



**Goshen Elementary School
PTO Volunteer Handbook**

PTO Mission

The Mission of the Goshen Elementary PTO is to enhance the educational programs, teaching and student experiences through volunteering and fundraising.

The PTO promotes open communication and cooperation between teachers, parents and the school Community.

PTO Core Values

The Goshen Elementary School PTO is a professional, non-profit volunteer organization committed to the well-being of all students and the improvement and enhancement of the educational and social environment of the school by providing support to the faculty and students.

Volunteering - What it means to the PTO and the Parents, Teachers and Students of Goshen

Being a volunteer is more than laminating a few documents, cutting some paper, decorating the hallways, working a booth at the fair. Being a volunteer is getting involved in your child's education and making a difference. Volunteering will not only benefit your child, but it will also give you an opportunity to meet the other parents and teachers who will form *your* community in the years to come. Being a member of the Goshen Elementary family can span multiple years—being active in the PTO is a great way to participate in this journey!

Role of a Committee Chair

The executive board of the PTO chooses fundraisers and events for the school year, and recruits a chair for each event. Generally, the chair is not a member of the executive board. The Chair is responsible for the event or function that they have volunteered for.

The chair's role is similar to a project manager in a business setting. An event chair plans and leads an entire event or program from start to finish. Throughout the entire process, the chair reports their progress to the PTO's executive board. Some PTO chairs lead one specific event, but others have ongoing duties.

The chair is directly responsible for ensuring that the budget of the event or program is being met. They oversee every aspect of the program from volunteers to execution. A chair is vital to the overall success of a program.

If you have volunteered to lead a committee, thank you! You are one of the workhorses of the PTO. Without you and other committee leaders, your group would never be able to sponsor the sock hop, oversee the accelerated reading incentive program, manage the media center, set up the parents night out, or run the book fair.

The most successful parent groups have strong committees led by competent and dedicated chairs. Strong officers might keep the group on track, but strong committees get the work done along the way.

Role of a Committee CoChair

Two people, one job. It sounds so powerful. Two people sharing the responsibilities and the rewards of a single position. It's called job-sharing in the business world. For parent groups, it takes the form of co-chairs. Think about it: Two people can accomplish so much more than one. By sharing the tasks, neither person gets overburdened or burned out. And time constraints become less of a concern. When one person is unavailable, the other simply steps in. Co-chairing establishes a partnership that allows each volunteer to apply her respective talents. The synergy created can inspire fresh ideas, too. Here are a few tips to ensure that your co-chairs stay friendly and productive through it all.

PTO Procedures for Handling Money

1. All incoming funds must be counted at school by at least two people to confirm accuracy.
2. One of counters must be a PTO Executive Board Member.
3. Count money in a private area, not out in the open.
4. Each check should be stamped with the PTO "Deposit Only" stamp
5. Once money had been counted a PTO Deposit Reconciliation Form should be completed (an example of this form is included at the end of this document).
6. Make copies of all checks and affix copies to the Deposit Reconciliation Form.
7. Complete a Bank Deposit Form (Bank of Edwardsville) and make a copy of the form.
8. You and 1 member of the executive board should sign the Deposit Reconciliation Form.
9. Place the completed form, copy of checks and copy of the completed Deposit Slip into the PTO Safe (PTO Safe is located in the office, you must see Carey Francis for access to the safe).
10. The PTO Executive Board Member is responsible for taking the deposit to the bank.
11. All incoming funds must be deposited as soon as possible in the PTO checking account at The Bank Edwardsville.

PTO Reimbursement Procedures

1. Reimbursements will only be made for expenses approved in the current budget cycle.
2. All requests for expense reimbursement must have a receipt(s).
3. All receipts must be attached to the reimbursement form. The reimbursement form must be completely filled out and include an address for you to be mailed a reimbursement check. (Form sample included at the end of this document).
4. All reimbursements for expenses must be approved by the PTO in the annual budget, or otherwise formally approved by the PTO at a PTO meeting.
5. The PTO does NOT reimburse taxes paid as we are a 501(c)3 organization. Expense forms that include taxes will be returned for correction before being reimbursed.
6. Every effort will be made to reimburse approved expenses within 10 days of submittal and confirmation with the PTO Treasurer.
7. In order to keep our records current, please submit receipts within 30 days of expenditure or event.
8. Fill out PTO deposit reconciliation sheets completely; make a copy for your records and leave the original in the PTO mailbox.

PTO Reimbursement Procedures - Invoices

1. Vendor invoices should be submitted using the PTO reimbursement form as stated above
2. Indicate the Payee as the vendor that is due the payment
3. Please indicate clearly when the invoice is due
4. Place a copy of the invoice and the reimbursement form in the PTO mailbox

Executive Board Contacts

The Executive Board is here to help and support you. To make it easy for each of our chairs, we have split the programs between each of the EB members. Following is a list of EB members and the programs they are supporting. This person will be your MAIN point of contact and will be available to help you with any of your event needs.

Stacy Petry

Family Portrait Night
Decorating
Laminating
Goshen Olympics
Staff Appreciation
Communications
Charitable Giving
Yearbook

Allison Hershberger

Entertainment Books
Fall Festival
Square 1 Art
Media Center
Spirit Wear
Foreign Language Club

Sock Hop

Volunteer Coordinator

Jenny Byron

Spirit Day
Box Tops
Pizza Sales
Newsletter/Website
Fine Arts Day

Michelle Chitwood

Picture Day
Assemblies
Going Green
Parents Night Out

Cristy McDougal

Culvers Night

Budget Performance

It is the responsibility of the Chair and Cochair to manage their event or program to budget. You should verify with the PTO treasurer your programs budget. Once you have confirmed your budget, you should ensure that all co-chairs and subcommittee members are aware of the budget for their portion of your program.

It is recommended that you complete a program budget and track expenses on a regular basis. It is also a good idea to report performance of your program back to the PTO Treasurer on a routine basis for programs that run throughout the school year.

Programs that require additional funding must make requests to the PTO executive board and the membership during a regular membership meeting and the funding must be approved via a vote of the membership and executive board.

At the close of your program, you should turn in all expenses and complete a final budget vs. actual and provide your final performance to the Treasurer within 30 days of the date of your event.

Volunteers

Should your program required additional volunteers you may use the Volunteer Coordinator to request additional volunteers. This year's volunteer coordinator is Kirstin Lindsay. You may reach Kirstin via email at kirlindsay@gmail.com.

In most cases, volunteers have already signed up for particular programs. A list of volunteers for each program will be emailed to you over the next few days.

To ensure that you are able to recruit volunteers successfully, please give Kirstin ample notice that you need volunteers. Also, please keep in mind that you may also use FIT and GO kids (volunteer organizations at the Middle Schools) to fill your volunteer needs for an event.

For more information on FIT and GO helpers, contact your Executive Board point of contact.