

Lebanon Lutheran School
Lebanon Lutheran School – Early Childhood Center
PTL Handbook 2014-2015



**CONSTITUTION AND BYLAWS
OF
PARENT-TEACHER LEAGUE OF LEBANON LUTHERAN SCHOOL & LEBANON LUTHERN
SCHOOL EARLY CHILDHOOD CENTER
(Revised June 2014)**

Name

The name of this organization shall be Lebanon Lutheran Parent-Teacher League (PTL).

Purpose

- A. The purpose of this PTL shall be to help parents and teachers to achieve greater competence in Christian child training.
- B. To achieve this purpose the PTL shall seek to:
 1. Help parents increasingly understand and appreciate their children and provide parents with the skills needed for Christian child training;
 2. Help teachers increasingly understand the needs of the Christian home and to extend their influence into the home;
 3. Help develop a closer relationship between home and the congregations' educational agencies, especially through closer cooperation between parents and teachers.

Policies

- A. In keeping with its purpose, the PTL's program shall be primarily educational and shall be developed by the group along lines compatible with the objectives of the Joint School Board and the National Lutheran Parent-Teacher League.
- B. The PTL handbook will be reviewed annually and may be amended by a two-thirds majority of the members present at a regular meeting. The JSB must be notified of all changes made to the PTL handbook with the exception of the appendices.
- C. The JSB is the governing body of the Lebanon Lutheran School Parent Teacher League. The JSB should appoint a representative for the board as a liaison between the PTL board and the JSB. This person is required to attend the PTL Board meetings and report back to the JSB any activities of the PTL.
- D. Conflict of Interest
 1. PTL members shall be fiduciaries in their relationship with Lebanon Lutheran School and Early Childhood Center. Their actions are governed by the following conditions and guidelines regarding potential conflicts of interest.
 - a. No Member shall use his/her position to derive any profit or gain, directly or indirectly, by reason of their position with the School.
 - b. No Member shall be interested financially in any contracts entered into by the school.
 - c. No Member shall accept anything of value or services from School or use purchasing power to purchase goods for their personal use.
 - d. No Member shall become involved in any business interest or transaction without disclosing such interest and shall refrain from participations where a conflict of interest is found to exist.

- e. No Member shall participate in position interviews if directly related to applicant or their children are a student in prospective applicant's classroom.
- f. Good judgment should prevail in all Member decisions if a conflict of interest is in question.

E. Code of Ethics

1. As a representative of St Peters and Immanuel congregations, a Member is responsible for serving in the best interest of the students. In order to best do this, a Member will abide by the following Code of Ethics:
 - a. Adhere to meeting agendas for open and closed sessions
 - b. Encourage open-minded exchange of ideas and opinions in conscientious, courteous manner among fellow board members, congregations and personal.
 - c. Value opinions of others, provide adequate time for expression of opinions and respect the rights of others to disagree.
 - d. Be factual in sharing information; be consistent in communication to congregations and personal.
 - e. Honor confidentiality.
2. Model integrity in the performance of Board duties and responsibilities:
 - a. Support prevailing action of the board regardless of individual vote.
 - b. Vote on all issues unless conflict of interest exists. Declare a conflict of interest when one exists.
 - c. Address and promote genuine interest rather than personal agendas, refrain from using position for personal advantage.
 - d. Refrain from conduction of PTL business outside of posted meetings.
 - e. Be accountable for guiding and supporting the policy decision-making process that impacts students and staff.
 - f. Attend all regular PTL meetings as possible.
 - g. Be prepared for meetings.
 - h. Ask for additional information if needed.

Membership

- A. Membership in the PTL shall be open to all teachers and to all parents who have children in Lebanon Lutheran School & Lebanon Lutheran School – Early Childhood Center and congregation members.
- B. All members shall be entitled to participate in all the activities of the PTL and shall have the right to vote.

Duties and Election of Officers and Standing Committees

- A. The executive PTL board shall consist of a President, Vice President, Secretary and Treasurer.
- B. Election of PTL executive board members shall be held in the month of May.
 1. The current PTL executive board shall act as the nominating committee. The PTL executive board shall prepare a slate of one candidate for each office to be filled. The executive board shall contact each candidate before the May meeting. PTL members may make additional nominations from the floor prior to the election.
 2. One PTL executive board member shall be a communicant member of Immanuel Lutheran Church of Lebanon and one shall be a communicant member of St. Peter's Lutheran Church of Lebanon.
- C. Elected PTL executive board members duties and terms:

1. President-The President shall preside at all meetings of the PTL. He/she shall prepare the agenda for each regular meeting. He/she shall assist in appointing standing committee chairmen and committee members.
2. Vice President - The vice president shall generally assist the president. In the absence of the president or at his/her request, he/she shall perform the duties of the president. The vice president is a 2-year PTL term that moves to the presidency in the second year of his/her term.
 - a. Will ensure all planned social activities for the school year be included in the monthly school calendar, church bulletins, and Tuesday Newsletter.
3. Secretary - The secretary shall permanently record the proceedings of all PTL meetings and shall read all correspondence (Thank you letters) at PTL Meetings. This is a 2-year term and elected on even calendar years.
4. Treasurer - The treasurer shall receive all PTL money, shall deposit all funds in a PTL approved bank, shall disburse all funds as ordered by the PTL and shall submit a current financial report at each meeting. The treasurer shall preserve all vouchers, receipts, and bank statements and cancelled checks. This is a 2-year term and elected on odd calendar years.
 - **When the treasurer is changed, the outgoing treasurer is responsible for obtaining and completing necessary paper work at the bank to change over signing responsibilities for the PTL checkbook.

D. The executive PTL board will oversee the events and subcommittees.

E. Subcommittees duties:

1. Subcommittee members are expected to report at regularly scheduled PTL meetings as to the progress of the committee.
2. Fundraising Committee –2-3 parents to organize each year to organize fall and spring PTL fundraising. The fundraising committee will ensure family accounts are properly given 5% of fall fundraiser earnings into their accounts by notifying the PTL Treasurer. The 5% fundraiser account may only be used for payment of the 8th grade field trip. Any families that leave LLS prior to being able to use the money in the 5% account will forfeit that dollar amount and will not be paid out the balance.
3. Scrip Committee (See Appendix K for more details)
4. Special committees may be appointed at anytime in keeping with the PTL's objectives.

Meetings

- A. The elected PTL executive board members prior to the beginning of each school year will determine regular meetings of the Lebanon Lutheran Parent-Teacher League. The President or Vice President will publicize the dates and times of each meeting in the monthly school calendar, church bulletins, and Tuesday Newsletter.
- B. All PTL members must be given at least 24 hours notice in writing, text, or email of additional meetings or changes to meeting dates or times.
- C. The executive board shall meet prior to the start of each school year, usually in June, to set a budget for the following school year.

D. Regular meeting are open meetings and all parents, teachers, and congregational members are welcome to attend.

Room Parents

A. There shall be at least one (1) parent per classroom for each teacher. The room parents shall assist the teachers with classroom activities as needed. Room parents will also assist the PTL executive board with assigned classroom activities. A substitute must be found by the room parent if he/she is not available.

Participation in Fundraising

A. It is the expectation that all families participate in each fundraiser to help raise funds for the PTL expenses.

Appendices A-O

A. Appendix A-O will be used to help organize and guide parents as to the activities of the PTL from year to year.

Budget

1. PTL monies should be used for the greater good of the school, teachers, and students. These monies should not be used to assist families in financial hardship. Families that need assistance with the cost of field trips or other school activities should contact the principal or pastor.
2. A \$10.00 memorial will be paid by the PTL when a death occurs in the immediate family of any PTL member.
3. See Appendix A for a PTL budget template
4. The number of yearly fundraisers should be approved by the JSB before the PTL approves its budget for the next school year.
5. Major expenditures for the school by the PTL should receive JSB approval to ensure efforts are not duplicated.

Dissolution

In the event this league shall be dissolved, all assets shall be equally divided between Immanuel Lutheran Church of Lebanon and St. Peter's Lutheran Church of Lebanon.

**Appendix A
Budget Template**

Item	Budget 2013/14	Actual 2013/14	Budget 2014/15	Actual 2014/15
Income				
Good Search	50	10.53	50	
Trivia Night	2500	3465	2500	
Cartridges	50	0	100	
Box Tops	1000	876.60	800	
Milk Caps	400	0	100	
Target	150	242.10	200	
Kwik Trip	50	44.34	50	
BB Tourney	1000	1352.85	1500	
Fall Fundraiser	1500	599.30	1000	
Ebert's Fall Festival	0	0	1000	
Ebert's Spring Fundraiser	0	0	200	
Wildtree	0	0	100	
Pizza	0	0	200	
Red Hot Rocket Run/Walk			2500	
Total Income		7641.72	10300	
Expenses				
5% Back to families from fall fundraiser		0	250	
Awards	200	241.94	200	
Graduation(Cake, Punch, Class pictures,plants)	250	235.93	450	
Devotion's	525	390	300	
Field Trip per student			840	
5/6 Field Trip per child	0	0	520	
5/6 grade trip teacher chaperone	0	0	150	
7/8 grade trip teacher chaperone	500	1777.39	200	
Library	400	368.9	400	
Pennant supplies	0	0	100	
Sunshine Committee(\$10/teacher)	350	402.73	200	
Teacher Appreciation Lunch	0	0	200	
Teacher Allotment (P3-8 th \$200)	1500	733.09	1400	
Classroom Party Supplies(P3-8 th \$50)	0	0	450	
Grandparents Day	150	160.87	200	
Olympic Day(use funds from hot lunch acct)	0	0	0	
Fast Direct	1200	1008	1000	
Teacher Convention	1800	1740	500	
BB tournament	500	1352.85	500	
Bonfire	500	150	200	
Miscellaneous Thank You/Gifts	0	0	100	
Other expenses		2063.30		
Total Expenses		10,625	8160	

Appendix B

Officers and Room Parents 2014-2015

PTL Executive Board

President:

Vice President:

Treasurer:

Secretary:

Room Parents

Pre-K 3 & 4

Grades K-2: Julie Fincutter & Janelle Bliefernicht

Grades 3-4:

Grades 5-6:

Grades 7-8: Renee Ebert

Scrip Committee

Debbie Behl

Dianne Behl

Kim Budewitz

Kim Zindl

Kaye Lillge

(If anyone is interested in helping with Scrip, please call Debbie Behl or the school office)

Library

Immanuel – Doris Nass

St. Peter's – Melissa Hurtgen

Appendix C

PTL CALENDAR OF EVENTS 2014-2015

All PTL Meetings are at 6:30 PM at St. Peter's Campus

<p>PTL Meeting: Wed. January 22nd 2015</p> <ol style="list-style-type: none"> 1. Grandparents Day 2. Family Event <p>January 31st: Basketball Tournament Concession Stands</p>	<p>PTL Meeting: Wednesday August 20th, 2014</p> <ol style="list-style-type: none"> 1. Bonfire/Bookfair 2. Fall Fundraising <p>August 5th: School Registration August 24th: Picnic in the Park & Blessing of Backpack</p>
<p>PTL Meeting: Wednesday February 18th 2015</p> <ol style="list-style-type: none"> 1. Grandparents Day 2. Spring Bookfair 	<p>PTL Meeting: Wednesday September 17th, 2014</p> <ol style="list-style-type: none"> 1. Trivia Night <p>September 19th: Bonfire and Bookfair at St. Peter's September 27th/28th: Fundraiser at Ebert's Greenhouse</p>
<p>PTL Meeting: Wednesday March 18th 2015</p> <ol style="list-style-type: none"> 1. Awards Night 2. Spring Fundraiser <p>March 13th: LLS-ECC Spaghetti Dinner Fundraiser March 27th: Grandparents Day</p>	<p>PTL Meeting: Wednesday October 15th, 2014</p> <ol style="list-style-type: none"> 1. Trivia Night 2. Fundraising
<p>PTL Meeting: Wednesday April 15th 2015</p> <ol style="list-style-type: none"> 1. Olympic Day 2. Graduation 	<p>PTL Meeting: Wednesday November 19th, 2014</p> <ol style="list-style-type: none"> 1. Update on Box Tops/Milk Caps/Cartridges <p>November 8th: Trivia Night</p>
<p>PTL Meeting: Wednesday May 20th 2015</p> <ol style="list-style-type: none"> 1. Next year's officers 2. Fall Bookfair 3. PTL event dates for next year <p>May 22nd: Olympic Day May 28th: 8th Grade Graduation Ceremony</p>	<p>PTL Meeting: Wednesday December 17th, 2014</p>
<p>PTL Meeting: Wednesday June 17th 2015</p> <ol style="list-style-type: none"> 1. Next year's budget 2. PTL handbook review 3. Fall Fundraiser 4. School Registration Table 	<p>JULY 2015: Red Hot Rocket Run/Walk in conjunction with the Lebanon Fireman's Picnic. Usually last weekend in July.</p> <p>*** Watch for information/communication for volunteer opportunities. All families are expected to participate in this event.</p>

Appendix D Pre-3k and Pre 4k Parent Responsibilities

Kwik Trip Milk Moola

1. Collect from both campuses until March
2. Count
3. Box'em
4. Mail'em
5. Give shipping receipt to PTL treasurer for reimbursement

Participant # 6219

Submissions processed at the end of each month

Minimum 1,000 Caps, Bag Tops, and Ovals

<http://www.milkmoola.com/account.asp>

Milk Moola program participants will receive 5¢ (five cents) for each cap or bag top they redeem from Nature's Touch products. The program will only accept specially marked caps and bag tops that feature the Milk Moola symbol. You will also receive 10¢ (ten cents) for every tan Glazers price oval from the top of dozen and half-dozen boxes of Glazers donuts.

There is a minimum redemption of 1,000 (one thousand) caps or bag tops per submission. At this time there is no minimum redemption of the Glazers price ovals only they must be submitted with your minimum redemption of 1,000 caps and bag tops.

BOX TOPS FOR EDUCATION™

Save all Box Tops from various products and send them to school with your child/children or the school office or to church. See list of all eligible products participating AND sign up for "Boxtops Booster Club" visit www.boxtops4education.com or call the school office. Bagged in groups of 50.

Soup Labels

Save labels from all Campbell's products and bring them to the school or church at any time. See list of all eligible products and what to save at www.labelsforeducation.com.

Sunny D labels

Save labels from Sunny Delight beverage containers from August - November. Twenty labels equals 20 books. Call the school office for more information.

Empties for Cash

Account # 22920

Log in: deanandmarty@charter.net

Password: 123

To re-order supplies: <http://www.empties4cash.com/mc/MainPage.aspx>

See program guidelines at <http://www.empties4cash.com/downloads/docs/pdf/E4C-ProgramGuidelines.pdf>

Donation toward a "theme basket" for Trivia Night

Each classroom decides on a "theme" and puts together a basket to raffle off at Trivia Night. Each family donates items or money. Usually \$5-10 for each student in the class. The goal is a theme basket worth approximately \$100.

Appendix E

Kindergarten, 1st, 2nd Grade Parent Responsibilities

Bonfire & Book Fair

When: September 19th 2014

Where: St. Peter's

What you need to do:

1. Coordinate parents to help with set-up and clean up of the event.
2. Request items needed from K-2 families.
3. Rent bouncy house.
4. Set-up and serve any refreshments.

Olympic Day

When: Friday in May 22nd 2015

Where: Immanuel Campus

What you need to do:

1. Coordinate parents with set-up and clean up of the event.
2. Coordinate parents to buy food, cook food, and serve lunch.
3. Coordinate parents to help run games, approximately 5-8 parents needed.
4. Ask parents for desserts, cookies, and bars
5. Volunteers are also invited for lunch.

Donation toward a "theme basket" for Trivia Night

Each classroom decides on a "theme" and puts together a basket to raffle off at Trivia Night. Each family donates items or money. Usually \$5-10 for each student in the class. The goal is a theme basket worth approximately \$100.

Appendix F

3rd/4th grade parent responsibilities

Sunshine Work: 3rd/4th grade parents have the responsibility of honoring the staff at Lebanon Lutheran School. PTL has set aside money to cover the cost of the birthday gifts only.

When: Periodically
Who: All staff members

What you need to do:

1. Get a list of the staff birthdates from the school secretary. Purchase a **\$10** gift for each staff member honoring his or her birthday. Can be a scrip certificate or something of your choosing. In the past those teachers with summer birthdays have receive their gift on their ½ birthday. Turn in receipts for items purchased to the Treasurer and you will be reimbursed.
2. Notify parents of **Teacher Appreciation week** (May) and ask them to send something special for their child’s teacher sometime during the week.
 - i. Find out from the Principal where the staff would like to have lunch brought in from and someone must pick it up and delivery it to the school.
 - ii. Designated line item in PTL for amount of money allotted for the lunch.

Grandparents' Day

When: March 27th 2015
Where: Both campuses, lunch at Immanuel

What you need to do:

1. Coordinate parents to help with set-up, serving lunch and clean up.
2. Send out request to parents for donations of bars or cookies for dessert.
3. Help staff with anything else that they need done for the day.
4. Lunch cost comes from hot lunch budget.

PTL will refund for any items needed for serving food.

Donation toward a “theme basket” for Trivia Night

Each classroom decides on a “theme” and puts together a basket to raffle off at Trivia Night. Each family donates items or money. Usually \$5-10 for each student in the class. The goal is a theme basket worth approximately \$100.

Appendix G
5th/6th grade parent responsibilities

Trivia Night

When: Late Fall

What you need to do:

1. Pick date and reserve gym for the event. (November 8th 2014)
2. Send out flyers to all families and community members with the details of the event.
3. Plan volunteers and food needed for the event.
4. Coordinate and run the event.
5. Clean up gym after the event.

Awards Night

When: some time in May, may be done as part of the science fair.

Where: Immanuel Gym

What you need to do:

1. Coordinate parents to help with set-up and clean up of the event.
2. Send home flyer asking each family to supply refreshments for the evening. In the past we have asked for bars or cookies, desserts or ice cream toppings. Appetizers could also be a possibility.
3. Set-up and serve the refreshments.
4. Work with School Office to order and organize awards and pins to be presented that night. Lists of which pins and who received them will come from the teachers or school office.

PTL will pay for the cost of the awards and the pins.

Banners/Pennants for new students

Each new student to LLS receives a Banner/Pennant that award pins can be placed on throughout the student's time at LLS.

When: Late Spring

What you need to do:

1. Obtain materials from the parents that have made the banners in the past and/or purchase more materials. Banners are made out of felt. Material needs to be cut-out and hot glued together.
2. Discuss with the LLS secretary how many new students are at LLS to determine how many banners/pennants to make.
3. Send finished banners to school office prior to Awards Ceremony

Donation toward a "theme basket" for Trivia Night

Each classroom decides on a "theme" and puts together a basket to raffle off at Trivia Night. Each family donates items or money. Usually \$5-10 for each student in the class. The goal is a theme basket worth approximately \$100.

Appendix H
7th/8th grade parent responsibilities

Graduation

What you need to do: The Executive Board shall ensure the Principal has arranged for the 8th Grade Class photo and that a class photo will be purchased by PTL for each graduate as a gift from PTL

PTL is to undertake the expenses for cake, class picture for each graduate, flower arrangements, decorations, plates/cups/napkins/utensils for the graduation. Turn receipts into the Treasurer for items purchased.

7th graders:

- a. Purchase cake and beverages for the evening. Graduation class will decide on class colors, class bible verse and class flower.
- b. Purchase plant for 8th grade parents whose last child is graduating.
- c. Seventh grade room parents set up a committee of 7th grade parents to plan the reception for graduation.
- d. 7th grade parents supply light snacks for the reception following graduation. The cost of these snacks is not reimbursed by the PTL. Usually a variety of bars/cookies and coffee.
- e. 7th grade students will set-up and serve the refreshments.
- f. Clean up after event.

8th graders:

- a. 8th Grade parents need to purchase decorations for the gym.
- b. Eighth graders take care of decorations and cover the expenses for the decorations.
- c. 8th Grade students will set-up for graduation with help from the pastor.

PTL family event

When: January/February

Where: to be determined based on activity

What you need to do: plan a fun event for children and parents to get to know one another

New family Welcome and Orientation

When: September/October

Where: Plan a cook-out or dinner party at someone's house or church

What you need to do: contact new families and invite them to school events. Spend time with them at school events.

Donation toward a "theme basket" for Trivia Night

Each classroom decides on a "theme" and puts together a basket to raffle off at Trivia Night. Each family donates items or money. Usually \$5-10 for each student in the class. The goal is a theme basket worth approximately \$100.

Appendix I

Red Hot Rocket 5K Run Walk

When: Coordinated with Lebanon Fireman's Picnic the last Saturday in July

Where: Lebanon Fireman's Park

What you need to do: all parents and students are expected to assist with this fundraiser. Funds raised at this event support the technology needs.

2-3 parents to chair the coordination of this event

- Secure Sponsors
- Secure DJ
- On-line & Paper Registration
- Secure Race Bibs/pins
- Order medals
- Plan & order T-shirts for participants & volunteers
- Apply for permits (run/walk & parade)
- Coordinate with Dodge County and Town of Lebanon for cones/traffic control
- Coordinate with Lebanon Fire Department
- Volunteers and donations for food/water for 3 water stations
- Volunteers for traffic control(10) & vests
- Volunteers for Race Day Registration Table
- Volunteers and location for Pre-Race Day Pick-up
- Volunteers for Race Bag packing and sponsor supplies for race bags
- Advertising posters, banners, newspaper
- Plan Race Course with Race officials & timers
- Sponsor Receipts & Thank you Letters

Appendix J
List of Fundraiser for the School Year

Title	Profits for	Parent Organizer	Dates	Other
PTL Fall Fundraiser	5% Family Account and PTL General Expenses		August/September	
Wreath Fundraiser	7/8 grade field trip			
Dance Team at Ebert's	Competition Fee's	Marty Kehl	September/October	For 2014 this fundraiser will be used for PTL, not the dance team.
Wildtree	PTL General Expenses	Janelle Bliefernicht	October/November	
Spaghetti Dinner	ECC supplies	ECC Director & ECC parents	March 13 th 2015	
Trivia Night	PTL general expenses	5/6 th grade parents	November 8 th 2014	
Trivia Night Food	7/8 grade field trip			
PTL spring fundraiser	PTL general expenses		April/May	Ebert's Flower/Plant Fundraiser
Target	PTL general expenses			"Take Charge of Education" By using your Target RedCard; LLS will receive 1% of you total monthly Guest Card purchase. You must designate LLS (#17574) as the organization of choice for us to receive the donations. To sign up for a Target RedCard; please call (800) 316-6142 or go online at www.target.com .
Kwik Trip	PTL general expenses			KWIK TRIP "Kwik rewards fundraising program". For more information, call the school office or visit www.kwiktrip.com .
Good Search	PTL general expenses			Good Search and Good Shop is a search engine, which donates varying percents of its revenue to the charities and schools designated by its users. To ensure Lebanon Lutheran profits and make the process simpler we have provided the links that will pre-select Lebanon Lutheran School. Good Search: http://www.goodsearch.com/?charityid=886067 Good Shop: http://www.goodshop.com/?charityid=886067

Appendix K Scrip Program

SCRIP Program

The Scrip Committee is in charge of the “Scrip” Fundraising program at Lebanon Lutheran School and Lebanon Lutheran School – Early Childhood Center.

This involves:

- Procuring Scrip
- Filling orders both at school and at the churches
- Scrip publicity
- Tallying the yearly purchases by families

Since the funds raised by the Scrip Program are used in the computer/technology area, the Scrip Committee is also in charge of working with the Principal with computer/technology procurement, repairs, etc.

Scrip certificates are available to purchase at both churches on Sundays and/or by sending an order to school on Monday mornings. The scrip will then be sent home with your child on Friday. LLS will receive a percentage from each sale (these percentages vary). Families can earn 2% towards their tuition fees for the following school year. If you do not have a child at LLS, the 2% will go towards the debt funds of the churches.

Appendix L School Registration Sign-up Form

All blocks must be filled.

Any empty blocks will be assigned.

Please sign up for at least 1 block for each of your children.

More details for each event are listed in your PTL handbook.

3K- 4K	Parent	Parent
Room Parent		
Milk Caps		
Cartridges		
Box tops	Jessica Lenz	
Soup Labels		

Scrip Committee
(2-3 parents)

K-2 Grade	Date	Parent	Parent
Room Parent		Julie Fincutter	Janelle Bliefernicht
Bonfire	9/19		
Fall Bookfair	9/19		
Spring Bookfair(in conjunction with Awards Night)	TBD		
Olympic Day	5/22		

Fundraising
Committee
(2-3 parents)

3-4 Grade	Date	Parent	Parent
Room Parent			
Sunshine	ongoing		
Coordinate Grandparent's Day	3/27		
Coordinate Grandparents Day	3/27		

5-6 Grade	Date	Parent	Parent
Room Parent			
Trivia Night	11/8	All parents	
Awards Night(in conjunction with spring bookfair)	TBD		
School Banners	By Awards Night		

7-8 Grade	Date	Parent	Parent
Room Parent		Renee Ebert	
Family Event	Winter		
New Family Welcome	Fall		
Graduation	5/22	All 7 th grade parents	

Appendix M
Teach Allotment Reimbursement Form

See PTL budget for maximum amount of money allotted per classroom.

Teacher allotment is available for P3-8th grade classrooms.

Please submit for entire allotted amount at one time if possible.

PTL will not reimburse for items without principal approval.

Request for reimbursements must be accompanied by a receipt or reimbursement will not be paid out.

Date: _____

Requestor: _____

Details of request:

Principal/Director Signature approval signature: _____ Date: _____

Date Request approved by PTL: _____

Amount approved by PTL: _____

Check Made payable to: _____

+++++

To be completed by PTL treasurer and kept in records:

Reimbursement amount: _____

Check #: _____

PTL treasurer signature: _____ Date: _____

Appendix N
Field Trip Reimbursement Form

See PTL budget for amount per student allowed.

PTL funds cannot be used to pay for parent or teacher chaperones.

Please submit for entire allotted amount at one time if possible.

Request for reimbursements must be accompanied by a receipt or reimbursement will not be paid out.

Date: _____

Requestor: _____

Details of request:

Principal/Director Signature approval signature: _____ Date: _____

Date Request approved by PTL: _____

Amount approved by PTL: _____

Check Made payable to: _____

++++
To be completed by PTL treasurer and kept in records:

Reimbursement amount: _____

Check #: _____

PTL treasurer signature: _____ Date: _____

Appendix O
PTL Check Request Form

PTL will not reimburse for items purchased prior to PTL approval.

Please review the PTL Handbook and Budget for approved expenditures.

Expenses greater than the approved budget amount must be discussed at a scheduled PTL meeting and must be pre-approved.

Purchases made prior to PTL approval may not be reimbursed.

Date of Request: _____

Requested by: _____

Amount \$: _____

PTL Budget Line: _____

Prior approval by PTL: Yes No Date approved by PTL: _____

Check Made Payable to (include mailing address): _____

Explanation of Request: _____

Attach a copy of invoice/receipts

+++++
To be completed by PTL treasurer and kept in records:

Reimbursement amount: _____

Check #: _____

PTL treasurer signature: _____ Date: _____