



Policies

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The PTO policies reflect the commonly accepted preferences and practices of the current PTO Board. The policies are subject to change with Board approval.

Nomination policy

Nominations are accepted only at the March and April PTO meetings. After the April meeting, all nominees intending to have their name printed on the ballot, must acknowledge with acceptance of their nomination. Acceptance can be done in person at the March and April meetings. If a nominee is not present or uncertain of their decision, they have 48 hours after the April meeting to notify the President of their acceptance.

Write in candidates must declare their intentions to the President two weeks prior to the election. A blank space will be provided on the ballots for all open positions. Only write-in candidates who have declared their intentions to the President by the deadline are eligible to be written in. All other write-in candidates will not be considered eligible.

PTO Board Election Ballot

List incumbent first on PTO ballots (4/07).

Fundraiser Resolutions

All fundraisers must establish and publicize the deadline date for all participants to submit claims requiring resolution from the PTO Board. (6/01/07)

Campbell Labels

Individual school(s) can choose to collect, save, and redeem (9/06).

New Fundraisers

All new fundraisers can be presented to the board for consideration. Submissions should include costs, staffing and any other necessary requirements.

Beautification

Beautification money is used to beautify the school. The Vice President and Principal of each school collaborate and determine the best use of the funds.

Special Needs

(Nurse money) can be spent by the school nurse at their discretion.



PTO Meetings

PTO meetings are open to the public. The meeting agendas will be structured to cover administrative items first, followed by a more “audience friendly” format. Board Members will be asked to cast their votes in a public forum near the end of the meeting (as time and precedence allow). Occasionally, the need for closed board meetings to cover personal matters or litigation may be necessary. (4/2007)

PTO Board Voting Procedure

Board Members will be asked to cast their votes in a public forum near the end of the meeting (as time and precedence allow). All Board Members are offered an opportunity to provide a brief “optional” explanation supporting their voting decision. Occasionally, the need for closed board meetings and/or votes to cover personal matters or litigation may be necessary. (4/2007)

Treasurer Forms

PTO forms must be used for all cash/check submissions and all requests for Requisitions or line item expenses. Please see the treasurer for the correct forms. All cash must be documented on the correct form, counted by two people before leaving a school building or other location where cash was collected, and then verified by the PTO Board member recipient responsible for depositing the funds in the PTO bank account. Check submissions must be documented and verified by the PTO Board member making the bank deposit. PTO Board members using a cash box are responsible for the funds collected during that fundraiser.

All Requisitions from the school accounts must be signed by the building principal and have appropriate documentation. All requests without a principal’s signature will not be processed. A PTO Board member with appropriate documentation of expenses must sign line item expenses. (8/2007)

Fundraiser payments

For Midland orders, any orders over or under by \$2.00, there is no refund and/or no collection process.

Taxes

Every year PTO must file:

State tax

Filing tax

Registration with the secretary of state

(1/2008)