



**CHERRY CREEK SCHOOL DISTRICT PARENT TEACHER COMMUNITY COUNCIL, INC.**

**COTTONWOOD CREEK ELEMENTARY SCHOOL  
PTO POLICIES AND PROCEDURES**

**Dated and Effective as of September 1, 2019**

**Section I. Board Approved Committees**

**A. Formation of Board Approved Committees.** The Cottonwood Creek PTO Executive Board (“Board” or “Executive Board”) approved Committees are set forth in Section I.C, and may be amended as necessary by the Board.

**B. Duties of Board Approved Committee Chairperson(s), Coordinators and Liaisons.** There may be one or more persons appointed as Chairperson, Coordinator, or Liaison to each of these committees. The term for each position shall be two (2) school years. All Chairpersons, Coordinators, and Liaisons will be responsible for all of the following tasks and responsibilities:

- Attending the annual Committee Chair Training Meeting with the Board;
- Communicating committee information and committee business only via personal email, using Blind Carbon Copy for all group communications;
- Recording on the school’s master calendar all dates of committee events that impact the Cottonwood community;
- Developing committee plans as appropriate;
- Managing compliance with revenue and expense budgets provided by the Board;
- Providing monthly status reports to the PTO Board through designated Board representatives, where appropriate;
- Providing progress reports, for those committees that focus on fund-raising, to the Board representative concerning the committee’s progress in meeting the annual revenue goal(s);
- Provide training and materials to successor Committee Chairpersons, Coordinators, and Liaisons in electronic format no later than May 22 of the second year of your term; and
- Maintain the confidentiality of any information obtained as a result of acting as a Committee Chairperson, Coordinator, and Liaisons.
- In the event parent volunteers are not allowed on school property or in the school building, Committee Chairperson(s), Coordinators and Liaisons will work to their best ability to conduct their roles and committees virtually by working with the PTO Executive Board to support the school in a remote or virtual environment.



### **C. Listing of Board Approved Committees:**

1. Accountability Coordinator – The Accountability Coordinator shall attend the monthly meetings of the District Accountability Committee and report to the PTO. The Accountability Coordinator shall serve on the Cottonwood Creek Elementary School Accountability Committee.
2. Art Volunteer Coordinator - The Art Room Coordinator will work with the Art Room teacher to identify and schedule necessary volunteers for the art room throughout the school year and for the Integrated Art Show in the Spring. This person will also work with the Art Room Teacher to organize, coordinate, and implement the offer and sale of classroom art.
3. Auction Committee - This committee includes the Spring Live Auction Event Chair to manage the spring live auction event, the Donations Chair, to oversee donations for both online and live auction, and Online Auction manager to manage one online auction during the school year. Additional committee members can include a ‘Wine Closet Auction Chair’, ‘Class Creations Chair’ (if including in auction), ‘Cottonwood Parties Chair(s),’ and other positions as deemed appropriate by the Auction Committee Chair(s). A budget for this committee will be set annually by the Board, and this Committee shall provide a projected revenue and expense budget to the board.
4. Box Tops Committee - The Chairperson of the Box Tops Committee will organize several collections of box tops throughout the school year that are donated by students, staff, parents and the community. The Chairperson will then process the collected box tops after each event and send them to the registered organization in exchange for funds to be donated to the school. Boxtops chairperson will manage additional coupon based rewards programs such as Kelloggs Family Rewards and Labels for Education as needed.
5. Campus Middle School (“CMS”) Liaison - The CMS Liaison will facilitate communication between Cottonwood Creek and Campus Middle School, to ensure that students experience a smoother transition between schools. The Liaison will report monthly to each Board and to the CMS PTO Board, and will provide the respective Board Secretaries with Cottonwood Creek and CMS dates that will impact both communities.
6. Carnival Committee - The Chairperson of the Carnival Committee will organize, coordinate, and implement the Carnival fundraiser.



7. Community Service Committee –The Chairperson of the Community Service Committee shall be responsible for helping Cottonwood students be involved in some aspect of community service. The Chairperson coordinates activities through teachers and with the help of volunteers recruited by the Chairperson.
8. Cottonwood Caller (“Caller”) Committee – The Caller Chairperson is responsible for compiling and completing the school directory, and will coordinate the efforts of the Caller Committee, including without limitation the collection of student and school information, and the solicitation of advertising. The Chairperson shall coordinate with the Board representatives in the summer prior to the new school year to start the Caller development. A budget for this committee will be set annually by the Board.
9. Cottonwood Party Chairperson- The Cottonwood Party Chairperson will be responsible for managing kid and parent parties. These parties are hosted by Cottonwood parents and volunteers for other kid and families in the community.
10. Cultural Connections - The Cultural Connections Chairperson will coordinate events, programs, and activities to promote cultural awareness and sensitivity among students and the school. The Chairperson will work with the Second Vice President to plan and implement such events, programs, and activities. A budget for this committee will be set annually by the Board.
11. Dudes & Daughters Dance Chairperson – The Chairperson(s) of the Dudes & Daughters Dance Committee will organize, coordinate, and implement the dance.
12. Destination Imagination (DI) - The Chairperson of DI will be responsible for: (i) coordinating teams of Cottonwood students with appropriate volunteer coaches; (ii) arranging annual DI membership purchase; (iii) acting as the liaison between the district DI representative and Cottonwood teams; and (iv) assisting volunteer coaches as needed in preparation for the district DI competition.
13. Fall Fundraiser Fun Run Coordinator - The Chairperson of the Fundraiser Fun Run (Run 4 Funds) shall be responsible for helping to organize, coordinate, and implement the annual event. The Chairperson coordinates activities through the physical education teachers, as necessary, and with the help of volunteers. The Chairperson will report monthly to their Board representative. A budget for this committee will be set annually by the Board, and this Committee shall provide a projected revenue and expense budget to the board.
14. Fifth Grade Continuation Chairperson – The Continuation Chairperson coordinates fundraising for, and planning of, the 5th Grade graduation ceremony and reception. The Continuation Chairperson will recruit fourth grade parent volunteers to provide and serve



baked goods and refreshments during the reception after the 5th grade graduation ceremony. The budget for this committee will be set annually by the Board, and is designed only to supplement (not cover) the cost of the graduation ceremony and reception.

15. Health and Wellness Committee Chairperson – The Chairperson of the Health Committee will work to promote the health and welfare of the children in the school, and attend district health and wellness meetings. These duties include without limitation, hosting two annual ‘bike, walk, or scoot to school events,’ and a ‘Healthy Choices Week’ for participation by the entire school community during the week of national Earth Day. Additionally, the Chairperson will assist with any Cottonwood Creek School health programs and recruit volunteers when needed such as for hearing checks by the school nurse. A budget for this committee will be set annually by the Board.
16. Hospitality Committee Chairperson – The Chairperson of the Hospitality Committee will be responsible for coordinating refreshments at PTO functions, including: Back to School Teacher/Staff Luncheon, and the Back to School Social. Responsibilities will also include the coordination of monthly teacher/staff luncheons and Teacher Appreciation Week lunch or brunch following the policies and procedures set forth herein. A budget for this committee will be set annually by the Board.
17. Junior Great Books Chairperson – The Junior Great Books Chairperson will recruit volunteers and arrange for their basic discussion leader instruction when this training is necessary. The Chairperson will coordinate the Junior Great Books program. A budget will be set annually by the Board.
18. Kindie Coordinator (s)– The Kindie Coordinator will assist with activities geared towards Kindies, including the Kindie “Koffee and Kleenex” event on the first day of Kindergarten. The Kindie Coordinator will ensure new Kindie families feel welcome at Cottonwood. A budget for this committee will be set annually by the Board.
19. Legislative Liaison – The Legislative Liaison will attend the meetings of the Cherry Creek Community Legislative network. Responsibilities may entail conducting voter registration at school functions and/or organizing volunteers to support the needs of the Cherry Creek School District. The Liaison will also submit pertinent information to the Cottonwood Creek Courier.
20. Library / Technology Committee Chairperson – The Chairperson of the Library/Technology Committee will assist the Librarian and STEM teachers as necessary to recruit, arrange for orientation, and schedule volunteers in the library throughout the year.
21. Lost and Found Coordinator- The Lost and Found Coordinator is responsible for maintaining and organizing the lost and found area. In addition, responsibilities include



the coordination of periodic donations of unclaimed items (2-3 times per year). Unclaimed items should be donated to Clothes to Kids or a similar charity.

22. Music Volunteer Coordinator - The Music Coordinator will work with the Music teacher to identify and schedule necessary volunteers for music programs throughout the school year.
23. Restaurant Nights Chairperson – The Restaurant Nights Chairperson will be responsible for soliciting, coordinating, and publishing restaurant nights as necessary for the Cottonwood Community. The Chairperson must confirm there are no school programs or conflicts prior to booking an event.
24. Parents Information Network (“PIN”) for Cherry Creek Liaison - The Liaison to CCPIN shall attend all CCPIN meetings. The Liaison will communicate and disseminate information to and from PIN. The Liaison will coordinate Red Ribbon Week. The Liaison is responsible for maintaining the Community Board.
25. PE Committee Chairperson – The PE Committee Chairperson will be the liaison between the Physical Education teacher and the parent community. The Chairperson will be responsible for planning, organizing and running field day.
26. PEX/Groupvine Administrator Chairperson – The Groupvine Administrator Chairperson is responsible for data input, management, and maintenance of Groupvine software system.
27. PIN Committee Chairperson – The PIN Committee Chairperson will be responsible for attending PIN meetings and sharing the information with the Executive Board.
28. Publicity Committee – The Publicity Committee will work under the supervision of the Board Secretary to promote PTO activities through the use of the marquee. Responsibilities of this Committee include maintenance of PTO the marquee and bulletin board at the school. The bulletin board should be updated or changed as necessary to reflect school activities or PTO events. The Committee shall make contact with appropriate members of the media and promote the activities of the school.
29. School Board Representative – The School Board Representative shall attend Cherry Creek School Board Meetings held once a month and report findings to the Cottonwood Creek Elementary School parent/teacher community.
30. School Supply Sale Committee – The Chairperson of the School Supply Sale Committee will organize, coordinate, and implement the school supply fundraiser.



31. School-Wide Enrichment Committee – The Chairperson of School-Wide Enrichment shall bring speakers and programs to the classroom and to the entire school. The school-wide programs must be approved by the teachers, staff, and Board before scheduling. The Chairperson will gather, update, and maintain a resource file and implement its use with the teaching staff. The Chairperson coordinates efforts with STEM volunteers and GT staff to provide Type I and Type II experiences. A budget for this committee will be set annually by the Board. The Chairperson will manage the budget to ensure equitable distribution of enrichment funding.
32. Spirit Wear Committee – The Spirit Wear Committee will organize sales of Cottonwood Creek related clothing and collectables. Committee will select vendors, choose spirit wear offers for the school year, obtain board approval of selected offers and manage ordering, collection of payment and delivery of spirit wear items.
33. Spring Dance (Sock Hop) Committee - The Chairperson (s) of the Spring Dance Committee will organize, coordinate, and implement the spring dance.
34. Story Parent Committee Chairperson – The Story Parent Committee Chairperson will coordinate the Story Parent Reading Program for all interested teachers and schedule volunteers as often as once per week in each class or as requested by individual teachers. The Chairperson will provide volunteer training at the start of the school year, and will distribute schedules to volunteers and teachers.
35. Volunteer Coordinator Chairperson(s) - Working with teacher recommendations, the Volunteer Coordinator will recruit a Room Parent(s) and Party Parents for each classroom. In assigning Room Parents and Party Parents to each class, the Volunteer Coordinator will attempt to provide this volunteer opportunity to varying parents each year using a fair decision-making process. The Volunteer Coordinator will also be responsible for recruiting grade level Party Coordinators. Volunteer Coordinator will also work with the Art Room Coordinator as necessary to schedule volunteers through Room Parents. A budget for this committee will be set annually by the Board. The Volunteer Coordinator will schedule a Room Parent and Party Parent orientation meeting(s) to provide Room Parents and Party Parents with information necessary to fulfill their duties at each grade level, including the PTO Policies and Procedures, budget information, expense reimbursement procedures, school scheduling policies, and a schedule of expected school-year functions which may require Room Parent or Party Parent assistance.
36. Welcoming Committee- The Welcoming Committee Chairperson (s) shall insure that children new to the school throughout the year are welcomed into school community. The Chairperson will coordinate a new family breakfast during the first week of school. The Chairperson will also set up a welcoming table at the Teacher meet and greet to welcome students and parents and to provide PTO information. Chairperson(s) will also give tours of the school to perspective parents and students, as needed and/or requested.



37. The Yearbook Committee- The Yearbook Chairperson will select a yearbook company and work with the company throughout the year. The Chairperson will determine the design and format of the yearbook, and take pictures of school events or delegate others to take such pictures. The Chairperson will be responsible for taking yearbook orders for and distributing yearbooks.
38. Technology Chairperson – The Technology Chairperson will assist and advise the PTO Executive Board on digital processes and procedures to effectively manage the website platform, PTO electronic communications and correspondence, Groupvine platform, and assist in other technology-based guidance as needed by the board.
39. Scrips Coordinator – The Scrips Coordinator will manage the purchase and administration involving teacher and staff gift giving twice per year through the Scrips website via gift collection and gift card distribution to teachers. Gift collection can also be administered through Cheddar-up. Scrips Coordinator will also work closely with the Volunteer Coordinators and Room Parents to properly communicate gift collection procedures to parents and gift card purchasing procedures to teachers.
40. King Soopers/AmazonSmile – Shopping Give Back Coordinator – Coordinator will promote and communicate the procedures for registering Cottonwood Creek Elementary PTO as a charitable beneficiary of parent and family accounts at King Soopers and AmazonSmile. This also may include organizing and promoting a school-wide contest asking parents to register for these programs and pledging with a signature contest.

## **Section II. Finances and Funds Allocation Procedures**

### **A. General**

1. As noted in the Policies and Procedures, the PTO General Membership must approve the budget annually. Once the budget is approved, budgeted items do not need further membership approval to be paid. Non-budgeted items over \$500 need the approval of the General Membership. Cottonwood Creek PTO Bylaws and Policies and Procedures allow the Executive Board to approve non-budgeted expenditures up to \$500.
2. Guidelines on Appropriate PTO-related Expenses
  - a. IRS Guidelines for Non-Profit Organizations: Cottonwood Creek PTO is a tax-exempt 501(c)(3) organization. For an organization to continue to be classified as a tax-exempt under section 501(c)(3) of the Internal Revenue Code, the organization must be organized and operated “exclusively” for public purposes.



Any public, tax-exempt charitable group, such as the Cottonwood Creek PTO, must use all of the group's assets for its public, tax-exempt purpose. Therefore, none of the PTO's funds can be used to benefit private individuals. The only exception is when an individual benefits as a by-product of carrying out the Cottonwood Creek PTO's purpose.

- b. Cottonwood Creek PTO Policies: The Cottonwood Creek PTO's purpose is "to assist in attaining the highest level of education and welfare for the entire student body of Cottonwood Creek Elementary School through the cooperative efforts of the Faculty and Staff, the Cherry Creek District community and the parents." Expenses related directly to the educational environment and student experience are clearly allowable under the IRS guidelines. Reimbursement of expenses incurred by an individual on behalf of the PTO is not considered "individual benefit" as long as the expenses being reimbursed are appropriate.

## **B. Fundraising and Collection of Funds**

1. It is required that the Board approve of all fund-raising activities.
2. Cash collected at fund raising events should be verified by two people, of which one must be an Executive Board member as set for the Financial Policies Addendum to these Policies and Procedures.
3. The Board must approve unusual or out of the ordinary expenditures, including any request by a PTO Committee beyond its allocated budget.
4. Each Board shall set aside no less than \$2,500.00 to be passed on to the next year's PTO, using the fiscal year set forth in the Bylaws, exclusive of Designated Funds.
5. The school principal is responsible for signing any contracts for goods and services to be paid for by the PTO. At his/her discretion, the Principal may assign this responsibility to another person if necessary.
6. Parents of students may donate services or provide services or goods at cost but may not profit by selling services or goods to the PTO, without prior approval from the Board.
7. All PTO expenses must be pre-approved by the Board. All expense requests must be submitted to the Board allowing for a minimum of two weeks prior approval and must be submitted on the Expense Request Form (attached hereto). Thereafter, all PTO expenses must be submitted to the PTO for reimbursement within two weeks of incurring the expenses with appropriate receipts on the Expense Reimbursement Request Form. Failure to comply with this policy, including failure to submit the required forms and/or failure to abide by the time limitations herein, will result in non-payment by the PTO for incurred expenses.





8. Placement of text or logos as part of a sponsorship in PTO communications including, but not limited to Caller, Yearbook, 5<sup>th</sup> Grade Continuation, and Auction Invites will be offered to the sponsor from the previous year. Each year, rates will be set by the Way and Means co-chairs.

### **C. Funds Allocation Guidelines.**

1. PTO funds are available to provide or supplement programs, equipment, supplies, or services that may not be available through other sources, *i.e.* grade level funding, school, or district budgets.
2. Uses of PTO funds should fall within the stated purpose of the Cottonwood PTO as set forth in the Bylaws.
3. Funds allocated should benefit the greatest possible number of students, whether impacting the entire school, an entire grade level, a special program or special need.
4. In the event that PTO funds are approved for salaries, the allocated funds will be released to the school administration. The school administration, not the PTO, will act as the employee's supervisor.
5. In the event PTO funds are approved for specific requests other than salaries, the allocated funds will be released to the school administration to purchase the approved items. Allocated funds must be used to purchase the approved items within 90 days or the funds must be returned to the PTO budget and may be reallocated by the general membership in future allocation requests.
6. PTO Funds Allocation request for technology must be reviewed by the Technology Committee prior to being submitted to the Board.
7. Funds Allocation Procedures: Requests for PTO funds will be submitted through a written proposal to the Board by a pre-specified deadline. PTO will conduct a formalized funds allocation process in the fall and spring of the school year. Funding needed at other times may be considered by the Board on an exception basis.
8. Proposals will identify the requested expenditure and students or school area benefited through requested funding and cost. The Board will review submitted proposals to ensure compliance with guidelines stated above. Proposals that meet guidelines will be presented and voted upon at an open PTO Funds Allocation Meeting. Voting Procedures: Only PTO members (Cottonwood faculty, staff and parents) in attendance at the PTO Funds Allocation Meeting may vote on requests. After all presentations have been completed, each member will be asked to rank their choices for funding with the highest number indicating the first choice, and the lowest number indicating the last choice. Each item may receive only one vote.



9. The “N” vote is given to items that you are not interested in funding.
10. If an allocation request receives 51% or more “N” votes from total voting members present, it will not be funded.
11. The votes will be tabulated, and items will be funded in order from the highest total of votes received to the lowest, as long as there are funds available. If feasible, the last item to be funded can receive partial funding.

**D. Expense Reimbursement.** All reimbursed expenses must be within an allocated assigned budget to a committee and shall not exceed the committee’s budget at any time; expense reimbursement forms are available on the Cottonwood Creek PTO Website and need to be submitted with a soft copy itemized receipt for expenses incurred. All checks will be picked up at the Cottonwood Creek Front Office.

**E. Other Fund Requests.** Request for funds that fall outside the regular PTO funds allocation process or regular PTO budget process will be reviewed for approval by the Board. The Board has the authority to approve expenditures up to \$500.00 without the consent of the General Membership. The Board shall refer expenditures exceeding \$500.00 to the General Membership for approval. The Board shall use the guidelines set forth herein when reviewing funding requests.

### **Section III. Classroom Use Guidelines**

- A. School rooms are used on a continual basis before, during, and after school for various school and non-school related purposes. The PTO often uses a portion of or even the entire school to hold a special program or fund raising event. When the PTO sponsors an event, the following steps should be taken by PTO Committee Chairs to make sure the required space is available and to see if other arrangements can be made for activities that may be displaced:
  1. Inquire into the availability and feasibility of using a room by discussing your needs with the Office Manager. If the space is available, inform the Principal and Building Engineer of your needs first by submitting a Facilities Request Form (available in the Cottonwood main office).
  2. If the Facilities Request Form is approved:
    - a. Record the event needs on the large scheduling calendar behind his/her desk in the office. Include duration of setup and take down.
    - b. Confer with impacted staff (Gym, Music, Kids Club, Cafeteria, Media Center) to be sure the event (including setup and take down) can be accommodated on the date(s) desired.



## **Section IV. Nominating Committee Guidelines**

- A. In evaluating nominees for Board positions, the committee **must** consider past leadership experience at Cottonwood, volunteer experience, and information given on the nomination form
- B. In evaluating nominees for Board positions, the committee **may** consider consulting veteran officers of that position and unique skills of candidates relative to the position.
- C. The committee should verify with all nominees that they accept the nomination, acknowledge the two-year commitment, and consider any other positions on the Board.

## **Section V. Parties and Gift Guidelines**

- A. Faculty/Staff Gifts from the PTO - Gifts may be provided for the following:
  - 1. Birth of a baby – gift or gift certificate
  - 2. Death of an immediate family member – a book will be donated to the Media Center by the PTO in the name of the deceased. Alternately, a donation to the selected charity of the family can be made by the PTO.
  - 3. Marriage – gift or gift certificate.
  - 4. Surgery or major illness (non-elective surgery, non-terminal illness) – The PTO will send a card and may in some cases purchase a gift or restaurant certificate or send flowers.
- B. PTO Member Gifts - For deaths of immediate family of PTO members, the PTO Executive Board will send a card upon notification. Individuals may coordinate additional efforts on their own using funds other than those of the PTO. The Board may approve use of PTO funds in unusual circumstances.
- C. Class Parties, Events, and Gifts
  - 1. The Volunteer Coordinator shall coordinate the school-wide collection of money for the purchase of winter holiday and year-end gifts for the teacher assistants, specials teachers and school staff. Students' families may donate at their option. All requests for funds must state that donations are optional. One follow-up reminder in writing is acceptable. The request must state that the Volunteer Coordinator is coordinating a group gift to the specials teachers and school staff. Should families wish to contribute to a group gift; their names will be included on the gift's card. Specials teachers' and school staffs' birthdays can only be recognized with a card, snack, or other no-cost event. A group card or booklet



with students/families writing and pictures can be coordinated and assembled for any special occasion.

- a. The Volunteer Coordinator will communicate to the parents that each family may recognize individual staff members whom they have special relationships with outside of our PTO coordinated process.
2. Room Parents shall coordinate the collection of money for the purchase of winter holiday and year-end gifts for their respective teacher. Students' families may donate at their option. All requests for funds must state that donations are optional. One follow-up reminder in writing is acceptable. The request must state that the room parent is coordinating a group gift to the teacher. Should families wish to contribute to a group gift; their names will be included on the gift's card. The purpose of limiting class gifts to gifts at these times and through the coordinated efforts of Room Parents is to encourage parity among gifts given to teachers throughout the school on a class-wide basis.
    - a. In the instance that a Teacher goes on leave during the school year, it will be up to the Room Parent's discretion to decide if and how to split the funds collected between the Substitute and Teacher.
    - b. Teacher gifts by individuals (i.e., not through a coordinated effort either by the Room Parents or other parents) are not covered by this policy and such gifts are outside the scope of the PTO.
  3. Gifts to aides should be coordinated by the Volunteer Coordinators. The total value of the gift to a teacher assistant should not exceed that of the gift to the respective teacher. Teachers' and teacher assistants' birthdays can only be recognized with a card, snack, or other no-cost event. A group card or booklet with students/families writing and pictures can be coordinated and assembled for any special occasion.
  4. The PTO will provide an amount set by the Board each year per student for two parties throughout the year. The Volunteer Coordinator will meet with party parents (grade level and/or classroom party parents) to review party guidelines, party budgets, and PTO reimbursement procedures. All purchases by the Volunteer Coordinator must be made within the assigned budget for this committee, and must be made in accordance with these Policies and Procedures.
  5. All communications by the Volunteer Coordinator and Room Parents must be using Blind Carbon Copy for all group communication.
  6. Parties for PTO sponsored groups (e.g., Chess Club) will be funded by money collected from participants and not from the PTO budget.



## Section VI. General Executive Board Guidelines

- A. The Board may conduct a survey of teachers, faculty, and parents to gather feedback on PTO provided services, fundraisers, activities, and functions. Where appropriate and when preapproved by the Second Vice President, the Board may conduct a survey of students to gather feedback on PTO provided services, fundraisers, activities, and functions. Survey results may be used to assist in planning PTO activities for the following year.
- B. Not all school events are PTO sponsored events, including without limitation, the annual Book Fair run by the Library, Bake Sales or other grade level fundraisers, Field Day and other events run by the physical education staff, Foreign Language, Science Matters, and other before and after school activities.
- C. The Board, on a rotating basis, will act as a liaison to the Cherry Creek Schools District Parents Council, and will attend the monthly meeting of the Cherry Creek School District Parents Council. It is the Liaison's responsibility to report events and dates that are happening at Cottonwood to Parents Council. The Liaison will report to the Board any dates, events, and happenings that are going on in the District.
- D. The Board shall maintain and utilize standard email addresses for incoming PTO business related emails. All emails sent to the PTO maintained email addresses will be forwarded to the board members personal email accounts for review and response. These emails will be owned by the PTO and will not be used for personal reasons. The presidents will send eTales and other communications will be sent via Volunteer System Manager using the standard PTO email addresses.
- F. Board members shall maintain the confidentiality of Board discussions and information. Failure to maintain the confidentiality of Board discussions and information may result in termination.
- E. The Board shall maintain generic email addresses for use by the Board, such as [Presidents@CottonwoodPTO.com](mailto:Presidents@CottonwoodPTO.com). These email address are owned by the PTO and will transfer to successor Board members each year. Use of these email address for non-PTO business is prohibited.



**As Adopted by the Board: September 1, 2018**  
**COTTONWOOD CREEK ELEMENTARY SCHOOL**  
**ADDENDUM TO THE PTO POLICIES AND**

**PTO FINANCIAL POLICIES**

**I. Purpose and Intent**

These policies are intended to document Cottonwood Creek PTO policies and procedures regarding using and receiving payments via cash, credit cards, and checks to meet the requirements of the Parents' Council and ensure appropriate fiscal management. The policies apply to all PTO members, including the Board, Event Chairperson, and other that may find themselves responsible for receiving, requesting, or making payments related to the PTO.

**A. Cash Policies**

Accepting Cash Payments: Cottonwood Creek PTO accepts cash for payments made to the PTO. When possible, two people should be present when cash is being handled or counted. Cash revenue from event sales should be forwarded to the Treasurer, with a completed Deposit Notice Form or Cash Box Check Out form as soon as practical after an event or sale. Cash awaiting deposit should be kept locked in the front office until receipt by the Treasurer.

**B. Credit Card Policies**

Paying with Credit Card or Debit Card: Cottonwood Creek PTO does not have a credit card account and therefore cannot pay for purchases with a credit card. However, Cottonwood Creek PTO has a debit card that may be used for purchases.

Accepting Credit Card Payments

1. All transactions should be processed at the school, online, or at pre-approved event locations.
2. No credit card transactions should be processed unless two designated parent PTO members are present.
3. A master list of each parent who has charges processed through the credit card system should be maintained. If the credit card system can produce the list, then that list will be sufficient.
4. Cheddar-up is an acceptable format for accepting online credit card payments and bank direct deposit transfers as forms of payment. The Treasurers will manage a central PTO Cheddar-up account where all collected monies will be transferred directly into the PTO checking account.



### C. Check Policies

Paying with Check: Cottonwood Creek PTO maintains a checking account and can pay for purchases with a check so long as the appropriate **Check Reimbursement Form** is completed properly. <http://cottonwoodcreekpto.com/submit-a-check-reimbursement-form/>.

The **Check Reimbursement Form** is used to request and document any check to be written from the Cottonwood Creek PTO account, including paying vendors and reimbursing individuals for expenses they incur on behalf of the PTO. Appropriate documentation for the purpose of the request should be attached to the form (e.g., receipts, invoices, etc.)

Checks will not be written for any purpose without an approved **Check Reimbursement Form**.

Checks will be made out and signed by the Treasurer, unless the check is payable to the Treasurer (i.e., for reimbursement.) When the check would be payable to the Treasurer the Co-Presidents or Co-Treasurer must sign the check. All checks must be picked up by the requestor at the Cottonwood Creek Front Office.

Checks over \$500 require 2 signatures by the Co-Treasurers and/or Co-Presidents. All checks over \$1,000 or made out to a PTO Executive Board Member must be photocopied and kept in records for the annual review.

#### Accepting Check Payments

Cottonwood Creek PTO accepts checks for payments made to the PTO. Order forms should be used when possible, and those order forms should have a way for the purchaser to indicate they paid with a check and the check number. The order forms should be kept by the PTO until at least 30 days after the purchased items are delivered.

Checks should be kept secured in the school front offices until they are processed and deposited. Checks should be forwarded to the Treasurer as soon as practical after an event or sale, along with a Deposit Notice.

The PTO will attempt to collect bank fees and the original amount of the check for checks that “bounce”. The PTO reserves the right to refuse to accept checks from individuals who have “bounced” checks to the PTO in the past.



### **Treasurer Guidelines for Reimbursement as of Sept. 2019**

To receive reimbursement for money spent on behalf of Cottonwood Creek PTO:

1. Please complete the **Check Reimbursement Form** on the Cottonwood Creek PTO website (<http://cottonwoodcreekpto.com/submit-a-check-reimbursement-form>) **within 30 days of dated receipt.** You will need to attach a soft copy of the original receipts to the form.
2. Once all necessary documents are received via the website, checks will be issued and left in the treasurer's folder in a drawer behind the front desk. Checks will be held there for pick up, unless we have been directed to send to a third party. Notifications will not be sent due to the volume and frequency of checks requested; it is your responsibility to inquire at the front desk or look in the folder for your check.
3. Reimbursement checks may take one business week to be issued depending on the size of the request. Please ensure all information is included in request form to avoid delay.

If you have any questions about reimbursements, please call Jessica Rothschild at 303-913-8391 or email [treasurer@cottonwoodpto.com](mailto:treasurer@cottonwoodpto.com). Thank you for all you do for Cottonwood!

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**COTTONWOOD CREEK ELEMENTARY PTO  
DEPOSIT NOTICE**

Check #: _____	Amount: _____
Date Paid: _____	Initials: _____

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Signatures of persons submitting deposit \_\_\_\_\_

Project: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Specific Description of Source: (e.g.: ice cream social)  
\_\_\_\_\_

**Complete the following information for your deposit**

**Cash:**

**Checks:**

\$20 x \_\_\_\_\_ = \_\_\_\_\_

\$10 x \_\_\_\_\_ = \_\_\_\_\_

\$ 5 x \_\_\_\_\_ = \_\_\_\_\_

\$ 1 x \_\_\_\_\_ = \_\_\_\_\_

.25 x \_\_\_\_\_ = \_\_\_\_\_

.10 x \_\_\_\_\_ = \_\_\_\_\_

.05 x \_\_\_\_\_ = \_\_\_\_\_

**Total Cash = \$ \_\_\_\_\_**

**Total Checks = \_\_\_\_\_**

**Accepted by (PTO Treasurer) \_\_\_\_\_ Date: \_\_\_\_\_**