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The Purpose of this Manual

This manual is an instructional resource and should be used in conjunction with Oregon PTA trainings and National PTA resources. It is not intended to replace training but to supplement it. One of the benefits of being affiliated with Oregon PTA is the organizational support and guidance available. It is important that your PTA is organized, efficient, and following the IRS and Oregon Department of Justice rules for non-profits. This manual is designed to help you do just that.

Information contained in the guide is subject to change. Each officer of a PTA unit should become familiar with the information contained inside this manual, even if it does not pertain specifically to their individual office. You are encouraged to reproduce any materials found in this manual as needed. If there are questions or concerns regarding the information in this guide, email or call the Oregon PTA office.

Oregon PTA Office:

3108 SE 50th Ave.
Portland, OR 97206
Phone: 503-234-3928
Fax: 503-234-6024
Email: office@oregonpta.org
Website: www.oregonpta.org

Office Hours:

Monday - Friday 9 am - 2 pm
Closed on National Holidays
(please call ahead to be sure the office is open)
Oregon PTA Contacts

Who do I call with questions?

Your first contact should normally be your Region Director or Council President. You will find their contact information on our website or in the materials distributed in your leadership packet at our annual trainings.

If you cannot reach them, contact the Oregon PTA office for direction. If is a general question, such as a deadline or to find out if the office received your paperwork or check, call or email the office directly.

All board members of Oregon PTA are committed to serving you to the best of their ability. However, remember they are all volunteers like you, so please be understanding if they are not immediately available. You can always call the office to find someone who may be able to help you right away.

Oregon PTA Office

| Administrative Assistant | Jackee Duvall | office@oregonpta.org | www.oregonpta.org | 503-234-3928 (call) | 503-234-6024 (fax) |
Oregon PTA Privacy Policy

In this policy, we use the terms “Oregon PTA,” “we,” “our,” and “us” to refer to Oregon PTA. We use the terms “you” and “your” to refer to PTA members.

Oregon PTA understands how important privacy is to our members and our customers. We are committed to protecting your privacy and want to make sure you understand how your information is used, whether you provide it to us over the phone, in person, over the Internet, or through the mail. We also want you to be aware that you have choices about how we use this information.

What We Collect: When you apply for membership, we ask for basic information such as your name and address. We keep track of your participation in Oregon PTA activities and member services so we can understand our members’ interests and evaluate the effectiveness of our offerings. We also collect demographic information from other sources to help us learn more about member characteristics and needs. All of this information helps us to better serve our members and improve our programs.

Information Sharing: Oregon PTA does not sell or rent member information to telemarketers, mailing list brokers, or any other companies.

Oregon PTA may also disclose personal information when required to do so by law or when such action is necessary or appropriate to comply with legal process served on Oregon PTA, to protect and defend the rights or property of Oregon PTA, or to protect the personal safety of users of www.oregonpta.org. We reserve the right to contact the appropriate authorities in our discretion when visitors’ activities appear to be illegal or inconsistent with our policies.

Finally, Oregon PTA may sometimes share aggregate statistics and non-personal information with the media, government agencies, advertisers, and other third parties. For example, we may publish statistics on the number of members in various states, or the number of visitors to www.oregonpta.org. These aggregate statistics do not allow anyone to identify member names or other personal information.

Non-Discrimination Statement for Oregon PTA Local Unit/Council Use

(Insert your PTA name here), an affiliated constituent of Oregon PTA, pledges that membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of National PTA.

Note: It is recommended that this be printed in italics and no smaller than six (6) point font.
Chapter 1: PTA Basics
Advantages of Belonging to the PTA Association:

The millions of members of National PTA constitute a network of people committed to making the lives of children healthier, happier, safer, and more productive, regardless of whether these children live in their community, in a city a mile away, or in another state or country.

Expert guidance is available. Guidance comes from experience, reputation, and resources of a national organization which has promoted the welfare of children and youth since 1897.

Practical ideas and program planning are shared. This help combines the knowledge of many state and national leaders, thousands of other PTAs, and the advice of experts in various fields. This help is available to PTAs in many publications provided specifically for them.

Individual assistance is provided to local units. Whenever a PTA needs assistance with a local unit concern or issue, assistance is available through councils, regions, and Oregon PTA.

Representatives at Oregon PTA Annual Conference and Convention and the National PTA Convention. Through their convention delegates, each local PTA/PTSA unit helps to develop programs and policies which will affect the welfare of children. These delegates also take-home information and fresh enthusiasm for the tasks and responsibilities they encounter as PTA leaders.

Leadership training is provided through conferences, workshops, and conventions. This training helps current and future leaders acquire new skills and ultimately benefits the entire PTA membership. Each PTA/PTSA is required to have three (3) officers (or their designee) trained each year. The best way to fulfill this requirement is to have representatives attend leadership training or convention annually.

Timely Information is received. Local PTA/PTSA units receive information on education, child welfare, and legislation from state and national study committees. This information helps keep PTA members informed on developments affecting children, parents, teachers, and schools.

Opportunities to work on problems of state and national scope are provided. Members of local PTA/PTSA units, as members of Oregon PTA and National PTA work together to solve broader problems than those limited to a single community. Thus, members broaden their own understanding of such problems and multiply their PTA's effectiveness.
Organized action on legislation and issues affecting the health, welfare, education, and/or protection of youth. PTA members can make their efforts count by uniting with other PTAs in Oregon and across the nation.

Collective strength through the large number of members in the National organization. PTA members, alerted by the state and National organizations, can join with millions of other members throughout the nation to secure what is best for all children.

Legal safeguards are provided. Local PTA/PTSA units benefit through various types of group insurance, federal and state tax guidance, and nonprofit tax-exempt status.

Parent and teacher activity is ongoing and encouraged. PTA influence is the result of daily involvement and concern for studies, projects, service, and person-to-person communication between parents and teachers.

Tested ideas and programs worth sharing are available through PTA publications, programs, conferences, and conventions. PTAs share experiences and learn from the successes and mistakes of other PTA/PTSA groups throughout the country.

Local support is valued. Local PTA/PTSA unit members provide grass roots support needed to achieve PTA goals for children and youth in every community. In return, programs of National PTA and Oregon PTA are readily shared with members of local units.

Members have a wider influence. No person or association, working alone, can exert as much widespread influence on behalf of America's children and youth as we all can by working together. By virtue of the numbers of people represented by National PTA, members at every level, local to national, are asked to sit on a wide variety of advisory panels and boards.
**PTA Mission**

The overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

**PTA Values**

**Collaboration** - We work in partnership with a wide variety of individuals and organizations to accomplish our agreed-upon goals.

**Commitment** - We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.

**Accountability** - We acknowledge our obligations. We deliver on our promises.

**Respect** - We value our colleagues and ourselves. We expect the same high-quality effort and thought from ourselves as we do from others.

**Inclusivity** - We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experience as possible.

**Integrity** - We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.
PTA Structure

National PTA

- Includes all who join local PTA/PTSA units and adhere to National PTA Bylaws.
- Establishes basic policies for the organization.
- Represents PTA with other groups and organizations working for children and youth.
- Develops projects that are national in scope.
- Maintains legislative advocates at the federal level.
- Provides field service and leadership development to states.
- Develops and provides resource materials and publications.
- Holds an annual convention, which is the only business meeting of the organization.

Oregon PTA

- Is a chartered association of National PTA, whose members include all who join local PTA/PTSA units within Oregon and adhere to the Oregon PTA Bylaws.
- Represents PTA with other groups and organizations working for children and youth.
- Holds an annual state conference and convention, which is the only business meeting of the state organization.
- Interprets and implements National PTA policies, programs, and projects within Oregon.
- Provides services to local units through workshops and conferences, state legislative information and action, publications and materials, field service, and leadership training.
- Is led by an elected Board of Directors, all of whom are volunteers. The Board of Directors includes the Executive Committee, Region Directors, and Council Presidents.
- Various state committees carry out the work of the Oregon PTA under the direction of the Board of Directors. If you are interested in serving on a State committee, email your interest and qualifications to the State office (office@oregonpta.org).
Leadership Guide
for Local Units & Councils

Regions

- A region is a geographical division of Oregon PTA. Currently there are nine (9) regions in Oregon.
- Includes all units within its boundaries and is represented on the Oregon PTA Board of Directors by an elected Region Director.
- Promotes the work of Oregon PTA and National PTA.
- Channels information between Oregon PTA, local units, and councils.
- Below is a map of the regions of Oregon PTA. If you are unsure of which region your PTA belongs to contact the Oregon PTA office.
Councils

- A council includes local PTA/PTSA units within a geographical area (i.e., city, county, or school district), organized for the purpose of counseling, training, and coordination, as approved and charted by Oregon PTA.
- Serves as a link for the local units to the region and Oregon PTA and adheres to the Oregon PTA Unified Bylaws for Council.
- Council presidents represent their council on the Oregon PTA Board of Directors.
- Serves as a conference body (a place to share ideas) and works to promote the goals of PTAs within its boundaries.
- Provides workshops, leadership development, information, and programs.
- Guides, but does not legislate, for local units.

Local PTA/PTSA Units

- Local units operate as self-governing bodies after being chartered by Oregon PTA.
- Members are automatically members of their Local Council (if applicable), Oregon PTA, and National PTA when they join a local unit.
- Any person interested in the well-being of children and youth, regardless of creed, color, ethnicity, race, economic, or educational status, and who are committed to the PTA Mission and Values, are welcome to join a local PTA. Students may become members, but their rights and responsibilities as members may be limited by the provisions of local law.
- Members are represented at the council, region, state, and national level by the unit president and/or elected delegate(s).
- The structure of the unit and its specific rules, including its local portion of dues, are contained in the Oregon PTA Unified Local Unit Bylaws, and the Standing Rules of the local unit. Such standing rules may not conflict with the bylaws of Oregon PTA or National PTA.
- Plans programs and activities for children and youth specific to the needs of the local community to carry out the Mission and Values of PTA.
Oregon PTA Unit in Good Standing

The following items are required to be a local unit or council in good standing with Oregon PTA. These requirements are not meant to enforce rules, but are designed to help your unit comply with state and federal laws for non-profit associations and to keep your insurance active.

Units NOT completing all items within the specified deadlines could subject themselves to IRS fines, loss of insurance coverage, loss of tax-exempt status, and even loss of their PTA charter. These are not optional and are in place to protect your officers and your PTA.

1. Adhere to and promote the Mission, values, and basic policies of PTA.
2. Operate in compliance with the Unified Local Unit Bylaws of Oregon PTA.
3. Enter new members online and remit Oregon PTA and National PTA portion of dues to Oregon PTA monthly.
4. Practice responsible financial practices and procedures as referenced in the Oregon PTA training materials and this manual.
5. Demonstrate a commitment to the ideals of PTA and the promotion of parent, school, and community involvement through consistent yearly membership enrollment efforts. NEW UNITS shall set a minimum first year membership goal of 25 members.
6. Understand the value of training and attend workshops and conferences. Utilize resources, and opportunities for leadership development offered at all levels of PTA.
7. Project a positive influence in the school and community.
8. Complete the following and submit copies (or evidence of completion) to Oregon PTA by November 30th of each year.

- Year-end financial report for previous fiscal year
- Yearly audit report for previous fiscal year
- Current Elected Officers' List
- Standing rules for the current year, approved by members
- Annual budget for the current year, approved by members
- At minimum, all elected officer’s membership entered into the Oregon PTA system, and payment received by Oregon PTA
- Copy of insurance form submitted to AIM with check number listed (send original directly to AIM)
- Copy of IRS 990/990EZ/990N (original due to IRS by November 15th). If you file an extension send in a copy of the extension approval
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- Copy of CT-12 (original due to Oregon Department of Justice - DOJ by November 15th).
  If you file an extension send in a copy of the extension approval
- Three (3) officers have completed training (online training - 2 online certificates count as one training)
- NEW UNITS ONLY - Employer Identification Number (EIN)
- NEW UNITS ONLY - Copy of incorporation filing (original to Oregon Secretary of State)

The information in this manual is designed to help you meet these expectations. There is also a checklist of items to submit to Oregon PTA in the Forms Section of this manual. Always contact your region director, council president, or the Oregon PTA office immediately if you are having trouble with any of these requirements. We are here to help you!

Oregon PTA Events:

Summer/Fall Leadership Training
Trainings are full day (generally 9 am to 3 pm), with lunch included. Great for new officers, officers wanting to learn more about their position, school officials, community members, future PTA leaders, committee chairs or volunteers considering taking on more responsibilities. These are held at various locations around the state in August, September, and October. Additional/similar trainings may be held throughout the state depending on need.

Annual Conference and Convention
The Oregon PTA Annual Conference and Convention is the only general meeting of all Oregon PTA members. It is an opportunity for current leaders and future leaders to train, network, celebrate successes, plan for the next year, and be a voice for their PTA. It is recommended that units send at least two (2) delegates each year to represent and vote on behalf of their unit. Oregon PTA offers scholarships and discounted pricing for early registration and buddy sign-ups. Check the Oregon PTA website or contact the Oregon PTA office for more information.

Other Events
Other events may be added by the board of directors, such as family events, member events, program or award events, other trainings, legislative events, forums, etc, depending on resources and need.
Website & Communication:

Oregon PTA Website
The Oregon PTA Website offers information, online registration for events and trainings, JOIN NOW (members can join your unit online through our site), and so much more. The website has recently been updated, so if you cannot find what you are looking for on the site, contact your Region Director or the Oregon PTA office for assistance.

Oregon PTA Website: www.oregonpta.org

National PTA Website
This site offers information, resources, online training, National PTA program materials, National PTA member benefits, etc. The site is constantly being updated to keep it current. Check it often.

National PTA Website: www.pta.org
Communications:

**OneVoice:**
Official newsletter of Oregon PTA. Sent electronically to members with an email address on file with Oregon PTA. Each issue provides valuable information from your state president, state board, and committee chairs. Be sure to keep your members email addresses current in the Oregon PTA online system to assure they receive this important information. Forward it to any non-members who interact or volunteer with your unit as they may not receive it automatically. Encourage all board members to read it and stay current on deadlines, training opportunities, and important notices.

**Our Children:**
National PTA magazine bringing in-depth articles on new developments and research in education, health, school financing, National PTA projects and grants, etc. Each PTA unit president receives a copy (sent electronically).

**Engage:**
Oregon PTA's system to keep you up to date on important issues impacting education. Emails are time sensitive and will give you information on what decision makers are currently discussing or voting on. The system also allows you to respond by contacting your local representatives with your opinion on important issues directly from the email alert. Be engaged in what matters to children and families! More information on Engage can be found in the Legislative Activity Chapter of this manual.

**National PTA Take Action Network:**
National PTA email list system (like Oregon PTA Engage) keeps you informed about National issues regarding children and education. When you sign up for this, you will receive time sensitive email alerts prompting you to contact your Senators and State Representatives regarding important issues. You must join via the National PTA website. Go to www.pta.org - Advocacy - Take Action Network. Take action today and make a difference for students of tomorrow.
Oregon PTA Emails and Phone Calls
Oregon PTA board members take your personal information very seriously and will not share or sell your email or phone number to anyone. That said, it is critically important that your contact information for leaders and members is accurately entered into the Oregon PTA system so you receive important information in a timely manner. The main method of contacting you will be email and phone calls to your leadership team. Communications may come from several sources. You may be contacted by any of the following to give you information or follow up with your unit: Oregon PTA Administrative Assistant, Oregon PTA Executive Committee, Region Directors, Committee Chairs, and Council leaders (if applicable). Please be sure to follow up with the person contacting your unit and read their emails. If you are unclear if the person contacting you is from Oregon PTA, check with your Region Director/Council President or the Oregon PTA office.

National PTA Emails
Go to the National PTA web site and register your membership. Also sign up there for each type of email communication you are interested in receiving. Staying informed can really make a difference in your effectiveness as a leader.

Social Media - Oregon PTA and National PTA
Oregon PTA and National PTA utilize social media to keep you informed. "Like" their pages, follow them on Twitter, etc, to hear about fun contests and new information.

Oregon PTA Facebook: https://www.facebook.com/oregonpta
National PTA Facebook: https://www.facebook.com/ParentTeacherAssociation
Oregon PTA Twitter: https://twitter.com/oregonpta @oregonpta
National PTA Twitter: https://twitter.com/NationalPTA @nationalpta

More links can be found on the Oregon PTA website and National PTA website.
Grants for Local Units and Councils

National PTA Grants
Throughout the year, National PTA offers awards and grants to honor or support PTAs as they engage families, support student success, improve the health and safety of students and families, increase access to arts education, or celebrate advocacy and diversity. Details about all National PTA grants can be found on the National PTA website at: www.pta.org

Oregon PTA Grants

New Council/Unit Development Grant:
New Council and unit Development Grants are available to local PTA/PTSA units and councils for the purpose of establishing and developing new units. To be eligible, local units or councils must have submitted the following information to the Oregon PTA office: elected officers list, membership information and payment, and Employer Identification Number (EIN).

Units or councils must apply with the first six (6) months of their affiliation with Oregon PTA. Proposals must be submitted on the grant application, with approval by the local unit or council board, and the signature of the local unit or council president.

Grant money may not be requested to fund items such as: school equipment, insurance and treasurer's bond, membership dues, or other fundraising activities.

See grant application form in the Forms Section of this Guide.
What You Should Know About PTA Board Service

To lead a PTA with confidence, an officer or committee chair must first understand PTA’s purposes and policies. The Mission and Values of PTA provide the organization its vitality and direction. See the previous chapter for more information. PTAs are organized primarily at school sites, but they remain independent of the school and the school system. Reflecting recent changes in the family and work force, today’s local PTAs can be organized in childcare facilities, places of business, and community centers, as well as in preschools.

Each PTA unit’s strength lies in its ability to determine and meet the specific needs, interests and concerns of its members. Units can develop their own programs or projects or use ones developed by Oregon PTA or National PTA to meet the needs of their community. There are no required programs or projects so members of the unit ultimately decide what their PTA will accomplish. PTA is a membership driven organization. The work of the board is to conduct the daily business of the unit in order to meet the goals set by their members. Boards must attain membership approval prior to taking any action. Boards make decisions only within the parameters of the Unified Local Unit Bylaws, Standing Rules and approved Budget. Regular meetings of the Board help to make general meetings run smoothly and keeps the group on target to meet their goals.

Executive Committee/Board of Directors Composition

Every unit must have at a minimum of a president, secretary, and treasurer. Additional officers can then be added to a unit’s standing rules to meet the needs of the unit, such as President-Elect or Vice Presidents. Elected officers of the PTA unit are often referred to as the Executive Committee. The unit’s PTA Board of Directors can consist of either just elected officers or the elected officers and standing committee chairs. Chairs of standing committees such as membership, programs, budget and finance, parent education, legislation, hospitality, etc. may be appointed or elected, as provided in your Standing Rules and in accordance to the Bylaws. The exact composition of the Board of Directors and each member's specific job duties should be clearly stated in your unit’s standing rules and must be in line with the Oregon PTA Unified Bylaws for Local Units. All officers and board members must be a member of their local unit in order to serve.
Three Duties of Non-Profit Board Members

According to the Oregon Department of Justice (DOJ), all non-profit board members have three duties: Duty of Obedience, Duty of Care, and Duty of Loyalty. Below is a brief description of how each applies to PTA board service. For more information consult “A Guide to Non-profit Board Service in Oregon” published by the Department of Justice at: http://www.doj.state.or.us/charigroup/pdf/nonprofit.pdf

Duty of Obedience:
This means you follow the policies of the organization in carrying out the PTA Mission, while ensuring funds are used for lawful purposes. Ways to fulfill the Duty of Obedience are as follows:

- Understand the Vision and Mission and Values of PTA
- Know your position’s specific responsibilities and duties
- Become familiar with local, council, Oregon PTA and National PTA bylaws and review the process for proposing changes as well as any state and federal laws that may apply to PTA activities
- Become acquainted with school district and community needs
- Be aware of Oregon PTA and National PTA programs and deadline dates
- Seek out community organizations and agencies with compatible objectives with whom you may want to cooperate
- Get to know the officers of Oregon PTA. Plan to utilize their services, materials, and resources.

Duty of Care:
Prudently managing the organization using common sense and informed judgment. Ways to fulfill the Duty of Care are as follows:

- Give the time necessary to perform the duties of the office or chairmanship as outlined in the local unit bylaws and standing rules
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- Confirm the names and contact information of local unit officers and chairs are on file on the Oregon PTA website so that they may receive state and National PTA mailings and emails
- Attend council, region, state, and National meetings for information, guidance, leadership training, and participation in projects
- Make reports promptly, as required. File annual reports, all state corporate filings, and all federal and state tax returns and submit Unit in Good Standing items to Oregon PTA on time
- Study materials distributed to local units by Oregon PTA and National PTA. Encourage other members to keep informed by reading publications of the association.
- Plan a thorough publicity program to provide information about upcoming meetings, goals for the year, projects and programs, and special events.
- Answer correspondence promptly and keep complete correspondence files.
- Understand your Budget and make sure funds are spent in a manner which supports the Mission and Values of PTA. See Fiduciary Responsibility Section on next page.
- Read reports given by others and ask questions when you don’t understand something.
- Be certain Board members have all the information needed before decisions are made.

**Duty of Loyalty:**
Act at all times with the best interest of the organization in mind.

- Keep procedure books to pass on to the succeeding officers or chairmen. Share information and training materials.
- No board member should benefit personally from the work of the board.
- Protect members’ privacy by allowing no distribution of membership lists to outside interests.
- Participate fully in the discussion of all issues. When the decision has been reached, abide by the will of the majority.
- Be sure all board discussions are kept confidential.
- All members of the Executive Committee/Board should voice their opinion in a respectful manner.
- Board members develop the PTA leaders who will succeed them by sharing information and delegating responsibilities. This nurtures the skills necessary for leadership. Effective delegation means matching jobs with people. When choosing someone to perform a task:
  - Point out the talents that make them right for the job.
  - Fully explain what the job entails and be specific about responsibilities and deadlines.
  - Offer support, but allow them to take charge and make decisions within the authority you have given them.
Fiduciary Responsibility of ALL Board Members

As a member of a local PTA/PTSA unit executive committee/board it is your responsibility to make sure the local unit is operating in a fiscally sound manner. This is not only a requirement of the bylaws, but, in fact, is also demanded by state and federal laws. This is known as *fiduciary responsibility*. You are legally obligated to conduct yourself in a manner which protects and preserves the association. If a member of the local board fails to exercise proper and reasonable caution, he or she is open to potential personal liability for financial losses or mismanagement. All board members and others handling the money at events, fundraisers, etc., should know and understand the financial practices and procedures of your unit and as prescribed in this guide (see the Financial Essentials Chapter) and in your standing rules. If at any time you suspect something is not right with your unit finances, contact the Oregon PTA State office or Oregon PTA Treasurer immediately.

Bylaws

Bylaws govern your board members and unit. Bylaws are the policies that must be followed. Please be sure you read and understand the bylaws (Unified Local Unit Bylaws apply to local unit boards, Unified Bylaws for Councils apply to council boards, and Oregon PTA Bylaws apply to the Oregon PTA board). Current copies of the bylaws can be found on the Oregon PTA website and in Chapter 10 of this manual. Changes to the bylaws can only occur through a 2/3 vote at the Oregon PTA Conference & Convention (annual general membership meeting). If you would like to request a bylaw change, contact the Oregon PTA office for assistance in submitting them to Oregon PTA. Some bylaws cannot be amended as they are passed down by National PTA/Oregon PTA bylaws (note + and * in the bylaws).
Standing Rules

Whereas Bylaws are hard rules that can only be amended at state conference and convention, your standing rules are written by your board to give guidance on how to handle situations not covered or not detailed in the bylaws. Standing rules will be specific to your board and unit. Standing rules must be adopted by membership annually (at the first meeting of the year) and amended when necessary. The last adopted standing rules remain until new ones or revisions are adopted by members. Creating standing rules for your unit allows you to detail the boundaries by which your board will conduct business.

Standing Rules should include policies on:
- Financial Policies/Procedures
- State Affiliation - your unit is a member of Oregon PTA
- Council Affiliation - if applicable
- Quorum at board meetings - minimum number of members necessary to conduct business
- Quorum at general meetings - minimum number of members necessary to conduct business
- Membership dues
- Define your board and their roles - composition of executive committee, other board positions (elected/appointed), committee chairs (board members?), and their specific duties
- Voting rights - length of time one must be a member before being allowed to vote (for most PTAs there is no waiting period)
- Elections - length of officer's term and when they transfer office (with fiscal year or school end)
- Rules of debate
- Committees and procedure books

Standing rules must only supplement (add to) the bylaws. Throughout this manual you will often see suggestions of items to add to your standing rules. Revise your standing rules if you find you are unable to follow your own policy/procedures or need to change a policy or procedure mid-year. Your members will hold you accountable to these standing rules as a board so be sure they are clearly stated and realistic. Well written standing rules are the foundation of every strong unit.

Standing rules sample/template is in the Forms Section.
Standing Rule Guidelines

The Forms section of this guide includes a “sample” or “template” for you to use for your Standing Rules. It has been observed that many PTAs do not understand what could or should be covered in a Standing Rules document.

To review, nothing in your Standing Rules may conflict with the laws of the state (that is, the State of Oregon) nor with the National PTA Bylaws, nor Oregon PTA Bylaws. Your Standing Rules are the rules under which your PTA operates and conducts business. They may be as broad or restrictive as a local unit deems necessary. (For the record, we recommend that when you consider your Standing Rules, you do not make them so narrow as to ‘paint yourself into a corner,’ nor so broad that they are open to multiple interpretations.

To review, nothing in your Standing Rules may conflict with the laws of the state (that is, the State of Oregon) nor with the National PTA Bylaws, nor Oregon PTA Bylaws. Your Standing Rules are the rules under which your PTA operates and conducts business. They may be as broad or restrictive as a local unit deems necessary. (For the record, we recommend that when you consider your Standing Rules, you do not make them so narrow as to ‘paint yourself into a corner,’ nor so broad that they are open to multiple interpretations.

Remember, Standing Rules, unlike bylaws may be set aside. For example, if your standing rules say your nominating committee will be elected at the January meeting and that did not happen, at your next meeting a motion may be made to set aside the standing rules regarding the nominating committee so you may elect a nominating committee. A motion to set aside your standing rules requires a 2/3 majority vote of the membership present.

Below are some recommendations for local units to consider as you draft your Standing Rules. Remember, these are merely suggestions and you may write your Standing Rules however you feel your PTA will best operate. If you have questions regarding the ‘appropriateness’ of a rule, please do not hesitate to contact your Region Director, the Vice President for Leadership or the Oregon PTA office.

Financial Policies (including, but not limited to):

- Reimbursement policies (receipts necessary, time limit for requests, signatories on checks, etc.)
- Number of signatures on checks (including who may sign whose checks)
- Dual custody of cash
- Procedures for counting cash
- Review of bank statements
- Contingency fund for emergency situations
- Fundraiser policies: number to be held, why you’ll hold them, etc.
- NSF (non-sufficient funds) check policies
Defining Your Board

Executive Committee – which positions?
Other Board members – elected or appointed?
Committee Chairs – members of the board?

Elections and Voting:

Length of time one must be a member before being allowed to vote

Rules of Debate

Who may debate (members vs non-members)?
Length of debate and how long any one person may speak to an issue?
How many times someone may speak to an issue?

Procedure Books

Policies regarding the creation of procedure books for officers and committee chairs

Membership Fees

(You may want to talk to someone from the state before adding a section on membership fees.)

Will your PTA provide membership scholarships?
  o Scholarship policies: eligibility, application for, granting of
  o Scholarship funds should be separated in your budget

One membership fee or graduated fees?

Family memberships (for Oregon PTA and National PTA it is one person per membership. If you have family memberships you must charge at least $9.50 per voting member. Example: $30 per family - which includes up to three voting members. When you input those members into the membership website they must be entered as three individual members.)
Minutes

Minutes are the legal record of all action (votes and decisions) taken by your organization. If it is not in the minutes, IT DID NOT HAPPEN. Minutes should be taken at all board meetings, general meetings and committee meetings. Generally, the Secretary would take the minutes and is tasked with keeping all records but if the Secretary is not present at a meeting someone must be assigned to take minutes. Minutes taken by someone other than the secretary should be submitted to the secretary in a timely manner so all records can be accurately retained. Minutes should be “approved” or “approved as corrected” at the next meeting of that group (board minutes at the next board meeting, general minutes at the next general meeting, etc) by presenting them and asking for corrections. All minutes that are approved should be signed by the leader of the group and the person taking the minutes (usually president and secretary for general and board meetings but will be committee chair and person taking minutes for a committee). Make sure that all group members have access to the minutes or are sent the minutes so they can be aware of the decisions of the group.

Insurance

Why do you need insurance?

Insurance protects the assets of the PTA and the personal assets of its members. Volunteers involved in activities initiated and organized by PTA are not covered by school district insurance. Therefore, Oregon PTA requires that local PTA/PTSA units purchase Liability & Bond insurance. Volunteers in the specific school community are covered by district insurance only when the activity in which they are involved is initiated and organized by the school. Oregon PTA has an agreement with Association Insurance Management (AIM) to provide insurance for local units in Oregon at a group rate. You are not required to purchase insurance through AIM, but you are required to purchase similar liability insurance and treasurer bonding. Oregon PTA has negotiated an excellent rate for this insurance and AIM provides superior customer service to units in Oregon.
What Type of Insurance should your Unit Consider?

**General Liability - REQUIRED**

- Protects from lawsuits resulting from bodily injury and property damage
- Typically covers - dances, carnivals, after prom parties, dinners, meetings, etc
- Typically, does NOT cover - automobile (bus) transportation, watercraft, mechanical rides, fireworks sales or use, organized sports
- Check with AIM, if you are unsure if an event you are planning or funding is covered

**Fidelity Bond - REQUIRED - but you choose the amount ($25,000 min)**

- Protects the cash or money of the PTA against embezzlement, robbery or theft
- Covers anyone who handles money or has access to money in the PTA
- It is best to choose an amount of coverage that matches your gross annual income

**Accident Medical - optional but highly recommended**

- Provides medical payments for injuries sustained at a PTA event not involving a lawsuit
- Many things not covered under liability may be covered through accident medical
- Each unit must decide what protection they need based on the number and types of activities/events they have scheduled.

**Officers Liability - optional but highly recommended**

- Protects officers from lawsuits resulting from wrongful acts or inappropriate actions...like mismanagement (legal definition), misrepresentation, activities detrimental to the community, dissemination of false or misleading information. Will not cover if lawsuit results from intentional acts, dishonesty, criminal acts, or willful/reckless behavior.
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Property Insurance - optional - highly recommended for units doing merchandise fundraisers

• Protects any personal property owned by the PTA from loss or damage due to an accident, theft or natural disaster. Covered items include such things as fundraising merchandise, raffle items, tables and chairs, popcorn machines, auction items, etc.
• Consider how much loss your unit can handle, such as stolen fundraising merchandise (cookie dough, wrapping paper, etc.)

Liability & Bond Coverage from AIM Requires:

• Pay your premium by November 30th
• Submit your officers to Oregon PTA list by November 30th
• Submit paid membership in Oregon PTA system by November 30th. Remember officers must be members to serve and to be covered by insurance
• Events/Projects/Programs/Operations need to be clearly PTA to be covered - in approved budget, on PTA calendar reviewed at a meeting, etc.
• Signatures of two (2) people unrelated and not living in the same household are required on all outgoing checks in which they are not the payee (you cannot sign a check made out to you). This means your unit needs a minimum of three (3) signers who are not related or living in the same household to be able to sign checks.
• There will be no pre-signing checks - DO NOT sign blank checks for any reason
• Bank statements reviewed on a month basis by someone without check signing authority and not related to or residing in the same household as the signers
• Annual audit of the books conducted by an audit committee or qualified accountant

Note: These insurance requirements are incorporated into your Unit in Good Standing Requirements and best practices information given in this manual.
Purchasing Coverage from AIM Insurance

Your unit will receive an invoice from AIM in the early fall where you can select your coverage. If you do not receive this in a timely manner, contact AIM directly. Liability and Bond of $25,000 are required, but additional insurance options are available to your unit at very reasonable rates. Mark which insurance coverage your unit wants on the invoice and sign form (president and another officer). Mail the original form and the check to AIM. Send a copy of the form noting the check number you paid with to Oregon PTA. Do not send a copy of your check.

Please direct your insurance coverage and claims questions directly to AIM: AIM, PO Box 742946, Dallas, TX 75374-2946
1-800-876-4044
www.aim-companies.com
Annual Tax Requirements

Federal Tax Return - REQUIRED
Even though PTAs are tax-exempt they still must still file informational Tax Documents each year (990/990EZ/990N) by November 15th and must make their returns available for public inspection upon request. Most units can file the 990N which is online and very simple to complete. If the IRS should contact you, call the Oregon PTA Office or Oregon PTA Treasurer immediately. Do NOT try and handle the situation on your own. Not filing your informational tax return on time could result in penalties, fees, and possible loss of non-profit status. For more information on Taxes, see the Treasurer section of Office Specific Duties Chapter of this manual.

State of Oregon Tax Return - REQUIRED
All units must be registered with the Charitable Activities Section of the Department of Justice and file an annual CT-12 with the Department of Justice by November 15th. This is your state tax form and you will need to pay minimal state taxes as a non-profit in the State of Oregon calculated on a sliding scale based on your gross income. There is a minimum late fee of $20 and the fee will go up depending on how late your filing is. See the Treasurer section of this manual for more information on how to register with the Department of Justice Charitable Activities Section and how to file your CT-12 each year.

Incorporation - HIGHLY Recommended
As a safeguard for your unit and its officers, it is suggested that all unit’s file Articles of Incorporation with the State of Oregon. Although at this time, Oregon PTA does not require incorporation, it may be required in order for your unit to open a bank account. After your initial incorporation, your unit must file Annual Reports with the Oregon Secretary of State - Corporate Division on the anniversary date of your incorporation to remain incorporated. If annual reports with payment are not filed within forty-five (45) days of your anniversary date, you may lose your incorporation.
Advantages of Incorporation:

- Incorporation establishes the PTA unit as a nonprofit corporation, which is a legal entity.
- The existence of the corporation serves to establish protection for, and limit the liability of, the individual members of the unit. The members and officers are protected from being personally responsible/liable for the unit's debts and legal obligations.
- In an unincorporated local PTA/PTSA unit, the officers, directors and all individual members may be personally liable for the unit's debts and obligations.

Finances

In this chapter are some basics regarding finances. All board members should read and understand all the financial information in the Financial Essentials Chapter of this manual as part of their fiduciary responsibility.

Budget:
The budget is the financial plan of the estimated income and expenses needed to accomplish PTA’s goals and objectives for the coming year. This means the PTA first plans its goals for the year and then the specific means to achieve those goals.

Development and Approval:
Budget development should originally come from the budget committee lead by the treasurer but if there is no budget committee the board should work with the treasurer to draft a budget.

Once the draft budget is approved by the board, the budget must be voted on by my members for adoption before any money is spent. The budget is presented item by item to allow for discussion and amendment of each section. A majority vote of the members present is required for adoption. Do not spend money that is not in a budget approved by membership. PTA unit boards do not have the ability to approve spending outside their budget unless prior approval to do so is given by members.

Budget Adjustments:
Because a budget is an estimation of income and expense, it will likely need to be adjusted from time to time. Possible adjustments should be discussed at board meetings and can be adopted by membership at any general membership meeting with a majority vote of members present.
Adjustments CANNOT be made by the board unless membership has given them some sort of prior approval to do so (usually within a set of specific parameters).

Many units may put in their standing rules and/or as part of their adopted budget a statement giving approval to board members to make specific adjustments to the budget between meetings. For example, they may add to the top of their draft budget for membership approval "the board may reallocate of up to $300 between meetings but must present such action to members at the next general meeting." This way the board can make the change and if members are not happy with it, they can vote to remove the freedom of the board to do it again. These types of adjustments should only be made by a board very infrequently and boards should work hard on their budget so adjustments between meetings will not be necessary.

**Spending between July 1st and the time of your first general meeting:**
Your approved budget for one school year will end with the end of your fiscal year. Therefore, it is a good practice to set a preliminary budget for the following fiscal year at the end of the previous school year to ensure that all money spent July 1 through the first general meeting is approved by members before being spent. A budget (same or adjusted) should still be voted on and adopted at the first meeting of each fiscal year.

**Carryover Funds:**
In setting your budget you should determine what carryover balance you think is needed to cover expenses over the summer and before your first fundraiser of a new fiscal year. Be sure that you have money to cover your expenses and start the year off right. Generally, the IRS allows a unit to carry-over (from fiscal year to fiscal year) up to two times (2x) the amount of their annual budget.
Expenditures:
If audited by the IRS, the primary area of inspection for a non-profit, tax-exempt organization (like a PTA) is its expenditures. In other words, how did the organization spend its money? The primary requirements for PTAs are that their expenditures be directly related to carrying out the mission and values of PTA. A PTA unit must be able to prove their expenditures and therefore they must keep excellent records. Every expenditure must have proper documentation (receipts/invoice). Failure to be able to produce complete records is often considered by the IRS as sufficient evidence that the organization did not spend its money in a manner which conformed to its purpose(s).

Make sure you have detailed financial procedures for documentation when expenses are paid. Not only will this protect you from losing your status with the IRS but will help greatly in your PTA annual audit checklist performed by members of the PTA audit committee. It is often helpful in designing a good system to see what is required in the internal PTA audit and work back from there to ensure the items are organized and ready at all times.

Missing Funds:
Occasionally, a unit discovers (or suspects) that, for one reason or another, funds are missing. The unit should immediately contact the Oregon PTA Treasurer. Oregon PTA will conduct a thorough audit of the books and report its findings to the unit board. The audit findings and potential courses of action will then be presented to the unit membership.

Annual Audit:
A PTA Internal Annual Audit of the financial books and records is required by the Unified Local Unit Bylaws and is a condition of your bond insurance. It is checklist completed by members who are not signers. This audit does not need to be done by a professional accountant. One of the most important responsibilities of an organization's board is to assure itself and the membership, through an audit committee, that the finances of the association have been properly handled. Failure to properly audit the books can be, by itself, evidence of improper management of any organization. Units should consider appointing the audit committee at the beginning of the year and conducting a mid-year audit, in addition to the year-end audit. Audit Committee members may not be signers on the local unit’s accounts, or related to or living in the same household as account signers. Some units with very small budgets – less than
$25,000 – may choose to appoint a single auditor. For more information on Audits, see the Treasurer section of Office Specific Duties Chapter of this manual.

**Contracts:**
In the ordinary course of business, whether for a fund-raising activity, the rental of equipment, the purchase of supplies, leasing a meeting hall, or hiring a band, most PTA units enter into a variety of contracts. Each time PTA enters into a contractual arrangement, the unit assumes the responsibility to conform to and abide by all the terms and conditions of the contract. Whether an activity is a financial success, or whether the unit has sufficient funds to pay its obligations, whether the unit understood the terms of the contract all have no effect on the responsibility assumed.

Contracts may be written or oral. Written contracts are best and are recommended. Written contracts enable PTA to see and read the terms of the agreement. Written contracts can only be changed in writing. **PTA units and councils must have the signatures of two elected officers, one of whom must be the President, on any contract.** Committee chairs are not allowed to sign contracts on their own. When entering into a contract, it should be clear that it is PTA entering into the contract, not the individuals signing the contract.

**Donating Equipment to School Districts:**
Donations or contributions of material and/or equipment become the property of the school district. Once given to the district, the equipment becomes the property of the district, and the district is free to use the equipment in any manner it deems appropriate. This could include moving it, selling it, not using it, or giving it away. Prior to purchasing equipment to be donated to a school district, a PTA unit should ask itself the following question:

**Is the purchase the responsibility of PTA or is it the responsibility of the school district?**

PTAs are often called upon to purchase equipment. Before purchasing any equipment, the unit should determine that the equipment supports the school program and will be an integral part of the curriculum. Many PTA units have found that working to secure funding for educational programs generally has a more enduring benefit than purchasing items of equipment for school districts.
If the unit decides to purchase the equipment and donate it to the school district, there are four important steps to follow. Prior to purchasing the equipment:

1. Determine that the school district actually wants the equipment
2. Learn the district's policies about accepting donations and adhere to them
3. If PTA desires the equipment to remain at a specific school location, secure an agreement in writing, with the school district to leave the equipment to remain at a specific school location
4. Secure an agreement with the school district that it will execute a "Hold Harmless Agreement" with PTA

Agreements with the school district are valid only when executed by the superintendent of the district or approved by the school board. An authorization by the school principal is not enough.

Hold Harmless Agreement:
The hold harmless agreement serves two purposes. First, it transfers ownership of material or equipment from the PTA unit to the school district. Second, it provides that the district will assume the responsibility of ownership, which includes responsibility for the installation, operation, and maintenance of the equipment. If someone is injured while using the equipment, the district will be responsible. If the district is not willing to execute a hold harmless agreement, the PTA unit should not purchase the equipment and give it to the district. There is a sample Hold Harmless Agreement in the Forms Section of this Guide.
Non-Transfer of Ownership:
Though PTA units normally transfer ownership of purchased equipment to school districts, this is not required. It is permissible for PTA units to retain the ownership of the equipment. Under these circumstances, the unit assumes the same responsibilities of ownership (including operation and maintenance) as the district would assume if it accepted ownership. If a unit wishes to retain ownership of equipment, please call the Oregon PTA office prior to purchasing the equipment, to discuss all the factors.

Giving Money to a School Districts:
Occasionally, a district will refuse to sign a hold harmless agreement or may wish to purchase the equipment itself but have PTA pay for it. In these instances, PTA may consider giving a grant to the district for the purchase of the material. A gift of money for a very specific purpose does not require a hold harmless agreement because PTA does not directly deal with the equipment. Thus, by granting a monetary gift to the district, PTA incurs no liability for the product. In order to grant money to the school for a specific purpose you would use a Grant Agreement instead of a Hold Harmless Agreement.

There are a Hold Harmless Agreement and Grant Agreement in the Forms Section of this Guide.

Teacher Funds:
When assisting teachers with supplies for their classroom it is best to put a line item in your budget and have them complete a check request form (with a receipt/invoice). Do not give cash to teachers as it could be considered a “gift” and thus jeopardize their employment. Pay for needed supplies instead.
Education Foundations:
An education foundation is an organization that administers funds to school districts to finance the hiring of teachers and staff or to fund projects benefiting educational purposes. PTA may collaborate with an educational foundation, but must ensure that the foundation’s goals and objectives are consistent with those of PTA. The Oregon PTA believes all members of the public, through their tax dollars, are responsible for adequately financing public education.

It is recognized the number of education foundations in Oregon continues to grow and each foundation may have its own structure and purpose. PTAs are often asked to cooperate with or donate funds to education foundations.

PTA business affairs must be conducted in compliance with IRS regulations, the non-profit laws of Oregon, and Oregon PTA and National PTA Bylaws. PTA cooperation or collaboration with education foundations or other similar institutions is contingent upon the understanding that PTA partners:

• Conduct fiscal affairs according to established PTA procedures
• Be familiar with PTA financial publications
• Understand that per capita membership monies, insurance, and association expenses have priority for PTA funds prior to any cooperation with an education foundation
• Understand that both the raising and expenditure of PTA funds are authorized by votes of the membership
• Remember the PTA treasury is for PTA funds only. The funds of other organizations should not be funneled through a PTA treasury. The IRS considers all monies deposited in a PTA account as “gross receipts” which must be reported as income of that PTA.
Before entering into a collaboration or cooperation with an education foundation ask:

- Are the foundation’s goals and objectives consistent with PTA goals and objectives?
- Are the foundation’s fiscal affairs being managed by sound business practices?
- What resources does your unit want to supply?
- Monetary - What resources can your unit afford to donate? Do not donate funds if it means you must discontinue programs
- Volunteers - Your PTA may want to provide volunteers to aid at foundation events. However, PTAs struggling to increase parent involvement may not be able to offer volunteer services if it means their own volunteer pool will be overtaxed
- If your unit is planning to make a monetary donation remember to consider the following. How were those funds raised? Did they come from a fundraiser which was publicly targeted to benefit the foundation or did the funds result from fundraisers which the membership had approved to benefit other programs?
- Has the membership been fully informed about any upcoming motion to cooperate or collaborate with the foundation? Has adequate and public notice of the meeting at which the vote will take place?
- Has the membership voted to support the decision? It is the fiduciary responsibility of any PTA Board of Directors to ensure that its unit’s resources are being spent as the membership desires.

Fundraising:
Fundraising should not be a focus of your PTA but a means to support programs, projects, and activities. Have clear goals and a plan of how much will be needed to fund the year’s activities, projects, and programs. Then find fundraisers to help meet these needs. Do not just fundraise and then ask what to do with all this money.
Evaluating Fundraisers:
Before committing to a fundraiser or even before bringing it to your membership for a vote, the board should research and evaluate multiple options to find the best one to meet their goals. Rate fundraisers based on many criteria. Consider the quality of the service or product, the interest of your community, the amount of volunteer time needed, earning potential, financial risk, insurance coverage, etc. It is always a good idea to talk with another group who has done the fundraiser before selecting a new fundraiser.

For a list of Safeguards for Conducting Fundraising Projects, see the Financial Essentials Chapter of this manual.

Communicating at a PTA Unit:
Keeping the members informed about events, meetings, advocacy, etc., is a critical part of running a successful PTA. Setting up good communication tools and methods can help you reach your audience and keep them informed.

Multiple Methods:
Always use multiple methods for reaching the members. Do not rely solely on one method as it may take a member seeing the message multiple times before they actually understand/hear your message. Suggested forms of communications include: Email, phone calls, in person, websites (school/your own), social media, newsletters, flyers in backpacks, signs/banners/posters, and written notes.

Email:
Set up an email system to send out email alerts to members. There are many available free resources. Make sure to keep your email list for PTA business only. Never share your list with other organizations.
**Phone Calls:**
A personal touch is the best way to get volunteers for events. Phone calls allow you to reach many people in a short period of time. Leave a short message saying you are sending a follow up email instead of leaving a long message. To increase involvement, add phone calls to your contact methods.

**In Person:**
It truly is the personal touch that makes a difference. Find ways to get to know and meet new parents, community members, students, staff, etc. Set up an information booth at events. Have members available to greet people at events and meetings. Get out in the community to be seen and recognized as PTA.

**Website:**
If possible, set up a website or work with your school to have a section on their site. Make important information for members available, such as the calendar of events, meeting minutes, bylaws, standing rules, budgets, contact information for board members, etc. Make it fun and inviting but simple. Keep it up to date!

**Social Media:**
Use Facebook, Twitter, etc., to update members quickly on what is happening at your school right this minute. Do not post pictures of students without parental permission. Follow the Social Media Guidelines of Oregon PTA found in the Forms/Resources section of this guide.

**Newsletters:**
Monthly or quarterly newsletters are a great way to show parents and the community what your PTA is doing as well as share what is coming. Be creative and have fun with your newsletter. Be careful of copyright laws in putting things in print.
Flyers:
Paper flyers still work if your school will allow it especially for fun events that the kids are excited about. Remember not all parents check the backpacks daily and flyers can be costly, in both materials and preparation time.

Sign/Banners/Posters:
Hang signage in visible places at your school and out in the community. Be sure the design and print are easy to read, even from a distance. Signage is especially helpful for events where you want to pull in large crowds. Coordinate with local businesses to assist with this.

Notecards:
This is great for "Thank You." It means a lot to individuals when they receive a nice note of appreciation. Note cards can be created with your PTA logo for your treasurer to send to donors, committee chairs to send to volunteers, etc. you can also order PTA notecards from ShopPTA.com.

Local Unit Procedure Books
Every PTA officer and committee should have an established Procedure Book. It is an important tool to provide a record of previous work, useful materials, and information relevant to a specific job. Procedure Books are passed on from one administration to the next, eliminating the need to redevelop important information and materials.

A three-ring binder is useful for the Procedure Book, since materials may be removed and added as desired. The contents of a Procedure Book will vary according to the particular job. The following list of “basics” should be included:

- Job Description
- Contact information with addresses, phone numbers, and email addresses
- Predecessor’s records and final report with evaluation and recommendations
- Pertinent state and National PTA information and training materials for position
- Name, address, phone number, and email address of State Board counterpart
• Copy of approved Plan of Work/Action Plan if applicable
• Copy of approved Budget
• List of potential volunteers, if applicable
• Copies of reports to membership, if applicable
• Copies of publicity, if applicable
• Minutes of meetings (board, committee, general membership) as applicable
• Copies of final reports, evaluations, and financial statements
• Copies of contracts, etc.
• Applicable materials from workshops or convention
• Planning calendar
• List of sources and contacts
• Other materials helpful to the position

For future reference, date all materials as they are added to Procedure Books.

The information in Procedure Books should be kept intact. If segments of the book are useful to other committee or individuals, those segments should be copied, not removed from the book.

Procedure Books are the property of the local unit and must be returned to the Executive Committee/Board upon completion of the term of office or handed on to the new leadership as soon as possible.

New Leadership

To ensure your leaders get valuable information and are kept informed, it is critical that your leadership is entered into the Oregon PTA online system as soon as elected. If you do not, the new leaders will not receive important information from Oregon PTA. To enter leaders into the online system, follow the step-by-step instructions listed on the next page (and in the Resources section of this manual).

The officers list must be entered each year, even if an individual is continuing in the same office for another term. You will need your unit National PTA ID number and password as well as contact information for each officer. It should be updated when a change occurs.
Instructions for Updating your Officer List Online

Officer Contact information is dues to Oregon PTA by November 30 of each year, but please enter your Officer List as soon as possible so that all Board Members receive communication.

- Officer Lists are submitted online. Go to the Oregon PTA website at www.oregonpta.org. At the top of the page, on the far right click on “Sign In”.
- A box will come up. Enter your National PTA ID number (leading zeroes not required) and password. You should have received your NPTA number and password from the person who entered your officer’s list for the previous year. (Your National PTA ID number and password is also included in your back-to-school packet.) If you don’t have this information, call or email your Region Director, Council President or the State Office and we can look it up for you.
- At the left side select Leaders. Last year's list will come up. If an individual is not an officer for the current year select Edit and then Retire Leader. If an individual is continuing in the same or a different position, select Edit. Update the year, verify position and that all contact information is current and correct (please enter valid email addresses for your officers as this is how we contact them), then select Edit Leader. For new officers, select Add a New Leader, complete the information fields then select Add Leader. Select Sign out on the left side when finished.
- Remember, Oregon PTA cannot serve your Unit if we don't know who you are! Email addresses for officers are vital. Most communication done by Oregon PTA is electronic and without email addresses your officers are out of the information loop. Your information is NEVER shared by Oregon PTA without your consent. Your local unit shall not share this information with other organizations without the express written permission of Oregon PTA.

Contact your region director or the Oregon PTA office with any questions and/or for assistance.
Chapter 3: Officer Specific Duties
Local Unit Board - Calendar of Duties

This is a calendar form of administrative duties for all Local Unit Boards. There are some specifically assigned duties for each office in the Local Unit Bylaws but your unit should divide up other duties and add them to your standing rules so expectations are clear to the officers of your specific unit.

**August and September**

- Enter officer list online
- Attend leadership training to help fulfill your unit’s training credit requirements (3 officers trained)
- Develop a budget and have it approved by members at first general meeting
- Update standing rules and have them approved by members at first general meeting
- Understand requirements for being a Unit in Good Standing with Oregon PTA and discuss individual and board responsibilities
- Distribute training materials to board members and committee chairs as needed
- Welcome new parents and staff to your school
- Kick off your membership campaign
- Develop a meeting, activity, and fundraising calendar for the year that includes council, region, and state dates and meets the goals of your unit. Approve each committee’s plan of work.
- Submit Membership online and remit fees by the last business day of every month

**October, November, and December**

- Submit tax forms (990/99EZ/990N) to the IRS by November 15th
- Submit CT-12 to Oregon Department of Justice by November 15th
- Submit check for insurance premium to AIM by November 30th
- Complete Unit in Good Standing Requirements Checklist and submit all items to Oregon PTA Office by November 30th. Unit in Good Standing Checklist is found in the Forms section
- Submit new Membership online and remit fees by the last business day of every month (must have some paid membership by November 30th to validate insurance coverage)
January, February, and March

- Submit Reflections entries to Region Director or Council Reflections Chair by the deadline
- Continue membership activities and recruitment
- Review goals, evaluate progress, and make adjustments
- Form a nominating committee
- Submit proposed bylaw amendments to Oregon PTA by January 15th
- Submit Oregon PTA officer nominations to Oregon PTA by January 15th
- Submit applications for Oregon PTA and National PTA awards by deadlines
- Review Oregon Annual State Conference and Convention and National Convention information
- Celebrate February 17th, National PTA Founders Day
- Register for Oregon Annual State Conference and Convention and National PTA Convention
- Submit Membership online and remit fees by the last business day of every month

April, May, and June

- Attend Oregon Annual State Conference and Convention and National PTA convention
- Elect and install local unit officers. Thank outgoing officers
- Review fiduciary responsibilities to be completed by fiscal year end
- Celebrate Teacher/Staff Appreciation & Celebrate Volunteer Appreciation
- Evaluate your year’s work. Celebrate your successes and set goals for next year
- Prepare materials to pass on to the incoming officers
- Submit Membership online and remit fees by the last business day of every month. Be sure all membership fees are paid before the end of the fiscal year (June 30th)

President Duty Overview

The president is elected by the local unit members to direct the affairs of the association in cooperation with the other members of the executive committee/board. According to generally accepted parliamentary practice and Oregon PTA Bylaws, only one person may be elected to
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serve in the office of president. If the membership feels the need for additional officers, it should establish additional positions such as president-elect, other vice presidents, etc., to support the president.

To be successful it is encouraged that all officers, and especially the president, participate in leadership training events and conference and convention. A president must become familiar with PTA and how it operates and fully study materials received from your predecessor. As a new president, if you do not receive materials or instruction from the past president, contact your region director, council president, or the state office for help in getting started. No one needs to do it alone in PTA.

PTA leadership means helping your PTA reach the goals members have set. By channeling information received from Oregon PTA and National PTA, the president assures the membership is well informed and clearly focused on meeting their goals and staying on the PTA mission. The president’s most important duty is to build an effective PTA team, one that can get things done.

Building the PTA Team:
The president leads not by dictating, but by working together with members, other officers, chairs, and community members to address common concerns.

• When appointing chairs, include members who may not have served on the board before as well as experienced board members
• Promptly distribute materials to the board and meet regularly
• Choose goals that are within reach and have been decided upon by the group
• Create a climate of support and mutual respect where people feel they can contribute and grow
• Discover and make use of members’ special interests and abilities. Find out who has expertise in programs, public relations, and other areas.
• Delegate responsibility by letting others shoulder responsibilities. Ask current officers and chairs to train and encourage the leaders who will succeed them.
• Network with other community leaders, groups, and agencies which share the goals of PTA.
• Show appreciation to members’ efforts, regardless of how successful those efforts have
been. The real working capital of PTA lies in its members – in their energy, resourcefulness, and determination – not in its treasury.

- Be very proud of being an officer in the oldest and largest child advocacy organization in the country!

The importance of Reaching Out:
The PTA team becomes stronger and is of greater service when it actively welcomes all groups in the community – young and old, single parents, two-paycheck families, families with diverse cultural and ethnic backgrounds, and families with special-needs children.

- Choose the time and location of PTA meetings to suit the schedules of families
- Invite retired citizens to contribute their talents and skills to PTA
  - Bridge the language barrier with bilingual programs. Sponsor programs celebrating each individual heritage represented in the community

As presiding officer, the president does the following:

- Presides at all meetings and determines the agenda in cooperation with the secretary
- When a quorum is present, calls the meeting to order and proceeds with business
- Maintains a fair and impartial position at all times and encourages members to participate
- Takes no part in any discussion while presiding. Refrains from expressing a personal opinion on any question before the body. Avoids personal bias when giving information to the association.
- States each motion clearly after it has been seconded before allowing discussion. Motions from committee do not require a second. If discussion is occurring and a consensus has been made but no motion has been made, the president can “assume the motion” and state in motion form what he/she is hearing from members in order to vote on the topic and keep the meeting moving
- Recognizes a member who has not previously spoken to the question in preference to one who has already spoken to assure everyone has an equal voice in discussions
• Declares the result of every vote taken
• Calls upon the president-elect or a vice president to preside when wishing to speak to a motion or to leave the chair. The president then has all the privileges of a member, addressing the officer temporarily presiding in the same manner as any other member and returning to the chair only after the vote result has been announced
• May vote when voting is by paper ballot; in other cases, may cast a vote to create or break a tie if the result is in the best interest of the association

As administrative officer, the president does the following:

• Studies information and materials secured from predecessor
• Develops a good working relationship with the principal and staff on behalf of PTA
• Conducts meeting of the executive committee/board to discuss and distribute materials promptly
• Assures members are added to the Oregon PTA online system and remittances paid on a monthly basis. If your group has no membership chair or membership committee, assign this task to a specific person

• Calls upon each chair to prepare a plan of work. These plans are presented at a meeting of the executive board in advance of the first regular association meeting. They should be thoroughly discussed and, when found acceptable, approved
• Assures that all required reports have been filed in a timely manner to Oregon PTA
• Delegates administrative duties to president-elect and vice-presidents as necessary
• Serves as ex-officio member on all committees, except the nominating committee. Should not seek to influence the nominating process in any way.
• Calls for required reports at a specified time and in accordance with specified procedures
• It is the responsibility of the president to make certain their unit is represented at the annual Oregon PTA Conference and Convention and at Council meetings, if applicable.
• Signs all contracts, orders, and vouchers.
Leadership at Meetings:
Efficient meetings are the launching pad for PTA action. At meetings members set goals, choose programs, and decide how to make their voices heard in the community. The president who manages meetings well improves a PTA's ability to achieve its mission.

Generally, members don’t come to meetings to hear reports and debate decisions which should be made in committee meetings. It is better to have three or four well-planned and well-attended meetings that provide some type of program or activity than to plan to meet every month and have a minimal attendance.

How to Conduct Meetings: The president chairs all meetings of the executive committee/board and general membership. The key to conducting productive meetings is to be well prepared. A president can improve meetings by keeping in mind the following points:

Before the Meeting:
- Prepare and distribute or post an agenda in advance, with a starting and ending time
- Be specific about topics and decisions to be made
- Contact everyone who has a report to give, such as committee chairs, officers, student members, or school staff
- Make sure materials and arrangements are complete for each item on the agenda and everything needed on hand.

During the Meeting:
- Start on time.
- Quickly review the agenda, adding items if necessary
- Follow the agenda
- Occasionally summarize as the discussion progresses
- Give everyone a chance to participate
- Prior to the close of the meeting, restate the decisions reached and the assignments made.
After the Meeting:
- Make sure the minutes are sent out promptly
- Follow up on assignments made and programs initiated

General Membership Meeting Agenda Items (Required and Optional):
- **Call to order** - (Required)
- **Opening ceremonies** – Often an introduction of officers and/or attendees (Optional)

- **Approval of minutes** – As written or read; with or without corrections. Minutes do not need to be read out loud (Required)
- **Treasurer’s report** – No motion to accept is needed unless it is the report of the final audit. The report is for information and is “filed for audit.” (Required)
- **Correspondence** – Written forms of communication shared; read by the secretary and acted upon if required. (Optional)
- **Report of the executive committee/board** – A summary (not the minutes) of action is read for the information of the members. Any recommendations should be voted upon one at a time, as with any other motion. (Added as needed)
- **Reports of standing committees and special committees** – Summary of progress. If there is a recommendation, it is voted upon as with any other motion. Coming from committee, the motion does not require a second. (Added as needed)
- **Other reports** – These could be from staff, students, Council, principal, or others. (Added as needed)
• **Unfinished Business** – Business carried forward from the previous meeting. (Required)

• **New business** – The chair or members bring new business before the association. A motion is necessary before discussion and vote. (Required)

• **Program** – The president introduces the program chair and/or presenter. (Optional) Can be after business is adjourned

• **Announcements** – The date of the next meeting and other important activities should be announced. (Optional but recommended)

• **Adjournment** – Is there further business? If not, then “The meeting is adjourned”.
(Required)

**Parliamentary Procedure Basics:**
Though it can seem cumbersome at first, parliamentary procedure is simply a set of rules for conducting an organized meeting. Following parliamentary procedure lets PTA accomplish its goals fairly, while protecting all members’ rights. This is democracy in action. The basic principles of parliamentary procedure are these:

• Consider one thing at a time
• Ensure justice and courtesy for all and partiality for none
• Follow the rule of the majority
• Preserve the right of the minority to be heard

**Eight Steps to a Motion:** (Only members are qualified to make motions and vote.)

• Obtain the floor – A member addresses the chair (president)
• Assign the floor – The chair (president) recognizes member
• Make a motion – The member states "I move that..."
• The motion is seconded. Another member states: I second the motion." If there is no second the motion is lost. Motions coming from a committee do not require a second
• Chair states the motion – It has been moved and seconded that... (state the motion exactly)
• Debate or discussion – Chair asks "Is there any discussion?"
• Vote – When discussion ends, call for the vote. Some groups will start a discussion without a motion and come to group consensus, but many items still need an actual vote to complete business. In this case, the president may “assume the motion” and then state what they hear the group coming to a consensus on so that the item can be voted on
• Chair announces result – State the outcome of the decision.
• Amendments – Before the vote is taken on a motion it may be amended by: Inserting or adding words, striking out words, striking out words and inserting others in their place, or substituting one paragraph or another motion for the original

President-Elect Duty Overview
The president-elect, who may be called upon at any time to temporarily assume the place of the president, should make a thorough study of the president’s duties and responsibilities, and be familiar with the work of the association.

• Presides at meetings in the absence of the president or upon the inability of the president to serve
• Assumes the duties of the president in the event of the president’s resignation
• Acts as an aide to the president and assumes responsibility for duties assigned by the president
• Performs any other specific duties that may be provided for in the bylaws or standing rules
• Represents the president upon request
• May assume other duties as outlined in the Local Unit’s Standing Rules
Vice-President Duty Overview
The vice-president should make a thorough study of the president’s duties and responsibilities, and be familiar with the work of the association. The vice-president does the following:

- Presides at meetings in the absence of the president or upon the inability of the president to serve
- Assumes the duties of the president in the event of the president’s resignation until the position is filled in accordance with the bylaws. Vice President must be elected as president to become president
- Acts as an aide to the president and assumes responsibility for duties assigned by the president
- Performs any other specific duties that may be provided for in the bylaws or standing rules
- Represents the president upon request
- Units may have multiple Vice Presidents but the order of succession should be noted in the standing rules
Secretary Duty Overview
The secretary is responsible for keeping accurate records of the proceedings of the association. The secretary does the following:

- Maintains an accurate record of PTA memberships
- Takes Minutes. Records all business transacted (minutes) at each meeting of the association as well as meetings of the executive committee/board and presents the minutes for approval at the next meeting of that same body
- Has on hand for reference at each meeting:
  - a copy of the local bylaws and standing rules
  - meeting agenda
  - minutes of previous meetings for current and previous fiscal year, including treasurer’s reports
  - a list of committees and their members
  - a current list of the membership
  - sign in sheet to keep attendance and voting rights
- Reads or distributes printed copies of the minutes of any previous meetings needing approval
- Counts a rising vote when requested by the presiding officer
- Acts as custodian of all records and promptly delivers all records to their successor
- Completes online reporting of officers and any changes to officers list on Oregon PTA website
- Sends copies of required documents to the Oregon PTA office
- Certifies delegates
- May assume these additional duties:
  - Conducts the correspondence of the association
  - Sends out notices of executive committee/board and general membership meetings
  - Keeps up to date email database for the unit to send email communications
Suggested Outline for Minutes

- Type of meeting – executive/board, regular, special, or annual
- Name of association
- Date, place, and time of meeting
- The names of all attendees. A sign in sheet can be listed as an attachment. A note should be made in the minutes indicating any member arriving after the meeting starts or departing before the meeting is adjourned
- State a quorum is established as provided for in the standing rules
- Statement concerning the minutes of the previous meeting. Note if they were acted upon as read or as printed and whether they were approved as submitted or approved with corrections (list corrections)
- Report of the treasurer. Record highlights only and reference actual report as an attachment
- Reading of communications
- Report of officers, executive board, standing committees and special committees. When reports are in written form they may be recorded in the minutes as attachments and numbered
- All motions and the name of each member who introduced a motion, but not the name of the person seconding (only that it was seconded). Do NOT record details of the discussion
- Action taken on each motion
- Program topic, presenters, and brief description of program highlights if before adjournment
- Adjournment time
Records Retention Schedule

It is very important that certain records be retained. The current IRS letter of determination, the current bylaws and standing rules, and the articles of incorporation (for incorporated PTAs) must be readily accessible at all times.

Listed here are items that must be review on a periodic basis and kept in a safe place. Members of the executive board must properly dispose of records by shredding the documents with 30 days of the expiration of the holding period. To assist in this process, it is recommended that when filing records, note on the outside of the box a "Destroy After" date.

**Permanent Storage**

- All audit reports
- Articles of Incorporation
- Cancelled checks for important transactions (e.g., taxes, contracts). Checks should be files with papers pertaining to each transaction
- Corporation documents (if incorporated)
- Corporation reports filed with the Secretary of State
- Legal Correspondence
- Insurance records:
  - Accident reports
  - Claims
  - Employee Acknowledge Forms
  - Insurance Incident reports
  - Policies
- Ledgers (bound)
- Minutes of executive board and association (bound)
- PTA charter
- Tax documents:
  - Exempt status
  - Group exemption
  - Letters assigning federal and state identification numbers
  - State and federal tax forms, as filed
- Correspondence with state or federal agencies
- Trademark registrations
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10 Years

- Financial statements (year-end) and budgets
- Grant award letters of agreement

7 Years

- Bank statements that contain photocopies of canceled checks
- Cash receipt records
- Checks (other than those listed for permanent retention)
- Expired contracts and leases
- List of board members and their contact information
- Payment authorization and expense forms (receipts attached) for payments
- Purchase orders
- Sales records

3 Years

- General correspondence
- Employee records (post termination)
- Employment applications
- Membership lists, including names and full contact information

1 Year

- Bank reconciliations
- Certificates of insurance
- Correspondence with vendors if non-contested
- Duplicate deposit slips
- Inventories of products and materials, updated yearly
- Membership applications current membership

Financial officers have a fiduciary responsibility to protect sensitive and confidential information. No copies of checks should ever be made.
Treasurer Duty Overview
The treasurer, as the authorized custodian of the funds of the association, should keep full and accurate account of receipts and expenditures in accordance with the budget approved by the membership, as prescribed in the bylaws and standing rules, and as authorized by action of the association. All board members, and especially the president, are held accountable by fiduciary responsibility, to ensure responsible handling of all association funds. Even though in many units, the treasurer writes checks and makes deposits for the organization, it is NOT required that they be responsible for all such transactions. It would be prudent to be sure all responsible parties (signers/officers, cash counters, committee chairs, etc.,) are educated in proper procedures/best practices established for the unit. For more information see the PTA Finance Essentials chapter of this manual.

The treasurer position can seem overwhelming but with clear procedures and the right tools in place, it can become very simple and routine. Use this calendar of activities to help stay on track. Remember, this a guide and may need to add items that are specific to your PTA. Treasurers perform many tasks, however they can easily be broken down to weekly, monthly, and yearly tasks.

Calendar for Treasurers

Weekly Treasurer Tasks:
- Gather all paid check request forms and deposited cash count forms
- Enter transactions into your accounting software and indicate item was logged on the form
- File paperwork in current folder in preparation for monthly reconciliation
- Make notes of any missing or incomplete information or any special occurrences. Be sure to keep voided checks and make notes on any lost checks
Monthly Treasurer Tasks:

- Present written treasurers' report at each general membership meeting and as requested by the unit president
- Balance bank statements monthly. Prepare reconciliation report
- Ensure a non-signer reviews either 1) unopened bank statements and/or 2) statements plus the reconciliation report monthly. It is a requirement of your insurance. For more information see the Finance Essentials chapter of this manual
- Confirm remittance of Oregon PTA and National PTA portion of membership dues is sent to Oregon PTA by the last day of each month ($9.50 per member). Include a copy of the remittance form (print from Oregon PTA website) with payment to Oregon PTA

Note: Monthly reconciliation reports need to occur even in the summer months.

Yearly Treasurer Tasks:

July-September:

- File new signature card(s) at bank if needed to remove signers and add signers for new fiscal year on ALL accounts. Get verification of the listed signers on each account from the bank
- Ensure completion of annual audit for the previous fiscal year by audit committee with the help of the previous treasurer
- Review record keeping procedures with previous treasurer
- Update/Change procedures and make any necessary corrections to the Year End Report based on results of the audit
- Get recommendations for changes in procedures, equipment needs, etc from past and present officers/board members
- As the chair of the Budget Committee, begin the budget preparation process. Be sure to budget adequately for insurance, annual conference registration (and associated travel expenses), and cost of business expenses such as CT-12 fees, incorporation renewal, etc.
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- Attend Leadership Training
- Review this Manual and other training materials supplied by the Oregon PTA Treasurer
- Perform all weekly and monthly tasks, even in summer months

October-December:
- Assure liability insurance premium is sent to AIM by November 30th
- Verify unit in good standing documents have been recorded in the Oregon PTA office, including officers list and paid membership (for insurance to be valid). Previous year's memberships expire on November 30th.
- Send any Oregon PTA fund donations, as approved in the budget, to the state office
- Perform all weekly and monthly tasks

January-March:
- Submit registration for delegates to the Annual State Conference & Convention by March 1st
- Perform all weekly and monthly tasks

April-June:
- Prepare and approve an initial budget for the upcoming fiscal year. This will allow money to be spent in the summer months (prior to first meeting). An updated budget will be presented at the first fall meeting of the upcoming fiscal year. It is still important to have a new budget in place for any expenses which may occur
- Prepare financial records for annual audit
- Keep your president up to date on the state of the finances. Remember, the treasurer is the legally responsible, authorized custodian elected by the members to be in charge of PTA funds. However, it is essential that the president, who bears full responsibility for all the affairs of the unit or council, work closely with the treasurer at all times and have a complete understanding of all financial matters.
- Perform all weekly and monthly tasks, even in summer months
Important Information for New Units

Contact the Oregon PTA Office and get a new unit packet. This will contain many of the forms needed to become a PTA and gain status with IRS and State of Oregon.

- Apply for a new Employer Identification Number (EIN) from the IRS. REQUIRED. Once registered file a form 990/990EZ/990N annually by November 15th. See section on IRS in this Chapter for more information
- Register an RF-C with the State of Oregon. REQUIRED. File a form CT-12 annually by November 15th with the Oregon Department of Justice (fees apply). See section on State of Oregon in this Chapter for more information
- Register Articles of Incorporation with the State of Oregon. HIGHLY RECOMMENDED. Once registered, you will file an annual report with the Oregon Secretary of State (fees apply). Month due is dependent upon the month of initial incorporation. See section on State of Oregon in this Chapter for more information

IRS (Internal Revenue Service) Information

Employer (Taxpayer) Identification Number (EIN Number)- REQUIRED: All units must have their own EIN number issued by the IRS. It is only an identification number—the equivalent of the unit's “social security” number, and it does not have to be renewed or reapplied for. A unit will be required to have this number to open a bank account and this number will be used on all communication with the IRS. It is not a tax-exempt number. This number is easily obtained by logging on to the IRS site: www.irs.gov/businesses and then clicking on Employer ID Numbers. Or call the IRS office in Fresno, California, at 1-209-452-4010. There is no fee to apply for this number.

Tax-exempt Status:
Local PTA units in Oregon have tax-exempt status under the umbrella non-profit status of Oregon PTA. Even though units are tax-exempt they still must still file appropriate Tax Documents each year. After filing the appropriate forms with the Internal Revenue Service, tax-exempt status means that a nonprofit corporation is exempt from the payment of federal income tax on the funds that the corporation raises, as long as the corporation operates in conformance with its tax-exempt status.
Tax-exempt status is required:
- By the Internal Revenue Service if the gross receipts (gross income) of the organization exceed $5,000 per fiscal year (July 1–June 30)
- By the Oregon State Department of Justice, if an organization conducts any gambling activity (raffles, bingo, or amusement games at a carnival). A gambling license may also be required for some gambling activities - refer to Oregon State Department of Justice for more information

501(c)(3)—Charitable Organizations Code of the IRS:
Contributions made to PTAs tax-exempt under this section may be treated as charitable gifts by the person or organization making such contributions. Organizations under 501(c)(3) will not, as a substantial part of their activities, attempt to influence legislation or participate to any extent in a political campaign for or against any candidate for public office. Certain voter education activities or public forums conducted in a non-partisan manner may not constitute prohibited political activity under this section. Contributions by local units to other 501(c)(3) organizations should not be made without the written consent of Oregon PTA in order to protect local unit's status.

Public Inspection of Records:
Any organization (including a PTA unit or council) that has submitted an application for tax-exempt status must make available for public inspection a copy of its application, together with a copy of any papers submitted in support of its application and any letter or other document issued by the IRS in response to the application. If an organization (including a PTA unit or council) files a Form 990, it must make the return (including all parts of the return and all required schedules and attachments) available for public inspection upon request.
Annual Reporting to the IRS by NOVEMBER 15th:
PTA units are tax-exempt but must file a 990/990EZ/990N which is an information only tax
return each year. Not filing can result in penalties or loss of tax-exempt status. The type of 990
you file depends on gross income. Because the fiscal year for PTAs is July 1-June 30 your 990 is
due by November 15th. A copy of your filing is due to Oregon PTA by November 30th. All forms
are on the IRS website: www.irs.gov and they expect you to file on time.

990N (e-post card) - gross income of normally less than $50,000
• A very simple form done online in about 10 minutes.
• There are no fees for late filing
• If a unit does not file for three consecutive years it will automatically lose its tax-
exempt status
• For specific instructions on filing the 990N go to: www.irs.gov and search 990N
• DUE DATE is NOVEMBER 15th

990EZ (short form) - gross income less than $200,000 and total assets less than
$500,000
• More involved form but usually easy enough for a local unit officer to complete. Can
be submitted electronically but must include a Schedule A
• For more instructions go to IRS website at: www.irs.gov and search 990EZ
instructions
• LATE FEES: Penalties of $20 per day (not to exceed the smaller of $10,000 or 5% of
gross income) can be charged if filed late
• DUE DATE is NOVEMBER 15th

990 (long form) - gross income more than $200,000 or total assets more than
$500,000
• Can be much more involved and often units will hire a professional accountant to file
the 990 form to ensure accuracy. Must include a Schedule A
• For more instructions go to IRS website at: www.irs.gov and search 990
instructions
• LATE FEES: Penalties of $20 per day (not to exceed the smaller of $10,000 or 5% of
gross income) can be charged if filed late and no extension is filed
• DUE DATE is NOVEMBER 15th
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If the IRS should contact you.... Call the Oregon PTA Treasurer immediately!!!
If a PTA officer or unit receives any communication from the IRS it should be taken VERY
SERIOUSLY. Do not try to handle the situation on your own. Often the Oregon PTA has dealt
with similar communications and can offer suggestions or solutions. The IRS constantly reviews
all tax-exempt and non-tax-exempt organizations very closely.
This review includes PTA units.

State of Oregon
Department of Justice Charitable Activities Section – REQUIRED:

All units must be registered with the Charitable Activities Section of the Department of Justice.
New units must first complete form RF-C with the Charitable Activities Section of the
Department of Justice. All units must then file a CT-12 each year with the Department of Justice
by November 15th and pay their Oregon fee even though you are a 501(c)(3). The state fee due
is based on your revenue and assets on a sliding scale listed on the CT-12 form for that fiscal
year. The Form Year should match the starting year of the fiscal period covered by the report
for example Form CT-12 2016 will cover the fiscal year July 1, 2016 - June 30, 2017. To complete
the form, you will need your end of year financial report or completed 990 form, officers/board
members contact information (with titles and approximate hours they volunteer in their
position - mark pay as $0). If you have questions about completing your CT-12, contact the
Department of Justice. There is a minimum late fee of $20 and the fee will go up depending on
how late your filing is. Make sure your CT-12 is submitted with payment to the Department of
Justice no later than November 15th to keep from incurring late fees. Submit a copy of the
completed form with check number noted to Oregon PTA no later than November 30th as part
of your Unit in Good Standing Requirements.
Oregon Secretary of State - Incorporation - HIGHLY Recommended:

As a safeguard for your unit and its officers, it is suggested that all units file Articles of Incorporation with the State of Oregon. Although at this time, Oregon PTA does not require incorporation, it may be required in order for your unit to open a bank account. Forms may be obtained by calling the Oregon PTA office or Oregon Secretary of State. After your initial incorporation, your unit must file Annual Reports with the Oregon Secretary of State - Corporate Division. New units file for a business name, submit their Articles of Incorporation form with payment to the Secretary of State - Corporate Division to become incorporated. Once incorporated, Annual Reports need to be filed yearly on the anniversary date of incorporation (does not follow your fiscal year and will be different for each unit). Annual reports with payment must be completed and paid to keep your incorporation. To complete the report, you will need the name of the current Oregon PTA President, address for the Oregon PTA State office as well as your business address (might be school or wherever you receive mail as a unit), your president’s and secretary’s names and personal contact information. The Registered Agent should always be filled in with the current Oregon PTA State President’s name and the Oregon PTA office address since your unit gets its 501(c)(3) status under the umbrella of Oregon PTA. The form is easy to complete. Annual reports with $50 payments must be filed within 45 days of your anniversary date, to keep your incorporation. Below are the advantages of becoming incorporated.

Advantages of Incorporation:

- Incorporation establishes the PTA unit as a nonprofit corporation, which is a legal entity
- The existence of the corporation serves to establish protection for, and limit the liability of, the individual members of the unit. The members and officers are protected from being personally responsible/liable for the unit’s debts and legal obligations
- In an unincorporated local PTA/PTSA unit, the officers, directors and all individual members may be personally liable for the unit’s debts and obligations.
Financial Procedure Requirements and Creating Systems

The treasurer works cooperatively with all officers and chairs to ensure money is counted, deposited immediately, and appropriate accounting is completed by establishing and monitoring responsible financial practices and procedures. All officers should be trained and understand the procedures as the treasurer may not always be the person making deposits or writing all the checks. Add policies/systems specific to your unit to your standing rules so they are clear to everyone. Although your unit will design its own procedures for handling check requests and deposits, these are requirements that all procedures set in place must, without fail, adhere to:

• Two people who are not related or living in the same household should always count all monies and both should sign a form verifying and documenting the amount. This document must be kept in a secure location separate from the funds. If desired, a copy can be kept with the funds, but the original must be kept separate
• Deposits should be made within a short time
• Pay all bills by check and have receipt/invoice/written documentation in hand before writing a check
• Never sign a blank check or a check made out to CASH
• All checks must have a minimum of three people (not related or living in the same household): the payee (person the check is written to); PTA signer #1 and; PTA signer #2. Never sign a check written out to you as the payee
• PTA funds must be kept separate from school funds
• Receipts are required for payment of reimbursements
• Keep all receipts and invoices on file neatly
• Keep copies of all minutes for reference to expenditures of funds
Deposit Procedures:

Who does deposits?
Your standing rules should specify: who will be doing your cash counting (such as, at least one of the two required cash counters shall be an officer or committee chair); the two cash counters on a deposit may not be related or living in the same household; and where uncounted money and counted money (prepared deposits) will be stored securely until they are deposited.

Cash Count Form Completion:
Use a cash counting form every time money is collected and be sure it is signed by two people when completed. A sample cash counting form is on the following page or you can design your own. If you develop your own be sure it includes all the information collected in the sample form including: a breakdown on coins, bills, and the numbers of each, plus; a place to list all checks by check number and/or last name with amounts. You must have two people counting every deposit, at the same time, every time. There are no exceptions, even for a check only deposit. If a form is not available, hand write the information on a sheet of paper.

Which Budget Items get Credited for this Income?
The cash counters need to note on the cash count form what budget items/events/etc., the deposits are for and for how much. Your form should have space for providing this information. Be very careful that the budget line amounts add up to the exact amount of your total deposit. You do not have to have separate deposits for separate budget lines but you do have to have a way to break down the total deposit into what items are being credited and how much. For example, a $500 deposit may be Jog-a-thon $400 and Spirit Wear $100.

Bank Deposit Slip:
Once the cash count form is complete, fill out a bank deposit slip and ensure all checks are stamped (endorsed) for deposit only. If you have a large amount of checks you can copy your cash count list of checks and attach the copy to the bank deposit form marking on the bank deposit form “see attached” where you would record each check individually. This will save you time but be sure to keep your original for the document file.
Deposit Bag:
Always use tamper evident deposit bags for deposits. Insert cash, coin, checks, bank deposit slip and seal bag. Do NOT enclose the original signed Cash Count Form, keep it separate. Seal bag and attach (staple or tape) the clear receipt to the original signed Cash Count Form.

Cash Count Form Storage:
Per your insurance, the original cash count form needs to be stored separately from the deposit so set up a specific place these are to be stored. If you have the capability, scan or take a picture with your smart phone to send your treasurer immediately. This way if the original does go missing, there is a record of it that can be retrieved. The form is only paper, so it does not have to be secured in a safe. A file or folder will do.

Deposit Receipt from Bank:
The deposit bag should be taken to the bank immediately by one of the Cash Counters or should be secured in a PTA safe. It should NOT be stored in a school safe or locked file cabinet. The person making the deposit will need to get a receipt from the bank showing the deposit was made to file for your audit. The deposit receipt will then go to the treasurer to be attached to the Original Cash Count form.

What if the Bank is Closed?
A PTA (only) safe is best if you can have one. A PTA only safe can be very useful to secure money before counting such as during fundraisers. Make sure to get one with a drop slot where school staff can drop money in but cannot get money out. It is best if it is located in or near your school office. If you cannot have a PTA safe at your school you may want to set up night deposit with your bank. However, you will need to make sure there is a way to get the Bank Receipts for your audit either mailed or you will need to pick them up the next day. The deposit bag can go home with the person signing off as responsible party for taking the deposit to the bank but the cash count form should never go with them. On rare occasions, the deposit bag can go home with a person signing off as the responsible party for taking the deposit to the bank, but the cash count form should never go with the funds. You should set specific parameters about people taking home deposits in your standing rules such as it must be deposited the next business day, they must send a picture of the deposit bag, must send a picture of the cash count form (not with them) to the treasurer, and they must notify the treasurer when they take it to the bank. IF the treasurer is the person taking the deposit, ensure the cash count form is not with them or a copy or photo of it is stored in some secure location accessible to others.
PTA only Safe:
The easiest way to safeguard uncounted cash/checks, script cards, other gift cards and small valuables is to have a PTA only safe on site. A PTA safe is a safe that is dedicated only for the use of PTA and is accessed only by those authorized by the PTA. The unit’s standing rules should specify who has safe access. PTA funds must be kept separate from school funds therefore your should not be using a school safe in which school funds are stored. A PTA only safe with a drop slot is the best way keep your funds secure and to ease the burden of responsibility for school safe collecting PTA funds during fundraisers. For example, when children turn in fundraising envelopes, the staff can simply drop them in the safe to keep them secure. Also, your Cash Counters can then can handle them a batch at a time. A safe is also the best way to secure cash needed for events and gift cards. Script cards are like cash and should be handled in the same way. They should not be sent home in backpacks or left on a desk for pick up. Because script has such a low profit margin, you could end up losing money on script if cards go missing. Further, your insurance deductible will be $250 for any such claim, and claims may only be made if accompanied by a police report. That is, "lost" funds are usually not recoverable; only "stolen" funds, regardless of whether the theft can be proven.

Expenditures
If audited, the primary area of inspection for a nonprofit, tax-exempt organization (including PTA) is its expenditures. In other words, how did the organization spend its money? The primary requirement is that all expenditures must be in conformance with the tax-exempt purpose of the organization. For a PTA, this means that all expenditures must be directly related to the health, welfare, safety, or education of children, and the unit must be able to prove it. Proof is generally provided through proper receipts for every expenditure made by the unit. Extraordinary care should be taken to assure that every expenditure—every check that is written—is substantiated by a proper receipt. Failure to provide proper receipts is often considered by the IRS as sufficient evidence that the organization did not spend its money in a manner which conformed to its purpose(s).
Expenditure Procedure Requirements

- All checks should be stored in a secure location and documented (voided checks should not be destroyed). Many units store their checkbook in their PTA safe.
- Every expenditure must have a receipt/invoice. The use of a check request form can assist you with this requirement and keep your records organized for recording in your ledger or online accounting system.
- Every check must be signed by two signers on the account who are not the payee and who are not related or living in the same household. Reminder: Be sure signers are up to date on bank accounts, especially after resignations or other officer changes.
- Expenditures must be part of the approved budget (approved by the PTA members) before money is dispersed (checks written). To do this all signers must understand and have access to the unit's budget and up to date expenditures in order to determine if the check they are writing is indeed part of the budget and to make sure the line item does not go over budget with the check they are writing. If you are using a paper ledger this can be more challenging. It is suggested to use online based accounting software like MoneyMinder that allows viewable access to multiple users (like all your signers) to make this easier.

Check Request Form:
Used for reimbursements or funding that is already in your approved budget. Keep check request forms where they are easily accessible to anyone who may need to submit one (teachers, PTA leaders, committee chairs, etc). A sample Check Request Form can be in the Forms Section of this Guide.

Check Writing Procedure:
The person requesting check or board member that received bill/invoice from an outside party should complete a check request form and staple or tape their receipts onto the form. They should note the purpose (budget line item) the funds are for and sign the form. The completed check request form should be placed in a specific location for signers to check on a schedule or frequent basis. It is a best practice to write checks on a weekly basis.
Once the check is signed, the signers must note on the form the check number used to pay the request, confirm the correct budget item for the expense, and place the form in a secure location for the treasurer. Once the check has the required three names (payee, signature 1 and signature 2), it can be mailed or otherwise securely delivered to the payee.

**Voiding a Check:**
When a mistake is made in writing a check, write "void" over the check and attach it to a check request form for the treasurer to file for audit. Write a new check for the request. DO NOT DESTROY THE VOIDED CHECK!

**Cash Boxes for Events:**
When hosting an event, it is often necessary to have cash on hand in order to make change. To do this, do NOT make out a check to cash. Instead, the Committee Chair or Officer in charge of the event must complete some type of Cash Box Request Form. This form should detail the total amount and what specific denominations are needed. This Cash Box Request Form should be attached to a check request form as an invoice and the check request form completed to request a check made out to the person going to the bank. Signers should verify the request is approved before issuing the check. When the person arrives at the event with the cash, it must be verified by two people (not related or living in the same household) on a Cash Count Form. Write "Cash Box" at the top of the form for later reference. The Cash Box Request Form, Check Request Form, and verified Cash Count Forms for the cash box should be filed together for audit.

In your accounting program, the clearest way to show Cash Boxes is to have a budget line for it, noting in your budget that it should have matching income and expense. Income and expense should always match once the event is complete and deposits made. This should be watched carefully and must be a net zero at the end of the year. Be careful cash box amounts are not added to the income of an event.

*A sample Cash Box Request Form is located in the Forms Section of this Guide.*
Funding Requests that are NOT in or are OVER budget:
If someone requests funds not in the budget explain that no funds can be released that are not budgeted. Encourage them to put together a proposal for funding per your standing rules for new business. Our suggestion is that your standing rules require members to submit funding requests or all new business to your board at least 10 days before a general meeting so your board can review the proposal and have time to research the impact of the funding request on the overall budget and to determine if it is within the mission of PTA or add it to the agenda. Having them submit it to your board in a Proposal for Funding Form will help make decisions faster and will also help the member get their idea focused and ready to go to a committee for action if approved by members at the general meeting.

Proposal for Funding Form:
Used to propose a change in the budget for a new project or activity. Should include: Why funds are needed, who benefits from the funding, and very specific budget needs. When complete, it can easily be used to make a motion at a meeting.

A sample PTA Funding Proposal Form is in the Forms Section of this Guide.
Accounting

All transactions need to be recorded in a registry (ledger) and used to populate financial reports which can compare spending to budget. To do this you will need an accounting system. You can use a paper or computer ledger and spreadsheet if your unit does not have more than 10 or so transactions a month. For the majority of units, it is suggested you use an accounting software system. Our suggestion for most units is to use an online software program like MoneyMinder from Non-Profit Central, Inc (https://nonprofitcentral.biz/moneyminder). The program you use should have the following features:

- **Online** - can be accessed on the internet, from anywhere, by a user with a login/password
- **Multiple Users** - can set up multiple users and set them as view and create and print reports only - great for signers, board members and auditors to have viewable access. Then have at least two people having editing power just in case but one assigned to manage the program.
- **Budget** - can help you build your budget which then force users to assign every transaction to one of the existing budget items. Can store notes on budget changes (amendments) voted on through the year at the bottom of the budget and/or store notes on specific budget items. Easily print budget reports for meetings
- **Bank Register (ledger)** - Record of all Debits (expenses/checks) and all Credits (income/deposits) and how they affect your bank account balance. Ability to SPLIT transactions for recording against budget. For example: A deposit of $500 can be split as $400 to Jogathon, $50 to Spirit Wear and $50 to Popcorn Sales. Shows the total deposit on your register but credits categories in separate amounts against your budget.
- **Bank Reconciliation** - Ability to complete, save and print your monthly bank reconciliations. These should be done within 10 days of receiving your monthly bank statement and must be printed, signed and dated and filed (along with a transaction report for the month) in your permanent file. If you are a signer and doing the reconciliation, you must have another person audit the reconciliation each month. Make any notes of missing/incomplete supporting documents for your annual audit and make every effort to find/complete the items before the annual audit (document your efforts).
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- **Multiple Bank Account Management** - can track transactions in multiple accounts. Helpful if you have a checking and savings account for your unit.
- **Bank Reports** - Transaction reports in a date range or for a budget category.
- **Performance Reports** - Compare your actuals (income/expense) to your Budget in multiple views. In MoneyMinder there are Treasurer’s Reports, Income Statements, Annual Reports (End of Year Financial Report) etc. Great way to prepare for a meeting at the touch of a button. Can even compare year against year when using it for many years which can be very helpful for Budget Committee to review.

**Reporting Membership Income/Expense:**

**Income (Credit):** Income is all incoming monies or total gross revenue for a fiscal year (July 1- June 30). In reporting your income for the IRS and State, you should not include the $9.50/member from your income since it is not really income for your PTA. You will need to account for it on your financial reports as the money went in and out but deduct it when submitting your income to the IRS or State of Oregon and note it on your financial report. If you are doing a script or product fundraiser, you need to include all money coming in and not just profit.

**Expense (Debit):** All money paid out of your account during the fiscal year (July1-June 30). As in your income, when reporting to the IRS and State reduce your expense by the amount you remitted to Oregon PTA for Oregon PTA and National PTA dues.

**Financial Reports**

**Budget:**
The budget must be approved by the membership and any changes made to it also approved before any money is spent. Make sure your unit always has an approved-by- members budget to work within and that spending is with its parameters. Although it is the Treasurer's job to track how much has been spent against a budget line and what is remaining, it is everyone’s responsibility to ensure the unit spends within the approved budget. See more information on Budgets in the Board Service Section of this guide.
Treasurer’s Reports:
The treasurer must present a written financial report at each meeting of the association (board meetings and general membership meetings). The statement is then filed for audit. It is not necessary to approve the financial statement by vote of the association. Pick one format for the report and stick with it throughout the year so that members, officers, and board members can easily compare reports. A treasurer's report can often be printed from your software program (like MoneyMinder) as long as all transactions are up to date and accurate. A Treasurer's report is typically a "budget to actuals" report, indicating each line item in the budget, the budgeted amount, the actual amount applied to the line item so far for the year, and how much remains in that budget line (difference between budget and actual). If you are using a paper ledger you will need to keep track of your income and expenses in a spreadsheet program and update your reports manually. It is advised you add notes to accompany the printed report of any items you want to bring to people’s attention during the meeting.

End of Year Report:
The treasurer should complete an annual report to be presented to members at the general meeting following its completion that gives a summary of all income and expenses as they correspond to the budget. It is a final report of fiscal year activity and should be formatted to look the same as your treasurer’s reports so that members can easily understand it. It is the report you will use to complete your 990 and CT-12 for the fiscal year. A Year-end report sample is found in the Forms Section of this Guide.

Audit:
The treasurer shall deliver all appropriate documents to the audit committee. The audit report is read at the meeting following its completion (usually the first meeting of the new fiscal year). The auditor’s report needs to be accepted by the membership.
Financial Documentation

Setting up a good documentation system ensures everything is ready for your audit and will be at your fingertips to answer questions when they arise. Set up a Treasurer’s Procedure Book, a temporary file, and permanent file for the new fiscal year. Be sure permanent files are also securely kept for previous fiscal years. As files get dated beyond 7 years, refer to the Records Retention Schedule on page 14 of this chapter to decide what can be purged.

Treasurer’s Procedure Book: Start with a hard copy of this training guide to build one or use any binder you have and simply add all parts.

Items you should include in a treasurer's binder are:

- Training materials for position (like this manual) and given at training events
- Notes to pass on when you leave office
- Notes for projects/committee work you are involved in
- Bank Account Information (secretary & president should also have this)
- Contract Copies (original with secretary and copy in permanent file)
- Login/password information to pass on (keep secure!)
- Treasurer's reports for the year (copy to secretary and copy in treasurer's permanent file)
- Minutes from all Meetings (copies for auditor to use)
- End of Year Report - Accounting software annual report or a spreadsheet report of all income and expenses (original with secretary, copy in permanent file)
- Current & Last Year Insurance Certificates and/or submissions. If certificate has not yet arrived file your submission form and note check number (original with secretary, copy in permanent file)
- Current 990/990N/990 EZ copy (original to IRS, copy with secretary, copy in permanent file)
- Current CT-12 copy (original to DOJ, copy with secretary, copy in permanent file)
- Current Annual Report for Secretary of State. Make sure due date is clearly noted and added to your treasurer's calendar as it is the anniversary of your incorporation and not set by fiscal year like other filings. (original to Secretary of State, copy with secretary, copy in permanent file)
Temporary File: The temporary file should have at least 2-3 separate areas, hold about 2 months’ worth of documents and be something you can easily carry with you. It is where you will store:

- In Process - Documents such as check requests that are not yet entered in your accounting system, forms missing attachments like Cash Count Forms waiting for Bank Receipts, or even forms you have questions about and need to research further.
- Complete - Completed documents before your monthly bank reconciliation. You should separate the Current and Previous month by a divider or secure clip. Keeping them in order of income by date and expense by check number/date order helps with the bank reconciliation.

Permanent File: Larger filing box/cabinet that can hold an entire fiscal year’s records. When your bank statement arrives, retrieve all documents for the month covered on the statement and be sure they are complete. Make notes of anything that is not complete/missing and make every effort to complete or find missing items (make notes of your efforts). Reconcile your bank statement in your accounting system. Print out the reconciliation report, a transaction report (date range) for the month covered in the statement and attach them to your bank statement. Sign and date the reconciliation form and keep with any notes for your auditor on missing or incomplete items. File all supporting documents in date order as they appear on the transaction report to assist your auditor in finding specific items quickly.

Basic Tasks Schedule for Documentation (see calendar for more duties):

- **Weekly** - Gather all paid check request forms and deposited cash count forms at least weekly. Enter the transactions into your accounting software and indicate you did so on the form. File them in the temporary folder. Note any missing/incomplete items and attempt to resolve, making notes of your efforts.
- **Monthly** - Within 10 days of receiving your bank statement, reconcile your account. Make notes on any supporting documents that are missing/incomplete and your efforts in resolving. Sign and date reconciliation. If you are a signer, have an auditor review your work and then sign & date the reconciliation report as well. Move reconciled month’s documents to permanent file.
• **Before each meeting (board or general meeting)** - Print a treasurer’s report from your accounting or a report like it comparing actual numbers against budget and showing your bank balance. Make notes of items to discuss or bring to people’s attention in reading the report. Sign and date the report and make copies as needed. You should keep a copy for your records and the secretary should file them in her minute’s binder as well.

• **During Meetings** - Present Treasurer’s report. If you are not going to be at a meeting, ensure your report is understood and presented by someone else (like the president)

• **Yearly** - Many treasurer duties are done only on a yearly basis - completed early fall and most will need copies submitted to Oregon PTA, your secretary as well as other groups (IRS, DOJ, etc.). It is suggested that you complete these as quickly as possible at the beginning of the new fiscal year as some have strict deadlines and others are just time sensitive.

  - Budget (Revised throughout the year as needed)
  - Insurance Purchased
  - Audit Report (completed by Audit committee)
  - Year End Report for Previous Fiscal Year (may be called Annual Report in accounting software)
  - 990/990EZ/990N
  - CT-12
  - Annual Report for Incorporation for Secretary of State

**Audit:**
The audit checklist must be performed by one or more person(s) who are not signers on any of the audited bank accounts during the fiscal year being audited or the current fiscal year. This does NOT have be done by an accounting professional.

**The PTA Annual Internal Audit:**
The purpose of an audit is to certify the accuracy of the books and records of the financial officer, and to assure the membership the association’s resources/funds are being managed in a businesslike manner within the regulations established for their use.
Audit Preparation:
Getting organized is the key to success! Build a system which ensures each item is organized in a way that makes it easy for someone doing your audit to find all these items. Items needed for a complete and stress-free audit:

- Copy of last audit report
- Bank statements for the 12 months being audited
- All bank deposit receipts
- Receipts/invoices for all checks written
- Approved budget
- Minutes from general meetings and board meetings
- All treasurer reports
- Check register/ledger from treasurer
- Cancelled checks or images of cancelled checks from bank
- Any VOINED checks

Each month when the bank account is reconciled make clear notes on any items missing or done incorrectly to bring them to the attention of the auditor and to give explanation. We are all human and do make mistakes but try and keep them to a minimum and adjust processes to reduce errors. Make every effort to resolve items that are incorrect/missing and document these efforts for the audit committee.

Audit Checklist Form including instructions for the auditor/audit committee can be found and copied from the Forms section of this guide.
Chapter 4: Financial Essentials
Who should read this chapter?
All board members, signers on bank accounts, committee chairs, and others handling money or counting cash at events, fundraisers, etc., should understand responsible financial practices and procedures prescribed in this manual and set by your unit. These practices are here to help protect your unit's assets and make decisions that are in the best interest of your unit. Some items are requirements (per the bylaws, federal law, state law, or for insurance coverage) and some are suggestions of what works best for most units (also known as “best practices”).

Insurance
Ensure your unit has coverage and is complying with all necessary requirements to keep your coverage active. When planning events, it is critical leaders understand what is covered by your insurance and what is not. For more information on how to become insured, see the Board Service Chapter of this manual. For specific policy questions, check with AIM directly (www.aim-companies.com or 1-800-876-4044). Tell AIM you are calling for a PTA unit.

Budget
The budget is the financial plan of the estimated income and expenses needed to accomplish PTA goals and objectives for the coming year. The yearly budget must be approved by members. PTA unit boards can only approve expenditures within the approved budget. Board members should be sure all committee chairs know what their budget is and that they are not allowed to spend above their budget for any reason. Boards cannot make changes to the budget without a membership vote or prior membership approval. For more on developing a budget see the Board Service Chapter and Treasurer section of Officer Specific Duties Chapter of this manual.
Banking

Each year as new officers take office, update the bank account signers at the bank. Online banking may be set up but cannot be linked to any signer’s personal bank accounts. If a signer is a member of the same bank, the signer must use a different log-in and password that only shows PTA accounts.

Deposit only cards are okay to use to make deposits after hours. These cards are available with some banks. If the bank cannot provide a deposit only card, many times banks will do a debit card with a Point of Sale (POS) limit of $0 and no cash back option.

PTA units must have a checking account but also may have a savings account. Make sure the bank puts the proper signers on each account, not just the main checking account.

All funds of PTA belong to and are under the control of the members. All funds are to be placed only in the bank account of the PTA unit—not in a personal bank account or in a school safe or file cabinet. A PTA owned safe at the school is a good choice if funds cannot be deposited immediately. Units unable to obtain a safe of their own at the school should set up night deposit with their bank. If you set up night deposit, assure you can receive a deposit receipt back from the bank. For more information on banking, see the Treasurer section of Office Specific Duties Chapter of this manual.
Financial Procedures and Documentation

The treasurer works cooperatively with all officers and chairs to assure money is counted, deposited promptly, and appropriate accounting is completed by establishing and monitoring responsible financial practices and procedures. Because it will not always be the treasurer depositing money or writing checks, make sure all officers and signers understand the procedures in place and adhere to them. Specific procedures may be included in your standing rules so they are clear for everyone.

Although your unit will design its own procedures for handling check requests and deposits, these requirements must be a part of those procedures:

- Two people (unrelated and not living in the same household) should always count all monies and both should sign a form verifying and documenting the amount
- Deposits should be made in a timely manner
- Pay all bills by check and have receipt/invoice in hand before writing a check
- Never sign a blank check
- Receipts are required for payment of reimbursements
- All checks must have three distinct names on it, namely: the payee, signer 1, and signer 2. None of the three should be related or living in the same household
- PTA funds must be kept separate from school funds
- Keep all receipts and invoices on file neatly
- Keep copies of all minutes for reference to expenditures of funds

Checks:
Systems should all involve some type of Check Request form for all checks written or voided. The form should include who the check is requested by, who the check should be made out to, the date, and the amount of the check being requested, and the purpose of the expense (how it fits a budget line item approved by members). If you VOID a check, do NOT destroy it, simply write VOID across it and staple it to a blank check request form. Voided checks must be filed and accounted for during the audit. Receipts or invoices for all expenses must be attached to all check request forms.
Assure there is available budget money for the expense before writing the check. If you have an online accounting system set up (like MoneyMinder), signers can have viewable access to determine if there is budget money is available. If you do not have this type of accounting system, signers will need to check with the treasurer to ensure budget money is available for the expense before writing the check. Remember, no money should be spent that is not approved by members. Signers must note on the form: check number, date it was written, amount of the check written, and budget line expenses should be attributed to. Completed forms must be given to the treasurer (with all receipts or invoices attached) to record in the accounting system and to be filed for audit.

**Deposits:**

Systems should all involve some type of Cash Count Form for deposits. This form is not the same as a bank deposit form although that is needed as well. The form should fully detail the money counted and be signed by two counters (not related or living in the same household). This signed form must be kept separate from the deposit money. A bank deposit slip should be filled out and kept with the deposit money to be taken to the bank. The deposit should be kept secure and be taken to the bank as soon as possible. When taking the deposit to the bank, the person depositing it must get a receipt of deposit slip from the bank confirming the amount of the deposit. This should always match what your two counters counted and if not should be researched to discover the error. The bank receipt must be given to the treasurer as soon as possible to be filed for the audit. It is attached to the Cash Count form when filing for audit. Do NOT take the original copy of the Cash Count form to the bank when making a deposit. It must be kept separate per your bond insurance.
Cash Boxes at an Event:
When hosting an event, you will often need to have cash on hand in order to make change. To do this you should NOT make a check out to cash. Instead, the Committee Chair in Charge of the event should complete some type of Cash Box Request Form. The Cash Box Request Form should detail the total amount and what specific denominations are needed. The Cash Box Request Form should be attached to a check request form as a receipt/invoice and a check issued to the person going to the bank. When the person with the cash arrives at the event, the amount must be verified by two people (not related or living in the same household) on a Cash Count Form - write Cash Box at the top of the form. The Cash Count Form should be filed with the Cash Box Check Request Form paperwork when filed for audit. Be sure the initial cash box money is not recorded as income for the event. For more information, see the treasurer section of the Office Specific Duties Chapter of this manual.

Audit
A PTA Internal Annual Audit is a simple checklist completed by one or more person(s) who are not signers on the bank account. It is an annual review of the unit’s accounting records and financial documentation. It is required by the bylaws and is a condition of your bond insurance. If your cash counters and signers are completing good documentation and procedure and your treasurer is accurately recording and filing documents, the audit will go very smoothly. Reviewing the audit checklist before setting up systems can often be helpful in setting up systems that will make your audit easy.
For more information on Audits, see the Treasurer section of Office Specific Duties Chapter of this manual.
Oregon PTA E-Commerce Policy

A PTA’s membership must vote to authorize one or more of the following e-commerce options. The PTA must include the corresponding language in their standing rules or adopt a separate policy. PTAs that are adopting this language as a separate policy should note that all standalone policies must be reviewed and adopted annually.

Please choose one or more of the following e-commerce options that may apply to the PTA:

The PTA needs to determine who has online access to the account. The Treasurer and President should have full access, and if possible, the additional authorized signers and non-signer bank statement reviewer should have read-only access. PTA accounts cannot link to any individual accounts. No transfers of any kind should be allowed including wire transfers from account to account.

Electronic Banking
Online Account Access Password for online accounts should be changed:
• at least once a year
• when there is a change in signer

Online Statement Review
Banking and debit card statements may be reviewed online. The non-signer bank statement reviewer must e-sign (with applicable company) a copy of the statement once reviewed and forward the signed copy of the bank statement to the Treasurer.

Use of Debit Cards
• Cards are issued to authorized signers, including the name of the PTA, and should be the same signers as on the PTAs bank account. The cards are in the possession of the Treasurer and are used via a checkout log only. The log is to be reconciled monthly to the statement.
• Prior to use of the debit card, a funds request should be completed and submitted to the treasurer. Following the purchase, the receipt should be given to the Treasurer and attached to the funds request form and debit card returned.
• The debit card limit should not exceed more than $500.00; transactions that require a larger purchase amount must be requested through a pre-authorized funds request form and the limit increased by the treasurer on an as needed basis.
• Absolutely, No cash transactions are allowed. (ATM, CASH, Withdrawals, Cashback from retailer)
• A change in signer on the checking account will require a return and destruction of the debit card. A financial reconciliation will be performed. This applies when fraud or misuse of the card has also been discovered.
• If card is lost or stolen, the account must be reconciled.
Fraudulent Transactions
Upon routine monthly and yearly audits if fraudulent transactions have been discovered the executive board will meet within 24 hours and discuss the next steps forward in reporting to the appropriate agencies involved.

ACH/Electronic Payments

One-time payments to the following are allowed by ACH or eCheck. Wire transfers are never allowed. Proper documentation should still be followed including signed check request forms and any other required documentation. All expenditures (other than escrowed items) must be budgeted.
- Oregon PTA
- Secretary of State – Incorporation Fee
- Oregon Department of Justice – Annual CT-12 Reporting
- AIM for insurance policy renewal

Recurring Payments
Recurring payments for PTA expenses must be set up to be deducted directly from the bank account. At the first Membership meeting of the year, a motion would be made to approve the recurring payment for the period of one fiscal year.

Online Payment Collection Systems
- The PTA membership must approve the use of an online payment collection system(s).
- The online payment collection system (web-store, etc.) must be in the PTA’s name. It should not be attached to an individual.
- Associated fees are budgeted as an expense line item and must be accounted for and reported on the financial statement. The PTA must ensure that they are checking for these fees monthly to ensure that the financial statement are accurate.
- All revenue must be accounted for and reported in every financial report in the budgeted income category.
- Online Payment collection system reconciliations must occur on a monthly basis, and should a manual transfer be required from the third-party processing company, documentation of the transfer should be filed with the reconciliation.

Accepting Payment by Debit/Credit Card
- The third-party processing company (PayPal/Square/Stripe/Venmo etc) account must be in the PTA’s name. Not an individual.
• Third-party processing company (PayPal/Square/Stripe/Venmo etc) statements must be clear with detailed and accessible on a real-time basis. The PTA must have immediate access to know who has paid, the purpose of the payments, and the expected transaction amount.
• The third-party processing company must be Certified Compliant with the Payment Card Industry Data Security Standards (PCI DSS). Reference the Discover, MasterCard, and Visa list of Compliant Service Providers before the PTA signs or electronically agrees to the agreement.
• Third-party deposits are processed the same as a traditional bank deposit.
• Proper documentation is required for each deposit. Events must reconcile with applicable money counting worksheet.
• Attach a copy of the online transaction to the deposit form.
• For daily deposits, a weekly summary of the deposits may be documented on a single deposit form.
• Associated fees are budgeted as an expense line item and reported on the financial report.
• For swiped transactions, the PTA will receive training from your third-party processing company on handling cards that do not read correctly.
• Card numbers must not be written down for any reason. Only swiped or chip transactions that are immediately authorized (via internet or phone access) will be accepted.
• The PTA will not swipe or store transactions for later settlement.

Dispute of Debit\Credit transactions
• PTA will confirm with the third-party processor that only the PTA Treasurer may confirm a refund to the customer. Confirming a refund requires the same approvals and documentation as required for a request for a check to be issued for disbursement.
• The authorized refund must be recorded in the check registry prior to processing.
• The third-party processing company must provide the PTA guidance on challenging a disputed payment.
• Any challenge of payment must be responded to promptly and accurately.
• If merchandise has not already been provided, goods and services will be withheld until the dispute is cleared.
• If the dispute is not resolved favorably, treat this action in the same manner as a nonsufficient funds check.
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Missing Funds
Occasionally, a unit discovers (or suspects) that, for one reason or another, funds are missing. The unit should immediately contact the Oregon PTA Treasurer. Oregon PTA will conduct a thorough audit of the unit's financial records and report the findings to the unit's board. The audit findings and potential courses of action will then be presented to the unit's membership.

Contracts
In the ordinary course of business, whether for a fund-raising activity, the rental of equipment, the purchase of supplies, leasing a meeting hall, or hiring a band, most PTA units enter into a variety of contracts. Contracts may be written or oral. Written contracts are recommended. All contracts must be executed/signed by the unit President and another officer. Committee chairs are not allowed to sign contracts on their own. For more information on contracts, see the Board Service Chapter of this manual.

PTA Funds or School Funds?
Funds generated at a fund-raising activity in which the activity or event was directed by and supervised by the PTA belong to PTA even when held within a school, on school district property or involving students. PTA must clearly be “in charge”. To determine an activity is a PTA activity and that all the money raised belongs to PTA the activity must meet all the following criteria:

- If there was a contract involved, PTA must have signed the contract
- PTA must have been involved in the creation, planning and implementation of the activity including provide the majority of the volunteer manpower
- Limit the number of school district employees being paid to help at the event
- Activity was approved by the PTA membership or executive board (in the minutes)
- Activity is part of the PTA’s approved budget
Safeguards for Fundraising
The following procedures must be followed to assure a successful fundraiser while protecting the PTA and its volunteers against loss, theft, and mismanagement of funds:

- Read all contracts carefully. Assure the contract is signed by the president and one other officer of the PTA, after the membership has voted to conduct the project.
- Follow correct financial procedures as noted earlier in this chapter and as set by your unit's treasurer to assure bonding insurance requirements are met. If there are any questions, please contact AIM at: www.aim-companies.com.
- Assure money is always counted by at least two approved cash counters in a secure location and the Cash Count form is completed and signed by counters.
- Plan for safe-keeping of money until it is counted and deposited. Also plan for the safe keeping of products before delivery when applicable.
- When possible, pay expenses directly by PTA check (not cash) instead of using personal money and seeking reimbursement.
- Provide treasurer with a written report as requested and at the conclusion of the fundraiser.

Scrip Program Safeguards
Scrip cards are redeemable by anyone and therefore subject to loss or theft, just like cash. Basic bonding insurance provided as part of the Oregon PTA insurance program may not be sufficient for PTAs which sell scrip. Contact AIM at www.aim-companies.com to check on coverage and options.

Make sure the Scrip Committee follows correct financial practices including:

- Purchase scrip with a PTA check authorized by two signers
- Do not allow scrip company access to your main checking account
- Keep an accurate record of scrip inventory and sales. The PTA may want to have a separate checking account for the scrip program to help with record keeping
- Each month provide a written report to the treasurer. Include deposit receipts, which are needed for the audit file
- Inform purchasers scrip is not a tax-deductible donation because full value is received. Use a stamp or mark checks received in payment of scrip, "Scrip Purchase - Not Tax Deductible"
• Make arrangements for the safe-keeping of scrip between sales. Reminder – scrip cards are the same as handling cash! If you do not have a dedicated PTA safe consider renting a safe deposit box at the bank. Scrip should NOT be kept at the home of the scrip chair or another party.
• Conduct sales of scrip in a safe, protected location. Never use children as couriers. Do not sell scrip in parking lots, at ball games, or to anyone unknown to your organization.
• Maintain control of the program to assure all scrip sales are accurately reported and funds from sales are deposited in a timely manner.

The following considerations must be addressed before beginning a scrip program:

• Are there hidden costs?
• What is the financial risk? (checks with insufficient funds, lost cards, etc.)
• What percent of profit does the PTA actually receive versus volunteer hours?
• Who is responsible for the replacement of scrip if it is lost in the mail?

Movie and Music Licenses
If you are planning a movie night, you will need to make sure you have a license to show the movie selected. You may purchase a license for a one-night viewing or one covering a full year. Go to: www.k12.movlic.com for more information and to apply for a license. Similarly, music played for a public event is subject to licensing with ASCAP. If you hire a DJ, that license is usually part of the fee you pay. See http://www.ascap.com/licensing for more information.
Chapter 5: Committee Basics
Committee Basics

Committees are the working machinery of PTA and are essential to its effectiveness. Each committee is formed to address a specific need. Their work is subject to the direction and approval of the membership. Committees should be encouraged to improve on past good work, develop new ideas and ways of doing their work, and strengthen the effectiveness of the committee. Committees should consist of members who have been appointed or elected on the basis of their qualifications and their willingness to work to accomplish the PTA goals.

Note: The unit president is an ex officio member (ex officio means: by virtue of office) of all committees, except the nominating committee. Ex officio status enables the president to attend committee meetings with all the privileges of other committee members (offering motions, speaking to motions, voting).

Types of Committees

There are two types of committees for PTA work: Standing Committees and Special Committees.

Standing Committees

A standing committee has a permanent function, which is fundamental to the operation of the unit. The number and type of standing committees will vary according to the needs of each PTA and should be specified in the Standing Rules. The following are generally identified as standing committees:

- Membership
- Programs
- Legislation
- Community Outreach
- Arts in Education/Reflections
- Publicity/Marketing
- Budget
- Fundraising
- Family Engagement
- Volunteer Involvement
- Hospitality
Standing committee are selected by the members of each new administration’s executive board. Before they officially take office the newly-elected officers may meet for the purpose of appointing the chairs of standing committees. These committees serve for a term of one year. Oregon PTA Bylaws do not prohibit individuals from being reappointed to a committee by successive administrations.

Special Committees
Special committees are created as the need arises. They are appointed for a specific task and cease to exist when their job is completed and their final report is given. The following are examples of special committees:

- Nominating
- Teacher Appreciation Week
- Founders Day Program
- Specific Event Committees

Special committee chairs (except the Nominating Committee) are appointed by the president with the approval of the executive committee/board. Because the Nominating Committee is so different from other committees, their members should refer to Nominating Committee section of this manual for more information.

Committee Chairs
Committee chairs should be chosen on the basis of their qualifications and willingness to commit adequate time and energy to completing their assignments.

Responsibilities of Committee Chairs

- Review the procedure book, job description, and resources before beginning work
- Coordinate the work of the committee
- Speak on behalf of the committee
- Preside at committee meetings
- Organize preparation of a Plan of Work/Action Plan and budget requests
- Present Plan of Work/Action Plan and budget requests for approval
- Keep accurate financial records
- Prepare and present reports
- Provide copies of reports and forms for the unit secretary and procedure book
- Update and return the procedure book
The chair of a committee should:

- The unit president should be advised of all meeting dates, times, and locations
- Give meaningful assignments to each member of the committee
- Create an environment in which all members feel comfortable participating
- Encourage opportunities for committee members to develop leadership skills and personal skills
- Periodically evaluate the work being done
- Recognize and appreciate members of the committee
- Use the resources and expertise available through Oregon PTA and National PTA
- Undertake substantial work only with approval
- Speak or act on behalf of the unit only with authorization
- Seek approval for changes to the plan of work or spending beyond budget allotment
- Establish a timeline and guidelines for status reports from members of the committee
- Avoid “burn-out” by requesting additional committee members for heavy work overloads
- Have all publicity, notices, etc., approved prior by the board to sending out
- Provide unit treasurer with receipts for all reimbursements
- Take advantage of opportunities to improve knowledge and skills by attending council meetings, workshops, and Oregon PTA Conference and Convention
- Contact counterpart at the state or council level for assistance

Procedure Books

Every PTA officer and committee should have a Procedure Book. Its primary function is to provide a record of previous work, useful materials, and information relevant to a specific job. Procedure Books are passed from one administration to the next. This eliminates the need to redevelop important information and materials.

A three-ring binder is useful for a Procedure Book, since materials may be removed and added as needed. The contents of the Procedure Book will vary according to the particular job. The following list of basics should be included:

- Job description
- Contact information with addresses, phone numbers, and email addresses
- Predecessor’s records and reports with evaluations and recommendations
- State PTA and National PTA information and training materials for position
- Name, phone number, and email of State Board counterpart
- Approved Plan of Work and Action Plan, if applicable
- Approved budget
- List of potential volunteers, if applicable
- Copies of publicity, if applicable
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- Minutes of meetings (board, committee, general membership), as applicable
- Copies of contracts
- Planning Calendar
- List of sources and contacts
- Any other materials helpful to the position

For future reference, date all materials as they are added to Procedure Book.

Information in the Procedure Book should be kept intact. If parts of the book are useful to other committees or offices, those segments can be copied, not removed from the book.

Procedure Books are the property of the local unit and must be returned upon completion of the term of office.

Committee Members
The effort and commitment of its members will determine the success of any committee. When selecting members for a PTA committee, consider the following characteristics:

- Skills, experiences, or interests which will benefit the committee
- Willingness to devote time and energy to accomplish the association’s goals
- Ability to work well with others
- Receptiveness to training opportunities
- Courage to try new things
- Dependability
- Enthusiasm for PTA work.
Committee Preparations

It is the responsibility of the unit officers to provide each committee with the instructions, materials, and information needed to accomplish its task in a proper and efficient manner.

Arrange to meet with each committee chair to review the following:

- **Committee Assignments** - Provide a written copy of the committee’s assignment to assure a clear understanding of the task to be accomplished.
- **Procedure Book and Materials** – Discuss contents of the procedure book and materials. If a procedure book has not been established for the committee, start one. See details later in this manual about making a procedure book.
- **Preparing a Plan & Budget** – Review procedures for preparing and submitting a plan of work/action plan and budget for approval.
- **Status Reports** – Establish a timeline for status reports and provide guidelines for reporting or copies of the report form.
- **Committee Evaluation Form** – Advise the chair to prepare a final evaluation upon completion of assignment.
- **Final Financial Statement** – If funds are involved in committee work, instruct the chair to submit a final statement.
- **Contracts** – Remind committee chairs and members they do not have authorization to sign contracts for services or products on behalf of the PTA. All contracts must have the approval of the Executive Committee/Board or membership and must be signed by the president.

Productive Committee Meetings:

**Before the Meeting:**

- Notify all committee members and the unit president of the meeting date and location. Be specific about the purpose of the meeting, the topics to be discussed, and the starting and ending times.
- Prepare an agenda, in advance. Distribute the agenda prior to the meeting.
- Make sure everything needed for the meeting is available. Gather all necessary information and materials.
During the Meeting:

- Start on time
- Review agenda and tasks to be accomplished
- Select a member of the committee to record minutes
- A majority of committee members must be present to transact business
- Stay on task in order to accomplish all of the agenda items
- Give everyone an opportunity to participate
- The chair of the committee has the right to vote and be an active participant in discussions
- Make decisions by a vote of the committee members when consensus cannot be reached
- Stay within the parameters of the approved Plan of Work and Budget
- At the end of the meeting, review decisions and assignments
- Establish a timeline for status reports
- End on time

After the Meeting:

- Send the summary of the meeting (minutes) to all committee members and the unit president
- Follow up on assignments; confirm work is being accomplished
- Prepare and present a status report for the membership
- Update the procedure book

A Committee Plan of Work/Action Plan

The first task of a committee is to prepare a plan of work/action plan for approval. The terms plan of work and action plan are interchangeable and refer to a proposal for accomplishing the committee’s assignment. No work should begin until a plan has been approved.
Developing a Plan of Work/Action Plan:

- Review assignment
- Confirm committee members have a clear understanding of the purposes and scope of their responsibility
- Gather Oregon PTA and National PTA materials which apply to the work
- Consult relevant sections of this manual
- Examine Procedure Book and past committee reports and recommendations
- Check with the unit secretary to determine if association minutes contain comments or suggestions pertaining to committee’s work
- Brainstorm ideas for achieving task. Consider new ideas to improve the performance of the committee
- Reach consensus on a plan for accomplishing the committee’s work
- Determine funding ideas (if applicable) and prepare a budget for approval
- Prepare a written plan of work/action plan
- Submit plan to executive committee/board for approval

Committee Budgets:
Most local units will include a line item in their annual budget for standing committees and the special committees that repeat established projects or programs. When a new committee is formed or an established committee is not included in the budget, it will be necessary for the committee to submit a budget for approval. Funds cannot be spent without approval.

Developing a Budget Request:
Committee budget requests begin with an examination of the committee’s plan of work/action plan. The committee will need to anticipate the amount of funding necessary to accomplish their task. Make a list of the products and services which will require funding. Determine potential costs by reviewing a minimum of three estimates for each product or service. (The exception: services required by the school or district.) If the committee functioned last year, examine the past committee’s final financial statement. How well did the budget meet the needs of the previous committee? What impact will this year’s plan of action/work plan have on funding? Do not rely on past figures. Confirm current costs for products and services. After the committee has identified its projected expenses, draft a budget request which reflects the findings.
Budget Approval:
The committee chair should present the budget request to both the executive committee/board and then to the unit’s membership for approval. Whenever possible, the budget request should be attached to (or incorporated within) the committee’s plan of work/action plan when it is presented to the executive committee/board for approval.

Authorization for the expenditure of funds is not granted until the committee budget has been approved by the unit’s membership. Once the committee’s budget is approved, the committee does not get further authorization unless their plan changes.

Tracking Committee Progress & Completion:
Once a committee’s plan of work/action plan and budget has been approved, the responsibility for accomplishing the work is given to the members of the committee. As long as the committee operates within the limits of its approved plan and budget, they should be allowed to proceed, unhampered, with their work.

Routine status reports keep the executive committee/board and membership informed of the committee’s progress and confirms that it is operating within the scope of its assignment. To encourage consistent, timely, and concise reporting, create a “generic” status report form for committee use. Utilizing a prepared form will simplify the filing of reports by the unit secretary and provide committee chairs with a guideline for preparation.

A status report should include:

- The name of the committee
- The date of the report
- The name of the body hearing the report. (Membership, Executive Committee, etc.)
- The name of the chair
- Evaluation of progress to date
- Current status of work
- Preview of upcoming work
- Recommendations or requests
If the report includes a recommendation or request from the committee, the person giving the report (usually the chair of the committee) moves for its adoption. Motions offered on behalf of a committee do not require a second to be discussed. Copies of status reports should be provided for the unit secretary and a copy placed in the committee’s procedure book. Copies may also be requested by the president and treasurer.

When work is complete, the committee chair should submit a final progress report with a final financial report showing how funds were spent.

**Nominating Committee**

It is the responsibility of the nominating committee to seek qualified nominees for the elected leadership of your PTA. Members of the committee have a tremendous influence on the future of the PTA and should be carefully selected. Nominating committee members should have a broad acquaintance with the membership and an understanding of the organization’s functions and purpose.

The rules for electing PTA officers are defined in the Oregon PTA Unified Local Unit Bylaws. The following is an outline of the step-by-step procedures.

**Nominating Committee Selection Process:**

The election of officers should always begin with a nominating process. This process provides the entire membership with an opportunity to have a say in the selection of the unit’s officers. Being elected to the nominating committee is one of the highest honors that can be bestowed on PTA members. The general membership has chosen these members to represent them in the process of identifying, screening, and recommending the best potential candidates for office. The committee should include both experienced leadership as well as newer members. All candidates for office must be members of your PTA.

The Oregon PTA Unified Local Unit Bylaws state: “there shall be a nominating committee composed of at least three (3) members, to be elected by this local PTA/PTSA unit at a general meeting, at least one month prior to the election of officers. The committee shall elect its own chair.” Each unit’s standing rules may indicate the number of persons to serve on this committee (with a minimum of three). An odd number is preferable.
The president may not appoint the committee, may not serve on the committee, and is not an ex-officio member. Nor is it appropriate for the president to exert any influence on the committee’s selection of nominees. **Note:** The principal, if a member of your PTA/PTSA, may be elected to the nominating committee, or serve as a resource.

**Members of this committee should possess:**

- Current PTA membership
- Clear understanding of the duties and expectations stipulated in the bylaws and standing rules for the various offices
- Interest in and enthusiasm for the purpose and programs of PTA, and the willingness to work and devote time to them
- Objectivity
- High qualities of tact, integrity, and confidentiality
- Courage to express ideas and to defend one’s convictions
- Sound judgment and skill in evaluating possible nominees
- Knowledge of PTA goals
- General knowledge of potential candidates’ qualification and abilities

It is recommended that a member not serve on the nominating committee for two (2) consecutive years.

**Alternates:**

Alternates, also elected by the membership, do not attend meetings, but should be advised of the date and time of the first meeting.

Any elected members who cannot attend the first or any succeeding meeting must notify the chair of the nominating committee immediately and the first alternate contacted to serve. This alternate then replaces said member and serves as a permanent member of the committee for that and all future Nominating Committee meetings.

**Duties of a Nominating Committee:**

Members of the nominating committee should meet as soon as possible to elect a chair. This first meeting should be held early enough to have a second and a third meeting if necessary. Only members of the committee may attend meetings.
The chair of the committee is responsible for:

- Presiding at committee meetings
- Coordinating the work of the committee
- Speaking on behalf of the committee
- Contacting potential nominees approved by the committee
- Informing committee members of the results of contacts
- Preparing and reading the official committee report
- Advising the nominees to attend the election meeting and the installation of officers

Prior to considering the names, the committee should study the bylaws and standing rules of the organization in order to define its duties and to refresh its members understanding of the requirements of the offices. Membership lists from the association should be provided to the committee. Only those persons who are eligible (PTA members) and who have given their consent to serve, if elected, shall be nominated for office. It is also recommended that the committee choose a member to record minutes; recording decisions, not individual discussion of potential nominees. The minutes can then be destroyed once the final report is presented to the membership.

**Note:** It is not the responsibility of the nominating committee to fill committee chairs or other appointed offices for the new term.

**Nominating Committee Deliberations:**

The selection of nominees should be an orderly process. Open and frank discussion must be held between members of the committee. Discussions are strictly confidential, and no information should leave the committee meeting, even after the officers have been elected. Every effort should be made to provide the PTA with a slate of officers that is balanced in terms of new as well as experiences officers and is representative of the school population.

The majority of the committee must approve each potential nominee before the person is approached for consent to place his/her name in nomination. All votes taken by the committee should be by ballot. All ballots should be destroyed after the slate has been filled. The committee is not obligated to nominate the president or any other current officer to serve a second term or to automatically nominate the vice president for president. Each nominee should be evaluated equally and by the same criteria as all other nominees.
Don’t limit deliberations to people the committee members know. Ask for recommendations from the board, the membership, and also from PTA presidents of feeder schools. However, the committee is not obligated to select nominees from the recommendations it receives. Members of the nominating committee are not excluded from becoming nominees for elected office. During committee meetings, should a member be nominated, this member should be excused from the meeting room during the discussion regarding that office, but may return for the vote, which will be by ballot.

A PTA member may not serve more than two (2) consecutive terms in the same office (Oregon PTA Unified Local Unit Bylaws). A PTA member may not serve in more than one (1) elected position at a time in a PTA (Oregon PTA Unified Local Unit Bylaws). The length of a “term” should be defined in the units standing rules.

Nominees for president, president-elect (if applicable), vice president(s), secretary, and treasurer should be obtained in that order. If possible, fill one position before moving on to the next. It is not the job/duty of the presidential nominee to decide their running mates. This decision rests solely with the nominating committee. The nominating committee is not required to select more than one nominee for each office (unless directed in unit’s standing rules). If however, two equally qualified people want to run for the same office and the committee endorses each, submit both names and let the membership express their preference.

Questions for Nominating Committee:

Nominating committee members should ask themselves these questions:

- What do we need? (People with specific expertise, ties to the community, representatives of the cultural diversity of the membership)
- What do we expect? (Explain in detail – time, meeting attendance, committee work)
- Where are we going? What is our mission?
- Why are we doing this? What are our goals?
Qualifications to Look for in Potential Candidates:
- Must be a PTA member – even candidates for office must be a member
- Commitment to PTA
- Desire to serve in the position
- PTA experience and/or PTA knowledge
- Awareness of duties/expectations for the position
- Sufficient time and energy to devote to the job
- Objectivity and personal flexibility as well as organizational skills
- Team oriented and the ability to speak up and express opinions
- Understand the value of training to improve skills

Contacting Potential Nominees:
The committee chair usually contacts nominees to tell them the duties of the office and to obtain their consent to serve if elected. Remember, the majority of the committee should endorse the nominee before the nominee is contacted.

The person who makes the contact should advise each potential nominee that his name is being submitted to the committee “for consideration” and the final decision of the selection of nominees is up to the committee. To avoid hurt feelings, the contact person should make no promises or commitments, asking only for the individual’s consent should he/she be selected as a nominee.

Suggestions for making contacts:
- Don’t catch people by surprise. Arrange a convenient time to talk
- Let the person know you want to talk about a leadership role in PTA
- Be positive. Stress the individual’s qualities and how they would benefit PTA
- Don’t minimize the duties of the office. Provide an honest and complete job description, including the time involved and the opportunities for leadership training. (If requested, a printed job description could be provided.)
- Don’t insist on an immediate answer. Allow time for consideration, if needed. Call back for a response before approaching others about the same position
- Accept a “No” response gracefully. Express appreciation, and encourage continued involvement.

Individuals considering accepting a nomination for an elected office should be advised of the responsibilities of the office which may include attending leadership training, workshops, and the Oregon PTA annual conference and convention.
Report of the Nominating Committee:

Once the committee has completed its slate of nominees, a written report is submitted to the membership. This may be done at a general meeting or through a flyer or newsletter. Each unit’s standing rules should indicate when the committee will present its report and when elections will be held. To allow the general membership time to consider nominees, units should present the report one (1) month prior to elections. The report should list each office and the committee’s nominee(s). The report should be dated and signed by all members of the committee.

The nominating committee is automatically discharged when its report is presented to the membership. However, if a nominee withdraws prior to the election, the committee may reconvene.

The nominating committee report is also read at the election meeting (if different from the meeting at which it was first presented). The written report is then handed over to the presiding officer. No action is taken on the report itself, but is entered into the minutes. The president reads the complete report again. At this time, nominations may be made from the floor.

Note: If a vacancy occurs during the year, the elected office shall be filled by a person elected by a majority vote of the general membership. Prior notice of a minimum of fourteen (14) days of such election shall be given. (Oregon PTA Unified Local Unit Bylaws.)

Nominations from the Floor:

After reading the report of the nominating committee, the presiding officer calls for nominations from the floor, office by office, being careful to give members adequate opportunity to present names of their choice. This procedure allows the membership to add additional names to the slate if they are not content with the recommendations of the nominating committee. Nominations from the floor do not require a second. When it appears, all nominees have been named, the chair again asks if there are further nominations, then declares the nominations closed.
Elections
Oregon PTA Unified Local Unit Bylaws state that officers are elected by ballot; but if there is only one candidate for any office, the election may be by voice vote. (Oregon PTA Unified Local Unit Bylaws, Article VI; Officers and Their Election, section 2, subsection b.) All business, including the election of officers, is conducted by the president. He or she announces if the election will be by ballot or voice vote based on the number of nominees for each office.

Prior to elections, the president should appoint a Tellers Committee composed of members (usually three) who are not candidates for office or members of the Nominating Committee. One teller is designated as the chair. Voting for each office should be handled separately. A majority of the votes cast (whether by ballot or voice vote) is necessary to elect an officer. The chair of the Tellers Committee should have ballot slips available even though the Nominating Committee may have presented only one name of each office. The ballots should include: name of the PTA, date of the meeting, nominees from the nominating committee, with additional space provided for each office for nominations from the floor. If a member requests a vote by ballot for any office, the request must be recognized and voted upon without debate.

Conducting the Election:
Confirm a quorum is present. If not, voting cannot take place and the election will need to be rescheduled. The quorum for conducting business is in the unit’s standing rules.

The president explains the voting process and restates the list of nominees. The president also reminds the membership that:

- Only members may vote. (A membership list must be available at this meeting.)
- A majority is necessary to elect an officer
- Absentee or proxy ballots are prohibited (Oregon PTA Unified Local Unit Bylaws)

If voting is done by ballot, tellers distribute, collect, and count the ballots. They prepare a report listing the number of votes cast (including illegal ballots), the number of votes needed to elect, and the number of votes received by each candidate (announcing this last one is optional). “Write In” votes are listed on the report. Each teller signs the report. It is the duty of the teller’s committee to account for every vote cast, not to announce the “winners.”
Ballots are considered illegal if:
- They are illegible
- They contain the name of a nominee who is not a current PTA member
- It is not clear whom the vote is for

The teller’s report is read by the chair of the tellers committee, and then given to the president. The president restates the election results and declares those elected.

The teller’s report is entered into the minutes. The membership may give consent to destroy the ballots once the election is complete. If the ballots are not destroyed, it is customary for the secretary to hold them for one month. A challenge to the election procedure or outcome must be made during the election meeting.

Each unit’s standing rules should indicate the date on which the new officers will assume their duties (usually July 1st). Don’t forget to congratulate your new officers and the membership for completing an election process which allowed everyone to contribute to the selection of qualified leaders.

Officer Installations
Newly elected PTA officers may be installed in a special ceremony. Although this is not a requirement, an installation ceremony provides an opportunity to reaffirm the purposes of PTA, recognize the efforts of the outgoing board, and express support for the new officers. The installing officer may be the outgoing president, a current or former PTA leader, a council or state board member, or your principal. An installation may be as formal or informal as your membership desires. Each unit may create its own ceremony or adapt one from the files maintained in the state PTA office.
Chapter 6: Membership
PTA

National PTA was founded in Washington, DC on February 17, 1897, by Alice McLennan Birney and Phoebe Apperson Hearst. We’ve come a long way since those first 2,000 dedicated volunteers dreamed and planned for the youth of tomorrow.

Today, the work of National PTA is carried on through its nearly 4 million members, in 24,000 plus PTA/PTSAs, located in 54 congresses, including all 50 states, the District of Columbia, European, Pacific, Puerto Rico, and US Virgin Islands.

PTA is a network of millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of family engagement in schools.

PTA is the largest non-profit volunteer organization in the world whose sole concern is the health, education, and welfare of all children and youth.

Sometimes people can become so involved with the children in their school they forget every child in every school is affected by the same rules and regulations included in state and national legislation and by the state and national departments of education. As a part of a state and national association dedicated to the welfare of all children and youth, PTA members have a voice in the policy-making that affects their children, schools, and communities as well as all children and all schools in this country.

For a full list of advantages to belonging to the PTA organization and the full history of PTA see Chapter 1 of this manual.

The Importance of Membership

A strong, involved, and informed membership is the most important asset of any PTA. Members make it possible for PTA to serve children and youth on the local, state, and national levels. A strong membership means a stronger voice.
Benefits of PTA Membership

By joining a local PTA, a person becomes a member of that local unit, Oregon PTA, and National PTA. No other organization devotes its resources and energies so completely to the advocacy of children and youth. Ninety percent of all dues are used to provide services to members through local units. Services are in the form of information, programs, training, and materials. These serve to educate and motivate members, and encourage broad range participation in the interests of every child.

Oregon PTA Provides:

- Each local unit with non-profit, tax-exempt (501c3) status with the IRS
- Each local unit with general liability and bonding insurance at low cost
- Units and members with information and online resources at oregonpta.org
- Each local unit president with mailings/emails, which will include time-sensitive materials intended for distribution to other local unit officers, members, and the community
- Each local unit officer with leadership training opportunities for a minimal fee
- Individual members with current news and information including the e-newsletter, OneVoice. A valid email address entered into the Oregon PTA online membership system is required for this benefit
- An Oregon PTA annual conference and convention for the purpose of the training and professional development of members and for conducting its annual business meeting.
- An Oregon PTA Board of Directors to coordinate statewide efforts and programs on behalf of its members
- Staffing of the Oregon PTA office in Portland for member services
- Representation and participation in meetings of statewide agencies and committees
- Testimony on state legislation concerning children and youth
- Tracking of Oregon legislation on child advocacy issues of concern to PTA
- Oregon students with the ability to apply for Teacher Education Scholarships (TES) funded by individual and local unit donations
National PTA Provides:

- A subscription for each local unit president to the National PTA magazine, Our Children
- The Local PTA Leader Kit, available online at www.pta.org. Quick Reference Guides for other key leadership positions are also available.
- Local unit members with weekly e-newsletter, The Weekend Update; monthly e-newsletters, Advocacy Insider and Local leader News; and Notes from the Backpack: A Blog by Parents for Parents. Individuals may sign up for these by visiting the National PTA website at www.pta.org
- Staffing of the National PTA Office in Alexandria, VA for member services
- Testimony on all federal legislation concerning children and youth
- Representation in Washington, DC for the nearly 4 million members of the world’s largest advocacy group dedicated to the health and well-being of every child
- National media campaign materials
- A National PTA convention for the purpose of training and professional development of its members and for conducting its annual business meeting
- Materials and resources for the Reflections program (cultural arts program available only to PTA/PTSA schools)
- On-line members-only discounts and services through National PTA’s award-winning web site: www.pta.org

The Role of the Membership Chair/Committee

The membership chair acts as a guide to those who are eager to learn about and become involved with your PTA. The membership committee and its chair are responsible for promoting and increasing PTA membership and giving everyone in the community an opportunity to participate in your association. It is up to you to educate those around you about the purposes and objectives of PTA. In order for you to educate others, you must first understand these purposes and objectives. If your unit does not have a Membership Chair/Committee, the duties of the Membership Chair/Committee should be delegated to a specific volunteer/officer.
Membership Chair/Committee Duties

- The Membership chair should be knowledgeable and enthusiastic about PTA
- Utilize National PTA Online Resources and Programs focused on Membership
- Organize the membership committee as soon as possible
- Committee plans need to be approved by the executive committee/board of the local units prior to implementation
- Your primary responsibility is to enroll as many members as possible
- Study the results of the previous years’ membership committee’s plans and set your goals (e.g., a percentage or flat number increase over last year’s total members)
- Attend leadership training to obtain membership materials. (If you are unable to attend, have someone pick up the membership materials in your place).
- Collect membership dues for each individual who wants to join your PTA. Since each local unit functions individually, members must join and pay membership dues to each local unit in which they want to have voting rights.
- Make certain ALL membership information is filled out completely, including name, address, phone number, and email for every member. Oregon PTA communication with members is generally via email, so an email for every member is very important. We do not share emails outside of the PTA family. (Membership benefits include services to every PTA member!)
- Report membership online at www.oregonpta.org
- Communicate regularly with your local unit executive committee/board
- Turn membership fees and remittance forms over to the treasurer, who must remit dues by the end of each month
- Give the secretary a current membership list
- A membership ecard will be emailed to each individual member who has paid dues. Per Oregon PTA Bylaws, there are no family memberships. Business memberships must be issued to an individual.
- Update your procedure book as needed
Purpose of the Membership Committee
When membership committee members encourage others to join PTA, the most important aspects are creating interest and enthusiasm, and promoting involvement. People need to know why it is so important to be a part of this national association. Include information about the Mission and Purposes of PTA, the potential personal rewards, and the great benefits the children and youth of your school and community receive from your local PTA/PTSA unit.

A successful membership campaign seeks the involvement of all members of the community. Include people who are already dedicated to PTA, people who are peripherally involved with PTA, and people who are, as yet, unaware of the effort’s PTA is making on behalf of the children and youth.

Membership Committee:
Remember to try to include parents, staff, local business owners, and community members on your committee. Meet to discuss the following and assign tasks to committee members.

Identify Marketing Tools:
- Personal contacts
- Newsletters, hand-outs, or flyers
- Bulletin board notices
- School web-site or reader boards
- Social media

Set goals:
- Evaluate past records
- Review your membership goal for the year from Oregon PTA

Plan:
- Make joining PTA easy and rewarding
- Create a plan to involve many people
- Find a professional willing to work with other businesses; children and youth are a part of your community, not just your school
- Emphasize membership privileges
- Provide a visual effect that tracts the progress of your goal(s)
Contact and invite everyone:
• Utilize your marketing tools
• Send a letter to last year’s members
• Target specific groups of individuals who are prospective PTA members
• Include your unit’s contact information on everything you send out

Report membership:
• Remit fees and forms to the Oregon PTA office by last day of each month
• Report membership at PTA meetings
• Highlight new members in a PTA newsletter or other form of recognition

Evaluate:
• Review goals and status monthly
• Update campaign strategies
• Acknowledge your accomplishments by applying for awards
• If you are not meeting your goals, reevaluate and try something new
• Make recommendations for next year
  o Keep a record of how and what you did to share with the next committee
  o Identify your successes as well as the things you would do differently
  o Share ideas with Oregon PTA’s Vice President for Membership
• Celebrate your successes!
Ideas to Increase Membership:

In your school:

- Sponsor an “Open House” before school opens in the fall to visit classrooms, meet teachers and staff, and invite them to join PTA
- Host a “New Parents” coffee social for parents of kindergarteners and first graders; offer ideas and suggestions for first-day-trauma and invite them to join your PTA
- Host an orientation and facility tour for the parents of entry level grades of middle and high schools. Be sure to point out student services and parent-involvement programs
- Use the energy and enthusiasm of students to recruit other students to membership. If involved and given responsibilities, they will become strong supporters and salespeople
- Distribute a letter of welcome, along with PTA materials and an invitation to join, through the school office in new student registration packets
- Host a membership orientation at the beginning of the school year. Highlight what members get for their membership dues and how they can get involved
- Set up a resource center in your building with copies of PTA resources, brochures, and your local unit’s newsletters. Let members know how they can subscribe to National PTA’s publications.
- Display PTA materials and information on a bulletin board or display area in your building and/or district office
- Challenge each of your members to recruit one new member during a certain time period; put the names of the recruiter and the new member into a drawing for a donated prize
- Invite past members and officers to renew their membership every year. Even if they no longer have children attending your school, encourage them to continue to support the work of your PTA
- Invite teachers, school staff, and administrators to support your PTA by joining
In your Community:

- Visit senior citizens’ centers in your community. Tell them about today’s PTA and welcome their membership. Invite them to help you in your work.
- Visit Head Start and preschools in the community to tell them about your PTA.
- Set up a PTA table at sporting events, music and theatre performances, family nights, or other community events. Don’t just sit behind the table, greet people and guide them to the table. Be friendly and enthusiastic.
- Request exhibit space in the library, bank showcases, store windows, etc.
- Be prepared to answer questions about why people should join PTA.
- If your community newspaper accepts free ads, create an ad for PTA.
- Ask community organizations such as your Chamber of Commerce to distribute PTA information.
- Ask businesses with marquees to help with the membership campaign. Invite them to become a local unit business sponsor. Businesses may be interested in sponsoring memberships for low-income families.
- Distribute a local unit newsletter or fact sheet to the community. Tell your PTA story in terms of definite goals and achievements rather than general statements. Study the history of PTA and highlight its accomplishments.
- Attend local service club meetings to speak about the services PTA provides and about the benefit their services would provide your community. Ask them to join PTA or to become a business sponsor.

How to Thank Members for Joining:

- Mail a personalized letter or note to all members thanking them for joining, inviting them to participate in PTA meetings, and encouraging them to get involved (include a survey sheet to learn their areas of expertise). Include a self-addressed envelope.
- Tell members how important they are whether they volunteer at school, home, or not at all. Every member helps the PTA mission simply by being a member.
- Provide a pen, note pad, or bumper sticker personalized with the local unit name.
- Give PTA/PTSA members special privileges such as: discounts on for-sale items, complimentary admission to a PTA/PTSA event, door-prize drawings, etc.
Membership Procedure Book
A procedure book is a compilation of information and material for the effective functioning of an office or committee. It should contain resource materials and a history of activities. It encourages continuity of and provides a firm foundation for future work.

The following information is a good foundation for a procedure book. As with all training materials, use what works and feel free to make changes to meet your specific needs.

- Contact list/directory. This should include names, phone numbers, addresses, and emails for the PTA executive committee/board, committee chairs, and a contact sheet from Oregon PTA.
- Standing rules and a copy of the approved budget
- National PTA’s Resources and sections of this manual focused on membership
- Plan of work. This should include a list of committee members; your membership total from last year; your plan of action, goals, ideas, and budget for this year; and a way to monitor and/or evaluate your progress.
- Calendar or annual timeline of events and/or activities to promote PTA membership
- Instructions for online remittance, including your unit’s password
- A current list of your PTA members. Bring this list to all PTA meetings.
- Relevant National and Oregon PTA articles, publications, and information

You may choose additional items to be included in your procedure book. Each membership chair will have different priorities, ideas, and goals. The procedure book is designed to make the job easier and help in organizing membership ideas. It is also a history to be passed along to the next membership chair.
Membership At-A-Glance (Timeline)
This suggested timeline should assist in maintaining a great Membership campaign all year long! Put a copy in the procedure book for reference and update as needed.

MONTHLY:

• Report new memberships online at www.oregonpta.org. See instructions at end of this chapter.
• Give membership fees and remittance form (invoice) to your PTA treasurer
• Give an updated copy of the membership list to your PTA secretary
• Balance your records with the treasurer and remind him/her to send fees and remittance forms to Oregon PTA by the last day of each month
• Present a report at every meeting

July and August

• Review materials received from predecessor
• Form a committee and develop a plan of work
  ✓ Get plans approved by your executive committee/board prior to kick-off
  ✓ Include funds in budget for campaign
  ✓ Include your principal in the planning
• Kick-off your membership campaign by targeting back-to-school mailing packets and events
• Gather membership and dues from board members and staff members
• Study membership awards criteria provided on at the back of this chapter and in the Forms Section of this Leadership Guide.

September and October

• Attend Oregon PTA Leadership training to pick up local unit materials
• Contact last year’s members and board members to renew their membership
• Offer membership opportunities at every school, PTA, and community event
• Advertise membership through PTA, school, and community newsletters, community reader boards, school web site, social media, etc.
• Provide membership information for new families through the school office
• Invite local businesses to join
• Gather membership dues from everyone
November, December, and January
- Plan a Founder’s Day Celebration to take place in February
- Offer membership opportunities at Parent-Teacher Conferences
- Encourage EVERY staff member to join
- Contact your state representatives and ask them to join your PTA
- Visit your district office and ask all school board members to join your PTA

February, March, and April
- Celebrate Founders’ Day on February 17th
- Fill out membership awards applications (by March 1)
- Register for and attend OPTA Annual Conference and Convention to receive Membership Awards
- Identify a Membership Chair for next year
- Host a parent-involvement table at parent-teacher conferences – ask everyone to join PTA
- Assist the volunteer coordinator with year-end recognition of parent involvement

May and June
- Go for those final details of your membership goals. You can do it!
- Prepare membership materials for parents of incoming students during registration times
- Update your procedure book with an evaluation of this year’s plan and suggestions for next year
- Thank your committee members for their hard work
- Organize your membership materials for next year
- Participate in year-end planning for the new school year
Membership Awards
Every local PTA or council is a potential recipient of the membership awards outlined in this section. All qualifying units will be recognized at the annual Oregon PTA Conference and Convention.

Time Sensitive Awards:
The following awards require no application. The Oregon PTA Membership Committee will track each PTA’s membership progress and prepare awards for your unit on your behalf.

- **Early Bird** - Post a minimum of 10 memberships online and remit fees for those memberships to the Oregon PTA office by September 30

- **State President's Challenge** -
  - Attain Unit in Good Standing by November 30
  - Maintain or increase membership totals from last year
  - Submit membership online and remit fees by the last day of each month from September through February

- **Membership Stability** - Maintain last year's membership total

- **Membership Growth Awards** -
  - **Bronze Level** - Increase paid membership by 25% over last year's total membership by March 1
  - **Silver Level** - Increase paid membership by 50% over last year's total membership by March 1
  - **Gold Level** - Increase paid membership by 75% over last year's total membership by March 1
  - **Platinum Level** - Increase paid membership by 100% over last year's total membership by March 1
Membership Campaign Awards:

The following awards require an application with the "Oregon PTA Membership Awards Application Cover Sheet" found on the following page of this manual. Award recipients for each category will be recognized at the annual Oregon PTA Conference and Convention.

- **Membership Bright Idea** – Attach a paragraph or two which describes your successful membership campaign idea. Describe how it was creative, inclusive, and unique. What specific features made it outstanding? How many new members did it bring on board?
- **Outstanding Membership Flyer** - Attach a copy, as it was originally distributed. Include means of distribution, target audience, and circulation date(s).
- **100% of Teachers and the Principal** - All teachers, as well as the principal of the school are paid members as of March 1. Attach a copy of your school's staff roster along with your unit's membership roster. Highlight all teachers and the principal on both lists.

You will find the Oregon PTA Membership Awards Application in the Forms Section of this Guide.
Membership Reporting Instructions

- Go to the Oregon PTA website at www.oregonpta.org
- Click on the Sign In tab on the top right-hand corner of the Home Page
- **Enter local unit National PTA ID number and membership password and click Submit.** This information was included in your Membership packet. You can also contact your Region Director, Council President, or Oregon PTA Office if you’re unsure of the password for your unit.
- Once signed in, there will be a Unit Dashboard where Unit Dues and Members can be entered. There are tabs along the left-hand side of the screen to select from.
- Click on **Dues** to enter the amount your PTA unit charges for dues (this is used to charge members who join your PTA using the Oregon PTA “Join a PTA” feature of the web site).
- To enter a new member, click on **Members.** On the Members page, click on **Add a New Member** on the top right of that screen.
- Enter each member:
  - Select Member Type: Parent, Teacher, Staff, Community, Student, etc.
  - Enter Members full name, phone number, email address and home mailing address. The email address is especially important, as that is how they will receive their electronic PTA card.
- Click the **Add Member button** at the bottom of the screen.
- Repeat steps for each new member.
- If a **Member is renewing their membership** for the new school year, **renew** their membership by finding their name in the **Archived Member Information** list and click on **Renew** at the right. Verify their information and click **Renew Member.** Please ensure that members all have a valid email address entered, as that is how they will receive an electronic PTA card.
- To enter members via a list (upload of an Excel CSV file), click on **Upload CSV.** Select file for upload and click **Upload.** After the file has uploaded, you will confirm the information and click on **Confirm Upload.** Again, a valid email is required for members to receive an electronic membership card.
- Once all members have been entered, click **Report Unreported Members.** This will provide a button/link to print an invoice to be submitted along with your payment of membership dues. **It’s important members are reported by clicking the Report Unreported Members button after adding member information, as this is what will generate an invoice and fully enter your members in the system for count purposes.**
- To view or print an invoice at any time, click **View or Print Invoice** from the main Membership screen. Remit payment as indicated on the remittance form, to the Oregon PTA office by the last business day of the month.
- Print 2 copies of your membership list- one for yourself and the other for the unit Secretary. To do this, click **Export Membership** on the main Membership screen.
Frequently Asked Questions:

What is the purpose of a membership card?
Only members of a local PTA may vote on the issues brought before it. Members may also have access to state and national PTA corporate sponsor discounts. A current membership e-card will be emailed to each paid member of your local unit.

Is a membership e-card for another PTA/PTSA unit valid for my PTA?
No. Local units operate independently under the association of Oregon PTA therefore, individuals must join each PTA /PTSA unit for which they wish to have voting rights.

How often do we need to send in membership dues?
Report all new members as soon as possible at www.oregonpta.org. Membership dues should be deposited by the local unit treasurer as soon as possible and the Oregon PTA and National PTA portion ($9.50/member) remitted to the Oregon PTA office by the last day of each month.

Can students join PTA/PTSA units?
Any student may join a local unit and will receive full voting rights. State and National dues are the same for all members.

Who keeps a copy of the membership list?
The Membership Chair must keep a copy (the roster can be downloaded from Oregon PTA’s web site at any time). Additionally, the local unit secretary must have a current copy to establish quorum at PTA meetings. The treasurer should have a copy for reconciliation purposes. The membership roster must never be distributed outside of the organization.

How long does a membership last?
The PTA membership year runs July 1 through June 30. However, to allow local units the ability to conduct business over the summer and to start the new school year, memberships do not expire until October 31 of each year.
Chapter 7: Legislative Activities
Legislative Purpose

To motivate and give direction to all levels of PTA for involvement in legislative action and to help each unit/council be involved in securing adequate laws for the care and protection of children and youth.

All Americans have an obligation to exercise the rights and duties of citizenship while receiving the benefits of living in our country. It is an ongoing obligation, requiring persistent study and action. Good citizenship requires active participation in the many cooperative projects that are dedicated to community betterment.

Training in citizenship begins in the home, where example, precedent, and participation in family activities are the teachers. The experiences gained in school broaden the concept of the objectives to be attained. Advancing to actual and active sharing with others in community and civic affairs brings realization and fulfillment to these objectives.

Legislative/Advocacy Chair

Local units may elect or appoint a legislative/advocacy chair or committee to serve as a liaison between Oregon PTA’s Vice President for Legislation and the local unit. The Legislative Chair may help represent the local unit at local events and statewide events such as Salem lobby days and legislative visits. The Legislative Chair may also distribute information from the state to unit members and present issues at general meetings. The Advocacy Chair would be responsible for updating the local unit social media accounts with information regarding legislative issues facing their community. There is no experience necessary, just a willingness to support and advocate for every child of Oregon.

Suggested areas of interest for the committee are: attending school board meetings, making contact with legislators, and inviting them to meetings. Crucial to the success and education of the unit are public issue and candidate forums. The legislative chair may be asked to assist with local campaigns.

Include your chair’s name and contact information in the unit officers list submitted to Oregon PTA.
Oregon PTA Legislative Procedures

PTA has always recognized that an organization dedicated to the welfare of children must inevitably be concerned about laws that affect children. The Oregon PTA Legislative Platform together with the Oregon PTA Legislative Action Program are the declarations of our organization’s stand on legislative issues in areas of concern to Oregon PTA. These documents are a direct result of local unit participation.

Any local unit or council may bring issues they believe are of concern to PTA by proposing a resolution or position statement to the Oregon PTA Vice President for Legislation and/or Oregon PTA Resolutions Committee. Proposals meeting resolution criteria are voted on at the annual state conference and convention and, if approved, become the property of the membership. This is democratic participation in action.

A legislative summit is held every other year during the long legislative session. During the interim year of a short session a rally/lobby day will be held. Each local unit should send a delegate to these events.

Visits to Senators and Representatives are encouraged throughout the session. If you would like more information about visiting your representatives please contact the Oregon PTA Vice President for Legislation.

Local Unit/Council Legislative Activity

Local units and councils can initiate PTA legislation. Examples of ways to do this are:

- Write and submit a RESOLUTION, which may then be considered by delegates to the Oregon PTA annual state conference and convention, and possibly forwarded for consideration at the National PTA convention
- Write and submit proposed changes to the Oregon PTA Legislative Platform and Action Program
- Write and submit proposed “position statements” for adoption by delegates at the annual state conference and convention
- Write and submit proposed changes to the National PTA Legislative Program
Oregon PTA Legislative Platform and Positions

The Advocacy section of the Oregon PTA website contains the most current information on Advocacy including a copy of the Oregon PTA Legislative Platform, Resolutions passed by Oregon PTA, and the National PTAs Federal Policy Agenda. Oregon PTA Advocacy Link: http://oregonpta.org/advocacy.

Oregon PTA Legislative Action Program

The Oregon PTA Legislative Activity guide is intended to be used in conjunction with National PTA Annual Resources. The Legislative Platform and Action Program belong to every local unit and member. It serves as a reference and tool for advocacy for members, units, and children of the local school. Example: If XYZ PTA was having a traffic issue, and wanted change to correct the issue, the XYZ PTA could use Health & Welfare Policy #16 as support for advocacy and the resolution of the issue.

Grassroots Lobbying

PTA’s legislative activities are primarily considered grassroots lobbying because the efforts members make are to educate the general public and elected or appointed officials on legislative matters at the executive, legislative, and judicial levels.

Lobbying

Lobbying, as opposed to grassroots lobbying, is attempting to influence the passage or defeat of legislation by a legislative body (i.e., city, council, school board, state legislature) or the adoption or rejection of any rule or standard by a regulatory agency. Lobbying includes contacting legislators or legislative staff about pending or proposed legislation, and attempting to influence the content of governmental agency rules and regulations through contacts with government employees on behalf of PTA. There are some limitations placed on PTA and its involvement in legislative activities due to the association’s nonpartisan policy and IRS limitations on 501(c)(3) organizations.
What Not to Do

Nonpartisan Policy
PTA must be responsive to the requirements of federal law if it is to retain its tax-exempt status. Oregon PTA Unified Local Unit Bylaws state PTA shall be nonpartisan. This means there shall be no connection with any political party or candidate for public office. Political action is an integral part of PTA’s activities. Without political action, democratic laws would not exist. Adherence to the nonpartisan policy does not require PTAs to refrain from or ignore political action, nor does it prevent PTA from carrying on efforts concerned with legislative issues or official actions that threaten the wellbeing of children and youth.

501(c)(3) Organizations
The Internal Revenue Service severely limits the ability of charitable organizations (those tax-exempt under section 501(c)(3)) to engage in legislative activity. IRS regulations state a charitable organization may not devote more than an insubstantial part of its activities/efforts to affecting legislation. In the event of an IRS audit, PTAs would be required to show how much of their activities (both in funds and in member hours) were expended on legislative activities. All PTAs should maintain records indicating:

- Members’ volunteer hours spent on legislative activities, including the name of the member(s), type(s) of activities, and date(s)
- Amount of PTA funds spent on legislative activities
What a Unit Can Do

Support/Oppose Ballot Issues
PTA can take an active position—and after a vote by the general membership to take such position—in support or opposition to any legislative issue (including levy and bond issues). An active position can include promoting the position in the press, printed informational materials, and presentations to civic/community groups, conditioned upon limitations outlined in this manual for nonprofit, tax-exempt associations and limitations imposed by the unit’s membership.

Correct Use of PTA Title
PTA officers may use their PTA title when publicly supporting or opposing ballot measures only if/when the general membership of the local unit, state, or National PTA has voted to endorse/oppose the measure. PTA officers may never use their titles when supporting or opposing candidates. In the event of a local election in a community where a PTA officer is so closely linked with PTA that community members will associate that officer with PTA regardless of his/her use of title, that officer must refrain from publicly supporting or opposing any candidate.

School District Levy/Bond Issues
PTAs often contribute both funds and volunteer support to school district levy and/or bond issues. This is considered “attempting to influence legislation.”

Coalitions
The reputation and credibility of PTA is determined, in great part, by the groups and organizations with which it works. PTA must always exercise “due diligence” in selecting organizations with which to support, endorse, or work. “Due diligence” means assuring that the organization’s purposes, goals, and specific objectives are consistent with the policies, principles, and ethics of PTA.
It is very important, when requested to donate support, funds, and/or volunteer resources to a group, you take time to investigate what type of group it is.

- Is the group a PAC (political action committee), coalition, or another non-profit?
- What is their IRS status?
- Is the group registered with the Secretary of State, Department of Justice, or county election office?
- What is the make-up of the organization/committee (i.e., membership, contributing organizations)?
- Do you have a voice in the direction the group is taking and the activities it is planning?

**PTA Members Holding Public Office**

An officer of PTA is not prohibited or prevented from running for or holding a public office. To ensure the nonpartisan requirements placed on PTA, the PTA member must, when campaigning for office or serving in the office, sever his/her identity with PTA as it relates to that public office.

**National PTA Action Alert and Oregon PTA Legislative Action “Engage”**

All local unit and council legislative chairs and any other interested parties are kept up-to-date on legislation being considered on the state and national levels via email alerts. They are then asked to send the alerts to their local unit members.

The alerts may be informational only, or they may request a specific action; which would be to contact the recipient’s state or federal legislators on an issue of importance to children. This enables Oregon PTA and National PTA to maintain a high profile on these issues and be taken seriously in the legislative arena.
How to Change Oregon and National PTA Legislative Platforms & Action Programs

Any local PTA/PTSA unit or council may bring matters believed to require legislative action to the attention of Oregon PTA by writing to the Oregon PTA Vice President for Legislation.

- Requests should be signed by the president of the submitting unit
- Background information and rationale are to be submitted with all proposals
- Suggested policy statements must concern the well-being of children and youth, be statewide in scope, and be in accordance with Oregon PTA objectives
- All suggestions for changes must be in writing and received at the Oregon PTA office by December 15th of each year

All letters about legislation and all proposed changes – additions as well as deletions - in the legislative platform are referred to the Legislative Committee. The Committee then recommends the proposal to the Oregon PTA Board of Directors for approval before presentation to the annual state conference and convention. If a favorable vote is received from the convention body, it becomes part of the Legislative Program of Oregon PTA. Although a local PTA/PTSA unit or council may decide not to give active support to an item that has been adopted, it must refrain from active opposition to an Oregon PTA position.

A local PTA/PTSA unit may also initiate changes in the National PTA Legislative Platform. The same procedure is used as with initiating changes in the Oregon programs. However, upon final approval by the Oregon PTA convention body, the item would then be forwarded to National PTA for their consideration.
Resolutions
State resolutions are a call for action regarding problems, situations, or concerns that affect children and youth statewide. New activity for Oregon PTA and its constituent bodies (regions, councils, and local PTA/PTSA units) begins at state conference and convention with the passage of a state resolution. Local PTA/PTSA units and councils are encouraged to express statewide concerns through the resolution process.

Procedure for Submitting Resolutions

- Resolutions shall originate only from local PTA/PTSA units, councils, Oregon PTA Board of Directors or Executive Committee. In each case, the Resolutions shall be signed by the president and secretary of the submitting group.
- Resolutions from local PTA/PTSA units and councils shall be forwarded to Oregon PTA by December 15th of each year.
- All resolutions will be forwarded to the Oregon PTA Resolutions Committee. After study, the committee will submit all resolutions to the Executive Committee, and it will submit to the Board of Directors only those resolutions it considers pertinent and within the scope of National PTA Policies and Oregon PTA Policies and Program. With the approval of the Board of Directors, the Resolutions Committee will submit to the convention delegates all resolutions recommended for consideration.

Requirements for Submitting Resolutions

To be appropriate for consideration by the Oregon PTA Resolutions Committee a resolution shall:

- Concern a field of interest of Oregon PTA;
- Be in harmony with the Objects and basic policies of National PTA;
- Concern a matter which is statewide in scope and requires statewide action for solution;
- Be written in appropriate resolution form which shall include:
  
  A preamble – the whereas clause(s);
  A request for action – the “resolved” clause(s).
The “whereas” clauses contain the background information and the reasons for the resolution. The “resolved” clauses contain requests for action. Each action requested should have its own “resolved” clause. Following is a sample resolution, showing the correct structure, punctuation, and form. For additional information and help, refer to *Roberts Rules of Order*.

- Be accompanied by background material and a brief narrative summary of that material
- State a position not previously adopted by Oregon PTA
- Be submitted to the Oregon PTA Office by December 31st

An example of documentation would be evidence of substantive compiled research. Reprints of newspaper editorials and articles are not necessarily adequate documentation. The background material should be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision.

**Sample Resolution:**

Whereas, that portion of a resolution comprising the phrases starting with word “Whereas” is known as the preamble of the resolution: and

Whereas, the preamble includes statements of fact or background relating to reasons for the action proposed in the “Resolved” clauses or information that is not common knowledge or that may be overlooked if not stated; and

Whereas, the action taken on a resolution is action only on the motion in the “resolved” clauses; now therefore be it

Resolved, that any resolution being proposed for consideration at the annual state conference and convention be submitted to the Oregon PTA office no later than December 31, 2017; and be it further

Resolved, that it be directed that resolutions submitted to Oregon PTA for consideration shall follow this sample resolution in structure, punctuation, and form; and be it further

Resolved, that such resolutions meeting all established requirements and procedures be presented to conference and convention delegates for consideration.
Rejected Resolutions

In the event that a resolution submitted to the committees is not recommended by the Board of Directors for annual state conference and convention action:

- The Oregon PTA Resolutions Committee shall notify the group which submitted said resolution of the action and reasons for rejection by March 1st.
- A rejected resolution may be brought to the annual state conference and convention floor with a two-thirds (2/3) affirmative vote of the conference and convention delegates to consider the resolution, providing notice of such intention to submit the resolution was presented to Oregon PTA no later than 30 days before the start of Convention.

Emergency Resolutions

The following provision is made for submitting an emergency resolution:

- The urgency of the subject matter shall have arisen after the deadline for submission of a resolution
- Emergency resolutions shall conform to all established criteria for other resolutions
- The Resolutions Committee shall meet prior to the opening of the annual state conference and convention, and thereafter as necessary, to consider emergency resolutions
- Six copies of the emergency resolution must be submitted to the state president prior to the opening of the first general session
- Sufficient copies for the entire delegation must be furnished by the end of the first general session by the delegate presenting the resolution
- A two-thirds (2/3) affirmative vote of the delegate body is necessary before an emergency resolution shall be considered

Please see the current Bylaws for additional information on submitting Resolutions.
Calendar of Suggested Activities for Legislative Chairs/Committees July-August

- Attend officer training and study materials received from previous chair
- Be sure your name is on file as the legislative chair at the Oregon PTA office and contact the Vice President for Legislation to make sure you are on any “Lists” to keep informed about state and national issues, and let them know areas of interest
- Become informed about local issues, school board members, and legislative representatives
- Read Legislative section of onevoice
- Subscribe to National PTA Action Alerts and Oregon PTA Engage

September
- Request time for legislative issues on monthly PTA meeting agendas
- Organize voter registration tables at Open House and at other events
- Survey members for responses to issues
- Include legislative activities in the school or PTA newsletters
- Introduce yourself to your district superintendent

October
- Elections are in November. Remind members to vote
- Formulate “Resolutions”
- Update local unit on Oregon PTA positions on state or county ballot measures

November
- Keep informed about local issues
- Write letters to your legislators. Introduce yourself and the PTA’s legislative priorities
- Write a thank you note to your legislators afterward
- Write an editorial for your local newspaper

December
- Develop a telephone tree or local email list
- Publish legislators’ phone numbers and email addresses in January newsletter
- Submit Legislative Resolutions to the Oregon PTA Office
- Invite your state senator or representative to a PTA meeting or a coffee
Leadership Guide  
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January
- Update information on the Legislative session
- Write letters to your legislators and encourage your PTA members to also do so
- Read on voice for updates on the coming legislative session and report to your local unit

February
- Write a legislative article for the newsletter
- Visit www.leg.state.or.us for bill updates
- Write letters and inform your membership of bills to support or oppose
- Confirm date/time with your legislators for capitol visits
- Register for the Oregon PTA Legislative Summit and state annual conference and convention

March
- Continue phone, email, and social networking activities to promote legislative priorities
- Submit legislation articles for newsletter on bills’ status
- Maintain contact with Oregon PTA Vice President for Legislation
- Register for Oregon PTA Legislative Summit and annual conference and convention

April
- Write your final report for the legislation notebook to be given to next year’s chair
- Continue phone tree, hot line, and letter writing activities
- Attend Oregon PTA annual state conference and convention
- Attend Oregon PTA Legislative Summit (held every other year)
- Host a forum for school board or legislative candidates
- Update PTA unit about the budget status for your school district

May-June
- Pass on notebooks and manuals
- Send name of new legislative chair to the Oregon PTA Office
- Keep yourself informed on current bill status
- Send thank you notes to everyone who has helped you
- Update local unit of any changes to policy platform or approved resolutions made at Oregon PTA’s annual conference and convention
- Vote in May election
Chapter 8: Programs
What are Programs?

PTA programs are the total planned activities for your PTA. These could include: National PTA programs, special speakers, events, and other activities designed by your PTA. Programs should be selected to meet the needs of children, youth, and parents in your community. For additional explanation of any material in this section, please contact the Oregon PTA Vice President for Programs.

Program Plan (Schedule of Events)

Once your unit has determined goals for the year, a program plan should be created by the executive committee or board. It should be flexible enough that it can be modified to meet changing conditions, concerns, and needs of the school and community. Newly elected officers should begin meeting as soon as possible to develop the plan for the upcoming school year.

Keep the following in mind when structuring your program plan:

- What is the program trying to achieve?
- Does it align with the Vision, Mission, and Values of PTA?
- Are there sufficient volunteers and school support needed to carry out the plan?
- Does the plan fit into the PTA budget?
- Does the plan work with the school schedules? (i.e., holidays, testing, etc.)

The program plan must be approved by the membership and the vote reflected in the meeting minutes. This is typically done at the first meeting of the year. If new activities are added during the year, the changes must be approved and in the minutes. The Programs Committee should be put in place as soon as possible after the election. This will give them sufficient time to plan the programs for the coming year.

Presenting Programs to Membership for Approval

When presenting a program to membership for approval include the following:

- Program title
- Brief description of programs purpose
- How the program aligns with the PTA Vision, Mission, and Values
- Budget
- Number of volunteers needed
Committee Structure

Once approved, the program work should mainly be done by committees. The PTA should structure itself with standing committees and special committees to meet the needs of the unit. Standing committees remain on the local board, special committees are formed to address specific events, programs, or issues. Each committee should have a chair as the person who organizes and guides the work of the committee. More information about committees can be found in the Committees Chapter of this manual.

Evaluation of Programs

- Did the program meet the objectives of PTA?
- Did the program meet the unit’s goals?
- Did members participate?
- Did it meet the needs of participants? This is not always determined by the number present. If one person who attended is inspired to action, you’ve met a need.
- Did the program encourage action?
- How might the program be improved? And would a follow-up program be beneficial?

Program Ideas

National PTA and other organizations have many programs which have been tried and tested and are easy to implement. You can find many of these through the National PTA website www.pta.org. Programs are added or updated periodically, so check the site to see what is new. National PTA and Oregon PTA newsletters will often promote new programs so watch for those.
Information is available online for these current programs:

- PTA School of Excellence
- Take Your Family to School Week
- Back to School Kits
- PTA Family Reading Experience
- Fire Up Your Feet
- Connect for Respect (Anti-Bullying)
- Reflections Cultural Arts Program
- Teacher Appreciation Week
- Watch D.O.G.S.
- Urban Family Engagement Network
- Fuel Up to Play 60 Grants

Additionally, the Great Idea Bank, a social network of PTAs sharing program ideas, is located at www.ptagreatideabank.org.

Presenters Available

PTA leaders are available to come to your unit and present workshops. Please contact your region director to arrange a presentation or speaker.
Teacher Education Scholarships

Oregon PTA offers a number of tuition scholarships to high school seniors and college students. These scholarships are for Oregon residents who are preparing themselves to teach in Oregon at the elementary or secondary level. The scholarship may be used at a state-supported Oregon college or university that trains teachers or at an Oregon community college which transfers credits in education. The scholarships are $500 and are awarded once per year. The scholarships are for one year only but students may apply each year. The number of scholarships given is based on funds raised each year.

Applying for a scholarship:
Applications are available each January on the Oregon PTA website. Applications are due to Oregon PTA by March 30th of each year.

How the Scholarships are Funded:
The scholarships are financed by contributions of local PTA/PTSA units, councils, and individuals, Honorary Life Achievement Award fees, and the Basket Project at Oregon PTA annual conference and convention. The number of scholarships awarded annually is dependent upon the amount of funds contributed.

Contributions to the Teacher Education Scholarship Fund may be sent to:

Teacher Education Scholarship Fund
Oregon PTA
4506 SE Belmont, Suite 108B
Portland, OR 97215-1658

Thank you for supporting Oregon's future teachers!
Leadership Guide
for Local Units & Councils

Reflections Program

About the PTA Reflections Program:
PTA’s Reflections Program is designed to enhance quality arts education for students in preschool through grade 12. Over the years this program has encouraged millions of students to explore their artistic talents. Reflections helps parents encourage the creativity and lifelong learning of their children. It provides opportunities for children to express themselves creatively and provides opportunities to recognize children’s artistic endeavors.

Reflections is a grassroots program in that local PTA units sponsor the program in their schools. Works from the local PTA level proceed to the Council or Region level. Selected entries are then sent to the State, and some from State are sent on to National PTA. Recognition and awards should be given at every level. Parents, teachers, and community members all play a critical role in fostering a positive learning environment for children.

Providing the Reflections Program through PTA is one way to promote cultural arts in the home, school, and community.

Establishing a Reflections Program:
Your unit is highly encouraged to participate in the Reflections Program. It is important to understand the rules for participating as well as the procedures for submitting entries to the council or region. The council president or region director can help head you in the right direction.

The first step in establishing the program is gaining support of school personnel. In addition, you will want to gain the support of the parents and the community.

Gaining Principal and Staff Support:

- Meet with your principal to explain the Reflections Program and its benefits for students and staff.
- Staff support is very important to a successful Reflections Program. Ask to attend a staff meeting to describe the Reflections Program.
- The Reflections Program supports all the art areas in the Arts Benchmarks for the State of Oregon and can also be used to support benchmarks in writing.
- Describe how Reflections can build self-esteem and provide individual fulfillment, as well as supplement the arts program at your school.
Gaining Parent and Community Support:

- Provide information about the program in newsletters and special flyers.
- At your first PTA/PTSA meeting, explain the Reflections Program. It only takes one informed person to get Reflections started at your school. Be enthusiastic.
- Describe how Reflections can build self-esteem and provide individual fulfillment, as well as supplement the arts program at your school.
- The Reflections Program supports all the art areas in the Benchmarks for Art Education in the State of Oregon.
- Pass around a sign-up sheet seeking committee members.
- Appoint or elect a chairperson according to the Standing Rules of your local unit.
- Provide a copy of this Reflections information to the committee.

Have the committee read and review all Reflections rules and guidelines so they are able to answer questions. All information and correspondence need the approval of the committee and the local unit president prior to publication and distribution.

Keep in mind it takes time to build a solid program. Don’t be afraid to ask for assistance from your council president or region director and from the Oregon PTA Reflections Chair.

Set up a calendar, working backward from your council/region deadline. Allow plenty of time for student participation, sorting of entries, mounting, display, and preparation of entries for shipment to the next level. Be sure the date of each activity does not conflict with other school activities.

Reflections Committee Responsibilities

- Contact your council president or region director to let them know you are participating.
- Propose options for locations where students may complete their entries.
- Students can also create their entries at home. You may want to provide art materials to make it possible for all children to participate.
- Consider planning an Arts Day at school or elsewhere where students can create their Reflections entries.
Plan to reward ALL participants. Decide what form of recognition they will receive. Suggestions include certificates, ribbons, trophies, plaques, art supplies, or gift certificates to art-related stores.

Create a budget and present it to your unit membership for approval.

Decide if you will have an art showcase. Begin planning the details.

Kicking Off Your Program:
- If possible, have a general assembly to explain the program to the students or go to each classroom to talk about the program.
- Share the theme (“Within Reach”) and discuss it with them.
- Discuss the rules, but keep it simple.
- Tell them what kind of materials they may use, the size limitations, and the deadline date.
- Stress that students interpret the theme in their own way.
- Do not tell them what to draw, write, compose, photograph, choreograph, film or otherwise create.
- Titles and artist statements are required to assist in determining how the theme has been interpreted.

Timeline for Submission of Entries:
Local PTAs that are part of a Council (Portland, Clackamas, Grants Pass, and Springfield) will submit entries via the appropriate Council. All others will submit entries directly to the region director.

Oregon PTA is NOT using the on-line entry system offered through the National PTA Reflections website. All entries will use the paper entry forms found at the end of this chapter, and in Chapter 10 - Forms, Samples, and Resources of this manual. The deadline for all entries to be forwarded to the council or region level is Friday, January 26, 2018.
Basic Oregon PTA Reflections Rules

Only new pieces of artwork inspired by the theme can be submitted. Each entry must be the original work of one student only. No help from an adult or collaboration with other students is allowed. Plagiarized entries will be disqualified and returned to the student. Each entry must have a TITLE and include an Artist Statement (minimum of one sentence, maximum of 100 words).

Entries are submitted in the appropriate division for their grade. The divisions are as follows:

- PR - Primary: preschool - grade 2
- IN - Intermediate: grades 3 - 5
- MS - Middle School: grades 6 - 8
- HS - High School: grades 9 - 12
- SA - Special Artist: ungraded

There are six Arts Categories for the National Program. They are:

- Dance Choreography
- Film Production
- Literature
- Photography
- Music Composition
- Visual Arts (includes 3-Dimensional)

Students may submit more than one entry in a category or submit multiple entries into multiple categories. Students must participate in the Reflections Program through an active local PTA/PTSA unit. It is recommended that ALL entries submitted at the local level be forwarded to the appropriate council or region. A local unit may sponsor entries from students who do not attend their school.

Each entry must have a completed and signed entry form attached to the back of the entry in a plastic page protector. For judging at the state and national level, the students name must not be visible on the front of the entry.

Be aware of the council and region deadline listed on our website, and coordinate with the contact person for delivery of entries to Oregon PTA.

Full rules and entry forms will be available each year at www.oregonpta.org
Chapter 9: Awards
National PTA Awards

Phoebe Apperson Hearst Award:

The Phoebe Apperson Hearst Award for innovation in family engagement, named after National PTA co-founder Phoebe Apperson Hearst, recognizes and celebrates achievement in building effective family-school partnerships. The awards are presented to PTAs that have earned the National PTA School of Excellence designation and demonstrated outstanding success engaging families in student success and school improvements. This award is the highest honor National PTA presents for effective family engagement.

Jan Harp Domene Diversity and Inclusion Award:

The purpose of the Jan Harp Domene Diversity and Inclusion Award is to recognize PTAs that are dedicated to the needs of all families represented in their schools. The award acknowledges PTAs for developing practices which are inclusive and equal for all families and result in positive change.

National PTA School of Excellence Certification:

This program provides schools with tools to assess and enhance their commitment to parent involvement based on PTA's National Standards for Parent/Family Involvement Programs. After completing the assessment process and submitting an application, a school which meets the parent involvement standards and provides supporting documentation becomes certified as a Parent Involvement School of Excellence. Other schools can use the assessment process to develop a blueprint for improving their parent involvement practices and policies.

*More information may be found on National PTA awards and programs at www.pta.org.
Oregon PTA Awards

Honorary Life Achievement Award
The Honorary Life Achievement Award is one of the highest honors a PTA unit or council can bestow upon an individual. The honored person is usually someone who has served as an advocate for children in such areas as education, health, safety, or legislation. The honoree need not be a member of a local unit, or be well known beyond their own area of service. There is a $25 application fee, which is given to the Oregon PTA Teacher Education Scholarship (TES) Fund. A Life Achievement pin is also available for an additional $25. The Life Achievement Award application is available through the Oregon PTA Office.

LUV Award - Local Unit Volunteer of the Year Award
Every PTA should give a LUV Award to a volunteer each year! The Oregon PTA Local Unit Volunteer (LUV) Award is designed to recognize the importance of volunteers and the services they provide within their local PTAs. The recipient of this award should demonstrate exceptional service to your PTA and be a member of your PTA. Each PTA may give only one LUV Award each year. The LUV Award Notification Form shall be submitted to Oregon PTA BY THE DUE DATE.

Advocate for Children Award
This award is to recognize individuals who demonstrate a commitment to the Mission and Values of PTA by strengthening and encouraging advocacy for all children. The recipient should show a commitment to PTA with active efforts showing the dedication for advocacy. More information on the criteria is included with the form in the Forms Section of the Leadership Guide.

Leadership Awards

Unit or Council in Good Standing
Units or councils which complete all of the Unit in Good Standing requirements by November 30th will receive a certificate and recognition during their region meeting at the Oregon PTA Conference and Convention. No application is necessary.

Unit of Excellence Award
Presented to the local unit which exemplifies Oregon PTA mission and values. Must be a unit in good standing by November 30th. Units may nominate themselves or each council president or region director may nominate one unit for consideration. One winner will be selected by the Oregon PTA Awards Committee and will be recognized at the Oregon PTA Annual Conference and Convention.
Membership Awards
Every PTA is a potential recipient of the membership awards in this section. All qualifying units will be recognized at the Oregon PTA Conference and Convention. The following awards require no application. The Oregon PTA Membership Committee will track each PTA's membership progress and prepare awards for your unit on your behalf.

- **Early Bird**: Enter first membership list online and remit fees to the Oregon PTA office by September 30th.
- **Membership Stability**: Maintain membership numbers at least equal to last year's membership by March 1st.
- **State President's Challenge**:
  - Attain Unit in Good Standing requirements by November 30th
  - Maintain or increase membership over the previous year's total by March 1st
  - Submit membership lists and fees for the months September through February
- **Bronze Award**: Increase paid membership by 25% over the previous year's total membership by March 1st.
- **Silver Award**: Increase paid membership by 50% over the previous year's total membership by March 1st.
- **Gold Award**: Increase paid membership by 75% over the previous year's total membership by March 1st.
- **Platinum Award**: Increase paid membership by 100% over the previous year's total membership by March 1st.

Membership Campaign Awards
Membership Chair
Attach a paragraph or two describing how your membership chair has conducted their membership campaign in an outstanding manner. Include such things as creativity and inclusiveness.

Outstanding Membership Flyer
Attach a copy, as it was originally distributed. Include the means of distribution, the target audience(s), and circulation date.

**100% of Teachers and the Principal**
All teachers, as well as the principal of the school associated with the local unit. Attach a copy of your school staff roster, along with your unit membership roster. Highlight all teachers and the principal on both lists.
Service Awards
All Service Award nominations should be submitted using the Service Award Application on the following page. All award recipients will receive recognition at the Oregon PTA Annual Conference and Convention.

Student Service Awards
Awarded to K-12 grade students or student groups who make an important contribution to their community; including community projects, charity work, and advocacy. Each unit/council may submit one nominee for each of the following grade level categories using the Service Awards Application. Oregon PTA Board members may also submit one nominee per grade level category. One winner will be selected by the Oregon PTA Awards Committee for each age level.

- Elementary - Grades K-5
- Intermediate - Grades 6-8
- High School - Grades 9-12

Champion for Children Award
Awarded to an individual at a local unit who has done exceptional work in advocating for children through service in their area. They do not have to be a PTA member. Each local unit or council may submit one nominee using the Service Award Application.

Local Leader of the Year Award
Awarded to an outstanding local unit or council board member who has shown exceptional leadership skills and integrity in contributing to the unit's success. Each local unit or council may submit one nominee using the Service Award Application.
Additional Awards
All award recipients will receive recognition at the Oregon PTA Annual Conference and Convention. Each unit may submit one nomination in each category. Submit a separate application for each nominee.

Communications Award:
This award recognizes a local unit or council PTA/PTSA for excellence in communicating with PTA members and the larger community using a newsletter (email or print), social media, and/or a website.

Program of the Year Award:
This award will be presented to the local unit which submits an outstanding program or project which focuses on one or more of the following areas:

- Parent Involvement
- Education
- Health and Safety
- Cultural or Performing Arts
- Community Service

Classified Staff Hero of the Year
This award is given to a classified staff member who goes above and beyond their job description in order to promote the mission and values of PTA and makes a true difference at their school. Nomination requires Classified Staff Hero of the Year Application completed by a PTA leader, plus recommendations from a principal, student, and a fellow staff member. Local units or councils may submit one nominee. Oregon PTA board members may also submit nominations. The winner will be selected by the Oregon PTA Awards Committee. The recipient will receive recognition at the Oregon PTA Annual Conference and Convention.

Teacher of the Year
This award is given to the teacher who goes above and beyond their job description in order to promote the mission and values of PTA and makes a true difference at their school. Nomination requires Teacher of the Year Application completed by a PTA leader, plus recommendations from a principal, student, fellow staff member, community member, and parent. Local units or councils may submit one nominee. Oregon PTA board members may also submit nominations. The winner will be selected by the Oregon PTA Awards Committee. The recipient will receive recognition at the Oregon PTA Annual Conference and Convention.
Chapter 10: Forms & Resources
Sample Standing Rules

Name of Unit ____________________________

Employer ID Number ____________________ National PTA Number ____________________

Council Affiliation _____________________ Region # ____________________

State Affiliation (Unit name) is affiliated with National PTA and Oregon PTA and as such is governed by the Unified Local Unit Bylaws.

Annual Dues Annual local unit dues shall be ________________ which includes $2.25 to National PTA, $7.25 to Oregon PTA, and ______ to the local unit.

Fiscal Year July 1st to June 30th

Quorum Quorum for each general meeting shall be _______ voting members.

Meetings Regular (general) meetings of this association shall be held _______________ (day of each month) at _______ (time).

Executive board/committee meetings of this association shall be held _______________ (day of each month) at _______ (time).

Officers The officers of this association shall be: (President, one or more Vice Presidents, Secretary, Treasurer, and others if needed).

Elections of officers shall be in _______________ (month) and the officers shall assume their duties on _______________ (month and date).

Order of Business List the order of business for meetings of this association.

Standing Committees

| Standing Committees | the standing committees of this association shall be: (list those needed to carry on the work of your unit) Membership Programs Newsletter Publicity Legislation Ways and Means (fundraising) Volunteers Reflections Hospitality Clothing Center Room Representative Budget |

Special Committees

| Special Committees | the President of this association may, with the approval of the Executive Board, appoint special committees as deemed appropriate. Special committees go out of existence when the work is completed and the final report is received by the board. |

Nominating Committee

| Nominating Committee | the Nominating Committee of this association shall consist of ___________ (number) members and shall be elected by the general membership at the ___________ (month) meeting. (Suggested: Members elected this year are ineligible to serve for _______ (number) year(s).) The report of the Nominating Committee is required at the ___________ (month) meeting of the executive committee/board. Once that report has been received, the work of the committee is complete. |

Convention Delegates

| Convention Delegates | Delegates (voting representatives) from this association to attend the Oregon PTA conference shall be (elected OR appointed) at a meeting of the (general membership OR board of directors OR executive committee) in _______ (month). |

These standing rules shall be read at the first general membership meeting of the school year and may be read by request at any meeting. They may be amended or rescinded by a two-thirds vote at any general meeting. If notice of the proposed action is given at a previous meeting or in the call for the meeting, they may be amended or rescinded by a majority vote.

Date approved: ________________ President ___________________ Secretary ___________________
Oregon PTA New Unit Grant Application

Region: __________________________

Unit or Council Name: _______________________________________________________

President: _________________________________________________________________

Address: _________________________________________________________________

Email: ________________________________________________________________

Phone: ___________________________ Date: ____________________________

1. Amount requested (not to exceed $200): _________________________________

2. Purpose of the grant: __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

3. Describe how funds will be used: ______________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

4. Anticipated follow-up action: _________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

8/2016
Hold Harmless Agreement

The ____________________________ PTA

presents to the ____________________________ School

District the following described equipment:

The School District hereby agrees to:

1. Accept ownership of the above-described equipment.

2. Accept responsibility for the installation, operation and maintenance of the above-described equipment.

3. Hold the PTA harmless from any claim or lawsuit arising from the damages caused by or from the use of said equipment.

4. Keep the above-described equipment at ____________________________ for a period of no less than ____________ years.

Date: ____________________________ PTA Officer: ____________________________

PTA Officer: ____________________________

Date: ____________________________ Superintendent: ____________________________

Principal: ____________________________

If a school district has its own hold harmless agreement, please send a copy to the Oregon PTA Office for review.
Grant Agreement

The _________________________________ PTA hereby
gives to the ________________________________ School District
a monetary grant (check # _____________) in the amount of $ _____________ for the sole
and express purpose of:

________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

It is agreed between the parties that the grant will be expended by the School District on or
before ________________________________.

Any unused portion of the grant will be returned to ________________________________ PTA.

It is further agreed that failure by the district to fulfill the terms of this grant specified
herein and by the date stated herein will result in the grant returned in full to

______________________________ PTA.

Date: ________________________________  ________________________________
PTA Officer  PTA Officer

Date: ________________________________  ________________________________
Superintendent

Date: ________________________________  ________________________________
Principal
Cash Counting Form

Date: _________________________ Event: ______________________________

Coins
Pennies ____________ @ $0.01 ____________
Nickels ____________ @ $0.05 ____________
Dimes ____________ @ $0.10 ____________
Quarters ____________ @ $0.25 ____________
$.50 Piece ____________ @ $0.50 ____________
$1.00 Piece ____________ @ $1.00 ____________
Total Coin: ____________

Currency
Ones ____________ @ $1.00 ____________
Twos ____________ @ $2.00 ____________
Fives ____________ @ $5.00 ____________
Tens ____________ @ $10.00 ____________
Twenties ____________ @ $20.00 ____________
Fifties ____________ @ $50.00 ____________
Hundreds ____________ @ $100.00 ____________
Total Currency: ____________

Total Checks: ____________

Total Deposit: ____________

Counter #1 __________________________
Print Name _________________________
Signature __________________________

Counter #2 __________________________
Print Name _________________________
Signature __________________________
PTA Check Request Form

PTA______________________________
Region______________ Council___________________________________________
Paid by Check No: ____________________________
Date: ________________
Amount: $______________________________

Pay to: ____________________________________________

_________________________________________
City State ZIP

For: ____________________________________________

Signature: ________________________________________

Person requesting check

Approval: _______________________________________

President

Approval: _______________________________________

Treasurer

Receipt Attached here:

Attach Cancelled Check Here:
Sample PTA Funding Request

Date: ______________________

Name: ______________________________________

Position: ________________________________

Amount Requested: ________________________

Date of PTA meeting that you will be attending** ______________________

Please describe in a short paragraph the purpose of your request includes how this will benefit student learning. Represent your proposal at a PTA meeting. Your presence is required for the request to be approved by the PTA.

Please email this form prior to the PTA meeting you will be attending to: Samplepta@pta.com

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Thank you for taking the time to complete this form. We look forward to how PTA can support more learning opportunities here at ____________________________ PTA.

Approved______ Hold_______ Date___________ Check#__________
# End of Fiscal Year Report

**Fiscal Year Date:** ____________________________ (mm/dd/yyyy - mm/dd/yyyy)

**Local Unit Name:** ____________________________ **Region:** __

**Opening Balance (first day of fiscal year) (990EZ, line 22A) $ ______________**

**Income:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership (990EZ, line 3)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>Contributions, gifts, grants, etc., received</td>
<td>$ ______________</td>
</tr>
<tr>
<td>(any amounts over $250 must be acknowledged to donor WITH YOUR TAX ID NUMBER CLEARLY LISTED, any over $5000 are considered substantial and must be separately reported on IRS form 990/990EZ, Schedule B)</td>
<td></td>
</tr>
<tr>
<td>Investment Income (interest) (990EZ, line 4)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>Fundraisers: (list each fundraiser with GROSS Income amounts)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>Total, all fundraisers (990EZ, line 5a)</td>
<td>$ ______________</td>
</tr>
</tbody>
</table>

**Total Income (990EZ, line 9) $ ______________**

**Expenses:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc. grants &amp; similar amounts paid (attach additional pages, if necessary)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>Total, all grants &amp; similar amounts paid (990EZ, line 10)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>Printing, publications, postage, shipping (990EZ, line 15)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>Other misc. operating expenses (990EZ, line 16)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>Fundraiser Expenses (amounts paid to fundraising companies)</td>
<td>$ ______________</td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>$ ______________</td>
<td></td>
</tr>
<tr>
<td>Total, all fundraiser expenses (990EZ, line 5b) $ ______________</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses (990EZ, line 17) $ ______________**

**Ending Balance (last day of fiscal year) (990EZ, lines 21 and 27B) $ ______________**

In addition to this report, please be sure to send a copy of your unit’s 990, CT-12, and budget for the coming year.
Monthly Audit Checklist

The PTA books must be reviewed monthly per the bond insurance. This must be completed by someone who is not a signer on any of the accounts. The treasurer can complete it if they are not a signer. If the treasurer is a signer, someone else must review the books monthly. It is not necessary to use this form but it is designed to help with the steps necessary in the monthly financial review. The form may be customized or one from accounting software used for reconciliation but be sure the reviewer is looking at all these items.

Checklist - Circle Y for Yes and N for No

Y or N  Do all checks have two signatures?
Y or N  Do all checks have supporting documentation of expenses?
Y or N  Was cash counted by two people for each deposit (not related or living in the same household)?
Y or N  Were deposits made timely?
Y or N  Was the bank account(s) reconciled accurately?
Y or N  Did the treasurer supply a report this month?
Y or N  Are all items within the budget?

Explain any answers that are marked N above:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Are the Books as a whole for this month? (check one)

☐ Correct Incomplete
☐ Substantially correct with the following adjustments

________________________________________________________________________

Review Completed by: (must not be a signer on the account)

Name:______________________________________     Phone/Email: _______________________

Signature:____________________________________    Date: _______________________

Attach this form to the bank reconciliation and file with all supporting documents for the month.
PTA Cash Box Request Form Instructions

This form should only be used when it is necessary to have a cash box at an event. It must be signed by the person receiving the check, who will be going to the bank to get the cash for the cash box. Once all but the bottom box is complete, the form should be copied. One copy should be attached to a check request form and the second should go with the person getting the cash. The bottom is filled out by two people verifying the cash when it arrives at the event. The second copy should stay with the money so it is available for preparing the deposit.
PTA Cash Box Request Form

I, ________________________________________ (printed name of check payee), will be responsible for cashing this check into the denominations listed above and will bring the cash to the event 30 minutes prior to the event start time. I will have the amount verified when I arrive with the cash and will have those verifying the amount complete the box at the bottom of this form. If I do not bring the cash on time or at all I will be responsible for pay the money back to the PTA.

_________________________________________ Signature of check payee

Approved by membership: ______________ Date: ______________

Not required but recommended Is the Committee Chair aware of this request? Yes or No

Approved by: 2 people not related, living in the same household, or listed as the payee on the check

Board Member #1: ___________________________ Board Member #2: ___________________________

(signature) (signature)

Once signed make 2 copies, one copy for the person getting cash and one to attach to a check request form.

Event: __________________________________________ Event Start Time: ______________

Make Check Payable to: ____________________________________________________________

Complete this area when the money arrives at the event

I verify the amount of cash brought for the cash box to this event equals the amount listed above for the check and it is in the denominations listed above. I have noted and initialed any differences.

Counter #1: __________________________________________ (Signature)

Counter #2: __________________________________________ (Signature)

Note: Counters cannot be related or living in the same household. Place this form with the cash.

Denominations requested:

Total Coin: ____________________________ Total Currency: ____________________________

Pennies #________ @ .01: ________ Ones #________ @$1.00________

Nickels #________ @ .05________

Dimes #________ @ .10________

Quarters #________ @ .25________

Ones #________ @ $1.00__________

Fives #________ @ $5.00__________

Tens #________ @ $10.00__________

Twenties #________ @ $20.00__________

Total cash + coin needed = check amount of: __________________________________________
Oregon PTA Social Media Guidelines

These are the official guidelines for social media at Oregon PTA. If you're an Oregon PTA employee or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of social media both on and off oregonpta.org - these guidelines are for you. This policy establishes guidelines for the use of social media in order to ensure that the Oregon PTA’s social media messaging is consistent and in line with the organization’s values and mission.

We expect all who participate in social media on behalf of Oregon PTA to be trained, to understand and to follow these guidelines. Failure to do so could put your future participation at risk. These guidelines will continually evolve as new technologies and social networking tools emerge—so check back once in a while to make sure you're up to date.

When You Engage

Emerging platforms for online collaboration are fundamentally changing the way we work, offering new ways to engage with members, partners, and the world at large. It’s a new model for interaction and we believe social computing can help you to build stronger, more successful business relationships. And it’s a way for you to take part in global conversations related to the work we are doing at Oregon PTA and the things we care about.

If you participate in social media, please follow these guiding principles:

- Stick to your area of expertise and provide unique, individual perspectives on what's going on at Oregon PTA and in the world.
- Post meaningful, respectful comments—in other words, no spam and no remarks that are off-topic or offensive.
- Always pause and think before posting. That said, reply to comments in a timely manner, when a response is appropriate.
- Respect proprietary information and content, and confidentiality.
- When disagreeing with others' opinions, keep it appropriate and polite.
- Know and follow the Oregon PTA privacy policy and the Oregon PTA code of conduct.

Rules of Engagement

Be transparent. Your honesty—or dishonesty—will be quickly noticed in the social media environment. If you are blogging about your work at Oregon PTA, use your real name, identify that you work or volunteer for Oregon PTA, and be clear about your role. If you have a stake in something you are discussing, be the first to point it out. Transparency is about your identity and relationship to Oregon PTA. You still need to keep confidentiality around proprietary information and content.
**Be judicious.** Make sure your efforts to be transparent don't violate Oregon PTA’s privacy, confidentiality, and legal guidelines for external commercial speech. Ask permission to publish or report on conversations that are meant to be private or internal to Oregon PTA. All statements must be true and not misleading and all claims must be substantiated and approved. Please never comment on anything related to legal matters, litigation, or any parties we are in litigation with without the appropriate approval. If you want to write about the competition, make sure you know what you are talking about and that you have the appropriate permission. Also be smart about protecting yourself, your privacy, and Oregon PTA confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully.

**Write what you know.** Make sure you write and post about your areas of expertise, especially as related to Oregon PTA. If you are writing about a topic that Oregon PTA is involved with but you are not the Oregon PTA expert on the topic, you should make this clear to your readers. And write in the first person. If you publish to a website outside Oregon PTA, please use a disclaimer something like this: "The postings on this site are my own and don't necessarily represent Oregon PTA’s positions, strategies, or opinions."

**Perception is reality.** In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as an Oregon PTA employee or volunteer, you are creating perceptions about your expertise and about Oregon PTA by our coalition partners, local units, members and the general public—and perceptions about you by your colleagues. Do us all proud. Be sure that all content associated with you is consistent with your work and with Oregon PTA’s values and professional standards.

**It's a conversation.** Talk to your readers like you would talk to real people in professional situations. In other words, avoid overly pedantic or "composed" language. Don't be afraid to bring in your own personality and say what's on your mind. Consider content that's open-ended and invites response. Encourage comments. You can also broaden the conversation by citing others who are blogging about the same topic and allowing your content to be shared or syndicated.

**Are you adding value?** There are millions of words out there. The best way to get yours read is to write things that people will value. Social communication from Oregon PTA should help our members. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, build up their local units, do their jobs, encourage their advocacy, solve problems, or understand Oregon PTA better—then it's adding value.

**Your Responsibility:** What you write is ultimately your responsibility. Participation in social networking on behalf of Oregon PTA is not a right but an opportunity, so please treat it seriously and with respect. Failure to abide by these guidelines could put your participation at risk.

**Be a Leader.** There can be a fine line between healthy debate and incendiary reaction. Do not denigrate our members or coalition partners. Nor do you need to respond to
every criticism or barb. Try to frame what you write to invite differing points of view without inflaming others. Some topics—like politics or religion—slide more easily into sensitive territory. So be careful and considerate. Once the words are out there, you can't really get them back. And once an inflammatory discussion gets going, it's hard to stop.

Did you screw up? If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

If it gives you pause, pause. If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit 'send.' Take a minute to review these guidelines and try to figure out what's bothering you, then fix it. If you're still unsure, you might want to discuss it with your president or executive director. Ultimately, what you publish is yours—as is the responsibility. So be sure.

Contractors & Endorsements:

Oregon PTA supports transparency. We are committed to ensuring that our social media practitioners (including blogs, Twitter*, forums and any other social media) clearly disclose relationships and endorsements, and that statements about Oregon PTA are truthful and substantiated.

Moderation Guidelines:

Moderation is the act of reviewing and approving content before it's published on the site (This applies to social media content written on behalf of Oregon PTA. Oregon PTA does not endorse or take responsibility for content posted by third parties, referred to as user generated content (UGC). This includes text input and uploaded files (video, images, audio, executables, and documents). While we strongly encourage user participation, there are some guidelines we ask you to follow to keep it safe for everyone.

Pre-moderation. Even when a site requires the user to register before posting, simple user name and email entry doesn't really validate the person. So to ensure least risk/most security, we require moderation of all UGC posts before they are published (pre-moderation).

Community moderation. For established, healthy communities, group moderation by regular users can work well. This will sometimes be allowed to take the place of pre- moderation—it must be applied for and approved.

Balanced online dialogue. Whether content is pre-moderated or community moderated, follow these three principles: The Good, the Bad, but not the Ugly. If the content is positive or negative and in context to the conversation, then we approve the content, regardless of whether it's favorable or unfavorable to Oregon PTA. But if the content is ugly, offensive, denigrating and completely out of context, then we reject the content.
PTA Committee Assignment Sheet

To: ___________________________,

Thank you for your willingness to serve as chair of the __________________________ Committee.

The Committee has been assigned the following task/responsibility:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The following people have been assigned to or expressed interest in serving on the committee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This committee DOES/DOES NOT have an established Procedure Book. If a Procedure Book is not available, please start one by saving useful information and materials for next year's chair.

Meet with the committee members to develop a proposed Plan of Work/Action Plan to submit for approval. The Plan must be approved before work begins.

Please present your proposal (using Plan of Work/Action Plan form) to the Executive Committee/Board by __________________________ (Date).

PTA President Name __________________________ Signature __________________________

Email __________________________ Phone __________________________
PTA Committee Plan of Work/Action Plan

Name of Committee: ________________________________

Committee’s Goal/Task: ________________________________________________________________

Plan to accomplish Goal/Task:
______________________________________________________________
______________________________________________________________
______________________________________________________________

Estimated expenses:
______________________________________________________________ $ __________
______________________________________________________________ $ __________
______________________________________________________________ $ __________
______________________________________________________________ $ __________

Totaled estimated expense $ __________ Requested Budget: $ __________

Committee Members:
Name                                      Phone/Email
__________________________________________  __________________________
__________________________________________  __________________________
__________________________________________  __________________________

Committee Chair:
Name: ____________________________ Signature: ____________________________
Email: ____________________________ Phone: ____________________________

Date Submitted to Executive Committee/Board: __________________________________

Executive Committee/Board
Additions/Changes:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Plan approved: ____________________________ (date)
Budget approved ____________________________ (date)
President's initials: ____________________________ (date)
Oregon PTA Convention Resolution Process

To be considered for presentation to the convention delegates, a resolution must be developed by and originate within a local unit, council, or the Oregon PTA board of Directors, or Executive Committee.

This process presupposes all rules, guidelines, and procedures as established by Oregon PTA, have been followed.
Oregon PTA Resolution Action Cover Sheet

For Use in Submitting Resolutions

This cover sheet MUST accompany any resolution proposed for action by delegates to the Oregon PTA Conference and Convention.

**DEADLINE:** All resolutions must be postmarked no later than **December 15th**, and mailed to the Oregon PTA Office for review by the Oregon PTA Resolutions Committee.

**Submitting Group:**
Check one:  Local PTA/PTSA Unit_______Council_____Region_____Committee_____

Name:______________________________________________________________

Was the resolution voted on by the General Membership of your group? Yes______No ______

If not, what Governing body approved the Resolution for submission? ________________

Please give the name of the person to contact if the Oregon PTA Resolutions Committee would like to get in touch with submitting group:

Name__________________________

Address_________________________

City_____________________________State___________Zip__________

Phone___________________________Email: ________________________

<table>
<thead>
<tr>
<th>CHECKLIST:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the proposed action:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• In accordance with PTA Objects and policies?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>• Related to the education, health, or welfare of children and youth?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Accompanied by background data, table of contents and reference sheet, pages numbered consecutively?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Signed by the group’s president and secretary?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• (If legislative) Related to state or federal rules, regulations, agencies, or congressional action?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of President_________________________Date________________

Signature of Secretary_________________________Date________________

Send this form to Oregon PTA.

3108 A SE 50th Ave, Portland, OR 97206
Unit of Excellence Award Nomination Application

Units may nominate themselves or be nominated by a council president or region director.

Unit Information:

Unit Name: ________________________________
Region: ________________________________
Unit President: ________________________________
Telephone: ________________________________
Email: ________________________________

Will someone from this PTA unit attend the Oregon PTA Annual Conference and Convention?

  _____ Yes  _____ No

Why should this unit be considered for this award? Attach additional pages as needed.

Person Submitting Application:

Name: ________________________________ Phone: ________________________________
PTA Position: ________________________________
Email: ________________________________

Send this form and any additional pages to:

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Oregon PTA Membership Awards Application Cover

Fill out one cover sheet for each award applied for. Applications must be received in the Oregon PTA Office by March 1\textsuperscript{st}. Attach appropriate documentation (lists, descriptions, etc) to this completed form.

Local Unit/Council Name: ________________________________ Region: _____

Total Number of Members: ________ Membership Chair: ____________________________

For which award are you applying?

_____ Outstanding Membership Flyer     _____ Membership Chair Award

_____ 100\% Teachers and Principal     _____ Membership Bright Idea

PTA President: ____________________________ Phone #: ____________________________

Mailing Address: ________________________________________________________________

Name of Person Applying: ____________________________ Position: ______________________

Email Address: ____________________________ Phone #: ____________________________

Please list all documents attached:

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

4. ________________________________________________________________

Local Unit President’s Signature: ____________________________ Date: ____________

Send this form and any additional pages to:

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Service Award Application
Units may submit a nomination in each category. A separate application is required for each award nominee.

<table>
<thead>
<tr>
<th>Check One</th>
<th>Award Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Service Award Elementary (Grades K-5)</td>
</tr>
<tr>
<td></td>
<td>Student Service Award Intermediate (Grades 6-8)</td>
</tr>
<tr>
<td></td>
<td>Student Service Award High School (Grades 9-12)</td>
</tr>
<tr>
<td></td>
<td>Champion for Children</td>
</tr>
<tr>
<td></td>
<td>Local Leader of the Year</td>
</tr>
</tbody>
</table>

Nominee Information:

Name: ____________________________

School or PTA: ____________________________

Email: ____________________________ Phone: ____________________________

Will nominee attend the Annual Oregon PTA Leadership Conference and Convention?

Yes_______ No _________

Is your nominee a PTA member? _________

Why are you nominating this person(s) for this award? (Attach additional pages as needed)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Contact Submitting Application:

Name: ____________________________ PTA Position: ____________________________

Email: ____________________________ Phone: ____________________________

PTA Unit Name: ____________________________ Region: ____________________________

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Communications and Program Award Application
Units may submit one application in each category. A separate application is required for each category.

<table>
<thead>
<tr>
<th>Check One</th>
<th>Award Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communications Award</td>
</tr>
<tr>
<td></td>
<td>Program or Project of the Year Award</td>
</tr>
</tbody>
</table>

Unit Information:

Unit Name: ____________________________ Region __________

Unit President: ____________________________

Email: ____________________________ Phone: ____________________________

Will someone from this PTA attend the Annual Oregon PTA Leadership Conference and Convention? Yes ______ No ______

Why should this unit be considered for this award? (Attach additional pages as needed)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Contact Submitting Application:

Name: ____________________________ PTA Position: ____________________________

Email: ____________________________ Phone: ____________________________

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Oregon PTA Classified Staff Hero of the Year Award Application Cover

**Purpose**: To recognize a classified staff member who does an exceptional job of supporting PTA and makes a true difference at their school.

**Submission**: PTA leader must complete this application cover sheet and the following required recommendations. Make multiple copies of the recommendation form as needed.
- A student recommendation
- A fellow staff member recommendation
- A principal recommendation

**Selection**: The Oregon PTA Awards Committee will review all nominations and will select the Oregon PTA Classified Staff Hero of the Year.

**Application Information**:

Nominee Information:

Full Name: 
School: 
Position: 
Email: Phone: 

Contact Submitting Information:

Name: Position: 
PTA Unit: Region #: 
Email: Phone: 
Signature: Date: 

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

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# Oregon PTA Classified Staff Hero of the Year Recommendation Form

**Staff Member Name:** __________________________________________________________

**School:** _________________________________________________________________

Check one and complete the section below to answer the questions.

<table>
<thead>
<tr>
<th>Check One</th>
<th>Type</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>How does this nominee go above and beyond to support students?</td>
<td></td>
</tr>
<tr>
<td>Fellow Staff Member</td>
<td>How does this nominee go above and beyond to support other staff members?</td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>How does this nominee support other staff members? Is her/she a team player? What has this nominee done above and beyond the call of duty?</td>
<td></td>
</tr>
</tbody>
</table>

Answer the above questions in 100 words or less: (Continue on another page if necessary.)

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Printed Name:______________________________________________________________

Signature:________________________________________________________________

Email:_________________________________ Phone:___________________________

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Oregon PTA Teacher of the Year Award Application Cover

**Purpose:** To recognize the teacher who does an exceptional job of supporting PTA and makes a true difference at their school.

**Submission:** PTA leader must complete this application cover sheet and the following required recommendations. Make multiple copies of the recommendation form as needed.
- A student recommendation
- A fellow staff member recommendation
- Community member recommendation
- Parent recommendation
- A principal recommendation

**Selection:** The Oregon PTA Awards Committee will review all nominations and will select the Oregon PTA Teacher of the Year.

**Application Information:**

Nominee Information:
- Full Name: ____________________________________________________________
- School: _______________________________________________________________
- Position: ______________________________________________________________
- Email: __________________________ Phone: __________________________

Contact Submitting Information:
- Name: __________________________ Position: __________________________
- PTA Unit: __________________________ Region # __________________________
- Email: __________________________ Phone: __________________________
- Signature: __________________________ Date: __________________________

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Oregon PTA Teacher of the Year Recommendation Form

Teacher: ____________________________________________________________
School: ____________________________________________________________

Check one and complete the section below to answer the questions.

<table>
<thead>
<tr>
<th>Check One</th>
<th>Type</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student</td>
<td>How does this teacher support students? What process does this teacher</td>
</tr>
<tr>
<td></td>
<td></td>
<td>have in place that allows students to be involved in their own education?</td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td>How does this teacher support the staff? What process is in place that</td>
</tr>
<tr>
<td></td>
<td></td>
<td>allows staff to be involved? How is the staff encouraged and supported</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to reach school goals?</td>
</tr>
<tr>
<td></td>
<td>Community Member</td>
<td>How does this teacher promote community involvement and participation?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>What process is in place that allows the community to be involved?</td>
</tr>
<tr>
<td></td>
<td>Parent</td>
<td>How does this teacher support parent involvement? Are parents welcome</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in the school? What process is in place that allows parents to be</td>
</tr>
<tr>
<td></td>
<td>Principal</td>
<td>How does this teacher support fellow staff members? Is her/she a team</td>
</tr>
<tr>
<td></td>
<td></td>
<td>player? What process is in place that allows other teachers, parents,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and students to be involved?</td>
</tr>
</tbody>
</table>

Answer the above questions in 100 words or less: (Continue on another page if necessary.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Printed Name:___________________________________________________________
Signature:_____________________________________________________________
Email:_______________________________________________________________ Phone: _______________________

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Local Unit Volunteer of the Year Award

The Local Unit Volunteer (LUV) Award is designed to recognize the importance of volunteers and the services they provide within their local PTAs. The recipient of this award should have demonstrated exceptional service to your PTA and be a member of your PTA. **Each PTA may give only one LUV Award each year.** In considering an individual for recognition, consider the following:

- Has the person demonstrated an ability to communicate and work with others?
- Does the person uphold the Mission and Values of PTA?
- Has the he/she been responsible for providing services, projects, or ideas to your PTA?
- Is he/she respected and admired by other members?
- Has the person been willing to offer assistance and support to other PTA committees and members?
- Is the person willing to accept and fulfill responsibilities?

Award Presentation

LUV recipients will be presented a certificate, ribbon, and pin during the Oregon PTA Conference and Convention. The awards will be mailed to those not able to attend.

LUV Award notification Form

PTA is proud to inform you ___________________________________________ has been selected by our association to receive the LUV Award. The recipient will _______ or will not _______ attend the Oregon PTA Conference and Convention. I have attached a brief paragraph explaining why this person is being honored.

Signed: ___________________________ Date: ___________________________

Local PTA President or Secretary

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE
Advocate for Children Award Instructions

Purpose: To recognize individuals who demonstrate a commitment to the Mission and Values of PTA by strengthening and encouraging advocacy for all children.

Criteria: Selection is based on the nominees’:
- Actions that show commitment to the Mission and Values of PTA
- Active efforts showing dedication to advocating for children and youth, whether it be in the home, the school, their community, or at the state or national level

Nominees will be judged solely on their own efforts, and will not be held in comparison to other nominees.

Eligibility: Nominees can be (but not limited to):
- Local/Council PTA/PTSA members
- School Board members
- City Council members
- Mayors, superintendents, the governor, etc.

Submission Guidelines: Nominations must consist of:
- Award nomination form (see attached)
- Nominating letter (not more than 1 page, front and back) detailing the nominee’s dedication and commitment to child advocacy, citing specific examples (newsletter or newspaper articles concerning the nominee may also be included)
- Name and phone number of one other PTA member, signifying their support of this candidate
- Nominations must come from a local PTA, council PTA, or Oregon PTA
- Self-nominations will not be accepted

Submission Deadline: March 1st

Award: The recipient will receive an engraved plaque, which, if recipient is present, will be presented at the Oregon PTA Conference and Convention.

Note: The Oregon PTA Awards Committee shall choose the recipient(s) of this award from among the nominations received by the due date. Although the committee may receive nominations, a recipient is not necessarily guaranteed each year.
Advocate for Children Award Nomination Form

Name of Candidate: ____________________________________________________________
Address:________________________ City, State, Zip Code: __________________________
Telephone:____________________ Email Address: _________________________________

Will this person be attending the Oregon PTA Annual Conference and Convention?  Yes  No

PTA Member? ______________
Non-PTA Member ____________

Your Name: _________________________________________________________________
Telephone: ________________________________________________________________
Email Address: ____________________________________________________________

Will you be attending the upcoming Oregon PTA Convention?  Yes  No

Please attach a nominating letter detailing the candidate’s dedication and commitment, citing specific examples.

Send this form and your nominating letter to:

Oregon PTA
Attn.: Awards Committee
3108 A SE 50th Ave
Portland, OR 97206

ALL NOMINATIONS MUST BE RECEIVED AT THE OREGON PTA OFFICE BY THE DUE DATE