

## PTO Standing Rules

**Standing Rules are the procedures and details of administration implementing and clarifying the Aldrich PTO By-laws. They shall be in harmony with the Aldrich PTO By-laws and should be binding on all members.**

**Following is a list of standing rules that shall be followed by all Aldrich PTO Chairs:**

### **I. PTO Meeting Attendance.**

- 1) At least one Chair from each committee shall attend the PTO meeting that precedes and the PTO meeting that follows the event being chaired.
- 2) If a Chair cannot attend, a committee report shall be provided to the PTO President to discuss at PTO meeting and include in PTO meeting minutes.

### **II. Communication with Committee Volunteers.**

- 1) PTO Chair(s) shall contact committee volunteers at the beginning of the school year to let them know when committee's event takes place, the type of help that will be needed, when volunteers will be contacted to sign up to help and any other important details.

### **III. Expense Reimbursement Form.**

- 1) An Expense Reimbursement Form shall be completed for all expenses.
- 2) Form shall be submitted with the original receipt attached, filled out in its entirety and approved by the Committee Chair.
- 3) Forms shall be turned in to the PTO inbox located in the school office.

### **IV. Committees that Receive Money on Behalf of PTO. (i.e., Carnival, Book Fair, Walkathon)**

- 1) For each check received, verify that:
  - a. The payee is "Aldrich PTO"
  - b. Current date is included (checks can't be post dated)
  - c. Dollar amount is for the correct amount
  - d. Dollar amount matches with the written out amount
  - e. The payor has signed the check
- 2) Check/Cash shall balance to the form received.
- 3) The grand total of forms received shall match the total amount of checks/cash received. This also needs to be shown to the PTO Treasurer.
- 4) All of the checks shall be alphabetized by the last name on the check. (An alpha sorter is located next to the PTO inbox).
- 5) Company-matched paperwork shall be filled out and sent in before turning in to the PTO Treasurer.
- 6) All checks/cash shall be given to PTO Treasurer to deposit.