

Any of these policies may be suspended at the unilateral request of Fall River Elementary's principal at any time. However, Fall River PTO may not amend, add, or suspend any policy without approval of a 2/3 majority at a scheduled general meeting in which the proposed change appeared on the agenda.

Policy 1: Fundraisers

It shall be the policy of this organization to sponsor exactly one (1) major fundraiser at the beginning of each school year, provided that said fundraiser brings in all necessary funds to support the students and staff in accordance with the policies listed below.

The major fundraiser shall solicit direct donations to Fall River PTO in the form of "pledges" for the Fox Trot race. The Fox Trot committee, formed each year, shall determine the details for that year's event.

Fall River PTO shall not conduct any product sales fundraisers, including (but not limited to) catalog sales, coupon/discount books, or other sales drives where PTO receives a percentage of profits.

Restaurant fundraising nights (marketed as community events) and "free money" programs (e.g., Box Tops for Education, King Soopers/Safeway gift cards) may be held in addition to the major fundraiser each year and will not count as "product sales" events.

If and only if Fox Trot fails to provide sufficient fundraising for the programs defined in these policies, the organization may choose to waive the other restrictions in this policy for the remainder of that academic year.

Policy 2: Babysitting for PTO Meetings

It shall be the policy of this organization, as long as we have school permission and are financially able, to provide babysitting for parents attending PTO meetings.

1. If two babysitters they shall be paid \$15 each for PTO meetings lasting up to 1½ hours (\$20 if more than 10 children are present). They shall be paid \$20 if the meeting is extended to 2 hours (\$25 if more than 10 children are present). If one babysitter, he/she should be paid \$20 for meeting lasting up to 1½ hours; \$30 if meeting is extended to 2 hours. However, if more than 10 children, two babysitters should be present.
2. There will be up to two (2) babysitters.
3. The PTO president or vice president or their appointed representative shall call the Community School Office to reserve the library and gymnasium for the PTO meetings as soon as the dates are set and shall also arrange for the babysitters.

Policy 3: Field Trips

It shall be the policy of this organization, as long as we are financially able, to donate funds to the school for student field trips. This money shall be given to the Fall River Elementary general budget/transportation account as each field trip is taken.

Policy 4: Assemblies

It shall be the policy of this organization, as long as it is financially able, to sponsor up to several assemblies per school year.

1. The school assembly committee will decide on specific assemblies and shall provide the appropriate check requests forms to the PTO.
2. The total cost of all assemblies shall not exceed \$2,000, unless voted upon at the general meeting of the PTO.

Policy 5: School Spirit Events

It shall be the policy of this organization, as long as it is financially able, to sponsor several school wide spirit events per year. These are examples of possible activities. We are not limited to only these:

1. **Carnival:** Date to be determined by PTO.
2. **Annual Ice Cream Social:** This may be in conjunction with another school-sponsored event, such as Parent Update night.
3. **Yearbook:** Cover any costs associated with producing the yearbook, with the expectation of those funds being recouped by PTO through the subsequent sale of the yearbook.
4. **Student Directory:** Cover any cost of producing the student directory.

Policy 6: Yearly Classroom Support

- A. It shall be the policy of this organization, as long as it is financially able, to provide the following classroom support:
1. Weekly publications for every student. Grade-appropriate publications will be chosen by the staff. The cost will be shared 50/50 with Fall River Elementary.
 2. Take home folders for every student. These folders will be ordered in the spring so that they will be available to teachers at the start of the following school year.
 3. Funding for the "Handwriting Without Tears" program. These materials/workbooks will be provided for grades K – 3. Approximate cost for the program is \$5 per student. PTO sponsorship of "Handwriting Without Tears" will cease if/when the SVVSD assumes funding for this program.
 4. Summer Reading Program. PTO will contribute up to \$700 annually to this program.

- B. In addition to the above school-wide support, it shall be the policy of this organization, as long as it is financially able, to provide classroom support to each grade level by providing funds not to exceed \$400 for a grade-level specific program. The PTO executive board must approve additional funds. Funds for any one grade may be spent at the discretion of a majority of teachers in that grade on any program that benefits all students in that grade. Disbursements of these funds will not count against other similar programs funded separately (e.g., we will not lessen our allotted field trip budget even if these funds are used toward a field trip).

Policy 7: Book Room Upkeep

It shall be the policy of this organization, as long as it is financially able, to provide up to \$600 per school year to be used in the upkeep (including but not limited to general supplies, replacement of materials, and purchase of new materials) of the book room at Fall River Elementary. Distribution of funds to be approved by the Fall River Literacy Coordinator.

Policy 8: Field Day

It shall be the policy of this organization, as long as it is financially able, to provide funds for the school wide field day. This will include a school T-shirt to be given to every 5th grade student at Fall River Elementary.

Policy 9: Teacher/Staff Appreciation

It shall be the policy of this organization, as long as it is financially able, to provide monetary assistance to the committee for teacher/staff appreciation events. Examples of these events are staff dinners during parent – teacher conferences or end of the year gifts for staff members. Any assistance would be provided after all other funding for these events is exhausted. (For example, parent donations of food for conference meals.)

Policy 10: Awards

It shall be the policy of this organization, as long as it is financially able, to provide Fall River Elementary with monetary assistance towards the purchase of awards to be given to students. These awards will be determined by the staff of Fall River Elementary. The cost shall not exceed \$1,500, unless voted upon at the general meeting of the PTO.

Policy 11: Teacher Grants

It shall be the policy of this organization, as long as it is financially able, to provide teacher grants in the following manner:

1. The PTO board will determine the amount per teacher based on the results of the annual fundraiser.

2. Teachers may use this grant to purchase item(s) directly related to the education of their students. For example, extra workbooks, educational videos, hands on learning tools.
3. All items purchased with these grants become property of Fall River Elementary and will be labeled with a “Donated by PTO” label and inventoried.
4. All requests for these grants must be placed with the treasurer no later than March 31st of the current school year and all checks from these grants MUST be cashed no later than April 30th of the current school year. Dates may be adjusted at the discretion of the executive board.

Teacher’s grants can be requested in the following manner:

1. The PTO treasurer will notify all teachers as to the amount they will be given.
2. Teachers must decide what they wish to purchase.
3. A grant request must be submitted to the treasurer listing what is to be purchased and containing the teachers’ signatures.
4. When the grant request is approved by the PTO Executive Board the purchase may be made in one of the following three ways:
 - a. The teacher orders the items and has the bill sent to Fall River PTO, ATTN: Treasurer, 1400 Deerwood Dr., Longmont, CO 80504.
 - b. The teacher purchases items with personal funds and submits receipts to the PTO treasurer for reimbursement with a completed “Check Request” form.
 - c. The teacher determines the exact cost (including any shipping) and to whom payment needs to be made, and then requests a check from the PTO treasurer to be sent with the order.

Policy 12: Proxy contracts and expenditures

A PTO member may not enter into a contract or incur expenses >\$50 on behalf of the PTO without prior approval by the Executive Board. Proxies who neglect to obtain pre-approval may be held financially liable for these expenses. The PTO reserves the right not to reimburse expenditures incurred without appropriate prior authorization.

Policy 13: Yearly Carry-Over

It shall be the policy of this organization that the PTO will reserve sufficient monies to fund any costs expected in the following school year between the start of the fiscal year and the approval of that year’s budget.

Policy 14: Capital Projects

The funds raised from the yearly fundraiser are to be applied towards the policy items listed herein, after which any remaining funds may be applied toward capital projects.

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Policy 15: Remaining Funds

Any funds remaining after all monies from the fundraiser are collected and the policy items herein are accounted for may be distributed at the discretion of the PTO Executive Board on a per school year basis or placed into a reserve fund for use on capital improvement projects. All decisions of the PTO Executive Board must be approved by a majority vote at the general meeting for the PTO before any funds are distributed.

Policy 16: Annual Review

These policies shall be reviewed no later than October Meeting and approved by the November meeting of every school year. Any necessary amendments shall be brought before the general PTO meeting for a vote no later than the November meeting.

Policy 17: Celebrations and Condolences

It shall be the policy of this organization, as long as it is financially able, to provide the following gifts:

1. It is recommended that a \$25 gift card be given to any current staff member for the following events:
 - a. Marriage of the staff member.
 - b. Birth of a child/Adoption.
 - c. Retirement.
2. Upon the death of a staff member or current student, the PTO shall provide a tree to be placed on the school grounds with a plaque honoring said staff member or student.
3. Upon the death of an immediate family member of a staff member or current student, the PTO shall provide funds, not to exceed \$25, to purchase a book for the library. This book shall be chosen by the staff member or current student when they are ready and shall include a "Donated In Honor of..." label.