their budget**

- submission a spreadsheet outlining total funds raised (from FUNDRAISING ACTIVITIES, NOT COMMITMENT FEES) Freshman thru Junior years**
- 6. Obtain all necessary facility permits and insurance certificates (as needed) for functions, in a timely manner (at least two months prior)**
 - 7. Run structured class meetings with Treasurer providing financial summary reports and Secretary recording minutes of the meeting (a minimum of one meeting per year, beginning in the Spring of Freshman year, is required)**
 - 8. Secretary is required to take minutes at any Project Graduation meeting held, formally or informally; Said minutes are required to be submitted as part of the Project Graduation Treasurers' Binder(s) at the end of each school year**
 - 9. Locate and book the venue for the Project Graduation (graduation night) event; Venue contract must be approved by the Council President or designated Council officer prior to signing as some venues are not approved by NJ School Boards**
 - 10. Collect Hold Harmless / Permission Agreements for graduation night (or any other) events from each student in senior year**
 - 11. During Senior year, the Project Graduation Treasurer and / or President should meet with the school nurse for a confidential accounting of the number of students in need of financial assistance; Providing financial assistance for students "in need" must be considered when budgeting the graduation night event.**
 - 12. During Senior year, the Project Graduation Executive Committee may wish to hold a meeting at the applicable high school for graduating seniors to promote the graduation night event (i.e. show DVD from previous event) and to discuss the procedures related to the Fashion Show**

[Bolded verbiage changes approved at the March 27, 2018 and Oct. 23, 2018 PTO Council mtgs]

ADDITIONAL PROJECT GRADUATION COMMITTEE NOTES

1. A student may attend Project Graduation only if his/her commitment fees are paid in full.
2. A student excluded from the graduation ceremony (i.e. due to expulsion, suspension, non-completion of credits, etc.) may NOT attend the Project Graduation event. (****Exceptions to this rule for “extenuating circumstances” will be reviewed on an individual basis by the Project Graduation Officers and building Principal who will agree upon whether the student will be permitted to attend****)

[Bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]

Project Graduation Fundraising

Freshman, Sophomore & Junior Classes:

- Restricted to two (2) fundraisers in any given school year
- As per above, all fundraisers require approval by the Project Graduation President and Overall (if applicable) as well as PTO Council prior to being planned and executed to avoid unintentional “competing fundraising”; The senior class(es) will be given priority with regard to fundraising in order to help insure they raise the amount necessary to meet their anticipated expenses for their graduation evening activities
- In the event no fundraiser is held Freshman year (as example), “catch up” is permitted but must be completed prior to the end of Junior year; **NO FUNDRAISING CATCH UP IS PERMITTED SENIOR YEAR**
- Exclusivity is given to seniors to conduct a Fashion Show and / or Tricky Tray thus these events are not permitted fundraisers for Freshmen - Juniors

Seniors:

- **Restricted to ONE (1) FUNDRAISER during Senior year, assuming “MAXIMUM FUNDRAISING CAP” HAS NOT BEEN ATTAINED (see details below re: “Maximum Fundraising Cap”); Historically the Senior Fashion Show / Tricky Tray has been the Senior year fundraiser however it is NOT REQUIRED that a senior class hold a Fashion Show and / or Tricky Tray event**

- **The ultimate decision as to the “type” of senior year fundraiser to be held resides with the applicable Project Graduation Executive Board in conjunction with PTO Council. This rule is in place to prevent excess fundraising and avoid a financial burden to parents. Every effort must be made to give the BEST POSSIBLE EVENT at the LOWEST POSSIBLE COST.**

- **NO FUNDRAISING CATCH UP IS PERMITTED SENIOR YEAR (e.g. if only 1 fundraiser was held Junior year, it cannot be “made up” with an additional fundraiser Senior year)**

- **“MAXIMUM FUNDRAISING CAP” – In efforts to avoid placing unnecessary financial burden on our seniors’ families as well as to better partner with the vendors in our community, a “maximum fundraising cap” will be applied to each Project Graduation committee. If, at the end of Junior year, total Project Graduation monies raised THROUGH FUNDRAISING (i.e. EXCLUDING COMMITMENT FEES) is greater than or equal to \$15,000, a Tricky Tray will NOT be permitted as part of the senior Project Graduation Fundraiser. A Fashion Show with or without a 50/50 raffle WILL STILL BE PERMITTED as the senior Project Graduation Fundraiser. ****NOTE**** - 50/50 events are subject to NJ state statutes regarding legalized games of chance and require a gambling license. As such, it is the Wayne Council of PTOs that must approve, and oversee, any 50/50 raffle event.**

In the event total Project Graduation monies raised THROUGH FUNDRAISING (i.e. EXCLUDING COMMITMENT FEES) is less than \$15,000 as of the end of Junior year, a Tricky Tray WILL BE permitted as part of the Senior Project Graduation fundraiser if one is desired.

****NOTE**** - Tricky Tray events are subject to NJ state statutes regarding legalized games of chance and require a gambling license. As such, it is the Wayne Council of PTOs that must approve, and oversee, any Tricky Tray raffle event.

- **ALL Tricky Tray fundraisers will be limited to a MAXIMUM of 250 baskets.** *[note change in max. number of baskets from 150 to 250 was approved at Oct.*

23, 2018 PTO Council mtg]. Again, this is in the interest of better partnering with merchants in our community and avoiding excessive fundraising.

- **TRICKY TRAY BASKETS MAY NOT CONTAIN ANY OF THE FOLLOWING:** CASH, LIVE ANIMALS OR GIFT CERTIFICATES FOR LIVE ANIMALS, FIREARMS, OR WEAPONS OF ANY KIND. THERE ARE NO EXCEPTIONS TO THIS RULE.
- **THE STATE OF NJ HAS IN PLACE SPECIFIC REGULATIONS SURROUNDING BASKETS CONTAINING ALCOHOL AND / OR LOTTERY TICKETS. TO ENSURE WE COMPLY WITH THESE REGULATIONS, ANY BASKETS CONTAINING EITHER OR BOTH OF THESE ITEMS MUST BE SEPARATELY CATEGORIZED (i.e. SEPARATE COLOR TICKETS MUST BE SOLD AND SAID BASKETS MUST BE IN A SEPARATE AREA ON THE PRIZE FLOOR). UNDER STATE REGULATIONS, THE WINNER OF ANY BASKET CONTAINING LOTTERY TICKETS MUST BE AT LEAST 18 YEARS OF AGE AND THE WINNER OF ANY BASKET CONTAINING ALCOHOL MUST BE AT LEAST 21 YEARS OF AGE. AS REQUIRED BY THE STATE, EACH BASKET CONTAINING LOTTERY TICKETS MUST BE LABELED WITH A STICKER OR SIMILAR STATING THE FOLLOWING: “WINNER OF THIS PRIZE MUST BE AT LEAST 18 YEARS OF AGE”. SIMILARLY, EACH BASKET CONTAINING ALCOHOL OF ANY KIND MUST BE LABELED WITH A STICKER OR SIMILAR STATING THE FOLLOWING: “WINNER OF THIS PRIZE MUST BE AT LEAST 21 YEARS OF AGE”. IT IS THE RESPONSIBILITY OF THE PROJECT GRADUATION EXECUTIVE BOARD TO ENSURE THAT THESE BASKETS ARE MONITORED AT ALL TIMES AND THAT WINNERS MEET THE AGE REQUIREMENTS SET FORTH BY THE STATE OF NJ. [Bolded verbiage changes IN CAPS were approved at the Oct. 23, 2018 PTO Council mtg. All other bolded verbiage changes were approved previously at the March 27, 2018 PTO Council mtg.]**
- **“High Dollar” Tricky Tray donations from vendors who limit their donation activity to one school per year must be “rotated” between Wayne Hills and Wayne Valley High Schools, with each school receiving ONE such donation each year.** As example, if Wayne Hills received the Disney tickets donation for 2019, Wayne Valley would receive the Jet Blue donation. The two schools would then switch for 2020 with Wayne Hills receiving the Jet Blue donation and Wayne Valley receiving the Disney donation. **In the event one high school does not hold a tricky tray event in a given year, the other IS permitted to accept any available high dollar donations (e.g. Disney & Jet Blue in the example above). Each of the two Project Graduation Presidents should contact Council at the end of Junior year to determine which school(s) will be**

holding a tricky tray and which school will be eligible to apply for, and receive, which “high dollar” donation(s) for the following year.

- If a financial problem is evident at the end of Junior year, the applicable Project Graduation Executive Board will work with Council to try to amend the situation. Historically, fundraising efforts including the Senior Fashion Show and Tricky Tray, coupled with collected commitment fees, have resulted in more than sufficient funds.
- Ticket sales for the Fashion Show - A school wide mailing IS permitted.
 - Any amount (in excess of \$150.00*) remaining at the end of senior year, after all Project Graduation expenses have been paid, may be spent as the applicable Project Graduation Executive Board deems fit (i.e., a gift to the school in honor of that class or a donation to a scholarship fund of their choosing). Distribution of large (expensive) “goodie bags” (i.e. those containing high dollar gifts and / or gift cards) to senior students attending the Project Graduation event IS STRONGLY DISCOURAGED.

[Except where otherwise noted, bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]

Commitment Fees

The cost of a Project Graduation (graduation night) event **MAY NOT EXCEED \$300 per student. Each Project Graduation Executive Board will meet in the Spring of Freshman year to discuss and decide upon commitment fees for their class. No information regarding commitment fees is to be sent home prior to this meeting. The maximum commitment fee that can be charged is \$200. IN THE EVENT A GIVEN CLASS YEAR WISHES TO FOREGO A TRICKY TRAY SENIOR YEAR, THE RESPECTIVE PROJECT GRADUATION BOARD MAY REQUEST THAT COUNCIL ALLOW AN INCREASE IN THE MAXIMUM COMMITMENT FEE AMOUNT FOR THEIR CLASS TO OFFSET LOST TRICKY TRAY REVENUE. (A FASHION SHOW EVENT WITH OR WITHOUT A 50/50 WOULD STILL BE PERMITTED). COUNCIL RESERVES THE RIGHT TO INCREASE THE COMMITMENT FEE FOR THAT CLASS OR TO DENY THE REQUEST.**

THE DECISION AS TO WHETHER OR NOT TO HOLD A TRICKY TRAY SENIOR YEAR SHOULD BE DETERMINED BY THE PROJECT GRADUATION BOARD DURING FRESHMAN YEAR. IT IS STRONGLY SUGGESTED THAT THE PARENT POPULATION OF THAT CLASS BE POLLED PRIOR TO THE BOARD MAKING ITS DECISION, HOWEVER

THIS IS NOT REQUIRED. MAKING THE DECISION TO FOREGO A TRICKY TRAY AND INCREASE COMMITMENT FEES DURING FRESHMAN YEAR ALLOWS SUFFICIENT TIME TO PLAN OUT A PAYMENT SCHEDULE (as example \$75, \$75, & \$100 DURING EACH OF SOPH, JUNIOR & SENIOR YEAR) AND COMMUNICATE NECESSARY INFORMATION TO PARENTS AND FAMILIES. AGAIN, ANY REQUESTED INCREASE IN COMMITMENT FEES IN LIEU OF A TRICKY TRAY MUST BE APPROVED BY COUNCIL PRIOR TO BEING IMPLEMENTED. *[Bolted changes in CAPS approved at the Oct. 23, 2018 PTO Council mtg. All other bolted verbiage changes approved at the March 27, 2018 Council mtg.]*

In order to participate in the Fashion Show fundraiser and / or the Project Graduation event, a student must have his / her commitment fees PAID IN FULL by the established deadline. **Commitment fees may be paid in one lump sum or broken down into payments as follows (assuming \$200 total): \$60 for each of Freshman and Sophomore year, and \$80 for Junior year with the total of \$200 due by the end of Junior year. EXCEPTION: CLASS OF 2019 AND 2020 MAY REQUIRE ADDITIONAL PAYMENT TO REACH THE \$200 COMMITMENT FEE.**

Student Refund Policy: Refunds will be given for any paid commitment **fees** up until January 1st of the student's Senior year. Refunds requested after January 1st will only be given **IF FUNDS ARE AVAILABLE AFTER ALL** Project Graduation expenses are paid in full.

[Bolted verbiage changes approved at the March 27, 2018 PTO Council mtg]

Project Graduation Treasurers

Project Graduation Treasurers are required to abide by all PTO Treasurer Procedures **outlined previously** in this document including, but not limited to, sending Quarterly Reports to the PTO Council Treasurer, submitting all financial information for the PTO Council Audit (annually), and attending at least one training session (held annually by PTO Council Treasurer). The Project Graduation Treasurer will open a bank account with four signatories (2 Project Graduation Officers **1 of whom must be the President**, the Project Graduation Treasurer, and the PTO Council Treasurer). The **name on all bank** accounts must read: Wayne Council of PTOs (either Wayne Hills or Wayne Valley as applicable) Project Graduation Class of (year).

[Bolted verbiage changes approved at the March 27, 2018 PTO Council mtg]

PROJECT GRADUATION EVENT

1. There must be sufficient chaperones. Some venues have specific requirements for the number of chaperones per student. **At a minimum, Wayne Council of PTOs' requirement is at least one chaperone for every 20 students.** It is recommended that each school's **Project Graduation Executive Board** hire a nurse to be available to attend the Project Graduation event.
2. Students who wish to attend must have paid their Commitment Fee and must sign the Hold Harmless/Permission Slip. If they arrive the night of the event and wish to attend at the last minute, they must bring this with them along with their commitment fee. These students should be given a different color wristband **(or similar)** as they will not be entitled to a "goodie bag".
3. **If students are permitted to go home between the graduation ceremony and the bus boarding time for the event, they must be driven to the school by a parent or guardian. Students ARE NOT PERMITTED to drive themselves home upon return to school following the Project Graduation event.**
4. **Students are not permitted to carry backpacks, drawstring bags, etc. on the buses. Students' belongings will be put into "clear" plastic bags and inspected by chaperones before boarding the buses. Students are not permitted to bring water bottles to the event. The Project Graduation Executive Board may decide to provide water bottles for the event but these are not to be distributed until students are on board the buses en route to the event.** If prescription medication is necessary, it can be turned over to the nurse or one of the parent chaperones.
5. It is strongly suggested that the event not end earlier than **2:00** am with students arriving back no earlier than **3:00** am. Students need to be picked up by a parent / guardian upon their return to the high school. **Students are NOT permitted to drive themselves home or to walk home following the Project Graduation event.**
6. Regular Code of Conduct **is to be enforced.** **If alcohol or drugs are discovered prior to bus departure, either on a student's person, or on their breath, that student forfeits the privilege to attend the event. In this instance, a chaperone must be available to remain behind and wait for that student to be picked up by a parent or guardian. A refund of paid commitment fees WILL NOT be given if a student does not attend for this reason. Similar rules apply if a student is discovered to be intoxicated or under the influence at**

the event. A parent or guardian must be contacted to pick up that student immediately and no refunds of paid commitment fees will be given. All of these rules will be outlined in the Hold Harmless Agreement/Permission Slip, but it is a good idea to convey to them early and often in correspondence with parents and students.

[Bolded verbiage changes approved at the March 27, 2018 PTO Council mtg]



A CHAPTER OF THE WAYNE COUNCIL OF PTOs WSPA HANDBOOK

MISSION

The Wayne Special Parents Association (WSPA) is dedicated to helping parents of children with special educational needs. WSPA believes in the strength of parents helping parents and in the synergy of parents and educators working within the community to ensure that each child with special needs is afforded opportunities to develop and grow as a full, capable person.

The WSPA:

1. Enables parents to share ideas and experiences and to broaden their knowledge.
2. Encourages parents to participate in their children's education and to become more effective advocates for their children.
3. Promoted dialogue between parents, educators, and policy makers to keep parents informed of decisions affecting their children and to help decision makers understand the needs of children.

WSPA HANDBOOK

This WSPA Handbook is an extension of the Wayne Council of PTOs By-Laws as they relate to WSPA. The WSPA Treasury Policies are also an extension of the By-Laws and are hereby incorporated as a part of this Handbook.

MEMBERSHIP

WHO: All Wayne school families are invited to be members of the WSPA; More specifically, any families who have a student who currently receives, or may possibly receive in the future, special education under IDEA, or accommodations and / or modifications under Section 504 of the Americans with Disabilities Act

HOW: A WSPA Membership Form must be completed and returned via mail or PONY to WSPA, 50 Nellis Dr., Wayne, NJ 07470. Currently, the WSPA membership is free with your paid PTO membership in at least one of the fourteen Wayne schools. PTO membership will be verified with the school's membership chairperson. A member in good standing will have the right to vote on budgetary items and officer nominations.

WHY: Benefits of being a WSPA member include:

- a. Open House and Meet & Greet with District Personnel
- b. Expert led workshops & Recreational Programs for children
- c. Quarterly WSPA membership meetings
- d. Updates regarding the Special Education Parent Advisory Group (SEPAG)
- e. Up to date reference information & pertinent resource information
- f. Parent assistance & support; Parent-to-Parent discussions
- g. Email alerts on WSPA programs and other activities & forums in our area

GENERAL: Membership dues may be re-addressed in the future if WSPA's funds are near depletion, but only after the fundraising opportunities described herein have been exercised and deemed to be ineffective by Council.

FUNDRAISING

In the event WSPA's funds are near depletion, WSPA may make a request to Council to have a community fundraiser. WSPA's fundraiser may not directly compete with any Wayne school PTO fundraiser. The WSPA Chapter receives money from the school PTO Chapters, as outlined in the Donations section, therefore eliminating the need for regular fundraising which would place an extra burden on WSPA members and compete with the School PTO fundraising efforts.

DONATIONS

RECEIVING: Each of the 14 school PTO chapters will be asked to give WSPA a \$150 donation in the beginning of each school year for the WSPA budget, to be used for WSPA programs and workshops and as otherwise outlined in the Budget section of this handbook.

WSPA may accept donations from other organizations which may be used 1) for WSPA programs and workshops or 2) for a specific reason as earmarked by the donating organization as long as that reason is in keeping with the Mission Statement of WSPA. If the donated funds are earmarked, WSPA will specify on any marketing materials the name of the donating organization(s) and the specific use of the earmarked funds.

GIVING: WSPA will not donate any funds to any other organization or use funds to award scholarships of any type. WSPA funds may only be used for WSPA programs and workshops and as otherwise outlined in the Budget section of this Handbook.

BUDGET

Refer to the WSPA Treasury Policies document which is incorporated herein. The WSPA Treasurer will review their budget with the Council Treasurer prior to presenting the budget to its members for Council approval.

WSPA officers will present a budget at the September membership meeting each school year. Members in good standing will vote on each line item of the budget. WSPA funds may be used for the following expenses:

- h. Fees for offered workshops, parent & student programs
- i. Stipends for after school clubs
- j. Child care for meetings & workshops
- k. Marketing materials, Office Supplies & other general needs of the chapter

Any use of funds outside of the scope described herein must have prior approval from Council.

MARKETING

WSPA will market their organization, programs, and workshops through emails to their membership, on the district website, and through the PTO chapters when applicable. Other marketing strategies include, but are not limited to, Wayne Patch and the Wayne Today. When promoting programs being run by outside organizations, WSPA will send information bulletins to its members about such programs.

COMPLAINT PROCESS

Any issues or complaints from parents, faculty, or administration, reported to PTO Council or to a PTO chapter about the WSPA, will be brought to the WSPA Board's attention and a resolution will be worked out collaboratively between PTO Council, WSPA, and the third party as described below.

- I. If a complaint against the WSPA is made to a PTO Chapter, the chapter will forward the complaint to PTO Council immediately upon receipt of such complaint. PTO Council will notify the WSPA within 15 school days of its receipt of the complaint and may keep the name of the complainant confidential. An initial response from PTO Council will be sent to the complainant that the matter is being looked into and the PTO Council may request additional information from the complainant. The WSPA will have 15 school days from notification to respond to PTO Council regarding a complaint. A follow-up response will be made to the complainant by PTO Council and / or WSPA as collaboratively agreed upon by the parties involved to offer the best possible resolution to the complainant.

MEETINGS

Presidents' Meetings: At least one WSPA Board Member, if at all possible, will be present at each PTO Presidents' meeting throughout the school year.

PTO Council Meetings: At least one WSPA Board Member, if at all possible, will be present at each PTO Council meeting throughout the school year.

Superintendent's Meetings: At least one WSPA Board Member, if at all possible, will be present at each Superintendent's meeting throughout the school year.

CHILDREN'S CULTURAL WORKSHOP (CCW)

WSPA will work collaboratively with PTO Council and the Director of the Children's Cultural Workshop to provide workshop sessions specifically designed for special education students.

A WSPA representative will be at both registration dates if special education sessions are being offered and will bring their own registration forms. For the safety and success of the Special Education CCW, a WSPA representative will also be on-site during CCW sessions to address any parent, teacher, or student concerns. WSPA will get their own parent or student helpers to walk their students from session to session. Wayne High School students may be used as helpers. A WSPA representative will stay until all students have been picked up from the programs.

GOVERNING RULES

Robert's Rules of Order, Newly Revised, shall govern all WSPA membership meetings in all cases in which they are applicable, and in which they are not in conflict with Wayne Council of PTOs' By-Laws.