

Dublin Elementary PFC  
Policy and Procedures

As a result of Board discussion the following policies were approved:

Budget

- Extra programs approved for inclusion in the budget by PFC are only approved for the fiscal year the extra program is requested in, unless noted in the motion that it's a "recurring program". (9/28/11)

Camp (5<sup>th</sup> Grade Science Camp)

1. All RSVP's (a commitment to attend camp) must be received no later than 100 days prior to our [scheduled camp date]. (2/4/14)
2. All scholarship requests must be received no later than 100 days prior to [scheduled camp date]. (2/4/14)
3. All final camp payments are due 90 days prior to [scheduled camp date].(2/4/14)
4. These policies were adopted to ensure that we don't lose thousands of dollars by not cancelling camp if necessary. (2/4/14)

Camp Account Funds

- The PFC has discussed, a voted, that if and when excessive funds are available in the general account in March, and we still have some fundraisers to take place, then it will be up to the executive board to decide if they wish to have proceeds from one future fundraiser (i.e. auction or carnival) to be divided and transferred into the Outdoor Ed savings account. The transferred amount will be divided equally between the current 3rd and 4th grades and the two grade levels will use the funds to help offset the cost for camp (1/28/16)

Check Reimbursement

1. Lost checks may be reimbursed, minus the check cancellation fee, so as requested within the same fiscal year as the check was issued. Checks issued in a previous fiscal year will not be reimbursed. (9/28/11)
2. Receipts turned in for reimbursement must be submitted to PFC within 45 days of the date printed on receipt, or by the last day of the school year, whichever comes first. (9/28/11)
3. Treasurer should remit reimbursement checks within ~~48 hours 5 days~~ 6-8 business days of receiving check request, unless otherwise noted. (~~9/28/11~~) (~~1/25/17~~) (8/30/17)
4. Receipts submitted to PFC for reimbursement should include only those items eligible for reimbursement (i.e. not with any other personal purchases). (9/28/11)

Comfort and Care

- PFC will send a card of sympathy to those in need. No flowers or gift card will be sent. \*If a catastrophic hardship should affect a Dublin Elementary employee then the Executive Board will decide how to proceed. (5/28/14)

Committee Chairpersons

- Chairperson(s) are required to be aware of and are responsible for implementing and abiding by the PFC Cash Handling Procedures. (9/28/11)

Communications

1. Email blasts must be reviewed and approved by the PFC board president(s) before distribution. (9/28/2011)

2. Chairperson(s) must receive approval from PFC board president(s) and Principal before distribution of any flyers or notices. (9/28/11)

#### Deposits

- Treasurer will make weekly deposits, as necessary. (9/28/11)

#### Enrichment

- For 2014-2015, enrichment will be \$300 for each teacher (Job Share is \$150 each). Currently we offer \$250 for enrichment and \$300 for new teachers. We are proposing a flat \$300 for each teacher next year. (5/28/14)
- Enrichment should be a flat amount between \$300-\$500 (job share to split amount). It will be up to the board to decide the exact amount each year during the budgeting process. If the budget does not allow for \$300-\$500, they may vote on an appropriate amount for that year. (1/25/17)

#### Fundraisers

- For the most successful fundraiser during the school year it was discussed and voted on by the executive board to put a minimum of 10% of total raised funds to go towards and future scholarships needed. This money should be directly transferred into the Savings Account. It will be determined by the Executive Board which of the fundraisers is the most successful. (5/28/14)
- If the scholarship account is deemed to have at least 4 years of funds in it, then the board can decide to split this amount 50/50 and place it into the current third and fourth grade camp accounts to help offset the cost of camp. (1/25/17)

#### Funds Rollover

- We determine a budget each school year and never have any funds rolled over to the following year. This is a budget as all other state government budgets and we simply cannot roll over any funds. The PFC has to close out books for each year and what remains will go into the general pot to be used the following school year. (5/28/14)

#### PFC Mail

1. Only an executive board member is allowed to open the PFC Mail Box that stands outside the main office door and has a combination lock on it at all times. (3/27/13)
2. An executive board member should be the main/key contact person listed on any and all automatic streamlined donations. These include but are not limited to Target, Shares, Escrip, Clorox, etc... In addition the email address connected to all of these corporate donations should be [dublinpfc@gmail.com](mailto:dublinpfc@gmail.com) (3/27/13)
3. It was agreed to purchase a Post Office Box at the Dublin post office for the PFC to use for all necessary incoming mail. This will allow us to collect our mail during the summer and holidays when the school office is closed. In addition it should make it easier to keep PFC mail and School Mail separate. When a P.O. Box is not an option then we will continue to use the school address. (3/27/13)

#### Policy and Procedures

- Policy and procedures may be reviewed and revised as necessary annually by the Executive Board including the Principal and Assistant Principal.(9/28/11)

#### Read-a-thon

- For our annual Read-a-thon fundraiser it was discussed and voted on by the executive board to put 10% of the total raised funds to go toward or Dublin Elementary Library for the purchase of new books. This

money should be directly added to the DES Library Budget and the Librarian should be notified immediately by the Treasurer or any board member of how much she has to spend towards the purchase of new books (5/28/14)

#### Reserve Funds

- The PFC should have cash reserves on hand to provide a cushion in the case of unexpected events, loss of income and/or large unbudgeted expenses. The amount of the reserve should be revisited each year and should be between 15-25% of the previous year's annual income. In the 2016-17 school year, the PFC chose to set aside \$25k for reserves. (1/25/17)

#### Room Parents

- Room Parents are strongly encouraged to be present at each PFC meeting. (9/28/11)

#### Spirit Wear

1. Spirit Wear must be purchased in school colors: blue, grey and black. All student shirts shall remain Royal Blue as long as it's the school color to keep unity. (9/28/11)
2. Vendor must be local (driving distance for easy pick up and returns if any major issues). (9/28/2011)
3. New spirit wear logo/design must be approved by board and principal. (9/28/11)
4. New spirit wear logo/design may only be purchased when previous spirit wear is 90% out of stock. (9/28/11)
5. New items (other than t-shirts and sweatshirts) must be approved by the board if cost will be over \$30, per by-laws. (9/28/11)
6. New items should be pre-ordered before making a large purchase. (9/28/11)
7. Spirit wear should be sold at check in day, kindergarten assessment day and any other day the board deems necessary. (9/28/11)
8. All orders received should be fulfilled within one week (as long as item is in stock). (9/28/11)
9. An accurate spirit wear order, sales and inventory spreadsheet needs to be kept to allow future chairs to see the history of items. (1/25/17)

#### Talent Show

As a result of Board discussion the following policies were approved: 2/27/13

1. One show on one night
2. Show should start no later than 6:00pm, and end by 8:00pm
3. Tryouts will facilitate accommodation of the timeline (in other words only enough acts to fill the time will be performed)
4. No entrance fee; donations only (it's recommended that all donations go towards the Ilene Misheloff Foundation)
5. Performers to be Dublin EI students only; not open to older or younger siblings that do not attend Dublin EI

#### Wish List Items

1. Starting in 2013-2014 the PFC budget will include a line item for Teacher's Wish List request. This will be a budgeted, set amount of money, just for this purpose. This amount will be contingent upon if DES has a fireworks booth in the upcoming year. The wish list amount will be equal to 25% of the fireworks booth profits.(4/24/13)
2. ~~There will be two dates for teachers to submit requests; the first date will be on September 18, 2013 and the second date will be February 19, 2014. It will be up to the Executive Board each year to determine these dates in advance and subsequently inform the Staff with proper notification. (4/24/13)~~
3. All Wish List items will be reviewed by the Executive Board prior to the General PFC Meeting. (4/24/13)

4. At the following General PFC Meeting, the Executive Board will present all Wish List requests submitted. (4/24/13)
5. It was discussed with the Principal and recommended to not have the two deadlines as indicated above: September & February that this may be confusing and not ideal for the possibility of wishes. We agreed and decided to not have a Trimester deadline but asked that any wishes be submitted in a timely manner for the board to review and approve much in advance of actual date needed. (2/26/14)