



STEM School Highlands Ranch PTO Policies and Procedures

An Outline and Description of PTO Goals, Duties, Norms, and
Expectations of a Person holding an Executive Board Position per the
Bylaws and School Policies as of August, 2019

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STEM School Highlands Ranch PTO General information

STEM School Highlands Ranch's Mission:

We envision a world of exponential possibilities where every child develops the innate knowledge, skills, creativity and character to thrive, lead and succeed in an ever-changing future. Never Stop Innovating.

PTO of STEM School Highlands Ranch's Mission:

“Enhance the overall experience for students, staff and families at STEM School Highlands Ranch.” Our mission ensures STEM PTO works in partnership with STEM School Highlands Ranch to foster a strong sense of community, provide enhancement activities for students, faculty, staff and families and help increase the educational, social and emotional experience for the members and their families.

PTO of STEM School Highlands Ranch's Objectives:

- The STEM PTO Executive Board's goal for fundraising is to organize and support fundraising and enhancement activities that enhance the quality of STEM School Highlands Ranch, its student's education and environment, and the community.
- To promote effective communication between parents/guardians, the school staff, and the community.
- To assist in the administrative activities of the school and support its policies and goals.
- To organize and support fundraising and enhancement activities.
- To serve in an advisory capacity to the STEM School Board of Directors, or at the request of other groups.

STEM School Highlands Ranch PTO Behavioral Policy:

The PTO adheres to the STEM School Highlands Ranch Formula for Character, STEM School Highlands Ranch Student Honor Code, and Assembly Behavior Code. All members, including officers, guests, and/or event participants shall adhere to these policies at all PTO events, meetings and activities, whether on campus or off-campus or on transportation provided by the PTO.

The Formula for Character:

The Formula for Character are five (5) main character traits that are the framework for character development at STEM School Highlands Ranch. This framework is integrated into member conduct expectations of PTO members.

- **Honesty:** Telling the truth, even when it's not easy
- **Integrity:** Doing what is right, even when no one is watching
- **Respect:** Treating everyone - staff, students, volunteers, oneself, & property - with kindness
- **Responsibility:** Being accountable for one's actions and decisions
- **Empathy:** The capacity to understand or feel what another person is experiencing from within the other person's frame of reference

STEM School Honor Code:

Executive members of PTO will:

- Be polite and attentive
- Bear the responsibility for his or her personal conduct
- Cooperate with and respect the faculty and staff, including administrators, teachers, administrative staff, custodians, other members of PTO, and any other people working in the school
- Communicate in an acceptable tone of voice using an acceptable choice of words
- Respect others by not threatening or intimidating any other person

Bullying, Harassment, and Intimidation:

The PTO does not condone any form of Bullying, Harassment, and Intimidation. This policy is a component of STEM School and it is an integral part of the PTO's responsibility to create and maintain a safe, civil, respectful and inclusive community. Please visit STEM School Highlands Ranch Student/Parent Handbook to see the definition of Bullying, Harassment, and Intimidation.

Consequences for Inappropriate Behavior

Holding an executive position requires members to act according to all of STEM School of Highlands Ranch's Behavioral Policy. All members are expected to uphold the honor code and values of honesty, integrity, respect, responsibility and integrity as citizens in the STEM School Highlands Ranch community. If a member acts outside these parameters, the consequences for the infraction is "cause" for consideration of their removal from office, as stated in the bylaws; (Article 4, Section 6) . "An officer can be removed from office with cause by a majority vote at a regular meeting where previous notice has been given at least five (5) days prior. Additionally, committee members may be removed with cause by the Chair of the committee and/or a majority vote of the STEM PTO Executive Board, at any time."

PTO Executive Board Duties:

The duties of the STEM PTO Executive Board shall be to transact business between meetings in preparation for general and special meetings, create standing policies and procedures, create standing and ad-hoc committees, prepare and submit a budget, approve routine bills, prepare reports and recommendations to the membership while adhering to the STEM School of Highlands Ranch's Behavioral Policy.

STEM School PTO Executive Board and Officer Positions

The following are descriptions of each officer position within the PTO and the expectations of that position according to the PTO Bylaws linked [HERE](#) (see Article IV, Section 1: a - Article IV, Section 1: h). While acting as a representative of STEM School Highlands Ranch, it is understood that all PTO officers should always align their agendas and events with Stem School Highlands Ranch's mission, PTO's Mission, and PTO's Objectives during their term.

While holding their position in office, each member will be expected to act according to, and within the specification of their specific positions as it is described in the PTO Bylaws. In addition, all officers should respect the actions made by the other PTO officers who are acting within the parameters of their positions on the board. There is an overall expectation that each PTO officer should have, at minimum, a basic understanding of the individual PTO roles.

1. President(s) (see Article IV, Section 1: a)

- a. "The President shall preside over meetings of the organization"
 - i. The President(s) shall ensure PTO meetings are scheduled at least once per month, during the school year. (see Article III, Section 4)
 - ii. The President(s) should determine if there is a Quorum at each meeting prior to calling the meeting to order (see Article III, Section 6)
 - iii. The President(s) should govern all scheduled meetings and motions according to Robert's Rule of Order (see appendix A) as long as they are not in conflict with STEM PTO and the Foundation for Douglas County (see Article VIII and Article V, Section 4).
 - iv. The President(s) should determine if a meeting should be called to review PTO Bylaws within each year of their term and determine if the bylaws need to be amended. (see Article XI, Section 1)
 - v. If the bylaws are to be amended, the president (s) should motion the creation of an ad-hoc bylaw committee (see Article XI, Section 2, a).
 - vi. The President(s) Should determine if a meeting should be called to review PTO Policies and Procedures within each year of their term (see Article VI, Section 8)
- b. "...serve as the primary liaison for the Executive Director and STEM School Highlands Ranch Board of Directors"

- i. Interpreted to mean that all official PTO communications and correspondences with the school administration should be conducted by the person(s) holding the position of president.
- c. “...serve as spokesperson for the PTO outside the organization”
 - i. Interpreted to mean all official communications and correspondences with entities outside PTO should be conducted by the person(s) holding the position of president.
- d. “...serve as an ex-officio member of all committees,”
 - i. Interpreted to mean a person holding the position of PTO president is a member of all the committees and subcommittees within PTO.
- e. “...oversee the efforts of its officers and organization.”
 - i. Interpreted to mean a person holding the position of PTO president is to manage and/or supervise all the PTO related projects and events of the officers within the PTO board.

2. Vice-President(s) (see Article IV, Section 1: b)

- a. “The Vice President shall coordinate fundraising and events”
 - i. Interpreted to mean a person holding the position of PTO vice-president should oversee and help plan and coordinate all the events being offered by PTO.
- b. “Vice-Presidents shall serve as Chairs on the Fundraising and Events Committees”
 - i. Interpreted to mean a person holding the position of PTO vice-president shall manage and/or supervise all PTO committees that were created for events or fundraising.

3. Treasurer(s): (see Article IV, Section 1: c)

- a. “The Treasurer shall oversee all funds of the organization in accordance with The foundation procedures”
 - i. The Treasurer shall oversee the draft budget for the next fiscal year and shall be approved by the STEM PTO Executive Board prior to the BOD meeting before the final day of the current fiscal year. Adjustments to the annual budget shall require a vote of the STEM PTO Executive Board.(See Article VI, Section b)
 - ii. The Treasurer shall be an Authorized Signatory (see Article VI, Section 1.a)
 - 1. An Authorized Signatory, as defined by the Foundation for Douglas County Schools, shall receive all funds and deposits on behalf of the organization.
 - 2. There must be at least two (2) Authorized Signatories of a STEM PTO Executive Board on the account at The Foundation.

Treasurers shall be Authorized Signatories and additional Authorized Signatories shall be determined according to our Financial Policy.

3. STEM PTO shall follow the Foundation for Douglas County Schools unless stated otherwise in our Financial Policies.
 4. A STEM PTO Executive Board officer may not approve his or her own expenses.
- iii. The Treasurer shall ensure that STEM PTO shall maintain a minimum bank account balance of \$2,000 at the end of each fiscal year. (see Article VI, Section 1.d)
 - iv. The Treasurer shall issue Grant Funds distributed to STEM School Highlands Ranch during the STEM PTO Executive Board Granting Cycles in accordance with current Financial Policies.(see Article VI, Section 1.e).

4. Secretary(ies): (see Article IV, Section 1: d)

- a. “The Secretary shall keep and maintain records and supporting documentation of the organization, meeting agendas and minutes.”
 - i. Interpreted to mean a person holding the position of PTO Secretary, if determined necessary by the board, shall update and maintain the PTO bylaws, and Policy and Procedure documents as well as any other documents used/needed by the board. The Secretary should have these documents accessible for all board members (ie: shared drive).
 - ii. “The Secretary shall submit the meeting agenda to the STEM PTO Executive Board three (3) days prior to any meeting”. (See Article IX, Section 1)
 - iii. “The Secretary shall record and submit all minutes to the STEM PTO Executive Board for approval. If minutes are not approved, the secretary shall ratify the minutes to be voted at the next monthly meeting until they are approved. Upon approval, STEM PTO Secretary shall post the monthly meeting minutes to STEM PTO communications channels and provide them to The Foundation”.(See Article IX, Section 2)
 - iv. “The minutes of the STEM PTO Executive Board and all committees with board-delegated powers shall contain The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings”. (See Article XII, Section 4:b)

5. Communications Officer:(see Article IV, Section 1:e)

- a. “The Communications Officer shall oversee all STEM PTO communications and marketing”.
 - i. Interpreted to mean a person holding the position of PTO Communications officer should support inter-communication within PTO, and advertise approved PTO events. This includes social media announcements, fliers and announcements in the school newsletter.
- b. “The Communications Officer shall serve as Chair on the communications Committee”.

6. Member At Large Officer(s): (see Article IV, Section 1: f)

- a. “The Member At Large Officer shall oversee all hospitality needs,”
 - i. Interpreted to mean a person(s) holding the position of PTO Member At Large positions should manage and ensure the reception and entertainment of guests, visitors, new or future family members joining STEM School Highland Ranch.
- b. “The Member At Large Officer shall oversee volunteer and staff appreciation...”
 - i. Interpreted to mean a person(s) holding the position of PTO Member At Large positions should manage and ensure that staff and volunteers are recognized for their efforts.
- c. “The Member At Large Officer shall serve as a liaison between volunteers, parents, and staff/teachers”.
 - i. Interpreted to mean a person(s) holding the position of PTO Member At Large positions should support communication and cooperation between volunteers, parents, and staff/teachers and help to facilitate a close working relationship between people in these different groups within the school.
 - ii. Interpreted to mean a person(s) holding the position of PTO Member At Large positions should be the first point of contact should a parent need guidance with a grievance.

7. Staff Liaison: (see Article IV, Section 1: g)

- a. “The Staff Liaison shall be the Executive Director of STEM School Highlands Ranch”.
- b. “The Executive Director may give their vote via proxy to anyone employed at STEM School Highlands Ranch at any meeting/voting session on their behalf”.

8. SAC Liaison:(see Article IV, Section 1: h)

- a. “One officer on the STEM PTO Executive Board shall serve one (1) year as a voting member of the School Accountability Committee, also known as SAC”.

- b. “This position shall be elected by a majority vote from the STEM PTO Executive Board to serve”.
- c. “If all officers are ineligible to serve, the STEM PTO Executive Board can elect a parent/guardian to serve for the one (1) year term”.
- d. Interpreted to mean a person(s) holding the position of PTO SAC Liaison attends both PTO and SAC monthly meetings and updates both boards on the events of the other. They act as a source of information for, and provide an additional form of communication between the SAC and the PTO.

Committee Board Chairs: A Descriptions of Duties

- **Vice-President(s) (see Article IV, Section 1: b)**
 - **Fundraising Committee**
 - Prepares and implements the annual fundraising plan for PTO
 - **Events Committee**
 - Prepares and implements the annual events plan for PTO
- **Treasurer(s): (see Article IV, Section 1: c)**
 - **Finance Committee**
 - Prepares the financial budget for the PTO
 - **Grants Committee**
 - Prepares and implements the 2 or 3 annual grant cycles for PTO. Assists teachers, admin, staff through the process of completing grant forms.
- **Secretary(ies): (see Article IV, Section 1: d)**
 - **Nomination Committee**
 - With the exception of Staff Liaison, PTO shall have both a Spring and Fall Election Cycle for all officer positions (See Article IV, Section 2)
 - Responsible for implementing the nomination process according to the steps given in the bylaws (see Article IV, Section 2:a;b)
- **Communications Officer:(see Article IV, Section 1:e)**
 - **Communications Committee**
 - Prepares and implements the annual communications plan for PTO
- **Member At Large Officer(s): (see Article IV, Section 1: f)**
 - **Hospitality Committee**
 - Prepares and implements the annual plans for teacher and staff appreciation.
 - Prepares and implements the annual plans for parent community care
- **Staff Liaison: (see Article IV, Section 1: g)**
 - **Teacher/Staff Committee.**
 - Coordinates with the Hospitality committee

Communications

The PTO of STEM School Highlands Ranch recognizes the importance of appropriate communication pathways. The PTO in correspondence with the Communications Officer at STEM School Highlands Ranch, will maintain a web page designated to PTO, and update it regularly with information on events and issues of importance to the community.

Email news and announcements within the Weekly school newsletter will be sent as needed to augment and emphasize items on the web page.

Communication between the PTO, school staff, volunteers and parents is also vitally important to the purpose of the PTO board.. Often misunderstandings can arise between or within different groups of STEM's community.

Effective Communication Pathways

Effective communication pathways can reduce or eliminate the impact of these events. The following are provided as a guide for communication within PTO, the school and between the PTO and our community according to the structure of communication given in the Stem School Highlands Ranch Student Parent Handbook:

Communication Pathway between the Parent Community and the School

- Parents or community members with questions about the conduct of school should make every attempt to contact the appropriate teachers first. Contact may be via phone call, email, or meetings with the teachers.
- Teachers are to make every attempt to respond to email and phone messages within two business days of receipt of the question.
- If parents or community members have questions that do not involve specific teachers, they should arrange a meeting with the Assistant Director of Student Experience for the student's grade level to discuss issues of broader concern. Appointments can be set up by calling the office (303-683-STEM).
- In the event concerns are not satisfactorily met, parents or community members have the option to present the concerns to the PTO (through the person(s) holding the position of Members at Large), to SAC, and/or the STEM School Highlands Ranch Board of Directors.
- Should any member of the PTO be approached by a parent regarding needing assistance or support with school communications, they should direct that parent to contact the officer(s) holding the position of Members at Large (**see Article IV, Section 1: f**).
- Once the Members at Large receive that communication from a parent, they shall guide the parent along the appropriate pathway of communication According to the STEM

School Highlands Ranch Student Parent handbook, while acting as a liaison for that parent. The officer may also ask for a motion to address the PTO board during a meeting should the situation require further input, support, or clarification.

Communication Pathway between the Parent Community and PTO Officer Members:

- Parents, volunteers or community members with questions about the conduct of any PTO executive board member or would like to voice concerns of an event should make every attempt to contact the appropriate officer first. Contact may be via phone call, email, or meetings with the officer.
- The PTO Officer receiving that correspondence, either in person, via email or by phone (voice or chat) is required to notify the officer(s) holding the position of President of the communication, and shall provide details along with any documented correspondences upon request.
- The PTO should make every attempt to respond to email and phone messages within two business days of receipt of the question.
- In the event concerns are not satisfactorily met, may call a Special meeting to address the concern with the board.
 - Special Meetings. Any two (2) officers of the STEM PTO Executive Board may call special meetings. Notice and the agenda of the special meeting shall be sent to the Executive Board officers at least five (5) days prior to the meeting. Any supporting documentation or drafts that shall be presented must be submitted to the Executive Board by at least three (3) days prior to the meeting. A copy shall be retained and filed by the Secretary (See Article III, Section 5)..
 - If the PTO board determines that the officer violated the PTO Behavioral Policy, the board may precede with a motion to apply consequences according to the PTO bylaws and Policies and Procedures hereunto set forth.

Communication Pathway between PTO Executive Officers or PTO Committee Members:

Grievance and Complaints

The grievance procedure may be used for any situation occurring within the operation or normal procedures of PTO, which causes a member to believe they have been wronged. A member may initiate the procedure when they believe that a violation, misapplication, or misinterpretation of PTO's behavioral policy, School Board policy or state or federal law or regulation has occurred.

Formal Complaints :

Formal complaints are incidents suspected to have violated PTO policy, School policy, legal or regulatory obligations of the School.

- PTO executive members and Committee volunteers with questions about the conduct of any PTO executive board member or volunteer, or would like to voice concerns of an event should make every attempt to contact the appropriate officer first. Contact may be via phone call, email, or meetings with the officer.
- The PTO Officer receiving that correspondence, either in person, via email or by phone (voice or chat) is required to notify one of the officers holding the position of President of the communication/complaint, and shall provide details along with any documented correspondences upon request.
- The PTO members should make every attempt to respond to email and phone messages within two business days of receipt of the question.
- In the event concerns are not satisfactorily met, may call a Special meeting to address the concern with the board.
 - Special Meetings. Any two (2) officers of the STEM PTO Executive Board may call special meetings. Notice and the agenda of the special meeting shall be sent to the Executive Board officers at least five (5) days prior to the meeting. Any supporting documentation or drafts that shall be presented must be submitted to the Executive Board by at least three (3) days prior to the meeting. A copy shall be retained and filed by the Secretary (See Article III, Section 5)..
 - If the PTO board determines that the officer violated the PTO Behavioral Policy, the board may precede with a motion to apply consequences according to the PTO bylaws and Policies and Procedures hereunto set forth.

No Retaliation:

No person who in good faith reports a violation of School policy, law or regulatory requirement shall suffer harassment or retaliation. No School student shall suffer harassment, retaliation or adverse academic consequence for their Parents' good faith report of violation of School policy, law or regulatory requirement. A School board member, committee member or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination from their position and/or removal from all future PTO events.

Requirement of Good Faith:

Anyone filing a complaint concerning a suspected violation of School policy, law or regulatory requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality and Anonymous Complaints:

Formal complaints within PTO should be submitted on a confidential basis to either person holding the executive position of PTO President, and may be submitted anonymously. Details of formal complaints will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations:

If possible, the PTO President, with respect to a reported violation, will acknowledge receipt of the formal complaint in writing to the complainant within five business days (e-mail is acceptable). All reports will be promptly investigated and appropriate corrective action, in accordance with PTO's bylaws, and Policy and Procedures, will be taken if warranted by the investigation.

Emergency Protocols

As members of the PTO, it is good to have an understanding of STEM School Highlands Ranch Emergency Protocol. Below you will find general information that you should be aware of in the event of an emergency. Please keep in mind that not all information is disclosed in order to protect the safety of staff and students

- Staff members will not open doors during a lockdown.
- Visitors will be allowed access to students only if the Douglas County Sheriff's Department (DCSD) determines the site is secure.
- The school will adhere to all demands by the DCSD. Please watch this video by iloveyouguys.org about the Standard Response Protocol that our school follows.
- Information regarding a lockdown or other emergency at the school will be posted on the school's social media and website (www.stemk12.org) as soon as possible. However, our main priority will be the safety of the student prior to parent communications. Therefore, we may not be able to answer the phones or return calls as quickly in the event of an emergency.
- Parents are asked not to contact the DCSD for information. This is a firm request of the DCSD.
- The school will attempt to provide parents and guardians with accurate information as quickly as possible. However, please understand that events of this nature are very fluid and constantly changing. Also be aware that information from other sources, such as news media, Facebook or Twitter, may not be accurate. Should your child contact you during such an event, remind them it is important they follow the directions of school staff.

The Foundation For Douglas County Schools

The PTO at STEM School Highlands Ranch is a Chapter of the Foundation for Douglas County Schools. The Foundation is a non-profit 501(c)(3) foundation incorporated in the State of Colorado in 1990. The Foundation was created to provide resources to the Douglas County School District. Foundation Chapters are created to provide resources that enrich the educational opportunities of students within their specific school or program. These resources may be in the form of funds (grants), materials and services.

Role of Chapter

Chapters are fundraising and community building entities for their respective schools or school programs. Chapters should budget for income and expenses as it relates to these types of activities and therefore its mission. For example, buying spirit wear, paying for teacher appreciation meals or gifts, putting on the school carnival or holiday event, annual galas and other fundraisers. Chapters should not be purchasing items directly for the school. If it's something that belongs to the school such as equipment, furniture, team uniforms, or any capital or building improvements, those are purchases that the school needs to make via the procedures the District has in place. Rather, Chapters should issue grants to the school via a transfer or intra-district charge form. If you have any questions about whether an expense should be paid for by the Chapter or the school, please don't hesitate to contact the Foundation.

Maintaining Good Standing

To maintain good standing, each Chapter must adhere to the policies outlined in their guide linked [HERE](#). Failure to comply with their policies and requirements may result in the loss of privileges and/or opportunities, or may result in a probationary status. The Foundation reserves the right to revoke a Chapter's affiliation if these policies are not followed.

Liability Insurance

The Foundation maintains a liability insurance policy whereby all Chapters are included in the coverage as detailed in the policy.

The Foundation insurance does NOT include liquor liability and therefore does not cover Chapter members who serve or sell alcohol at a Chapter event, unless the Chapter uses a third-party vendor. Use of a third-party vendor to provide the sale and service of alcohol is strongly recommended. Chapters should request proof of liability coverage from their third-party vendors to ensure coverage is in place. In some cases, Chapters can add a rider to the existing policy for liability coverage.

Events & Liability Insurance:

Whether the purpose of the event is fundraising or social, strong preparation and organization are essential for success. Any Chapter planning an event off-site or anything involving physical activity of participants (e.g. fun runs, carnivals involving carnival rides, etc.) must submit a description of the event to the Foundation in writing no less than one week prior to the scheduling or promotion of said event. This will allow the Foundation enough time to work with the insurance company to request a certificate of insurance, or add policy riders, if necessary. The cost for additional insurance shall be covered by the Chapter. In addition to general liability insurance, the Foundation carries directors and officers insurance whereby Chapter Officers are also included in the coverage as detailed in the policy.

NO animals will be allowed at Chapter events or on school district property. No event with animals will be insurable; the District will seek personal liability for any incidents, (Please See Appendix C for the Foundation's Checklist for Holding an Event).

PTO Member Acknowledgment Form

Our mission ensures STEM PTO works in partnership with STEM School Highlands Ranch to foster a strong sense of community, provide enhancement activities for students, faculty, staff and families and help increase the educational, social and emotional experience for the members and their families.

By signing this document, the PTO member acknowledges that they have received and read the PTO Policies and Procedures, agrees to uphold the honor code, and commits to: Acting with integrity in regard to relationships and personal actions. Exhibiting honesty by taking pride in producing one's own thoughts, designs and ideas. Expressing respect for the people, resources and talents that make STEM School an inspiring place to learn. Demonstrating the personal responsibility necessary to contribute positively to the culture and atmosphere of the STEM school.

Signature: _____ Date: _____

Appendices:

Appendix A: Robert's Rules of Order

Robert's Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

- **You want to bring up a new idea before the group.** After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.
- **You want to change some of the wording in a motion under discussion.** After recognition by the president of the board, move to amend by
 - adding words,
 - striking words or
 - striking and inserting words.
- **You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.** Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.
- **You want more study and/or investigation given to the idea being discussed.** Move to refer to a committee. Try to be specific as to the charge to the committee.

- You want more time personally to study the proposal being discussed. Move to postpone to a definite time or date.
- You are tired of the current discussion. Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.
- You have heard enough discussion. Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.
- You want to postpone a motion until some later time. Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.
- You believe the discussion has drifted away from the agenda and want to bring it back. "Call for orders of the day."
- You want to take a short break. Move to recess for a set period of time.
- You want to end the meeting. Move to adjourn.
- You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a "division of the house." A roll call vote will then be taken.
- You are confused about a procedure being used and want clarification. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.
- You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side. Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.
- You want to change an action voted on at an earlier meeting. Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

You may INTERRUPT a speaker for these reasons only:

- to get information about business –point of information to get information about rules–parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Appendix B: Robert's Rules of Order Quick Reference Graph

QUICK REFERENCE

	Must be Seconded	Open for Discussion	Can be Amended	Vote count Required to Pass	May be Reconsidered or Rescinded
Main Motion				Majority	
Amend Motion				Majority	
Kill a Motion				Majority	
Limit Debate				2/3	
Close Discussion				2/3	
Recess				Majority	
Adjourn (End Meeting)				Majority	
Refer to Committee				Majority	
Postpone to Later Time				Majority	
Table				Majority	
Postpone Indefinitely				Majority	

Appendix C: The Foundation’s Checklist for Holding Events

Checklist for Holding An Event Chapters serve as the fundraising and community building entity for your respective schools, often hosting events such as Fun Run, annual auctions, carnivals, etc. As a Chapter, you are required to adhere to the policies required by the Foundation. This is a checklist to help you know what is expected and to support your event success. If in doubt, reach out and we'll walk you through it.

Be sure to:

- Prepare a detailed budget including Income and Expenses by Event (should have been part of the annual budget submitted at the beginning of the year to the Foundation). Update your budget regularly and report financials intermittently at officer meetings. Remember that Chapters must follow purchasing guidelines. If the items will be owned by the school (e.g. equipment, sports uniforms), funds must be granted to the school and purchased by them. See chapter manual for more details.
- Make sure all activities are acceptable (see *Permissible Activities*).
- Check with the Foundation for vendors to see if a W-9 is on hand, if not you will need to get one.
- Determine whether you'll need to collect credit card payments. Some vendors, like Boosterthon and Greater Giving will collect them for you. If you'll be processing credit cards directly make sure you are set up for Square Credit Cards through the Foundation.
- All marketing/promotional materials must list your chapter as: “[Chapter Name], a Chapter of the Foundation for Douglas County Schools” and include our logo.
- Read your contracts! Make sure you know what you are signing. Know the difference between a **contribution** and **non-tax deductible earned income**. Be sure to issue acknowledgements for contributions. Income that involves a fee paid for a good or service is not tax deductible.

Permissible Activities

Make sure all activities for your event are within insurance coverage. While Chapters are included in the basic coverage, some activities are not covered. Cost of additional insurance can be high and must be covered by the Chapter.

- Animals (other than house pets) Rodeos sponsored by the Insured
- Carnivals with mechanical rides Any event more than 500 people at any one time
- Aircraft and Motorcycles runs and automobile rallies Plus more... check with the Foundation

Make sure all activities for your event are compliant to DCSD and Foundation policies.

Events may never include the following:

- Political Rallies
- Firearms
- Alcohol on school properties (even as a Silent Auction item) or where students are present
- Events including contact sports
- Fireworks
- Raffles/Gaming (we do not hold a license)

Financial Considerations

- Administer the Dual-Control process when reconciling deposits for the event and follow the usual Pay Voucher process.
- Chapters must provide receipts for financial and in-kind donations over \$250, how it is a best practice to issue receipts for all contributions.

For complete information please refer to the Chapter Policy Manual.