

Enfield-Erdenheim Home & School Partnership



Standard Operating Procedures

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OVERVIEW

This document provides the framework and guidelines for the basic services the Enfield-Erdenheim Home & School Partnership (EEHSP) provides. These procedures should be followed by all members of the EEHSP as closely as possible to ensure consistency of operations as well as security for our members and our organization. The information in this document may be updated as needed to fit the requirements of the governing executive board for the given school year. Any changes will be reviewed by the EEHSP Executive Board and communicated to its members.

GOAL

The goal of the EEHSP is to promote the relationship between families and the school, facilitate communication, promote and enhance educational programs and provide a forum for members to share ideas, experiences, problems and solutions so that the community may cooperate in an informed manner in the education of the K-5 students of Springfield Township. Any activities not specifically prohibited by these procedures may be undertaken by the EEHSP if it is reasonably believed that the activity is consistent with its goals as defined herein.

BASIC POLICIES

The EEHSP By-Laws constitute the regulating policies, structural organization and governing rules of the EEHSP. Standing Operating Procedures (SOPs) shall be drafted and approved by the Executive Board. No SOP should be approved which conflicts with these By-Laws. In the event there is a conflict, the By-Laws shall take precedence.

MEMBERSHIP, VOLUNTEERS & EXECUTIVE BOARD MEMBERS

Membership

Any parent or guardian for a student in, or any staff member employed by, the elementary schools of Springfield Township are automatically a member of EEHSP. EEHSP serves the entire population of families of elementary school students and staff; all are invited to exercise ownership in the organization and make it their own. Members may attend EEHSP general meetings and participate in discussions or events.

Volunteers

Committee Chair

Organize and run a committee, event or fundraiser sponsored by the EEHSP. Foster new and incoming volunteers and support the inclusiveness of our organization. In accordance with the EEHSP By-Laws, the position of Committee Chair is a one year term with eligibility to repeat terms for up to three (3) consecutive years. If, after three (3) consecutive years, a new Committee Chair cannot be found, the existing Committee Chair may continue through the next school year if they so desire.

Committee Chairs may choose to follow the 'Committee Administration Guidelines' provided in the Attachments to organize and develop their committee. 'Committee Financial Guidelines' are provided in the Attachments.

Committee Member

Volunteer to work on one or multiple committees and perform a variety of duties in support of the Committee Chair.

Head Room Parent

Work hand in hand with your classroom teacher to perform a variety of duties including chaperoning school trips, planning and running classroom parties and recruiting volunteers for events. Encourage parents to get excited and be involved with classroom activities, EEHSP meetings and events.

Volunteer Clearance Requirements

The School District of Springfield Township values the unique contributions made by parents, guardians and community volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures.

A volunteer is defined as any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A SDST student who would like to volunteer in SDST schools are not subject to these requirements. A volunteer need not be a parent/guardian of a student enrolled in the school district. A volunteer shall include but not be limited to the following opportunities:

- Assisting with classroom or building special events/celebrations (excluding public events such as concert or parade)
- Chaperoning a single day field trip and/or overnight field trip/competition
- Volunteering with any of the district interscholastic athletic teams and musical performance groups
- Advising or assisting an extracurricular activity
- Providing supplemental assistance to a student
- Being a Mystery Reader
- Volunteering in a classroom
- Volunteering to eat lunch with your child

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. All volunteers have specific requirements that need to be completed PRIOR to participating in any volunteer experience.

Please visit the School District of Springfield Township website for the most up to date requirements to obtain Volunteer Clearances:

www.sdst.org/domain/577

Executive Board – Extended Members

Grade Level Representatives

A member of the extended executive EEHSP board who organizes and runs curriculum-based community events for their specific grade. Will also volunteer or provide assistance to other Committee Chairs and coordinate board and school communications with the Room Parents.

Kindergarten Chairs

- Develop regular communications for families regarding upcoming events and volunteer opportunities throughout the year. (Via email, Facebook, etc.)
- Share with incoming families how to get involved with the EEHSP and school.
- Plan at least one special activity for the students and their families - specifically the Annual Grade Level Event.
- Work with room parents to coordinate volunteers for events.
- Maintain open lines of communication with room parents.

First Grade Chairs

- Develop regular communications for families regarding upcoming events and volunteer opportunities throughout the year. (Via email, Facebook, etc.)
- Plan at least one special activity for the students and their families - specifically the Annual Grade Level Event.
- Work with room parents to coordinate volunteers for events.
- Maintain open lines of communication with room parents.

Second Grade Chairs

- Develop regular communications for families regarding upcoming events and volunteer opportunities throughout the year. (Via email, Facebook, etc.)
- Plan at least one special activity for the students and their families - specifically the Annual Grade Level Event.
- Work with room parents to coordinate volunteers for events.
- Maintain open lines of communication with room parents.

Third Grade Chairs

- Develop regular communications for families regarding upcoming events and volunteer opportunities throughout the year. (Via email, Facebook, etc.)
- Plan at least one special activity for the students and their families - specifically the Annual Grade Level Event.
- Work with room parents to coordinate volunteers for events.
- Maintain open lines of communication with room parents.

Fourth Grade Chairs

- Develop regular communications for families regarding upcoming events and volunteer opportunities throughout the year. (Via email, Facebook, etc.)
- Plan at least one special activity for the students and their families - specifically the Annual Grade Level Event.
- Work with room parents to coordinate volunteers for events.
- Maintain open lines of communication with room parents.

Fifth Grade Chairs

- Develop regular communications for families regarding upcoming events and volunteer opportunities throughout the year. (Via email, Facebook, etc.)
- Plan at least one special activity for the students and their families.
- Plan graduating class activities which may include, but are not limited to: yearbook, t-shirts, trips or celebrations.
- Work with room parents to coordinate volunteers for events.
- Maintain open lines of communication with room parents.

Executive Board – Officers

Co-Presidents

- The Co-Presidents work with both schools to coordinate the activities for the EEHSP and support family advocacy.
- Work with treasurers to prepare budget and review financial reports.
- Develop the calendar of EEHSP events for the school year in conjunction with district events.
- Coordinate activities with Executive Board, Committee Chairs, School Principals and District Officials.
- Ensure EEHSP is represented at District School Board Meetings.
- Coordinate board and parent communications. (Newsletter, emails etc.)
- Develop agendas, organize and preside over Board Meetings and General Meetings.
- Work with Recording Secretary to ensure all EEHSP documentation is accurate and up to date.
- Work with Communications Liaisons to ensure web site content is consistent with up to date and accurate information.
- Review organization communications (flyers, eBlasts etc.) for accuracy and consistency.
- Assist other Board Members and Committee Chairs as needed.
- Create and send the Kindergarten mailing for new students over the Summer.
- Organize the Kindergarten picnic for incoming Kindergarteners at the beginning of the year.
- Attend the back to school Sneak a Peek events at the requests of the Principals.
- Participate in Back to School Nights at the request of the Principals.
- Other responsibilities as needed.

Co-Vice President – Fundraising

- Preside over fundraising activities and schedules for the school year.
- Work with Treasurer to ensure fundraising activities meet the organization's budget requirements.
- Perform the duties of President in the event the office is vacated.
- Other responsibilities as needed.

Co-Vice President – Grade Levels

- Preside over Grade Level Representatives to select the grade-level curriculum based activities.
- Work with Co-Presidents and School District to determine event schedules for the school year.
- Appoint Event Chairs. If an Event Chair cannot be found, be prepared to step in and run the event.
- Perform the duties of President in the event the office is vacated.
- Other responsibilities as needed.

Co-Treasurers

- Work with the Presidents to develop and organize the budget.
- Oversee the administration of and report on the status of the EEHSP budget.
- Prepare monthly financial statements comparing budget to actual performance.
- Work with the auditing committee to validate banking and financial records.
- Distribute reimbursement checks and record transactions.
- Work with the outside accountant to prepare the annual tax return.
- Other responsibilities as needed.

Recording Secretary

- Take notes at all Board meetings for general information and distributes minutes to the Board member for review and approval.
- Take notes at all General Meeting and develops minutes to be communicated and posted on the web site.
- Works with Co-Communications Liaisons to make sure minutes are posted to the EEHSP website once approved.
- Other responsibilities as needed.

Co-Communication Liaisons

- Communications - Messaging
 - Review EEHSP communications to ensure consistency and accuracy.
 - Create flyers and distribute email newsletters (eBlast) communications to the EEHSP community.
 - Assist with the maintenance of the web site as needed.
- Communications - Web Master
 - Maintain and update the EEHSP website.
 - Assist with the creation and distribution of eBlasts as needed.
- Other responsibilities as needed.

Director of Purchasing

- Coordinate the procedure for obtaining price quotes for significant purchases.
- Assist EEHSP members with researching materials, vendors and products to ensure best possible prices.
- Make purchases as needed.
- Other responsibilities as needed.

Volunteer Coordinator

- Maintain Volunteer Database
- Communicate to Committee Chairs which volunteers express interest in their committee.
- Assist Committee Chairs and elementary schools with obtaining volunteers for events and activities.
- Assist Committee Chairs and elementary schools with creating Sign-Up Geniuses and publicizing events that need assistance.
- Other responsibilities as needed.

COMMITTEES

Committee Members

Committees are made up of the Committee Chair or Co-Chairs and Volunteers who have expressed an interest on working on the committee.

Committee Chair Overview

- Committee Chairs and Co-Chairs are appointed by the EEHSP Executive Board. Committee Chairs are responsible for overseeing Committee Members and running their Committee according to the Committee Description. This can include running programs that take place behind the scenes, in-school programs, fundraising efforts and fundraising special events.
- Committee Chairs are responsible for overseeing the Budget for their Committee. Changes to the Budget must be approved by the Executive Board and voted on by the General Membership.
- Committee Chairs are encouraged attend EEHSP General Meetings to give an update on the status of their program, event, etc.
- If a Committee Chair has a program coming up in the next 60 days, or has an urgent issue they wish to discuss with the Executive Board, they are encouraged to attend an EEHSP Board Meeting.

EEHSP Committees (As of 2018-2019 School Year)

Artist in Residence

Coordinate search and hiring of artist to work with students during school hours. Committee members will help to implement the identified program, consult with school staff and arrange for volunteers to assist students during program.

Author Illustrator Programs

Committee assists librarians in planning activities associated with a selected visiting author/illustrator at Enfield and Erdenheim. The Committee handles advertising and book sales. Potential to plan and coordinate an evening activity at Enfield prior to visit.

Book Fair

Fall and Spring Book Fairs need volunteers to plan and organize these events. If you want to work the fairs, help children select books for a wish list, help sell merchandise and organize displays, sign-up geniuses will be utilized in October and February to schedule the many day and evening shifts involved.

Box Tops for Education

Committee promotes Box Tops for Education program which helps earn free money for our schools. Volunteers will advertise program, distribute fliers, plan box tops collection activities, collect and collate box tapes and maintain collection receptacles in school buildings.

Carnival

Our largest event of the year, acting as both a fundraiser and fun event, this K-5 community function requires hundreds of volunteers. Committee members will help organize, plan and coordinate event. Areas include, games, prizes, food, crafts, entertainment, publicity and more. This is truly an amazing institution at the schools, and tremendous fun.

Color Day

The Blue v. the Steel is an annual tradition where the kids at Enfield are divided into teams and play games they have practiced in PE throughout the year. They also participate in other fun activities (bubbles, sponge relay etc) throughout the morning of this field day. The children love this playfully competitive and fun-filled event. Committee works with PE teacher to coordinate games, sets up and tears down the field, and coordinates and manages the volunteer effort necessary to staff all the games.

Community Partnerships

Will establish longer term relationships between our schools and the community, and ongoing service opportunities for our students. The goal will be the adoption of particular organizations by some sub-unit of the school (school, grade, class etc.), allowing the students to work in an ongoing and meaningful way throughout the year with that organization. Tasks may include coordination with teachers and community organizations, publicity, school advertising, collection/delivery of donations, and more.

Directory

Committee creates, sells and distributes Family Directory for the Elementary Schools with assistance from school staff and administration.

Family Fun Nights

This Committee plans, organizes and implements fun events across both elementary schools that provide opportunities for full family interaction.

Fundraising Support

Identify and present new fund raising opportunities. In addition, assist with existing fund raising programs including: Square One Art, Mixed Bags and Kids Stuff Coupon Books and various other fundraisers. This includes administrative support counting, sorting or entering orders, collecting artwork and orders, displaying samples and/or distributing orders.

Garden Committee

This Committee works with both schools to provide aesthetically pleasing plantings for both schools and to maintain their health. Work may include garden maintenance, coordination with teachers and others for co-purposed educational plantings, etc.

Harlem Wizards

This committee will work together to plan and run the Harlem Wizards Fundraiser which has become an EEHSP Fall tradition. There is a lot of behind the scenes work that needs to be done as well as a lot of volunteer support that is needed during the actual event. Can be combined with the Fall Food Truck Fest as well (depending on volunteer support.)

Kids Stuff Books

This committee is responsible for communicating the Kids Stuff Book fundraiser information to families, distributing order forms, collecting payment and distributing orders.

Mini Grants

Mini-grants support educational programing that may not be financially supported by school district funding. This committee reviews applications to award funding to professional staff for projects that enhance their lesson planning, and promotes Mini-Grants to teaching staff to facilitate the use of mini-grants.

Newsletter

Committee creates periodic newsletter advertising EEHSP sponsored events and activities, and updating families on information of interest.

Philanthropy

Help organize and implement short term community service projects which may include Holiday Community gift program, food drives, etc. Tasks may include community publicity, school advertising, collection/delivery of donations, and more.

Playground

This Committee is responsible for inspecting and making recommended improvements to the playground (repainting lines etc.) and its associated equipment. As necessary, purchase and update recess toys, balls and games for use with recess classes. Work with school staff to determine what is needed.

Publishing Center-Erdenheim

Volunteers work with Erdenheim Reading Specialist to oversee manuscript production and assembly of hard cover books authored and illustrated by students in 3rd grade. Committee Volunteers help plan an evening reception, held in late spring, to honor Erdenheim's Young Authors. Volunteers from all grades are helpful, and educational for those parents.

Spirit Wear

Committee coordinates sale events, either through order forms or at EEHSP activities. Volunteers will help sell at events, process orders and advertise.

Square 1 Art

This committee is responsible for coordinating the Square One Art Fundraiser with the Art teachers and schools and vendor, as well as collecting and distributing the orders from the parents.

Staples School Supply Kits

This committee is responsible for the creation and distribution of the Classroom School Supply Kits that parents have the option of ordering each spring. Work on this committee starts in February and concludes once all the kits are delivered to the classrooms before the beginning of the school year.

Sustainability Committee

The EEHSP Green Team is a school-wide effort to provide educational information on “green” issues and to integrate “green” principles into school-sponsored events and classroom curriculum. The Green Team’s goal is to inspire all members of our school community to want to take care of the planet. Three Focus Areas: Reducing Waste, Education, and Grounds & Greening.

Talent Show

Volunteers will help with direction, auditions, music and lightening, rehearsals, etc. for K-5 show which spans 2 separate evenings in February.

Teacher Appreciation Week

Committee plans event and activities honoring teachers and staff at both schools and administration. Activities may include a luncheon, favors/gifts, cards from children, etc.

Events & Fundraisers

Some Committees are responsible for planning events for the community. These events may be Fundraising Events, Community Building Events, or both.

Planning an Activity

- There are some things to consider when planning an activity:
 - Where will it be held? A Facility Request needs to be completed when using any school district property.
 - Check the date and time to be sure your activity does not conflict with any other activities on the school calendar. You can view the most up to date calendars on the School District website.
 - School District Calendar – <https://www.sdst.org/site/default.aspx?PageID=2#calendar1>
 - Facilities Community Use – <https://www.communityuse.com/default.asp?acctnum=572409007>
- Who will be participating in your activity and how will you solicit the help you may need?
 - Creating a Sign-Up Genius to recruit Volunteers is the most effective tool.
- What supplies will be needed before or during the event. Always check the EEHSP closets for supplies before purchasing them.
- What communications will need to be sent about the event? Usually communication is via backpack mail flyer, eBlast, website update and Facebook post. See the EEHSP Operating Procedures for information on how to submit communications requests or contact communicationsliaison@eehsp.org for details.

Marketing Your Activity

See also the Communications section of this document for information on Flyers.

Below are some ways to market your event (use all that apply or are appropriate for your event:

- Include the Communications Liaisons so they can provide the event information to the Principals to be included in the weekly updates
- Backpack Mail Flyer
- Facebook Event (Post on the EEHSP Group Page, School Year Pages, Community Pages, etc.)
- eBlast
- Website Posting – www.eehsp.org
- Post Flyers at the Library, Grocery Stores, etc.
- Lawn Signs – For larger scale events
- Marketing to local Pre-Schools (with their approval)

Facility Requests

- A Facility Request needs to be submitted when using school district property.
- Contact the EEHSP Co-Presidents (presidents@eehsp.org) for assistance submitting a Facilities Request

Contracting a Supplier

- The EEHSP should only enter into written (not verbal) contracts.
- Contracts are valid only when signed by either one of the Co-Presidents. (Any other person signing a contract can be held personally liable for the full amount of the contract.)
- For significant purchases (over \$2,000), at least three price quotes should be obtained to help ensure that the EEHSP is receiving the best value. Once a vendor has been deemed as the 'best value', that vendor may be added as an EEHSP Preferred Vendor. If a vendor is a Preferred Vendor, the bid process does not need to be repeated for additional purchases made during that fiscal year.
- Any potential contracts with persons or companies related to an EEHSP Board Member or Committee Chair must receive special review to ensure that no conflict of interest exists. After exercising due diligence, the EEHSP officers shall determine whether the EEHSP could obtain a more advantageous transaction or arrangement with reasonable efforts from an unrelated person or entity that would not give rise to the appearance of a conflict of interest.
- Contracts should contain the following, at a minimum:
 - Name of Event (to include Enfielf-Erdenheim Home & School Partnership_
 - Dates of any events or services
 - Detailed description of the type and method of service(s) to be provided
 - Cancellation terms for both parties. Contracts containing liquidated damages provisions (where EEHSP would be required to pay a set amount for not performing it's contractual obligations) are to be avoided.
 - Financial schedule including all detailed costs and a fixed amount that the contract will not exceed.
 - Commitment by the vendor to undertake and pay for a background checks for all vendor personnel where required by the school district
 - Confirmation from the vendor that they carry Liability insurance (with a reasonable amount of coverage for the service being provided and associated risk) and will provide a certificate naming 'Springfield Elementary Home & School Partnership' as a named covered Party on or prior to the date of services for the event.
- Independent contractors earning above \$600 per year must supply a signed W-9 form providing their street address and social security number or EIN # for IRS purposes. These vendors should use Form W-9, available at www.irs.gov or request a copy from the Treasurer. This completed form must be supplied prior to any payment being distributed.

Supplies

- To keep costs down, please check the closets first to see if what you need is in storage.
- The EEHSP may have several basic supplies on hand for your use:
 - Paper products (plates, napkins, cups, utensils)
 - Office supplies (makers, tape, scissors, etc.)
- Supplies are kept in the EEHSP closets. There is a closet and Enfield and a closet at Erdenheim. Supplies may be in either closet. The keys may be obtained from the school office or the President.
- Your purchases may be tax-exempt. Please use the Tax Exempt Form when you make your purchase.

Finances

- Please review the Standard Operating Procedures for details on the procedure for cash handling and submitting requests for reimbursements.
- Your performer or vendor may require a check on the day services are provided. Give yourself enough time beforehand to get a check from the Treasurer.
- Please submit your bills and reimbursement requests within 3 weeks.
- With at least a week's advance notice, the Treasurer can provide you with a cash box, and change, if you plan to collect money at your event

Create an Archive of Your Activity

- As you work on your committee, make notes and compile them in a folder. You should include:
 - Where are the materials for your Committee kept? At the Chair's home? In the closets?
 - Your budget for the year: how much did you start out with – how much did you spend – and what would you recommend for next year?
 - Samples of flyers and letters that you sent out this year.
 - Given your experience this year, how would you do it differently next time? What would you change, omit, add, to make your activity run better?
 - Lists and contact information of any associated vendors.
- Once you've completed your event, please post your archive notes on the EEHSP Team Drive in your designated Committee folder.

Fundraising, Soliciting & Receiving Donations

Certain committees may have a need to solicit donations in the community, in the form of cash or in-kind contributions. As a Federally tax-exempt 501(c)(3) organization, the EEHSP has certain responsibilities to donors.

- Donation requests should be submitted to potential donors on EEHSP letterhead.
- Any donor who requests documentation of the EEHSP's tax exempt status should be provided with our IRS tax exempt 'determination letter.' A copy of this letter is available from the Treasurer. Or they can be directed to the IRS's official website of non-profit organizations.
- Report any donations received to the co- President in a prompt manner with the following information:
 - Name of the Donor
 - Date of the Donation
 - Donation Form – Cash, Check, In-Kind Donation, etc and anything given to the donor in return for their donation
- Committees who solicit donations are also responsible for producing thank you notes to donors. Depending on the type of donation, certain wording to satisfy IRS requirements may be necessary; check with the Treasurer. All thank you notes should be signed by the EEHSP President (in addition to the Committee Chair who solicited the donation).
- Copies of thank you notes can be submitted to the Treasurer to satisfy the reporting requirement noted above.

COMMUNICATIONS

Flyers

Printed information provided to students and/or staff. To control expenses and promote environmentally friendly practices, production of flyers should be limited as much as possible. Committee chairs who choose to use an outside vendor (such as Staples) for copies should include those costs in their program budgets.

Flyer Development & Approvals

Committee Chairs are responsible for developing their own flyers for EEHSP Sponsored Events. The draft flyer should be submitted to presidents@eehsp.org for initial review to ensure accuracy and consistency.

Flyers regarding fundraising activities should include the following information:

- Sponsored by 'Enfield-Erdenheim Home and School Partnership' or 'EEHSP'
- Committee Name of Activity or Event Description
- Date, Time and Location Including Address if Needed
- Contact Email Address for Questions
- If Requesting Payment, Instruction for Checks to be made payable to EEHSP (or other vendor if required)
- Instructions for Delivery of Forms and Payments. Usually return in an envelope marked EEHSP / Event Name
- Instructions for checks to be made payable to the EEHSP or other vendor identified by the Committee Chair.
- Any Deadlines or Due Dates

***NOTE – The Committee Chair should provide the School Main Office(s) with a file folder or manila envelope clearly labeled with the name of the event to be maintained in the EEHSP mailbox for collection of returned payments and flyer forms.

All final flyers must be emailed to the EESHSP Co-Presidents (presidents@eehsp.org) and Co-Communications Liaisons (communicationsliaisons@eehsp.org.) The Co-Communications Liaisons will forward flyer for inclusion in the Principals' weekly updates.

Flyer Production & Distribution

Committee Chairs are responsible for copying their own flyers for distribution.

All Flyers for distribution should be in black and white. They may be on colored paper or white paper.

Please plan accordingly – it can take up to a week for the copies to come home in backpack mail.

Copying at Erdenheim

- Please contact the Erdenheim Office Administrators to arrange a time to make copies at Erdenheim.
 - Aimee Samtmann – aimee_samtmann@sdst.org
 - Cheryl Luxton – Cheryl_luxton@sdst.org
- Only use the colored paper from the EEHSP Supply Closet when making copies.
- The office administrators will place each packet into the mail boxes for pickup by the teachers. EEHSP is not permitted to place them in the teacher mailboxes.

Copying at Enfield

- Please contact the Enfield Office Administrator to arrange a time to make copies at Enfield.
 - Lynn Miller – lynn_miller@sdst.org
- Only use the colored paper from the EEHSP Supply Closet when making copies.
- The office administrators will place each packet into the mail boxes for pickup by the teachers. EEHSP is not permitted to place them in the teacher mailboxes.

Copying at Staples

- If you are unable to make your copies at one of the schools, you may send you copy job to Staples, and expense the cost of the copies.
- Please be sure to include the cost of copies in your program budget. You will need to list the committee that will absorb the copy charges on the EEHSP Check Request so they can be allocated correctly.

Copies should be packaged for distribution and paper clipped before handing to the Office Administrators.

- For the **2018-2019 School Year**, copies should be grouped as follows:
 - Enfield – 20 packets of 25 each
 - Erdenheim – 36 packets of 30 each

eBlast

An electronic version of a flyer which provides highlights, reminders, links and/or volunteer sign-ups for EEHSP sponsored activities or events. eBlasts are sent via Email to all families that have subscribed to the EEHSP email list.

Please keep your copy brief and succinct. Make sure to include all crucial information like what, why, where, when, how much and how parents are to respond to your request. Be aware that text may be subject to edits/corrections.

Requesting an eBlast:

- Please request all eBlasts at least one week in advance of release date and time. Please specify the date you would like the eBlast sent.
- Submit a Word version of the text and any graphics for the eBlast to the Co-Communication Liaisons at communicationsliaisons@eehsp.org
- If you want to use an approved flyer as an eBlast, please send the Word version of the document to the Co-Communication Liaisons.
- Like flyers, all eBlasts must be approved by the EEHSP Co-Presidents, School Principals and Co-Communications Liaisons (approvals from the Principals are dependent upon the building(s) where the event takes place). The Communications Liaison handling eBlasts will ensure approvals are acquired prior to release.

Website

www.eehsp.org

The purpose of the EEHSP website is to provide a location for detailed information regarding EEHSP sponsored events.

The following procedure should be followed to make updates to the site:

- Requests to post information on the website should be sent to the Co-Communications Liaisons (communicationsliaisons@eehsp.org) with a copy to the Co-Presidents (presidents@eehsp.org) for review and approval.
- All website content should be sent in Word to the Co-Communications Liaisons; include any graphics
- If you want to use an approved flyer as website content, please send the Word version of the document to the Co-Communication Liaisons.
- The following information should be included in the request:
 - Location on the website for the information to be posted.
 - Date/Time information should be posted. (Please allow at least 5 business days.)

Social Media

Facebook (www.facebook.com/groups/EEHSP)

- The Co-Communications Liaisons will be the Admins for this page. They may assign other Admins at their discretion. Admins will review group membership requests and posts as needed.
- All posts are available to all members of the group.
- Membership to the page is open to all adult members of the EEHSP.
- Any post deemed inconsistent with the purpose of the EEHSP may be removed by the Admin.
- The EEHSP will not post members' personal information without consent.
- From time to time photos of events may be posted to the group page. Requests to remove the photos should be directed to the Admin.

Twitter (www.twitter.com/eehsp)

- The EEHSP Twitter account is not active at this time.

EEHSP TEAM DRIVE

The EEHSP maintains a 'team drive' on a Google Drive. It is meant to be used as a central place to store documents that are both useful to other members of the EEHSP and required to maintain our status as a non-profit organization.

Access

- If you do not already have access to the EEHSP Team Drive, please contact the Co-Communications Liaisons for assistance (communicationsliaisons@eehsp.org)
- One a member leaves the organization, their access to the EEHSP Team Drive will be revoked.

Storing Files

- It is the Committee Chair's responsibility to keep the folder for their Committee up to date; it is the Board Member's responsibility to keep any folders for their position up to date.
- Please do not delete old files; create a 'school year' folder or 'archive' folder and move them there.
- Do not store personal information on the Team Drive.
- Do not save files 'anywhere.' Make sure they are in a designated location that makes sense. You may create any folders within the Committee or Board files in order to organize your information.
- Refrain from saving duplicate copies of the same document.
- Make sure all files are named.

Creating an Archive File

- As you work on your committee, make notes and compile them in a folder. You should include:
 - Where are the materials for your Committee kept? At the Chair's home? In the closets?
 - Your budget for the year: how much did you start out with – how much did you spend – and what would you recommend for next year?
 - Samples of flyers and letters that you sent out this year.
 - Given your experience this year, how would you do it differently next time? What would you change, omit, add, to make your activity run better?
 - Lists and contact information of any associated vendors.
- Once you've completed your event, please post your archive notes on the EEHSP Team Drive in your designated Committee folder.

From time to time, the Co-Presidents or Co-Communications Liaisons may review the information on the Team Drive in an effort to keep it neat and up to date. You may be contact to rename or move a file into a more appropriate location.

EEHSP MEETINGS

As of the 2018-2019 school year, the EEHSP holds a General Meeting every other month, and a Board Meeting every month.

General Meetings

- General Meetings are open to all parents of students in the Springfield Township Elementary Schools, Executive Board Members, Committee Chairs, Grade Level Representatives, Class Parents, Teachers and Administrators.
- The meeting schedule for General Meetings is to be posted publicly as soon as possible in the beginning of the school year (or summer prior.)
 - Schedule can be posted on:
 - www.eehsp.org
 - EEHSP Facebook Group
 - At a Glance Calendar distributed in the beginning of the school year.
- The Draft Agenda for each General Meeting is to be posted publicly about 1 week prior to the scheduled meeting.
 - Draft Agenda can be posted on:
 - www.eehsp.org
 - EEHSP Facebook Group
- Minutes are to be taken the General Meeting and posted as directed in the Meeting Records section of this document.

Board Meetings

- General Meetings are open to Executive Board Members, Committee Chairs (as needed based on Committee activity,) Grade Level Representatives and Administrators.
- The meeting schedule for Board Meetings is to be posted to those invited as soon as possible in the beginning of the school year (or summer prior.)
- Minutes are to be taken the Board Meeting and posted as directed in the Meeting Records section of this document.

Parliamentary Procedure

- Per the EEHSP Bylaws, Robert's Rules of Order shall govern all EEHSP meetings and will be the authority on all questions of Parliamentary procedures, except where they may conflict with the by-laws, in which case these by-laws control.
- See Quick Reference Sheet in Attachments section of this document.

MEETING RECORDS

Meeting Minutes will be taken at all EEHSP Executive Board Meetings and General Meeting in order to capture general discussions, action items and updates. The Meeting Minutes shall be taken by the Recording Secretary; if the Recording Secretary is unable to attend a meeting, another Board Member will be required to take Meeting Minutes.

Meeting Minutes

Board Meeting Minutes

- Board Meeting Minutes will be taken at all Board Meeting.
- Minutes should include all attendees present at the Board Meeting.
- Any items voted on at Board Meeting should include how all Board members voted.
- Minutes will be presented to Executive Board members via email within three days of the meeting.
- Board members will review and revise as needed so the meeting minutes can be approved.
- Final, approved Board Meeting Minutes will be send to the Board Members for their files and posted to the Google Drive.
- Board Meeting minutes are not posted publicly.

General Meeting Minutes

Meeting Minutes will be taken at all General Board Meetings.

Minutes should include all Board Members, Committee Members, Staff and Faculty members present at General Meeting.

- General Meeting Minutes will be presented to Executive Board members via email within three days of the meeting.
- Board members will review and revise as needed so the Draft Meeting Minutes can be approved.
- Draft General Meeting Minutes should be posted to the EEHSP website within 10 days of the meeting. Minutes may also be posted to the EEHSP social media sites.
- The Draft General Meeting Minutes will be presented at the next EEHSP General Meeting and reviewed and revised as needed and approved by the General Membership.
- Approved General Meeting Minutes should be posted to the EEHSP website within 7 days of the meeting, replacing the Draft version.
- It is the responsibility of the Recording Secretary to being copied of the Draft Meeting Minutes for approval to the General Meeting.

FINANCIAL POLICIES

EEHSP funds are intended to benefit the students through the enhancement of school programs and activities. The EEHSP Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these financial policies.

EEHSP's fiscal year closes on June 30, when all budgeted accounts revert to the general purposes of the EEHSP. All requests for payments, checks and reimbursements must be in the hands of the Treasurer by June 1st to allow adequate time for processing. The only exceptions are end-of-year parties and other June events, which are due by the last day of school.

All financial forms are available in the Attachments section of this document, the EEHSP folder at either school or online at: <http://www.eehsp.org/home/importantdocs.html>.

Tax Exemption

Tax Exemption

- The EEHSP is a non-profit organization and as such is not subject to taxation.
- Our exempt number is: 75-541356.
- A copy of our Tax Exemption Certificate should be presented to vendors prior to purchase to avoid being charged sales tax. Copies of the Tax Exemption Certificate are available from the Treasurer.
- A copy of our Federal Tax Exemption paperwork is kept by the Treasurer. If additional copies are needed or if a specialized letter is needed, please contact the Treasurer.

Budgetary Changes

- Committee Chairs responsible for a Budget Item should contact the Co-Presidents and Treasurer as soon as possible with any budget over-runs or increase requests.
- All budgetary increases must be approved by the EEHSP Executive Board.
- If the increase is deemed significant (increase by more than 10% of original budget) the change must also be approved by the general membership.
- Such changes must be approved prior to any money being spent.

Payment & Reimbursement

Payment and Reimbursement Guidelines

- Whenever possible, purchases and invoices should be paid directly by approved EEHSP Executive Board members (Co-Treasurers, Co-Presidents, or the Head of Procurement.) In circumstances where reimbursements are necessary, costs, items and services purchased for use at an EEHSP sponsored event may be submitted for reimbursement by the Committee Chair, Enfield or Erdenheim staff or event volunteers.
- Reimbursements are subject to approval by the EEHSP Presidents and Treasurers, and may be disallowed if they were not previously discussed and approved.
- Blank signed checks will not be issued for any reason.
- All payments and reimbursements require a receipt. There can be no reimbursement of expenses without the actual receipt or invoice. Copies or scans of receipts are also acceptable.
- Please do not 'eat' expenses. Budgets and fundraising is planned based on historical information and prior years' experience; if volunteers do not submit expenses, costs can be under-reported and cause inaccurate budgeting for future years. If someone wishes to donate items they have purchased, please contact the Treasurer to ensure that the donation is correctly accounted for.
- The Committee Chair is responsible for ensuring all financial policies and procedures are followed by all committee members. The Committee Chair or Board Member responsible for the budget line item involved must provide approval before funds will be disbursed.
- EEHSP's insurance policy requires that all checks have two signatures, so it may take some time to process payment requests. As a general rule, please allow two weeks for processing of a reimbursement request or check or debit card payment request. If the request is more time critical, contact the Treasurer by phone or email.

Requesting Payment via Debit Card

Please note, there is a monetary limit for what payments may be made with the debit card, so please check with the Treasurer to ensure a debit card payment may be made in the timeframe necessary. Otherwise, an alternative method of payment may be suggested such as a Check request.

- Complete the 'Debit Card Payment Request Form' (see Attachments.) Please include all required information and approvals.
- Submit the completed form along with a corresponding invoice to the EEHSP Treasurer. (Debit card payments will not be made without a corresponding vendor contract, invoice or order receipt.) Submission options:
 - Via back pack mail – send to either school to be placed in the EEHSP folder.
 - Via Mail - mail directly to treasurer.
 - Via personal delivery -please contact the Treasurer to establish a mutual time and location.
 - Via email – email directly to treasurer
- All debit card payments are subject to Committee Chair, President and Treasurer approval.
- Allow two weeks for processing of a debit card payment. If the request is more time critical, contact the Treasurer by phone or email.
- The requestor will be notified once the payment is completed.

Check Requests

- Complete the 'Check Request Form' (See Attachments.) Please include all required information and approvals.
- If the check is to be mailed to the vendor, please indicate that in the comments section.
- Submit the completed form along with a corresponding invoice to the EEHSP Treasurer. (Checks will not be issued without a corresponding vendor contract, invoice or order receipt.) Submission options:
 - Via Back Pack Mail – send to either school to be placed in the EEHSP folder.
 - Via US Mail - mail directly to treasurer.
 - Via Personal Delivery -please contact the Treasurer to establish a mutual time and location.
 - Via Email – email directly to treasurer
- Please allow two weeks for processing of a check. If the request is more time critical, contact the Treasurer by phone or email.
- The completed check will be delivered to the requestor or payee as described in the comments section.

Reimbursement Requests

- Complete the 'Check Request Form' (See Attachments.) Please include all required information and approvals.
- Be sure to include as much detail as possible about the request in the comments section.
- Submit the completed form along with an original vendor invoice or receipt to the EEHSP Treasurer. Be sure the cost and item(s) are clearly stated. Reimbursements will not be issued without a corresponding invoice or receipt. Submission options:
 - Via Back Pack Mail – send to either school to be placed in the EEHSP folder.
 - Via US Mail - mail directly to treasurer.
 - Via Personal Delivery -please contact the Treasurer to establish a mutual time and location.
 - Via Email – email directly to treasurer
- Please allow two weeks for processing of a reimbursement. If the request is more time critical, contact the Treasurer by phone or email.
- The completed check will be delivered to the requestor.

Money Handling

Money Handling Guidelines

Event Chairs, Executive Board Members or others of the EEHSP who collect money associated with the organization must adhere to the following guidelines:

- All monies collected should be given to the Treasurer within one week of collection unless other arrangements are made.
- All monies for deposit must be organized and presented with a completed 'Deposit Notice' (See Attachments.)
- There should always be at least two people present when money is being counted and both should sign a receipt verifying the amount.
- Communication flyers regarding fundraising activities should include the following information:
 - Instructions for checks to be made payable to the EEHSP or another vendor as identified by the Event Chair.
 - Instructions for delivery of forms and payments. (Typically: Send all to the EEHSP mailbox C/O the School Main Office.)
 - A deadline or due date for forms and payments. Sufficient time should be allotted in order to process order forms, payment and sales information prior to event or organization closing date. (Suggested time frame: 2 weeks.)
- Committee Chair or Committee Member should provide the Main Office with a file folder or manila envelope in the EEHSP mailbox, clearly labeled with the name of the event and names of authorized committee members, for collection of forms and payments.
- Chairperson(s) should make every attempt to pick up payments, order forms, invoices etc. on a regular basis (2-3 times a week depending on the size of the event) from the file/folder in the Main Office in order to process them in a timely manner and avoid lost funds.
- Chairperson(s) should keep appropriate bookkeeping records of funds, such as order slips, spreadsheets, invoice copies, etc. to document and have record of sales/payments coming in and items fulfilled or delivered.

Collection of Funds

All committees involved in fundraising or events handling money should have designated volunteers to manage the monies. The procedures outlined below must be followed.

As a best practice, for any event of fundraiser requesting pre-payment, cash payments should be discouraged since they cannot be safeguarded or tracked as they move through the school and office.

- For Events with Cash:
 - Before the Event
 - Cash Box Requests must be given to the Treasurer at least one week before an event. The EEHSP has a number of cash boxes available for use. Cash boxes are located in the EEHSP closets.
 - A Cash Box Request Form will be required requesting the amount needed for the cash boxes. A check will be issued to the Committee Chair and that check must be taken to Beneficial Bank in Flourtown to be cashed and receive the requested denominations.
 - No Committee Chairs or Officers may withdraw funds directly from the EEHSP Bank Account under any circumstances.
 - Be sure to have calculators and pens/pencils at each event for calculating totals.
 - At Event
 - Never leave the money alone. Always have two adults with the money at all times.
 - At End of Event
 - All funds received in cash must be counted by two people, preferably with one of the two being an EEHSP Committee Chair or Board Member.
 - Please separate currency by denomination and fill in amounts on the 'Deposit Notice' form.
 - Please log number of checks and total value on the 'Deposit Notice' form.
 - The 'Deposit Notice' form, signed by counters, and the money, must be given to the Treasurer within one week of the event. Contact the Treasurer to make arrangements to transfer funds; do not put them in the Treasurer's mailbox at school.
 - When the Treasurer receives the bank receipt for the deposit and verifies that the deposit is in the EEHSP account, the receipt will be forwarded to the person who originally wrote up the deposit as a receipt if there is a discrepancy.
 - Blank copies of the 'Deposit Notice' and 'Check Request' Forms are in the in the EEHSP mailbox in the main office and on the EEHSP website under Important Documents

- For Events with Checks
 - **For events where funds need to be collected, Committee Chairs should consider using Eventbrite when appropriate. Payments are made directly on the Eventbrite website eliminating bounced checks and associated fees. Please note there is a fee to use Eventbrite.**
 - Deposits must be given to the Treasurer within one week of receiving checks. The exception to this is for classes or events that require a minimum number of persons. Please wait until the minimum number has been received and we know that the event will be held.
 - It is important to get checks to the Treasurer quickly so that if any checks bounce, we have enough time to recover funds before distribution of merchandise or before event has been held and so as to avoid inquiries from the check creator as to why the check has not yet been cashed.

Finance Administration

The Co-Treasurers are the primary custodian and administrator of all funds generated by fundraising activities of the EEHSP organization. Standard, accepted financial procedures must be used when keeping records so that proper audits can be conducted.

EEHSP Checks

- Checks must be issued from an approved EEHSP bank. (Currently Beneficial Bank)
- Only the Co-Treasurers may be in possession of the EEHSP check books.
- Two (2) signatures are needed on all checks for payment. Checks for payments should be signed by at least one Co-President and one Co-Treasurer. Both Co-Treasurers may sign checks if circumstances require this.

Check Acceptance Policy

- All checks should be made payable to 'EEHSP'
- If an individual's check is returned, for non-sufficient funds, , it may be re-presented electronically, and the individual will be assessed a processing fee of \$20-\$30 or the maximum amount allowed by law. The check writer is also responsible for all other check recovery costs, including all attorney's fees, court costs and taxes.
- If an individual has 2 checks returned for non-sufficient funds, checks will no longer be accepted from that individual. The Treasurer will maintain a list of those individuals whose checks are not accepted and must pay by cash
- If a check is returned for any other reason, such as stopped check, the individual should be contacted and asked for reimbursement of the check and processing fees in cash. If the request is denied and there is not an acceptable reason for the returned check, the individual should be placed on the 'No checks' list.

Bank Deposits

- All monies must be deposited in a bank approved by the EEHSP Executive Board in the name of 'Springfield Elementary Home & School Partnership' or 'Enfield - Erdenheim Home and School Partnership.' Currently that bank is Beneficial Bank.
- All deposits will be recorded in the monthly bank reports and should be reviewed by the Executive Board for accuracy.

Bank Withdrawals

- Only the Co-Treasurers may withdraw money from the EEHSP account, or Committee Chairs with a check for a Cash Box request (see Cash Box procedures.)
- No Committee Chairs or Officers (other than the Co-Treasurers) may withdraw funds directly from the EEHSP Bank Account under any circumstances.

Record Keeping:

- It is very important that certain financial records be retained. See Attachments for Records Retention and Review Guidelines.

Finance Reports

- The Co-Treasurers are responsible for generating reports regarding EEHSP budget, expenditures and incomes on a monthly basis.

Annual Tax Returns

- Tax returns must be submitted annually by October / November. A third party firm may be contracted to prepare the IRS tax returns. Failure to submit in a timely manner will result in fines to our organization.

Semi-Annual Reviews

- In accordance with the EEHSP by-laws, financial records and statements shall be reviewed by an independent third party to ensure accurate records are being maintained.

ATTACHMENT A Committee Administration Guidelines

- Your Committee is made up of:
 - You (and your co-chairs, if any)
 - Volunteers who have expressed an interest in working on your committee.
 - You are expected to reach out to anyone who has expressed an interest in working on the committee before October to thank them for their interest. People want to be involved, and even if you do not have a need for assistance at that moment, part of your job is to nurture new members and help them understand what the committee does, and how they can be of service. Find a way to bring people in, and keep them there.
- You are also a member of the EEHSP General Membership.
 - We encourage all members to come to all General Meetings. In reality, we know you can't make every meeting; if you have information you need to share at a meeting which you cannot attend, please email the President (presidents@eehsp.org) with your committee report to be presented on your behalf.
- Budget
 - The EEHSP budget may include money for your Committee.
 - As you plan activities, keep in mind the amount of money set aside in the budget.
 - Most vendors, speakers and performers are willing to share their fees and costs with you ahead of time.
 - Changes to the budget must be approved by the Executive Board and by a majority vote from the General Membership.
- What to consider when planning an activity:
 - Where will it be held? A Facility Request needs to be completed when using any school district property.
 - Check the date and time to be sure your activity does not conflict with any other activities on the school calendar. You can view the most up to date calendars on the School District website.
 - School District Calendar – <https://www.sdst.org/site/default.aspx?PageID=2#calendar1>
 - Facilities Community Use – <https://www.communityuse.com/default.asp?acctnum=572409007>
 - Who will be participating in your activity and how will you solicit the help you may need?
 - Creating a Sign-Up Genius to recruit Volunteers is the most effective tool.
 - What supplies will be needed before or during the event. Always check the EEHSP closets for supplies before purchasing them.
 - What communications will need to be sent about the event? Usually communication is via backpack mail flyer, eBlast, website update and Facebook post. See the EEHSP Operating Procedures for information on how to submit communications requests or contact communicationsliaison@eehsp.org for details.
- Supplies:
 - To keep costs down, please check the closets first to see if what you need is in storage.
 - The EEHSP may have several basic supplies on hand for your use:
 - Paper products (plates, napkins, cups, utensils)
 - Office supplies (makers, tape, scissors, etc.)
 - Supplies are kept in the EEHSP closets. There is a closet and Enfield and a closet at Erdenheim. Supplies may be in either closet. The keys may be obtained from the school office or the President.
 - Your purchases may be tax-exempt. Please use the Tax Exempt Form when you make your purchase.
- Finances:
 - Please review the Standard Operating Procedures for details on the procedure for cash handling and submitting requests for reimbursements.
 - Your performer or vendor may require a check on the day services are provided. Give yourself enough time beforehand to get a check from the Treasurer.
 - Please submit your bills and reimbursement requests within 3 weeks.
 - With at least a week's advance notice, the Treasurer can provide you with change for your Cash Box if you plan to collect money at your event

- Creating an archive of your activity.
 - As you work on your committee, make notes and compile them in a folder. You should include:
 - Where are the materials for your Committee kept? At the Chair's home? In the closets?
 - Your budget for the year: how much did you start out with – how much did you spend – and what would you recommend for next year?
 - Samples of flyers and letters that you sent out this year.
 - Given your experience this year, how would you do it differently next time? What would you change, omit, add, to make your activity run better?
 - Lists and contact information of any associated vendors.
 - Once you've completed your event, please post your archive notes on the EEHSP Team Drive in your designated Committee folder.

ATTACHMENT B

Committee Financial Guidelines

Your committee has been allocated a budget of \$_____.

All expenses accumulated for the purpose of your committee must fall within this designated budget. If you anticipate that your expenses may exceed this amount, you must provide a written request to the EEHSP Executive Board and receive approval prior to any purchase.

Tax Exemption

We are a tax exempt organization. Our exempt number is: 75-541356. You should present our tax exempt form prior to purchase to avoid being charged tax.

Payments & Reimbursements

Any purchase greater than \$500 may be made with the EESHSP debit card. For these purchases, provide an invoice along with a 'Check Request' form to the Treasurer. When purchasing items yourself, please follow this reimbursement procedure:

- Research the best price (the EEHSP Director of Purchasing can assist with this if needed.)
- If this is a sub-committee, make sure to obtain pre- approval from the lead committee chair.
- Purchase the item. *Note* if the item is being shipped to the school, please provide a notification to the school Office Administrator so they can expect it.
 - Erdenheim
 - Aimee Samtmann – aimee_samtmann@sdst.org
 - Cheryl Luxton – Cheryl_luxton@sdst.org
 - Enfield
 - Lynn Miller - lynn_miller@sdst.org
- Retain your receipt or invoice. (Handwritten receipts will not be accepted.)
- Complete the 'Check Request' form. (a copy is located on www.eehsp.org) Be sure to include the name of your committee or sub-committee.
- Submit the completed form along with all receipts to the EEHSP Treasurer. Your reimbursement should be processed in approx. two weeks.

Cash Boxes & Money Collection

Contact the Treasurer at least one week prior to the event to request change for a cash box. For safety and security, at least two people must be present at all times when handling money at any event. All monies collected must be submitted to the EEHSP Treasurer for deposit within one week of the close of the event. Please complete the 'Deposit Form' (located on www.eehsp.org) and include this document along with all cash and checks.

Any questions regarding finance procedures can be directed to the EEHSP Co-Treasurers.

ATTACHMENT C
Roberts Rules of Order – Quick Reference

Robert's RULES 101

Steps to keep meetings on track.



ATTACHMENT D
Check Request



Enfield • Erdenheim
Home and School Partnership

Enfield 1118 Church Road, Oreland, Pa 19075 • Erdenheim 500 Haws Lane, Flourtown, PA 19031

Check Request

Your Name:		Phone:
Committee / Budget Line:		
Date Submitted:	Date Needed:	Date Completed: (For Treasurer Use Only)
Reason for Check:		
<input type="checkbox"/> INCLUDED IN ANNUAL BUDGET or <input type="checkbox"/> APPROVED AT MEETING (DATE / /)		
Check Payable to:		Amount : \$
Address of Payee:		
Comments (Please give any further instructions or explanations that will be useful to both the Treasurer and the Approvers)		
Signature of Requestor:		
Approved by (EEHSP Officer)		Date: / /
Approved by (EEHSP Officer)		Date: / /

For Treasurer Use Only:

Category: _____ Check # _____ Dated _____ Logged _____

**ATTACHMENT E
EEHSP Debit Card Payment Request**

EEHSP DEBIT CARD PAYMENT REQUEST

***Submit two weeks prior to need of using
debit card.***

Name of vendor: _____

Amount to be charged: _____

Date needed: _____

Budget line(s): _____

Reason for expenditure: _____

Signature of approving officer: _____

***ATTACH Invoices or Purchase Request
information!!!***

Note any special/ additional explanation below:

For Treasurer's use only:

Date paid: _____



ATTACHMENT F
Cash Box Request Form



Cash Box Request

Process:

- Complete one request per cash box
- A check will be created, for the total amount needed, in the requestor's name and made available with a metal cashbox. The requestor should then take the check to Beneficial Bank in Flourtown for redemption in the needed denominations.
- A special request can be made for the treasurer to supply cash box with needed cash in requested denominations (see page 2 of the request) but this must be agreed and approved at least one week in advance of the needed date.

Your Name:		Phone:
Committee / Budget Line:		
Date Submitted:	Date Needed:	Date Completed: (For Treasurer Use Only)
Reason for Cash Box:		
Total Amount Needed: \$		
Comments (Please give any further instructions or explanations that will be useful to Treasurer)		
Signature of Requestor:		
Approved by (EEHSP Officer)		Date: / /
Approved by (EEHSP Officer)		Date: / /

For Treasurer Use Only:

Category: _____ Check # _____ Dated _____ Logged _____

Cash Denominations Requested:

Cash	Quantity	Total
\$20.00		
\$10.00		
\$5.00		
\$1.00		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Total Cash:		

Transferred by : (Treasurer or other Authorized individual)	Date: / /
Amount Verified by**: (Event Volunteer)	Date: / /

** - Have an authorized volunteer verify the cash in the box before the event begins and sign.

Note:

At the end of the event, an authorized volunteer should count the total amount of cash, record it on a Deposit Notice form. The cash and deposit form should then be turned over to a second authorized volunteer for verification, confirmation and signature. Once verified, it should be turned over to the Treasurer to be deposited.

ATTACHMENT G
Deposit Notice



Enfield • Erdenheim
Home and School Partnership

Enfield 1118 Church Road, Oreland, Pa 19075 • Erdenheim 500 Haws Lane, Flourtown, PA 19031

Deposit Notice

Complete all information for your deposit. Please note- Monies must be counted and signed for by 2 separate individuals before being submitted to Treasurer for deposit.

Your Name:		Phone:	
Committee / Budget Line:			
Date of Event:	Date Submitted:	Date Deposited (For Treasurer Use Only):	
Specific Description of Deposit Source:			

Cash	Quantity	Total		Check #*	Amount
Change					
\$.01					
\$.05					
\$.10					
\$.25					
\$.50					
\$ 1.00					
Change Total:					
\$ 1.00					
\$ 5.00					
\$ 10.00					
\$ 20.00					
\$ 50.00					
Dollars Total:					
Cash Total:				Check Quantity:	Check Total Amount:

*For checks- you may submit an EXCEL spreadsheet containing check numbers and amounts in lieu of listing them on this page. Please just reference check Quantity/Counts and Amount totals on this page

	Signature	Date
1 st Counter		
2 nd Counter		
Accepted by (Treasurer)		

ATTACHMENT H
Records Retention Guidelines

Accounts payable records	7 years
Semi-Annual audit reports	Permanently
Bank reconciliations	1 year after completion of Bi-Annual audit
Bylaws, including all amendments	Permanently
Cash receipt records	7 years
Checks (canceled) (see exception, next line)	7 years
Checks (canceled) for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Permanently
Correspondence with customers or vendors	1 year
Correspondence (legal)	Permanently
Correspondence (Finance)	1 year after completion of Bi-Annual audit
Duplicate deposit slips	1 year after completion of Bi-Annual audit
Equipment owned by the PTA	Permanently
Financial statements (year-end) and budgets	10 years
Grant award letters of agreement	10 years
Insurance records, accident reports, claims, policies, certificates	Permanently
Invoices	7 years