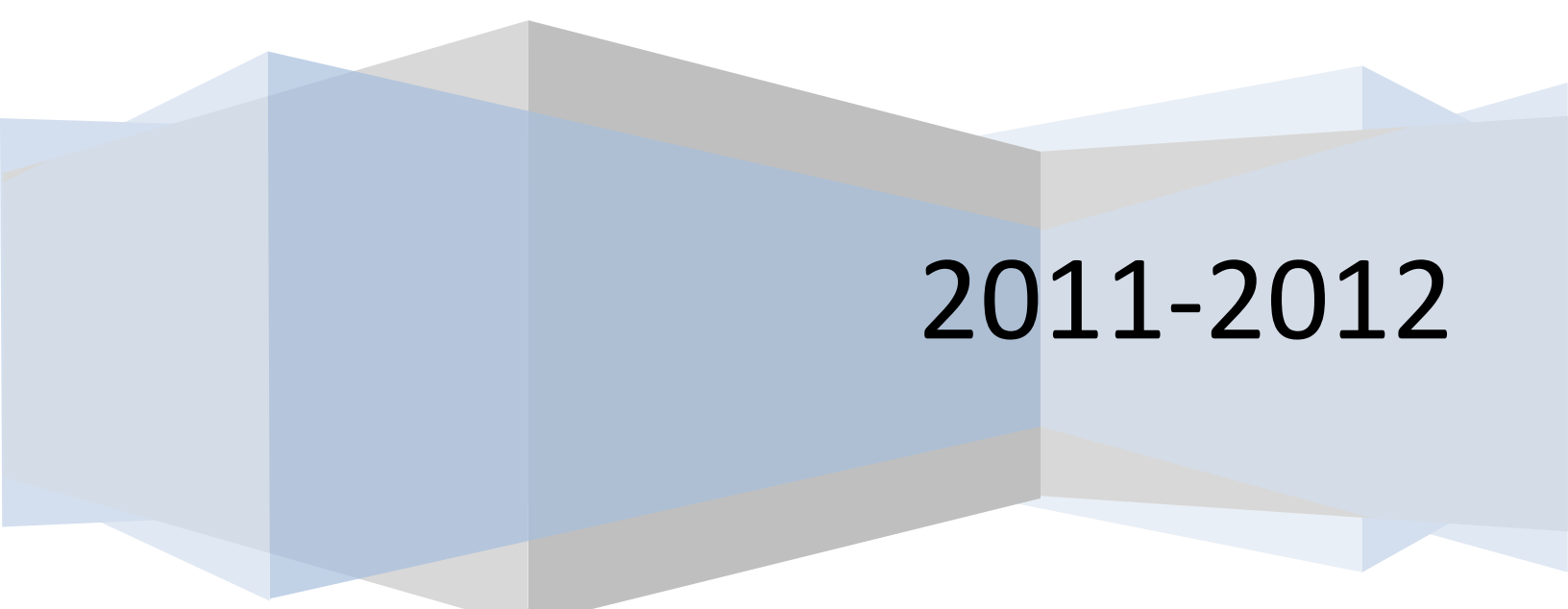


Black River Parent Organization

Volunteer Handbook

Mission Statement: The purpose of the Parent Organization is to serve as an avenue of communication and cooperation among parents, administration and faculty; to build and foster the spirit of community; to assist in the implementation of school activities.



2011-2012

BR Parent Organization Volunteer Guide: 2011-2012 School Year

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BR Parent Organization Volunteer Guide: 2011-2012 School Year

These guidelines are meant to serve as a tool to aid you in your volunteer efforts. The guide includes helpful information for organizing events, resource information, policies and procedures for handling money and distributing information.

Mission Statement

The purpose of the Parent Organization is to serve as an avenue of communication and cooperation among parents, administration and faculty; to build and foster the spirit of community; to assist in the implementation of school activities.

Volunteer/Visitor Sign In

For the safety of our students, we ask that all volunteers/visitors sign in at the Main Office upon entering the school, regardless of how brief your stay. There are separate logs for volunteers and visitors. Each log consists of a two-part form. The top form serves as a name tag and should be worn while in school. Upon exiting the school, remember to sign out on the bottom form.

Formal Communication

Information on upcoming events will be posted on the BR website, news page of the BR Shiftboard Volunteer Site and Ripples. General emails to parents about upcoming volunteer opportunities and events will be sent through the BR Shiftboard Scheduling Site. For each group, the Chair or is responsible for reviewing all emails sent out for the group. All emails sent by the PO groups using the BR Shiftboard Volunteer site, must adhere to the schools non-spam policy and must only contain information related to PO or other school activities. No personal communications are allowed through the BR Shiftboard Volunteer site. Groups should also strive to limit emails to the minimum necessary to prevent parents from getting inundated with email requests.

Each member of the oversight committee will communicate directly with the Marissa Hile, Ripples Coordinator, Ruth Crouch the BR Web Master and Daphne Fairbanks, PO Technology Coordinator to publish information of interest related to PO activities.

Each July the school sends out a mailing to all Black River Families. The PO is invited to include general interest information in the mailing. Due to copy and postage cost, the information should be limited to essential information. School policy does not allow donation requests in the summer mailing. Information for the summer mailing must be submitted to the BR office by the second week of July for approval.

Fundraisers

The school restricts the number of fund raisers to prevent students and families from continually being asked to sell and/or purchase products. Current approved fundraisers are concession sales at athletic events, magazine sale, book fair, Barnes and Noble, Rat Wear, Spirit Wear and Younker Coupon books. One of the most important functions of the PO is community building. The primary means for raising funds for focus group events should be community building events. This provides the maximum return for volunteer efforts by building community while raising funds. Fundraisers that include solicitation or purchase of items require the prior approval of the Head of School.

Financial Allocation Guidelines

The budget for the upcoming year will be established through annual Faculty/Administration/PO Group planning process.

- Expenditures under \$100 require the approval of Chair/Treasurer of the Parent Group.
- Expenditures of \$100 or more require approval of Chair, Treasurer, Faculty Liaison and as many task force leaders as possible, but at least one. If a group does not have any task force leaders such as MS and HS, then approval by Chair, Treasurer and Teacher Liaison will suffice for the interim.
- Expenditures of \$500 or more, will be reviewed with the Steering Committee prior to approval.
- Each parent group will work to establish an operating budget for each school year.
- An annual parent group planning meeting will take place in the spring/summer of each year.
- Publicity for fundraising events will include a description of what the money is going toward.
- Each parent group may establish additional guidelines to meet their particular planning process.

Revenue Allocations

- BoxTops Revenues will go 100% to the Elementary Enrichment Group
- Magazine Sales will be divided as follows:
 - 70% - Elementary Enrichment Group
 - 15%- Middle School Enrichment Group
 - 15%- High School Enrichment Group

This formula applies to the major payouts received from magazine sales. Inconsequential amounts (under \$25) received throughout the year will be allocated 100% to Elementary Enrichment.

- Rat Wear and Community Rewards Dollars will go to the Steering Committee for general purchases and excess will be distributed to the PO groups. The allocation of the excess funds will be discussed and approved by the entire Steering Committee.

Collecting/Recording and Requesting Money:

Business Office Accounting Codes for Parent Groups: The Business Office tracks expenses and deposits for each Parent Group through identifying codes. Each parent group should include the correct code for their group when submitting paperwork to the office.

Fine Arts Boosters:	61020
Athletic Boosters:	61011
Elementary Enrichment:	61045
MS Enrichment:	61046
HS Enrichment:	61047
Steering	61070

Revenue/Deposits

Before collecting money in the name of BRPS, approval is required from the head of school. The school acts as financial agent for each activity and maintains a separate general ledger account for each student group or school-related event.

- A. At your event, if you will be accepting cash, you will most likely need to use a cash register/drawer. During each shift, there should be one person (cashier) assigned to the cash register/drawer. The cashier will be the only person that operates the cash register/drawer. Before your first sale, count the petty cash in the cash register/drawer and verify that the amount is correct. Never leave the cash register/drawer unattended.
- B. At the end of your shift and before counting the monies from the cash register/drawer, place the exact amount of petty cash that you started with (coins, \$1's and \$5's) in the cash register/drawer for the next shift. If it is the last shift of the day, the cash register/drawer must be placed in a secure place.
- C. Monies collected for activities or school related events using the BRPS name must be given to the BRPS cashier by the end of the business day following the event. Count the remaining money from the cash register/drawer. The cashier (counter #1) should count the monies in the presence of counter #2 and record amounts and initials on the BRPS PO Deposit Summary. Next, counter #2 should count the monies in the presence of the cashier (counter #1) and place initials on the BRPS PO Deposit Summary. Enter the checks on the BRPS PO Deposit Summary. Total all transactions.
- D. Place all cash and checks in a bank bag. The cashier (counter #1) and counter #2 should deliver the bank bag to the BRPS cashier immediately whenever possible. The Cashier maintains a log of each check received. When currency or coin is received, the Main Office Assistant will count it in your presence. The Main Office Assistant will log the entry and give you a pre-numbered cash receipt. Ask for a copy of the BRPS PO Deposit Summary and copies of the checks.
- E. Staple together the BRPS PO Deposit Summary and copies of the checks, then place the paperwork in the PO Treasurer's box in the Main Office.

- F. PO Treasurer will distribute paperwork to appropriate Parent Group treasurer in a timely fashion.

Purchases

All purchases must be pre-approved if Parent Organization funds are to be used for reimbursement. Neither BRPS nor its Parent Organization can be responsible for obligations created by individuals that did not receive appropriate approvals in advance.

- A. Expenditures under \$100 can be approved with the authorization of the respective parent group Chair and Treasurer.
- B. For items with an estimated cost of > \$100, the BRPS Parent Organization Request form should be completed and approved. This form is used only for internal PO tracking purposes. All teacher requests must be pre-approved by their Department Head. Retain a copy for your records.
- C. Requests should be emailed to the Parent Group Treasurer or placed in the PO mail box in the Main Office, with a notification email sent to the Treasurer letting them know there is a hard copy request in the office. The Parent Group Treasurer will seek the necessary approvals and distribute copies to appropriate parties.
- D. For pre-approved purchases, the vendor can directly invoice BRPS for payment processing. Refer to the "Invoices from Vendors" section for details. For pre-approved online, telephone and faxed credit card orders, it is recommended that the school purchasing agent place the order using a school credit card. The vendor should be instructed to provide an order confirmation to serve as payment receipt. Provide the school purchasing agent a copy of the approved BRPS Parent Organization Request form. This process enables the school to accept delivery, handle returns and monitor backorders. If neither option applies, you may pay for the pre-approved items and submit an expense report. Refer to the "Expenses for Reimbursement" section for details.

Expenses for Reimbursement

In the event an individual pays for pre-approved items, you should complete a purple expense report. This form is available in the Black River Main Office.

- A. Indicate that the expense is for the Parent Organization, include the appropriate code for your group and explain the purpose of the expense. Remember to sign/date (in ink) at the bottom left of the expense report. Attach the **original** receipt(s) and the approved BRPS Parent Organization Request to the expense report for reimbursement. If you paid by credit card, attach the cash register receipt showing item detail. Retain copies for your records. Place the

signed expense report and supporting documentation in the Parent Organization mailbox located in the Main Office.

- B. The appropriate Parent Group Treasurer will review the expense report and then submit approved expenses for payment. The Treasurer will then give the expense report and supporting documentation to the BRPS Business Office for further processing. Checks for reimbursement of approved expenses will be mailed to the person named of the expense report.

Invoices from Vendors

All payments related to BRPS operations, as well as student activities and school-related events, must be paid by a Black River check. Payments from the cash register/drawer are strictly prohibited by school policy and state law.

- A. For invoices pertaining to a Parent Organization activity, the respective parent group chair must sign and date (in ink) the invoice to indicate approval. On the invoice, explain the purpose for the expense. Attach the approved BRPS Parent Organization Request form and documentation of placing the order. Also, attach documentation that goods or services were received (packing slip), which must include signature/date by the recipient. For fundraisers, also attach a reconciliation of the costs and revenues of the activity. Retain copies for your records. Place the invoice and supporting documentation attached in the Parent Organization mailbox located in the Main Office.
- B. The respective parent group Treasurer must sign the invoice or email the approval to the BRPS Business Office. The Treasurer will give the invoice and supporting documentation to the BRPS Business Office for further processing.

Reserving Facilities

All facility requests need to be coordinated and approved by Ginger Smith in the BRPS Development Office. BRPS facilities can only be used for school related events, space is not rented for community or personal events at this time. When requesting the use of space, please include the following information in your email:

- Requested space
- Name and purpose of the event
- Event contact name, telephone and email information
- Start and end time of event
- Special equipment/set-up needs
- Estimated number of participants

Rat Wear/Spirit Wear

Rat Wear is the program for purchasing Black River apparel and other items. Barb Ellis is the coordinator for Rat Wear. Contact information is barb@spindance.com. For the best pricing, it is beneficial to check with existing suppliers. Parent Groups that order apparel or items on their own are responsible for order forms and distributing orders. Parent Group Chairs and Treasurers should coordinate with the Vice-Chair to establish money collecting processes prior to distributing orders. Reference the resource guide in Google Docs for information on current suppliers.

BR Letter Logo Guidelines



To promote brand awareness and consistency for BR letter artwork, an official letter logo has been developed. The artwork is available from the BRPS office; artwork available upon request, via disk, file, etc. The above letter format should be used for BRPS print and communication material, student performance & competition, staff & facility representation and Spirit Wear.

Intended to be used, in most instances, with traditional school colors of Dark Green, Black, white and various shades of gray. May also be used with other colors for special purposes with approval of the Head of School's office

In keeping with a spirit of creative expression, affiliated student, parent and faculty groups may, with special approval from the Head of School, develop appropriate variations of the official BRPS logo for a specific use.

BR Letterhead

The PO must obtain approval from Ginger Smith, PO Liaison prior to using the school letterhead or mailing envelopes.

Event Summary

It is very helpful to review events after completion and record a summary of the event. This makes it much easier for future event coordinators to organize the event and therefore, makes it easier to get volunteers! Suggestions for improvements will be passed to future volunteers to prevent past issues from occurring again.

A copy of this form is located in the appendix. This form is also posted in the BR Volunteer Scheduling Site on the news page and on the BR PO Google Docs Site. An event summary should be completed for

each organized event and posted on Google Docs under your group. The Parent Group Chair is responsible for ensuring by the end of the school year that event summary forms are completed and posted on Google Docs.

Annual Parent Group and Faculty Planning Process

Prior to the planning meeting, the chair from each group will solicit input from parent group members, leaders and teacher liaison on suggestions for projects, events and purchases for the upcoming year. The planning process will take place in the spring of each year.

Review past year programs, what went well, what could be improved
Establish outline for activities for next year

- Review through activity checklist
- Dates – Enter into PO working calendar
- Develop wish list for purchases
- Cost/funding issues
- Identification and transition process for new leaders

August: Steering Committee Kick Off Meeting

August: Back To School Exposition Event

Black River Parent Organization Bylaws

Revised August, 2011

Article I. Name

The name of the organization shall be: The Black River Parent Organization

Article II. Objective

The objective of the Parent Organization shall be:

To promote educational, social, and material activities in support of the mission of Black River Public School. Such activities, at all times, are to be in accord with the policies and standards established by the Board of Trustees, the Head of School, and the Administrative Team.

Article III. Membership

All parents or guardians of current and graduated Black River Public School students, members of the faculty and staff, and members of the Board of Trustees are welcome as members.

Article IV. Organization

The Parent Organization shall consist of a Steering Committee and Parent Groups, including but not limited to: Elementary Enrichment, Middle School Enrichment, High School Enrichment, Athletic Boosters, and Fine Arts Boosters. Any additional focus groups may be added as interest warrants.

Any additional Parent Group that wishes to form shall submit a purpose statement and organizational plan to the Chairperson and the Head of School. When approved, they shall be part of the Parent Organization

Article V. Steering Committee

The Steering Committee shall consist of a Chairperson, Vice Chair, and the leader or designated representative from each parent group. The Steering Committee shall meet bi-monthly, or at the Chairperson's discretion to review the Parent Group activities, share information, and receive updates and communications from the school.

The position of Chairperson shall be established to ensure the Parent Groups are operating and cooperating with each other and with the School. The Chairperson will ensure that the Groups are informed of each other's activities through the year at bi-monthly meetings. The Chairperson should also attend the Groups' meetings when possible, and communicate regularly with the Group Leaders and the School.

The position of Vice Chair shall be established to assist the coordination of the Parent Groups. The responsibilities of the Vice Chair are: record keeping, financial reporting for all the Parent Groups (coordinating with the business and accounting office of the school), and filling in for the Chairperson when needed. The Vice Chair will be responsible for reporting the state of each Group's financial account to the Leader of each Group on a monthly basis. Each Group shall also be responsible for providing the Vice Chair with a monthly financial report.

The Chair and Vice Chair shall be appointed positions, agreed upon by the Group Leaders and/or Boards of the existing Parent Groups and the Head of School or an appointed member of the Administrative Team. The Chair and Vice Chair for the upcoming school year shall be appointed at the last Steering Committee meeting of the current school year. The Chair and Vice Chair may be appointed to a second term, but no more than two concurrent terms may be served.

Standing cross functional committees shall be directed by the Chairperson and are as follows:

- Directory
- Rat Wear
- Community Rewards

It may be necessary to establish other cross functional committees for functions that do not fall under any established Parent Group. Should this occur, the Chair shall establish these committees with the advice and consent of the Head of School and supervise their activities.

Article VI. Parent Groups

The Elementary Enrichment Group shall:

- Maintain communication with elementary parents and the school.
- Help coordinate parents and volunteers as needed for elementary events and teacher requests.
- Work with the school to organize elementary events (i.e.: Hoe Down, 5th grade party, Reading Around the World, Elementary Picnic, etc).
- Work with the MS/HS Enrichment Groups to coordinate the teacher appreciation lunches.
- Raise funds for elementary field trips, enrichment, and other activities.
- Coordinate with the school to host community building activities for elementary students and families.

The Elementary Enrichment Group shall consist of a chairperson, committee members, and a school staff member. The chairperson will be a liaison to the elementary teachers, the elementary committee

members, and the Steering Committee Chairperson. The chairperson shall call meetings of the above members at their discretion. The chairperson or their representative is required to attend all meetings called by the Steering Committee Chairperson. Committee members shall be appointed as needed to fulfill the duties above, plus additional duties consisting of record keeping for the group and financial reporting to the Vice Chair of the Steering Committee.

The Middle School Enrichment Group shall:

- Maintain communication with middle school parents and the school.
- Help coordinate parents and volunteers as needed for middle school events and teacher requests.
- Work with the school to organize middle school events (8th grade graduation, 8th grade end of year party, 6th grade beginning of year team building event, etc).
- Work with the elementary and HS Enrichment Groups to coordinate the teacher appreciation lunches.
- Raise funds for middle school field trips, enrichment, and other activities.
- Coordinate with the school to host community building activities for middle school parents (coffees, dance socials, etc.)

The Middle School Enrichment Group shall consist of a chairperson, committee members, and a school staff member. The chairperson will be a liaison to the middle school teachers, the middle school committee members, and the Steering Committee Chairperson. The chairperson shall call meetings of the above members at their discretion. The chairperson or their representative is required to attend all meetings called by the Steering Committee. Committee members shall be appointed as needed to fulfill the duties above, plus additional duties consisting of record keeping for the group and financial reporting to the Vice Chair of the Steering Committee.

The High School Enrichment Group shall:

- Maintain communication with high school parents and the school.
- Help coordinate parents and volunteers as needed for high school events and teacher requests.
- Work with the school to organize high school events (senior party, honors night, graduation, etc).
- Work with the elementary and MS Enrichment Groups to coordinate the teacher appreciation lunches.
- Raise funds for high school field trips, enrichment, and other activities.
- Coordinate with the school to host community building activities for high school parents.

The High School Enrichment Group shall consist of a chairperson, committee members, and a school staff member. The chairperson will be a liaison to the high school teachers, the high school committee members, and the Steering Committee Chairperson. The chairperson shall call meetings of the above members at their discretion. The chairperson or their representative is required to attend all meetings called by the Steering Committee. Committee members shall be appointed as needed to fulfill the duties above, plus additional duties consisting of record keeping for the group and financial reporting to the Vice Chair of the Steering Committee.

The Athletic Boosters shall:

- Maintain communication with the athletic booster members and the school.

- Help coordinate with the Athletic Director to fulfill the needs of the Athletic Department in terms of volunteers for projects, sports, and events (athletic awards nights, pep rallies, homecoming, home sporting events, etc).
- Raise funds for athletic program needs.
- Coordinate with the Athletic Department to host community building activities for booster members.

The Athletic Boosters shall consist of a chairperson, committee members, and the Athletic Director. The chairperson will be a liaison to the coaches, the committee members, and the Steering Committee Chairperson. The chairperson shall call meetings of the above members at their discretion. The chairperson or their representative is required to attend all meetings called by the Steering Committee. Committee members shall be appointed as needed to fulfill the duties above, plus additional duties consisting of record keeping for the group and financial reporting to the Vice Chair of the Steering Committee.

The Fine Arts Boosters shall:

- Maintain communication with the music focus group members and the school.
- Help coordinate with the Music Director to fulfill the needs of the Music Department in terms of volunteers for projects and events (music nights, concerts, etc).
- Raise funds for music program needs.
- Coordinate with the Fine Arts Departments to host community building activities for Fine Arts Boosters members.

The Fine Arts Boosters shall consist of a chairperson, committee members, and the Fine Arts Boosters School Liaison. The chairperson will be a liaison to the music and art teachers, the committee members, and the Steering Committee Chairperson. The chairperson shall call meetings of the above members at their discretion. The chairperson or their representative is required to attend all meetings called by the Steering Committee. Committee members shall be appointed as needed to fulfill the duties above, plus additional duties consisting of record keeping for the group and financial reporting to the Vice Chair of the Steering Committee.

Article VII. Amendments

The By-laws can be amended as following:

Any member may submit, in writing, an amendment to the existing by-laws to the Steering Committee. The amendment shall be introduced at the next meeting of that Group, then published in the minutes and in the Ripples, and shall be voted on at the next meeting of the Group. A simple majority shall pass the amendment. The amendment shall then be submitted to the Board of Trustees for approval, and when approved, shall become part of the by-laws.

Appendix B:

Black River PO Event Summary

Event Name:

Lead person:

Date/Time of Event:

List of Volunteers:

School Staff Coordinated with;

Number of volunteers:

Suggested Future Lead person(s):

Goal of the event:

- Community Building
- Fund raising
- Communication
- Increase membership

Provide a brief description of the event:

Recommendations for date/time of the event for next time:

Recommendation for number of volunteers for next time:

Number of attendees:

Who attended, check all that apply:

- elementary students
- middle school students
- high school students
- parents/guardians
- siblings
- extended family
- general public
- Faculty/staff

Location of event:

Comments or recommendations for location for next time:

List the various ways and the event was communicated/publicized and the dates of when the communications sent:

Recommendation for communication/publicity for next time:

If food or beverages served, answer the following:

Quantity and type of food provided:

Quantity and type of beverages provided:

If food/beverages leftover, how much was left over?

If not enough food/beverages, how much additional needed?

Names of vendor(s) used:

Would you use the same vendor(s) again? Yes No
Explain why?

Overall Event Rating:

How successful was the event in meeting the goals?

Community/student interest in the event

Should the event be repeated in the future?

What went well:

Suggestions for improvement?

Post copy in PO.BRPS Google Docs in the file for your group.