

DIVISION AVENUE HIGH SCHOOL
PTSA

PROCEDURES AND GUIDELINES

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DAHS PTSA PROCEDURES AND GUIDELINES INDEX

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INTRODUCTION

Procedures are the rules an organization uses to administer its affairs under the provisions of the Bylaws. They implement the Bylaws by providing details not outlined there. Together, Bylaws and procedures provide for authority and the administration of the affairs of the PTSA.

These procedures are ongoing and are subject to changes as the need arises. Procedures are adopted and amended at a unit meeting. No advance notice is necessary. Changes must be noted in the minutes and go into effect immediately.

It is the responsibility of the President/Co-President and Executive Board (officers, council delegates, standing chairs, and principal or designee) to make appropriate changes in the Procedures and Guidelines book.

Procedures shall be amended to conform to changes in the units Bylaws and as required by New York State and National PTA Bylaws amendments.

A procedure book serves as a permanent record of PTSA activities and insures ongoing PTA program of work. It should contain material, information and records needed for the job.

GENERAL INFORMATION

-All members can view the Procedures and Guidelines book on the Levittown School Districts website, following the links to DAHS and then PTSA.

-Membership lists, names, email and home addresses, etc. are to be used strictly for PTSA purposes. They are not to be released to other groups or used for any other reason.

-When authorized to present the units position, present only the units position. DO NOT present personal views.

-When setting meeting dates; check the school and district calendars as well as the Nassau Region PTA calendar. Clear all the dates with the President/Co-President and Principal if necessary.

-Give treasure one week's notice when monies are needed for your event

-Issues of a personal nature should be discussed with the appropriate administrator (i.e.: Teacher, Counselor, Principal) privately; rather than during a public meeting.

-Complaints to the PTSA President/Co-President about school personnel or other school related business should be referred to the Principal or the Superintendent.

-Guests at a PTSA meeting may not vote or make motions. They may speak with the approval of the President/Co-President, Executive Committee, Executive Board or voting body.

-If contacted by reporters, request the reporter's name, newspaper-TV or radio station-web site, and reason for the call. Be sure your answers are accurate and are according to PTA policy, not your opinion.

When in doubt, refer them to the unit President/Co-President.

-PTSA supports issues not candidates. It is important to remember this in school board elections.

- A PTSA member while on school property and/or acting in an official PTSA capacity may do no electioneering.

-PTSA shall not fundraise for other organizations.

-PTSA should not donate to other organizations (PTSA money is for PTSA purposes).

-PTSA should not give gifts to the school. Items needed by the school should be requested through the school district budget. You may refer to the New York State PTA Resource Guide for additional information.

-All Officers, Committee Chairs, Liaisons and Council Delegates must be DAHS PTSA members in good standing.

UNIT COMMUNICATION

-The DAHS PTSA recognizes the importance of communication within its membership, as well as with the Levittown School District and our community.

-Communication exists in various forms; verbally (in person or on the phone), through traditional mailings and electronically i.e.: emails, Facebook, twitter.

-The DAHS PTSA's policy will be to forward any appropriate communication (as deemed by the President/Co-President or his/her designee) that deals directly with the unit, the Levittown School District or any group or organization that is affiliated with the school district, i.e.: Kiwanis Pancake Breakfast.

-Email Guidelines:

Only send email when it's necessary (no junk mail)

Send your email only to those who need the information contained within

Make sure to include the topic of the email in the subject field (suggestions: start the subject with **DAHS PTSA**. Before you send the email, double check the To: field to ensure

proper distribution

When sending email, please note one of the following-as well as indicating when a response is needed: “no response is necessary” (informational), “respond directly to me (no need for the entire group to see the response) or “respond to the entire group”

When responding, always include the text to which you are responding

Use normal text and font (10 or 12 type, Arial, Times Roman font), and spell check

If you have the ability to do so, set up appropriate distribution lists for your needs
Be careful with attachments-many cannot receive large attachments or might not have the same program as you

At times, an immediate response is needed. It is extremely important to read your mail on a regular basis (at least once a day) and to provide a response it’s needed: Remember, that some have work email addresses, and may not be able to respond over the weekend. So, keep this in mind if an immediate response is necessary-you may want to use an alternate communication medium.

THE PRESIDENT/CO-PRESIDENT

- Performs all duties as outlined in the Bylaws and Procedures
- Becomes familiar with and follows the NYS PTA President’s Resource Guide Book
- Maintains a fair and impartial position at all times
- Acts as a liaison between Principal/School, School District and the PTSA
- Represents the PTSA at all necessary meetings and reports back to the unit with any necessary information received or discussed (if unable to attend, makes sure that there is a representative from the Executive Board or unit)
- Sets dates for PTSA meetings and events in cooperation with the Principal and District Calendar committee
- Fills out and submits to Principal building use forms for PTSA meetings along with a copy of insurance (as soon as the dates are confirmed)
- Provides Board members with folders containing/referring to Bylaws, Procedures, Job Descriptions, Contact List, Expense and Remittance forms and any other job related materials

- Sends the names, addresses (home and email) and phone numbers of the elected officers to Levittown Council of PTAs immediately following the election meeting
- Represents the unit at Region and State PTA functions or assigns an alternate
- Appoints committee chairs with the cooperation of the Executive Committee
- Represents parents on school district interview committees (if unable to attend makes sure that there is a representative from the Executive Board or unit)
- Authorized to approve an expense of up to \$100.00 at one time as the budget allows
- Calls on Chair people to report their plan of work for the year
- Maintains a "share" folder with current information from National, State and Region PTA, as well as other information of interest to members
- Assures that each voting member has access to a copy of the PTSA Bylaws and Procedures manual, which are available on the Levittown School District website, following the links to DAHS and then PTSA
- Responsible to check the PTSA mailbox on a regular basis
- Prepares, distributes and follows agenda
- Has a few paper copies of the minutes available at every meeting, along with an attendance sheet
- Keeps a list of committees and sign up sheets
- Reviews and signs all contracts
- Presides over all meetings of the Association, Executive Board and Executive Committee
- Calls for required reports from Board Members and Chair People
- Votes when ballot vote is required and to break a tie (Co-Presidents share one vote)
- Familiarizes self with Parliamentary Procedures
- Recognizes members who have not spoken to the question, in preference to ones who already have
- Refrains from entering discussions when presiding. Has Co-President or Vice President preside if he/she wishes to speak to a motion on the floor. The President/Co-President may not return to presiding until a vote on the motion has been taken
- Notifies members that if anyone is interested in holding office, they should notify the Chair of the Nominating Committee (in writing) of their interest and availability to serve if asked

- Invites Principal to Presidents/Principal Dinner and attends
- Files signature at the bank where the unit funds are deposited and then signs checks along with Treasurer as per insurance regulations. (Two signatures are always required). It is encouraged to have a third signatory from the executive committee. Blank checks are never pre-signed
- Meets with Treasurer and visually reviews tax information and tax form before it is signed and submitted to the IRS. The President/Co-President (as a representative of the unit) is responsible to sign each tax form. After completion, the President/Co-President should receive a copy of the tax form.

**1st VICE
PRESIDENT
(Fundraising
Chair)**

- Performs all duties as outlined in the Bylaws and procedures
- Acts as an aide to the President/Co-President
- Performs the duties of the President/Co-President in the absence or inability of that office to act. In order to perform the duties of the President/Co-President, a person must be at least 18 years of age
- attends meetings in lieu of President/Co-President when needed
- If a vacancy opens in the office of the President, serves notice of the election as set in procedures (if Co- Presidents and one resigns, there is no vacancy)
- Performs all duties as assigned by the President/Co-President
- Obtains guest speakers if needed
- Oversees all fundraising efforts
- Works directly with Treasurer coordinating monies for fundraising events
- Submits annual report in June (along with folder) to the PTSA President/Co-President

2nd VICE PRESIDENT (Membership Chair)

- Performs all duties as outlined in the Bylaws and procedures
- Acts as an aide to the Present/Co-President

-Performs the duties of the President/Co-President in the absence or inability of that office to act. In order to perform the duties of the President/Co-President, a person must be at least 18 years of age

-Performs all duties as assigned by the President/Co-President

-Membership Chairpersons duties:

The maintenance of accurate membership records. This includes recruiting members, maintaining the online membership roster, submitting dues money to the unit treasurer, and ensuring that deadlines are met for submitting dues payments to New York State PTA.

Register PTSA members within two weeks of payment received

In August, send out membership notice to all parents and staff members (parent notices may go home in a school mailing and staff member notices may be put in their mailboxes. Give the Secretaries in the main office about 25 envelopes with a return to "DAHS PTSA Membership" label on them)

Works directly with Treasurer coordinating monies for membership drive

Sets up membership tables at Back to School Night

Sends out reminder membership notices, if

needed Puts membership form on the School

District web site

Submits annual report in June (with folder) to the PTSA President/Co-President

3rd VICE PRESIDENT (Teacher Liaison)

-Performs all duties as outlined in the Bylaws and procedures

-Performs all duties as assigned by the President/Co-President

-Acts as a liaison between Teachers/school personnel and the PTSA

-Submits annual report in June (along with folder) to the President/Co-President

RECORDING SECRETARY

- Performs all duties as outlined in the Bylaws and procedures
- Records and maintains the minutes in a permanent file of all meetings of the Association, Executive Board and Executive Committee, along with committee reports and meeting attendance sheets
- Types minutes in a timely manner and forwards them in draft form to the President/Co-President for email distribution, one week prior to the scheduled meeting
- Keeps track of unfinished business for the next meeting
- Maintains a permanent file of the committee reports, handouts, agendas, motions, budgets and records pertaining to the Association
- Keeps a current list of the Executive Board, Executive Committee and Committee Chairs
- Keeps the official Association State approved Bylaws and has a copy at every meeting
- Keeps a record of the PTSA's member attendance at all meetings
- Keeps a copy of the approved Procedures and Guidelines book of the Association and brings it to every meeting
- Provides the Levittown School District Webmaster with each set of monthly general meeting minutes after they have been approved by membership
- Submits annual report in June (along with folder) to the PTSA President/Co-President

CORRESPONDING SECRETARY

- Performs all duties as outlined in the Bylaws and procedures
- Conducts the correspondence of the unit under the direction of the President/Co-President
- Maintains a file of all correspondence pertaining to the work of the unit
- Sends notices of meetings when required
- Mails out notices about absences, as per Bylaws. Failure of an Executive Board member to attend three (3) consecutive meetings without prior notice to the President/Co-President and without valid reason shall be grounds for the board to reassess that member's position. After a second notice the Secretary shall notify the member of this provision

- Purchases stationary, cards and stamps as needed. Submits receipts with expense forms to Treasurer with one (1) month of purchase.
- Reports all incoming and outgoing correspondence on behalf of the unit on a monthly basis
- Submits annual report in June (along with folder) to the PTSA President/Co-President

TREASURER

- Performs all duties as outlined in the Bylaws and procedures
- Has custody of all funds of the Association
- Keeps a full and accurate account of all receipts and expenditures in a bound ledger book to be opened for inspection by any voting member
- Makes disbursements as authorized by the President/Co-President, Executive Board or Association in accordance with the budget adopted by the Association, only after receiving a completed Expense Form and attached bill/receipt
- Assures that a copy of each expense and remittance form is given to the person submitting it
- Has books audited monthly by a member of the Association
- Serves as Chair of the Budget Committee, submits budget to the Executive Board for approval and then to the Association for Adoption
- Presents a financial statement at every general meeting of the Association and at other times as requested by the Board. Include the following in the report:
 - Name of person who performed monthly audit
 - Balance on hand in all accounts at the beginning of the period covered by the report
 - Total receipts and disbursements in all accounts
 - Total balance on hand on the date of the report
- Keeps committee chairs informed of their budget on a monthly basis
- Responsible for the maintenance of such books of accounts and records as conformed to the requirements
- Keeps the records of the New York State PTA and Levittown Council of PTAs portions of the dues separate from the portion belonging to the Association and pays each group annual dues separately

- Pays the New York State PTA the fee for the liability insurance and fidelity bond provided by the Association through the New York State PTA
- Submits all financial records to the Audit Committee or a professional auditor at least two (2) weeks prior to the date the audit report is due
- Has the accounts examined by an Audit Committee or professional auditor biannually who, satisfied that the treasurers biannual report is correct, shall sign a statement of that fact at the end of the report
- Files all forms required by the Internal Revenue Service and New York State agencies after reviewing them first with the Association President/Co-President. The President/Co-President is given a copy of the completed forms.
- Deposits all funds into DAHS PTSA accounts within three (3) days of receiving a completed remittance form and the money (Inc. checks, money orders)
- Performs monthly bank reconciliations using monthly bank statements, ledger, checkbook, expense and remittance forms
- Files new bank cards when the new Officers assume office, indicating that two (2) signatures are required on all checks, although three (3) signatures should be on file at the bank on the signature cards. When filing new signatures, letters of transfer from previous signer need to be given to the incoming President/Co-President to be submitted in person to bank personnel
- Submits annual report in June (along with folder) to PTSA President/Co-President

COUNCIL DELEGATES

- Attends all Council meetings
- Must be a member in good standing
- Represents only one (1) unit. This assures each unit the opportunity to be represented by a vote
- Makes motions, discusses motions and votes
- Reports to their unit any action requiring an instructed vote. Reports to Council the results of vote
- Encourages unit members to attend Council sponsored programs
- Is familiar with Unit, Council, Region, State and National PTA Bylaws, policies and procedures

- Attends BOE meetings whenever possible
- Submits annual report in June (along with folder) to the PTSA President/Co-President

IMMEDIATE PAST PRESIDENT

- Serves in this capacity for the duration of their successor's presidency
- Serves in an advisory capacity, but does not interfere with the new President/Co-President's methods
- Gives advice based upon experience, when requested
- Acts in a helpful manner

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected Officers of the unit and the Immediate Past President if available.

The Executive Committee shall:

- Attend all unit meetings
 - Attend Nassau Region and State PTA workshops and conferences pertaining to their office
 - Meet at the call of the President/Co-President or a majority of Committee members
 - Notify the President/Co-President when unable to attend a meeting
 - Perform duties as assigned from time to time
- In cooperation with the President/Co-President, appoint the committee chair people including all special committee chair people and liaisons, except those for which other provision is made, and fill vacancies in chair positions of all committees and liaisons, except for those which other provision is made
- Transact necessary business between meetings of the executive board and all business referred to it by the executive board or association

EXECUTIVE BOARD

The Executive Board shall consist of the Executive Committee, Chair people of the Standing Committees and the Principal, if available.

The Executive Board shall:

Transact necessary business in the intervals between regular meetings and when referred to by the association

Fill vacancies in office

Attend all unit meetings

Notify the President/Co-President when unable to attend a meeting.

VACANCIES

-Occur when an Officer is unable to serve a full term

-He/she shall resign in writing to the President/Co-President

-The Date of the resignation shall be noted in the minutes

-The President/Co-President shall issue a notice to the Executive Board of an election meeting within five(5) days upon receiving the letter of resignation and in the following way:

Call the Corresponding Secretary to notify Executive Board of emergency meeting for election of vacant office. The Executive Board will hold the election at that meeting

-If the President is resigning, the letter shall go to the 1st Vice President who shall arrange for the notice of the election as above. In the case of Co-Presidents, the remaining Co-President receives the resignation letter and assumes the role as President

-Until the office is filled, an officer selected by the Executive Committee will perform the duties

COMMITTEE CHAIRPEOPLE

All Standing and Special Committee chair people and Liaisons shall:

- Assume official duties upon appointment.
- Perform all duties as outlined in the Bylaws and procedures.
- Study predecessor's files and meets with them if possible.
- Study sections of the PTA handbooks, publications, unit Bylaws and procedure and guideline book as it pertains to Chairpersonship.
- Contact Region Chairperson for information and advice when necessary.
- Attend all unit meetings. If unable to attend, notify President/Co-President and arranges for report to be given if applicable.
- Notify committee members of all committee meetings and encourage their help with sound planning.
- Keep records of money budgeted and spent by the committee. Submit bills with expense vouchers promptly to the Treasurer. Stay within your approved budget. If additional funds are needed, send a request to the President/Co-President for review and if approved, make a motion at the next unit meeting for the increase in funds.
- Count all income received with a second person and immediately forwards all monies (i.e.: cash, checks, money orders) with remittance forms promptly to the Treasurer, assuring that you and the Treasurer also count the income together.
- Maintain an up to date procedure folder (refer to Chairperson's Procedure Folder Section)
- Prepare and report at unit meetings activities of the committee. Such report shall be prepared in duplicate with one copy given to the Recording Secretary and one copy put into the Committee procedure book.
- File building use forms when necessary at DAHS or contact the Superintendent's office to reserve rooms at LMEC and contact custodial office to discuss needs i.e.: microphone, chairs, tables.
- MAY NOT SIGN ANY CONTRACT.** This can only be done by the President/Co-President.
- Include DAHS PTSA, the name of the committee and a contact person on all flyers, announcements, etc. The President/Co-President must approve any correspondence sent out under the PTSA's name. If it is to be distributed through the school district, the President/Co-President will obtain the

Superintendent's approval. A letter in which the committee takes a position or expresses an opinion needs approval by the unit first and is then sent on official stationary. Letters requesting information do not need prior approval.

-Utilize the DAHS PTSA link on the district website to post information, flyers, forms, etc. This must first be approved by the PTSA President/Co-President and DAHS principal

CHAIRPERSON'S PROCEDURE FOLDER

-A procedure folder serves as a permanent record of the activities and ensures an ongoing PTSA program of work. It should contain material and information needed for the Chairperson's job. The folder will be passed onto his/her successor. The folder is returned to the President/Co-President in June.

The procedure book should contain the following:

-chairperson's name, email address and phone number, the years (s) of chairpersonship

-names, email addresses and phone numbers

of: Executive committee, Executive

Board

Standing and Special Committee chair people

Committee members, region and state counterparts

-approved plan of work which should

include: Goals

Areas of interest

Possible projects and/or programs

Approved budget

-reports of predecessors with evaluations and recommendations

-copies of:

Reports given at monthly

meetings Letters, flyers, articles

written Publicity, press

clippings

Approved Bylaws

Handbooks and publications (Region, State, National)

Approved procedures

Job Description

Local and District newsletters

Pamphlets or other pertinent literature

-year-end report which

includes: Goals

Activities

Expenses and Income

Evaluation, recommendations and budget requests of activities

LIAISONS

The following chair people are Liaisons. These chair people have no DAHS PTSA committee. They represent DAHS PTSA on PTA Council, District or community committees when representation is requested.

Council Budget

Elementary Curriculum

Health, Safety & Environment

Secondary Curriculum

Student Liaison

Transportation

Wellness

AGENDA BOOKS (Special Committee)

- Contact several companies to get quotes, book samples, and guidelines for: minimum amount to be ordered, deadlines, reorder information, cover information, stock vs. custom order, district policy pages
- Compare facts against prior year's book
- Present information to unit membership for a vote deciding which company to use, also agree on cost
- Ask Principal/designee who from the school staff will be editing book
- Complete all required custom information and verify that it is correct
- Give a copy of the completed book to school staff member for editing
- Contact company regarding submission procedures and get delivery date information
- Submit book to company, assuring that you keep a copy too
- Complete an expense form and submit along with the bill, to the Treasurer
- Pick up (if not delivered) order and give payment
- Distribute/sell books

Note: Books may be pre-ordered

Develop an order form and distribute (remember to include incoming freshman) Payment is required to place each order

Arrange a pick up date and location and include this on flyer

- Submit annual report in June (along with folder) to PTSA President/Co-President

ARTS IN EDUCATION (Standing Committee)

- Obtain name and contact information of PTA Council chair for Arts and Education
- Meet with unit President/Co-President and Principal/designee to determine what programs to bring in for the students

- Ask Student Liaison to speak with students for ideas and present them back to you
- Determine if program is on the BOCES approved list for reimbursement, if so follow procedures and complete paperwork for submission
- Attend Nassau Region PTA Arts in Education event, usually held in the spring
- Advertise program within school (i.e. Posters, announcements)
- Submit annual report in June (along with folder) to PTSA President/Co-President

AUDIT (Standing Committee)

- The Audit Committee shall consist of no fewer than (3) members or a professional auditor and shall be appointed by the executive board at least two (2) weeks prior to the date the audit report is due
- The Audit Committee shall examine the Treasurer accounts (bank statements, checkbooks, receipts, bills, and expense and remittance forms) and verify they are correct and sign a statement to that fact at an Audit Committee meeting
- The Audit Committee shall meet twice a year. The first meeting shall occur in January and the committee report shall be presented at the February meeting for adoption by the voting membership. The second meeting shall occur over the summer and the Audit Committee shall present their findings at the first meeting of the year of the unit for adoption by the voting membership
- The Treasurer, President/Co-President or any other authorized signer cannot be part of the Audit Committee
- Submit annual report in June (along with the folder) to the PTSA President/Co-President

BJ's MEMBERSHIP (Special Committee)

- Obtain the contact information for our local BJ's Representative from the PTSA President/Co-President at the start of the school year

Gary A. Curtis
 BJ's Wholesale Club
 Corporate Sales Rep. for Long Island, NY
 631-560-4564 Cell
 Email: gcurtis1@bjs.com

-Contact the BJ's Representative to give them your information and clear deadline dates with them, verify costs and determine drop off procedures. (Names of individuals submitting applications should be placed on an excel sheet. Applications, checks & excel sheet are placed in an envelope and submitted to the BJ's in Levittown. Email the BJ's contact; Gary Curtis, that you have dropped off the applications along with the name of the individual you gave the envelope to)

-Obtain a copy of the flyer from the PTSA President/Co-President and edit detail (contact info, dates)

-Have PTSA President/Co-President sign contract and submit along with Tax exempt form to Bj's Representative

Have PTSA President approve flyer. If going home in the school's summer mailing packet then submit to school to have Principal also approve no later then the last week of July.

-Applications should be available at Back to School night. Application may also be placed on the school PTSA website after receiving approval from the President/Co-President and Principal

-It is encouraged that applications and payment be turned over to BJs frequently with neither remaining in PTSA's possession longer than one (1) month

-Payment to DAHS should arrive approximately one month after completion of fundraiser

-Submit annual report in June (along with folder) to PTSA President/Co-President

BUDGET (Special Committee)

-The Budget Committee shall consist of no fewer than three (3) members and shall be appointed by the executive board

-The Treasurer shall serve as the chair of this committee

-The President/Co-President is/are members of this committee

-The Budget Committee shall meet prior to the 1st general meeting preferably during the summer

-The Budget Committee shall present at the first meeting of the year of the unit and have the budget adopted by voting membership

-Submit annual report in June (along with the folder) to the PTSA President/Co-President

BYLAWS (Special Committee)

-Obtain a current copy of the Bylaws

-Obtain the Name, Number and email of the Nassau Region and NY State PTA Bylaws chairs

-Check the Bylaws expiration date to see if they are due to be updated and re-submitted

-Attend Bylaws training workshop given by Nassau Region PTA

-Review the Bylaws to make sure that they conform to the needs and procedures of the unit (this can be done as a chair or by a committee. A committee should consist of at least 3 members including a chair. A committee should be formed early in the school year so that members can attend region or state bylaws workshops). They are revised if necessary and approved by the association whether revised or not.

-The Bylaws must be adopted by the unit and approved by New York State PTA every three (3) years for the unit to remain in good standing.

-The Bylaws may be revised or amended at a regular meeting of the Association by a 2/3 vote of members present and voting, provided that 30 days' notice has been given

-The Bylaws can be revised or amended at any time; they do not have to be expiring.

-The Bylaws must be sent to Nassau Region PTA Bylaws Chair or in the chairs' absence, to the Region Director at least ninety (90) days prior to their expiration whether revised or not

-Bylaws are updated electronically by going onto the NYS PTA webpage then click onto the Bylaws EZ. You will choose the unit option and you will find easy step by step instructions for entering the bylaws' updates. (Refer to the Bylaws Committee folder for a copy of the step by step instructions)

-Once Bylaws are adopted, the President and Recording Secretary must sign the cover page and insert the Adoption Date. Make a copy of this cover page for your records and send the signed original cover page to your Nassau Region Bylaws Chair (contact information is available on the Nassau Region PTA website)

-Do not make additional copies for distribution until NYSPTA approved copies have been received.

Bylaws become effective on the date of approval by the State Bylaws Coordinator.

-The Nassau Region PTA Bylaws Chair will review the bylaws and forward them to NYS PTA Bylaws coordinator. Any issues or questions will be addressed during this process before state approval.

-Two (2) copies of approved bylaws, with the NYS PTA Bylaws Coordinator's signature and a copy of the approved bylaws in pdf format will be sent to the unit by the Nassau Region PTA Bylaws Chair or the Region Director. These are your official copies and one (1) copy must be kept with the President and one (1) copy with the Recording Secretary.

-Additional paper or electronic copies can be made for members as needed.

-Submit annual report in June (along with the folder) to the PTSA President/Co-President

COUNCIL BUDGET (Liaison)

- Attend scheduled meetings and bring the information back to the unit
- Meet with the Principal, President/Co-President and membership about the specific needs of the building
- Submit annual report in June (along with the folder) to the PTSA President/Co-President

DAHS Senior Award (Special Committee)

Purpose: To select students from Division Ave High School as recipients of a senior award.

-Students meeting the criteria will be selected to receive a senior award:

Criteria:

*Student must be a member of the PTSA every year they attended Division Avenue High School

* Complete the senior award application and return to the Guidance Department by the due date

*Student must volunteer for one PTSA event or make a donation towards sweeps each year.

-The committee should consist of no fewer than three (3) members. Parents of graduating seniors may not sit on this committee

-Distribute application to Guidance Department no later than January, establish deadline for application acceptance. Obtain approval from PTSA President/Co-President and DAHS Principal to post application form on the website

-Pick up completed senior award applications from Guidance department shortly after deadline

-Review all applications to ensure criteria has been met

-Separate out applications that did not meet criteria

-Call a meeting of the committee to review applications -All members must maintain confidentiality of all information -Send to Guidance Department the names of awardees. Inform Guidance Department of who will present awards at the Senior Awards Ceremony. (Usually the President/Co-President)

-Inform Treasurer of student names for checks. Monies raised throughout the year are deposited in the scholarship checking account and then distributed to awardees. NOTE: approximately \$2000.00 remains and is carried over into the next year. \$3000.00 remains for next year's "Sweeps" start-up fund.

-Make certificates for awardees to be attached to PTSA check. Add a note to each requesting that the checks be deposited within the month.

-Submit annual report (along with folder) to PTSA President/Co-President

ELEMENTARY CURRICULUM (Liaison)

- Obtain a list of meeting dates from the PTSA President/Co-President
- Obtain the name and contact information for the Council Chair from the PTSA President/Co-President
- Attend meetings as scheduled
- Report back to unit at monthly meetings
- Submit annual report in June (along with folder) to PTSA President/Co-President

FOOD SERVICE (Standing Committee)

This is a district committee. Individuals wishing to serve on this committee must be approved by the BOE before visiting school cafeteria.

- Obtain a list of the meeting dates from the President/Co-President
- Obtain the name, phone number and email of the school district contact and the PTA Council Liaison
- If you are new to this position; contact the PTA Council Liaison to schedule training. You should not visit the school cafeteria until training is completed
- Introduce yourself to the kitchen staff at the building
- Notify Principal/or designee that you are going to visit the cafeteria. Report back to them after visit is completed before leaving the school
- Visit the cafeteria at least twice/month to: "Taste test" the food Speak with students Speak with kitchen staff Check on temperatures of foods/drinks Check on availability of foods/drinks Report all of your findings to the Food Service Committee at its next scheduled meeting
- Report to PTSA unit at monthly meetings
- Report unit concerns back to the Food Service Committee at its meetings
- Submit annual report in June (along with folder) to PTSA President/Co-President

HEALTH, SAFETY & ENVIRONMENT (Liaison)

- Obtain name and contact information for the PTA Council Chair from PTSA President/Co-President
- Obtain meeting dates from the PTSA President/Co-President
- Become familiar with National PTA & NYS PTA & other organizations pertaining to health, safety and environmental concerns
- Attend meetings as scheduled and report back to the PTSA unit at monthly meetings
- Attend conferences and workshops given by the Levittown Council of PTAs and Nassau Region PTA
- Submit annual report in June (along with folder) to the PTSA President/Co-President

HONORARY LIFE AWARD/DINNER (Special Committee)

Honorary Life membership in the NYS PTA is an award of recognition given to an individual for their distinguished service to the children and youth. This person does not have to be a member of PTA. The person chosen by DAHS PTSA is honored at the Levittown Council of PTAs annual Honorary Life/Senior Award Dinner Dance.

Distinguished Service Award is an award of recognition given to an individual for their distinguished service to children and youth who has already been awarded the NYS PTA Honorary Life Membership. This award is reserved chiefly for those who have devoted exemplary service to the maintenance and growth of the PTA. Service to the children and youth may encompass work within the community and or school.

- After notification by the Levittown Council of PTA's chair of dinner information and deadlines for submission of honoree:
 - a. A flyer is made up explaining the Honorary Life award and asking PTSA members to nominate an individual they feel is most deserving of this award. Ask the DAHS main office staff to distribute it via email to the faculty. Obtain approval from PTSA President/Co-President and DAHS Principal to post flyer on the website, on Facebook and at all meetings.
 - b. Only DAHS PTSA members may participate and must submit a short biography (letter) explaining why they feel this person is deserving of the honor.
 - c. The Chair sets a deadline for nomination letters
 - d. Nomination letters must be signed by the writer, who must be a DAHS PTSA member in good
 - e. Standing (paid member). Letters should be placed in a sealed envelope, addressed to the Honorary Life Chair and placed in the DAHS Main Office PTSA mailbox.
- The Chair sends around a sign-up sheet for committee volunteers at general meetings. It must have an odd number of members; it is recommended- two (2) staff member and three (3) Parent members. In

the case of a tie, the Chair will vote to break the tie. Committee members must be DAHS PTSA members in good standing

-When the chair receives the nominations, they must do the following:

a. Open Nominations in private.

b. Check the unit membership list to make sure the nominator is currently a paid up member of the DAHS PTSA.

c. Number letters and on a separate paper listing who is being nominated with the corresponding number. d. Make a copy of each letter. White out the name of the nominee and nominator throughout the letter.

e. Make enough copies of the whited out, numbered nomination letters for each committee member.

-The Chair sets the meeting date and location after receiving feedback from committee members

-Committee members meet and review submitted biographies. (while reading biographies, if a committee member feels they recognize whom the individual is, please keep that information to yourself). Each committee member will be given a tally sheet to record your results. Results will be tallied and an Honoree selected.

-Chair collects all copies of nomination letters. All copies except the original letters are immediately destroyed. The original letters are destroyed after sixty (60) days.

-The President/Co-President and Principal is notified that an Honoree has been selected.

-Honoree is notified; flowers/balloons or a plant can be purchased to present to the honoree upon notification. A photograph can be taken for the webpage, Facebook page and for the journal that will be given out the night of the event.

-Honoree is presented to the membership at the next PTSA meeting

-A full biography (approximately ½ page) is written and submitted to Levittown Council of PTAs along with a passport picture of the Honoree[ask the Principal or Assistant Principal for their input on the biography]

Please Note: Notify the Levittown Council of PTAs Chair if your Honoree is a recipient of the Distinguished Service Award.

-A corsage/boutonniere is ordered for the Honoree by Levittown Council of PTAs. It is paid for by DAHS PTSA. It is to be worn at the dinner. A bill will be sent to you from the council chair. Submit the bill along with an expense voucher to the Treasurer immediately upon receipt to ensure payment.

-A PTA Honorary Life pin is also purchased and given to the honoree at the dinner. Ask the PTSA President/Co-President for the form (also located in the NYS Presidents Resource Guide). Submit an expense form to the Treasurer for a check. Once you receive the pin, notify and give it to the Levittown Council of PTAs Chair.

-Invitations will be sent to you from the Council Chair upon which time you can have them distributed to staff and membership electronically, at meetings, on Facebook and on the district website.

-The unit pays for the Honoree, his/her significant other, the Principal, and the President/Co-President.

The Honoree will receive a Life Membership pin, a congratulatory card, an Honorary Life member card and a boutonniere or corsage the night of the event.

-After responses are received, table arrangements are made. Submit a spread sheet of the Division table seating arrangements along with all checks made out to Levittown Council of PTAs Senior Award Fund and a Council Remittance form to the Levittown Council of PTAs Chair.

-Submit annual report in June (along with the folder) to the PTSA President/Co-President

HOSPITALITY (Standing Committee)

-Responsible for organizing refreshments for: Back to School night, Honor Society Induction, Senior Awards, and Hosting Council

-Obtain date for each event from PTSA President/Co-President

-Keep an ongoing inventory of "hospitality supplies" (hot and cold cups, napkins, plates, utensils) and replenish as needed.

-Submit expense form with receipts to Treasurer, for supplies you purchased/replenished

Sign up volunteers to help with shopping, baking, set up and clean up

Back to School Night: held in the cafeteria: arrange for DAHS PTSA water jugs to be filled with ice water (may be done by custodial staff) and replenished as needed. Prepare platters of snacks

(i.e. cookies) to be put out over the four (4) "lunch" periods

Honor Society Induction: held in the gym: work with school contact, they may provide the snacks-we just set them up

Senior Awards: contact school representative for refreshment location and estimated number of attendees, purchase refreshments and supplies

Hosting PTA Council: held at LMEC in the large Board room, approximately 50 attendees, usually offer baked goods, cut up fruit, veggies, water, soda, coffee. If your date is near a holiday, you may want to have paper products/table decorations (i.e. Valentine's Day: red table cloths, candy hearts)

-Submit annual report in June (along with folder) to PTSA President/Co-President

KONA ICE Kona Ice (Special Committee)

* Kona Ice Truck is usually obtained for Homecoming and in the Spring for home Baseball Games. Approval for Homecoming is required from the Principal/Designee and from the Head Coach at Baseball games.

-Obtain the contact information for our local Kona Ice Representative from the PTSA President/Co-President at the start of the school year

Kim Beymolla Kona Ice of Long Island 516-404-5050 email: konaiceofli@yahoo.com

-Contact the Kona Ice Representative to give them your information and event dates with them, verify Fundraising percentage and determine arrival and set-up procedures.

-Have PTSA President/Co-President sign contract and submit along with Tax Exempt form to the Kona Ice Representative

-Payment should be made to DAHS PTSA from Kona Ice approximately two weeks after the completion of the fundraiser.

-Submit annual report in June (along with folder) to PTSA President/Co-President

LEGISLATION (Standing Committee)

-Obtain name and contact information of PTA Council chair from the PTSA President/Co-President

-Become familiar with National and NYS PTAs and other organizations pertaining to legislation

-Become familiar with NYS PTAs Basic Policy, Resolutions and Where We Stand

-Advise unit of any necessary legislation actions (i.e.: letter writing, electronic post cards, campaigns, etc.)

-Sign up for Legislation email alerts from NYS PTA

-Attend events given by NYS PTA and Nassau Region PTA. Reports back to unit verbally and in writing

Resolutions

Workshop

Legislation Brunch

Leg/Ed Conference

NYS PTA Convention

-Distribute, Collect and Tally the units' resolutions sheets, to be brought up to NYS PTA Convention

-Report back to the PTSA unit at monthly meetings

-Submit annual report in June (along with the folder) to the PTSA President/Co-President

LEVITTOWN TRIBUNE (Special Committee)

-Obtain contact information for our Levittown Tribune Representative from the PTSA President/Co- President at the start of the school year

-Contact the Levittown Tribune to give them your information and clear deadline dates with them, verify costs and other details

-Obtain a copy of the flyer from the PTSA President/Co-President and edit details as needed

-Have PTSA President/Co-President approve flyer and if it's going home in the school summer mailing; it must also have the approval of the Principal

-Applications should be available at Back to School Night

-Applications may also be placed on the schools PTSA website after receiving approval from the President/Co-President and Principal

-It is encouraged that applications and payments be turned over to the Levittown Tribune frequently with none remaining in the PTSA's possession longer than one (1) month

-Submit annual report in June (along with the folder) to the PTSA President/Co-President

NOMINATING (Special Committee)

- Committee shall consist of five (5) members, 2 general members and 3 from the executive board. There should also be an alternate from both groups. Voting for these committee members occurs at a general membership meeting and general membership votes for all of these positions
- Temporary chair is appointed by the PTSA President/Co-President. Permanent chair to be voted by committee members
- The Chair shall ask for nomination letters at the monthly meeting. A deadline date shall be given. Each letter shall be submitted in a sealed envelope, addressed to the nominating committee and either given to the Chair or placed in the DAHS Main Office PTSA mailbox. Obtain consent from PTSA President/Co- President and DAHS Principal to post this information on the website. Contact the WLMS PTA President/Co-President and ask that this information be announced at their general membership meetings
- Committee shall meet before the March general association meeting to decide on the slate to present. The Chair determines the date and meeting location after receiving feedback from the committee members
- Committee shall present its report at the March and April general association meetings
- All members of the committee shall become familiar with the DAHS PTSA Bylaws, specifically the sections dealing with Officers responsibilities, nominations and elections. Members should attend the Nassau Region PTA nominations and elections workshop
- Any person who has paid membership dues to a feeder school PTA, the PTA of a closing school, a PTA in the Levittown School District for the current membership year, shall be eligible for nomination to office
- The committee should consider attendance records, candidates' participation and Officer Responsibilities when deciding on the slate
- All business conducted by the nominating committee must be kept confidential. The Chair collects and keeps all nomination letters for sixty (60) days past the committee meeting
- The desired candidate for each office should be immediately contacted for acceptance of the nomination. Each candidate shall be offered a description of the position responsibilities. If a candidate is unreachable, a motion and vote may be made to allow the Chair to contact all potential nominees who were not able to be contacted during the committee meeting and seek out their acceptance.
- The Nominating Committee is responsible for providing a slate of the following positions: President

or Co-Presidents, 1st Vice President, 2nd Vice President, 3rd Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. Except in the case of Co-Presidents, only one (1) person is nominated for each position.

-Any person nominated who also served on this committee shall be asked to leave the room during discussion of their nomination. They do not have to resign from the committee

-The committee shall make attempts to fill all positions of the slate, but may sometimes be unable to do so. Focus is on the positions of President/Co-President, Treasurer and Recording Secretary since these are the three (3) positions needed for the unit to function

-Once the committee has presented its slate to membership at the March meeting, additional nominations may be made from the floor provided the written consent of the nominee has been secured and the Chair of the nominating committee has received notice at least five (5) business days prior to the election meeting, of the candidates intended to run.

-Submit annual report in June (along with folder) to PTSA President/Co-President

Plant Sale (Special Committee)

-Contact several companies to get quotes, samples, and guidelines for: minimum amount to be ordered, deadlines, reorder information, stock vs. custom order

-Present information to unit membership for a vote deciding which company to use, also agree on cost

-Complete flyer with required pricing information and verify that it is correct

-Give a copy of the completed flyer to President/Co-President for editing (Webpage, PayPal coding, etc.)

-Have flyer for Fall Plant sale available for summer mailing (no later than the first week of August).

- Flyer must be approved by President/Co-President and Principal -Contact company regarding order deadline and get delivery date information

-At Septembers' general meeting have volunteer sign-up sheet available. Volunteers are needed to take plants from truck, sort pre-orders and assist persons when picking up their orders.

-Submit orders within deadline date set by company.

-Submit remittance forms and deposits to Treasurer in a timely manner (no monies should be held over 2 weeks)

-Week of delivery contact volunteers to ensure you will have enough help the day of delivery.

- Complete an expense form and submit along with the bill, to the Treasurer
- Complete a Start-up cash form and submit to Treasurer before event. -Arrange to meet delivery truck on day of delivery. Have payment and tip for truck driver (not to exceed \$20). Check in all orders and give payment.
- If additional plants were purchased to have a sale in school, arrange for a table in the main hall for plant sale and volunteers to assist in sale. (School Dude request should have been completed in advance)
- Inform President/Co-President of any remaining inventory.

- Clean-up area used for pick-up and delivery.
- Write and send thank-you cards to all of your volunteers
- Submit a committee report to the general membership regarding the outcome of the event (successes, etc.)
- In June submit annual report and return committee folder to DAHS PTSA President/CoPresident or designee

REFLECTIONS (Special Committee)

- Obtain the name and contact information for the PTA Council Chair for PTSA President/Co-President
- Attend Reflections workshops given by Nassau Region PTA and Levittown Council of PTAs
- Obtain dates from Nassau Region PTA regarding drop off and pick up of entries
- Become familiar with National and NYS PTA Reflections guidelines
- Provide school representative with all obtained Reflections information and establish a date that you will pick up entries from DAHS.
- Pick up entries at DAHS and verify that all entry criteria were properly met
- Make sure all Reflections paperwork is correctly filled out
- Drop off all eligible entries with Nassau Region PTA
- Pick up all entries from Nassau Region PTA
- Make up certificates for all entries and arrange for their distribution (this can be done at a general PTSA meeting)
- Submit annual report in June (along with folder) to PTSA President/Co-President

Senior SWEEPS (Special Committee)

- Date is selected by unit President/Co-President and building Principal. Once date is chosen, fill out a building use form to reserve the East Café and the gym

-Check supplies in PTSA Office: large game board and pieces, bingo game set, game cards, bingo markers, raffle tickets)

- Send sign-up sheets around at PTSA meetings and AP office to get help for the basket assembly and the event night. -You will need many volunteers (at least 3 at the door, 1 for food sales, 6 for raffle tickets, 10 runners ect)

-Ask for student volunteers for the week of sweeps and the day of the event.

-Develop letter for members and friends to solicit donations from local businesses and restaurants

-Send out letter to faculty/staff, membership about the event and that you are accepting donations of new items, gift cards, gift certificates etc.

-Send letters to major businesses and sports teams' looking for donations. Many have to go to a corporate office

-Determine prize levels: items that were very successful were a gift card tree (\$120 value) a lottery bag (\$50 value), Chinese Auction, Bingo prizes. The Bingo prizes are smaller baskets and or gift cards. Chinese auction prizes are larger ones. We also had a half/half

-Determine pricing. Try to keep it simple; 10 for \$5 on everything except the Chinese Auction which was

6 for \$5. If they took something from each category it was \$35. This made it easier for those selling and purchasing

- Have signs up so that attendees would know which tickets go where. It worked out great to use the same color sign for the ticket to be used. i.e.: use red tickets for Chinese auction and have it written on red paper then tape the signs above the Chinese Auction tables. Yellow tickets were for Raffle prizes and that was written on yellow paper and the signs were hung above the prize tables.

-Ask the 3rd VP or Principal to help recruit a teacher as a MC, at least two weeks prior to event

-If you will be selling food and drinks keep it simple...bottled water, small Gatorade, some candy and small bags of chips. One volunteer will be needed to sell during the event. Make up a price list to be posted at snack table

-At least three days before event, speak with head custodian and let him know when you will be making the baskets and ask for a location to store the baskets until night of event. Also give the head custodian a layout of how you want the room for the event

-Two days before the event, gather volunteers to assist with assembling baskets. Once assembled, they should be categorized by: Bingo Prize, Raffle Prize or Chinese Auction

-Contact the Treasurer to determine number of cash boxes and amount of startup cash needed

-If Co-Chairs for event, determine who will oversee the cash flow and who will oversee the physical workings of the event. This makes it easier for volunteers when they need questions answered

-Immediately after the event, all funds are to be counted by the co-chairs and handed over to the treasurer for deposit.

-There is a binder with additional information and letter samples to refer to

-Submit annual report in June (along with folder) to President/Co-President

SEPTA (Standing Committee)

-Obtain a list of meeting dates from the PTSA President/Co-President

-Obtain the name and contact information for the PTA Council Chair from the PTSA President/Co-President

-Attend monthly meetings

-Report back to the unit at monthly meetings

-Submit annual report in June (along with folder) to PTSA President/Co-President

SECONDARY CURRICULUM (Liaison)

-Obtain a list of meeting dates from the PTSA President/Co-President

-Obtain the name and contact information for the PTA Council Chair from the PTSA President/Co-President

-Attend meetings as scheduled

-Report back to the unit at monthly meetings

-Submit annual report in June (along with folder) to PTSA President/Co-President

STAFF APPRECIATION (Special Committee)

- Meet with President/Co-President to obtain date
- Sign up volunteers to bring donations, set up and clean up. Obtain consent from PTSA President/Co- President and DAHS PTSA Principal to post information about this event (including the need for volunteers, donations) on the website and email information to membership
- Ask President to complete a building use form for the event which is usually held in the faculty lounge
- Provide written description of custodial needs (i.e. additional chairs and tables)
- Arrange for parents to come pick up anything they left behind (i.e. serving utensils, bowls, and platters)
- Call all volunteers within one (1) week prior to the event to remind them of what they are donating and process for drop off
- Contact evening custodial staff and offer them food that is left
- Submit annual report in June (along with folder) to PTSA President/Co-President

STUDENT LIAISON (Liaison)

- Act as a Liaison between students and PTSA
- Attend monthly PTSA meetings
- Reports at monthly PTSA meetings
- May be asked to support annual report in June (along with folder) to the PTSA President/Co-President

TRANSPORTATION (Liaison)

- Obtain a list of meeting dates from the PTSA President/Co-President
- Obtain the name and contact information for the PTA Council Chair from the PTSA President/Co- President
- Attend meetings as scheduled

-Report back to the unit at monthly meetings

-Submit annual report in June (along with folder) to PTSA President/Co-President

WELLNESS (Liaison)

This is a district committee. Individuals wishing to serve on this committee must submit a letter of intent to the BOE and await approval before attending any meetings.

- Obtain name and contact information for the PTA Council Chair from PTSA President/CoPresident
- Obtain meeting dates from the PTSA President/Co-President
- Become familiar with National PTA & NYS PTA & other organizations pertaining to health, safety and environmental concerns
- Attend meetings as scheduled and report back to the PTSA unit at monthly meetings
- Attend conferences and workshops given by the Levittown Council of PTAs and Nassau Region PTA
- Submit annual report in June (along with folder) to the PTSA President/Co-President

-