

BYLAWS

JULIUS HUMANN ELEMENTARY SCHOOL PARENT-TEACHER ORGANIZATION

ARTICLE I – NAME

The name of this organization is the Julius Humann Elementary School Parent-Teacher Organization (Humann PTO).

ARTICLE II – PURPOSES

Section 1. The objectives of the Humann PTO are:

- a. To promote a closer relationship between the home and the school, that parents and teachers may cooperate in the education of Humann students.
- b. To develop between Humann parents and teachers such united efforts as will secure for all Humann students the highest advantages in physical, cognitive, social, and personal development.

Section 2. The objectives of the Humann PTO are promoted through an educational plan directed toward parents and teachers; developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter “Internal Revenue Code”).

ARTICLE III – BASIC POLICIES

The following are the basic policies of the Humann PTO:

- a. The organization shall be non-commercial, non-sectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the objectives of the organization.
- c. The organization shall not-directly or indirectly-participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The Humann PTO shall work with Lincoln Public Schools (LPS) to provide quality education for all students and shall seek to participate in the decision-making process establishing LPS policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
- e. The Humann PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the Humann PTO in such matters shall make no commitments that bind the organization.

- f. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code.
- g. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

ARTICLE IV – ARTICLES OF ORGANIZATION

Section 1. The Humann PTO exists as an unincorporated organization of its members. Its articles of organization comprise these bylaws, as from time to time amended.

Section 2. The Humann PTO is an organization of Humann family units, Humann staff, and other interested individuals that is governed by an executive board, defined in Article VIII, Section 1. The executive board appoints a board of directors that is composed of the chairs of all standing and special committees. Both the executive board and the board of directors report to the general organization.

ARTICLE V – MEMBERSHIP AND DUES

Section 1. Membership in this PTO shall be made available without regard to race, sex, color, creed or national origin.

Section 2. Membership categories shall include, but not be limited to, Humann family units, Humann staff, and other interested individuals.

Section 3. This PTO shall conduct an annual enrollment of members, but persons may be admitted to membership at any time. The annual expiration date for membership shall be the first day of school for the following school year.

Section 4. Each member of this PTO shall pay such annual dues to said organization as may be prescribed by the organization.

ARTICLE VI – OFFICERS AND THEIR ELECTION

Section 1. Eligibility – Each officer shall be a member of this PTO.

Section 2. Officers

- a. The officers of this organization shall consist of a president, a vice president/president elect, secretary, and treasurer.
- b. Officers shall assume their official duties on July 1 and shall serve for a term of one (1) year or until their successors are elected, except the treasurer who shall serve a two-year term. Current officers shall complete business and commitments for the current school year.
- c. A person shall not be eligible to serve more than two (2) consecutive years in the same office.

Section 3. Nominating Committee:

- a. There shall be a nominating committee composed of three (3) members of the board of directors who shall be appointed by the executive board at their regular meeting at least one (1) month prior to presenting the ballot. The chairperson shall be the vice president/president elect.
- b. The committee shall nominate one eligible person for each office to be filled and report its nominees at the March meeting of the general organization, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- d. Officers shall be elected by ballot in the month of April. However if there is but one nominee for any office, the election for that office may be by voice vote.

Section 4. Vacancies – A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board of directors, five (5) days notice of such election having been given to each member of the board of directors. In case a vacancy occurs in the office of president, the vice president/president elect shall assume the presidency and serve notice of a vacancy in the position of vice president/president elect.

ARTICLE VII – DUTIES OF OFFICERS

Section 1. The president shall:

- a. Preside at all meetings of the general organization, its board of directors, and the executive board.
- b. Perform such other duties as may be prescribed in these bylaws or assigned by the general organization or its board of directors.
- c. Coordinate the work of the officers of the organization in order that the objects may be promoted.
- d. Create and appoint special committees as necessary, except the nominating committee, with the approval of the board of directors or the general organization.
- e. Have power to sign and execute bonds, contracts or obligations in the name of the organization, as authorized by the board of directors or the general organization.
- f. Be authorized to cosign checks.

Section 2. The vice president/president elect shall:

- a. Act as aide to the president.
- b. Perform the duties of the president in the absence or inability of that officer to serve.
- c. Be a member ex-officio of all committees (except the nominating committee) to coordinate their work in order that the objects may be promoted.
- d. Act as a keeper, along with the past president, of the bylaws of the organization.
- e. Recruit and identify possible committee chairs to be brought to the executive board for approval.

Section 3. The secretary shall:

- a. Attend all meetings of the general organization, board of directors, and executive board.
- b. Record the minutes of all meetings.
- c. Have custody of the official documents of the organization, including, but not limited to, the bylaws, employer identification number, and membership list.
- d. Be authorized to cosign checks.
- e. Perform other delegated duties as assigned by the general organization, the board of directors, the executive board, or the president. Such duties may include correspondence.

Section 4. The treasurer shall:

- a. Be the custodian of all the funds of the organization.
- b. Keep a full and accurate account of receipts and disbursements in books belonging to the organization.
- c. Deposit all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the general organization or by the board of directors.
- d. Make disbursements as authorized by the president, board of directors, executive board, or general organization in accordance with the budget adopted by the general organization taking proper vouchers for such disbursements.
- e. Have checks signed by two (2) of the following authorized persons: the treasurer, president, secretary, and no more than one other person designated by the president.
- f. Present a financial statement at every meeting of the general organization and of the board of directors and at other times when requested.
- g. Provide an account of all transactions and of the financial condition of the organization when requested by the board of directors or the general organization.
- h. Serve on the budget committee.
- i. Submit the books annually, or upon the resignation of the treasurer, for an audit by an auditing committee as defined in Article XII, Section 2.
- j. Shall complete all appropriate tax filings for the year(s) served prior to leaving office. In the event the treasurer is unable or unavailable to complete this task the tax filings will be completed by the audit committee.
 1. Prepare a preliminary annual report for presentation at a final meeting of the general organization and prepare all necessary materials for audit at the end of the fiscal year.
 2. The audit shall be completed by July 1 following the end of the school year.
 3. The final annual report of the auditor shall be presented to the board of directors and the general organization at the start of the school year.

- k. Authorize other individuals to deposit monies in the name and credit of the organization in such depositories as may be designated by the general organization or by the board of directors.

Section 5. The past president shall:

- a. Provide advice and knowledge to the general organization.
- b. Maintain the bylaws.

Section 6. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, the officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII – EXECUTIVE BOARD

Section 1. The executive board of the organization shall consist of:

- a. The officers of the organization.
- b. The principal of the school or a representative appointed by the principal.
- c. Two teacher representatives.
- d. Up to two additional PTO members, one being the immediate past president, as appointed by the president.

Section 2. The duties of the executive board shall be:

- a. To transact business referred to it by the board of directors and the general organization.
- b. To act on behalf of the board of directors and the general organization between meetings of the board of directors and the general organization when in the judgment of the executive board immediate action is required.
- c. To report and submit all actions to the board of directors and the general organization at its next meeting for ratification.
- d. To take no action in conflict with that of the board of directors and the general organization.
- e. To formulate and submit to the board of directors and the general organization such recommendations as it may deem advisable.
- f. To approve chairpersons and members of standing committees and fill vacancies when required.

Section 3. Meetings of the executive board shall be held monthly. The executive board shall meet within sixty (60) days following election of officers.

Section 4. A majority of the members of the executive board shall constitute a quorum for the transaction of business.

Section 5. Special meetings of the executive board may be called by the president or by a majority of its members, five (5) days notice being given to each member of the executive board.

ARTICLE IX – BOARD OF DIRECTORS

Section 1. The board of directors shall consist of:

- a. The officers of the organization.
- b. The chairs of the standing committees.
- c. The principal of the school or representative appointed by the principal.
- d. Two teacher representatives.
- e. The immediate past president (who serves as an advisor).

Section 2. The duties of the board of directors shall be:

- a. To transact necessary business for the general organization.
- b. To create standing and special committees.
- c. To approve the plans of work of the standing committees.
- d. To present a report at the meetings of the general organization.
- e. To select an auditor or auditing committee to audit the treasurer’s accounts as defined in Article XII, Section 2.
- f. To prepare and submit to the organization for adoption at the board of directors’ summer budget meeting a budget for the school year.
- g. To approve routine bills within the limits of the budget.
- h. To fill vacancies occurring in an officer position as set forth in these bylaws.

Section 3. The board of directors shall meet at least annually, prior to school within the fiscal year.

- a. One-third (1/3) of the board of directors shall constitute a quorum for the transaction of business at a board of directors meeting.

Section 4. Special meetings of the board of directors may be called by the president or by a majority of the board of directors, five (5) days notice being given to each member of the board of directors.

ARTICLE X – GENERAL ORGANIZATIONAL MEETINGS

Section 1. Regular organizational meetings shall be held at least eight (8) times a year. At least two (2) of the eight meetings shall consist of a budget meeting and an annual meeting. The budget and annual meeting shall be held during the school year unless otherwise provided.

- a. Dates of meetings shall be determined by the executive board and announced at the beginning of the school year.
- b. Five (5) days notice shall be given of change of date of any meeting except in cases of emergency.

Section 2. Special meetings of the general organization may be called by the president, or by a majority of the board of directors, five (5) days notice having been given.

Section 3. The annual meeting, which shall include the election of officers, shall be held in April.

Section 4. The budget meeting, which shall include the presentation of the budget and calendar, shall be held in September.

Section 5. The members present shall constitute a quorum for the transaction of business at any meeting of this organization.

ARTICLE XI – COMMITTEES

Section 1. Only members of the organization shall be eligible to serve in any elective or appointive position.

Section 2. The board of directors may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization.

Section 3. The chairpersons of standing committees shall be appointed by executive board for a term of one (1) year or until the selection of a successor, not to exceed three consecutive years.

Section 4. The chair of each committee shall present a plan of work to the board of directors or to the general organization for approval. The chair of each committee will collect receipts/bills and submit to the treasurer for disposition. No committee work may be undertaken without the consent of the board of directors or of the general organization.

Section 5. Special committees may be formed by the board of directors.

ARTICLE XII – FISCAL YEAR/FISCAL POLICIES

Section 1. The fiscal year of this organization shall begin on 7/1 of each year and end on 6/30 of each year.

Section 2. The books and accounts of this organization shall be kept in accordance with sound accounting practices and shall be examined annually by an auditing committee of not fewer than two (2) members, comprised of at least one member at large to be determined by the president. Who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

Section 3. A member whose duties requires collection of organization funds shall supply the treasurer with an accurate record of such income. The treasurer shall supply these members with a receipt.

Section 4. Two (2) authorized signatures shall be required for all withdrawals from savings and checking accounts as defined in Article VII, Section 4. (e).

Section 5. The budget for the succeeding fiscal year shall be presented for a vote of the members at the October meeting. At its annual meeting, the board of directors shall formulate a preliminary proposed budget to be presented at the September meeting of the general organization, and each chair shall present in writing a work plan for his or her committee for the coming school year.

Section 6. The board of directors may authorize disbursements not to exceed \$5,000 in addition to budgeted amount or before the budget is finalized, not to exceed \$10,000 in total, without prior approval of the membership.

Section 7. The president of the organization may authorize disbursements not to exceed \$100 per month in addition to budgeted items without prior approval of board of directors.

Section 8. The treasurer of the organization shall be responsible for ensuring all tax reporting requirements are met. Currently those requirements include filing of IRS Form 990, Return of Organizations Exempt from Income Tax, IRS Form 1099-MISC, and Nebraska Form 2, Business Use Tax Return.

ARTICLE XIII – DISBANDING ORGANIZATION

If this organization wishes to disband it must proceed in the following manner:

Section 1. The Humann PTO shall adopt a resolution recommending that the organization be dissolved and directing that the questions of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice that the purpose of such meeting is to consider the advisability of dissolving the organization shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.

Section 2. Only those persons who were members in good standing of the PTO on the date of the adoption of the resolution and who continue to be members in good standing on the date of the special meeting shall be entitled to vote on the question of the dissolution.

Section 3. Approval of the dissolution of the PTO shall require the affirmative vote of at least three-quarters (3/4) of the members who are entitled to vote at the special meeting, and who are present and voting at such meeting, with a quorum having been established in accordance with these bylaws.

Section 4. Any leftover funds will be distributed as per Article III (g).

ARTICLE XIV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this PTO and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of organization.

ARTICLE XV – AMENDMENTS

Section 1. These bylaws may be amended at any meeting of the general organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at least thirty (30) days prior to the meeting at which the amendment is voted upon, providing that a quorum has been established in accordance with these bylaws.

Section 2. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the general organization or by a two-thirds (2/3) vote of the board of directors, providing the quorum has been established. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

The following sections are guidelines only for the PTO and are not part of the bylaws.

HUMANN PTO GUIDELINES

1. Scholarship Criteria – The Humann PTO offers scholarships for any student who would like to participate in a PTO-sponsored club/activity.

Anyone requesting a scholarship may contact the chair of the club/activity or the principal and state why they are requesting the scholarship. The request will then be reviewed by the principal, club chair, and one member of the executive board. The club chair will notify the person whether or not his or her request was granted.

2. Educational Enrichment Funds – will be defined as money to support student activities that match instructional objectives. With this money, teachers will be able to plan activities for students that make the learning experience richer. This includes field trip expenses, cooking supplies, team celebrations or materials to do special projects. It would not be used for student gifts or for a meal for the end of the year event.

[Tentative; preliminary] Also under educational enrichment, TEAMSWORK grants are allocated to each of the nine teams (plus one grant for the principal). The K team should be allocated extra money if funds allow, because of the diversity of the team (art, music, PE, computer, library). Funds are to be spent in ways that the team deems would be most beneficial for the school. Expenditure requests from the teams must be submitted to, and approved by the principal by March 1. The expenditures should be summarized and presented by the assistant principal in a spring issue of the PTO newsletter. TEAMSWORK grants can cover many facets. For example, if the second grade team feels that the library is lacking volumes, the team could use its grant for books. Another grade might choose to send a team member to an extraordinary workshop or conference. Another alternative would be for the team to hire subs so that teachers could spend more time on assessment. A team could contribute its grant to an existing project such as the murals. This list is not exhaustive or comprehensive—The only stipulation is that the principal approve the grants.

3. PTO Sponsorship of Clubs or After School Activities - All persons interested in organizing a PTO-sponsored club or after school activity needs to submit a written proposal to the PTO. State the purpose, supplies needed, and the total dollar amount requested. All PTO-sponsored clubs or activities are subject to final approval by the PTO board of directors.

3.a Fee-Based Clubs or Activities – The PTO of Humann Elementary may sponsor but will not monetarily support those clubs or activities in which a fee is charged. Fees may include the instructor's time or any supplies, clothing, or other related items necessary for the club or activity. The rate of pay for each instructor will be set by the club's organizer. Payment to instructors will be made as set forth in the approved application. The PTO will treat instructors as independent contractors; therefore, the PTO may be required to file a Form 1099 to be completed by the treasurer. These clubs are expected to be self-supporting with any and all money overages to be carried into the next school year. All fees and costs incurred in facilitating these clubs or activities will be submitted to, and paid by, the PTO treasurer.

3.b Non Fee-Based Clubs or Activities – The PTO of Humann Elementary may monetarily support those related clubs or activities that are open to all students and are facilitated on a volunteer basis only. No salaries will be paid. If the amount of funds approved by the PTO is not sufficient to run the club or activity the organizers may submit an alternate proposal for a fee-based club or activity. All fees and costs incurred in facilitating these clubs or activities will be submitted to, and paid by, the PTO treasurer.

Each individual club and or activity that is operating on a fee-charged basis will be listed on the annual PTO budget as a pass through expense.

4. Memorials for Current Students and Staff – The Humann PTO will donate \$100 to a memorial of the family's designation. If the family prefers not to direct the Humann PTO's donation, then the Humann PTO memorial will be decided by an ad hoc memorials committee designated by the president. This ad hoc committee

can comprise students, parents, and staff. In addition, the appreciation committee will be provided \$50 for flowers to be sent to the family from the Humann PTO.

5. Guidelines for Class Parties – not ready for distribution

6. PTO Primer – attached

7. PTO Timeline – attached

8. Bylaws – The past president and/or vice president/president elect should review, explain, and present the bylaws to incoming members of the executive board and board of directors at the annual meeting of the board of directors.

9. Executive Board Meetings – The meeting dates and times shall be fixed prior to the before-school mailing.

10. Board of Directors Annual Meeting – At its annual meeting, the board of directors shall formulate a preliminary proposed budget to be presented at the September meeting of the general organization, and each chair shall present in writing a work plan for his or her committee for the coming school year.

11. Budget Deadlines/Fiscal Year Info – All committee chair receipts shall be submitted by 6/15 so that year-end balancing can occur. Any funds in excess of \$2000 in the PTO checking account as of June 15 of each calendar year shall be transferred to the PTO money market account; the money market account is designated the “Capital Improvement Fund;” and the balance of this account is allowed to accumulate in order to fund such big ticket items including, but not limited to, the playground improvement project or multipurpose room renovation plan. Although this account is earmarked for projects that are normally too large for the PTO’s yearly budget, the money can be tapped for normal operations in instances of financial exigency. The treasurer and president should review the fund balance at least annually to match PTO projects with the fund balance and report the status of the fund to the organization.

Humann PTO Timeline

When	What	Who
July 1	Fiscal year begins; change of officers	
One week before board of directors meeting	Executive board meets	President
August (before school begins)	Board of directors meet <ul style="list-style-type: none"> • Discussion/formulation of proposed budget • Each chair presents a general plan • Calendar is discussed • Past president and vice president/president elect explain and review bylaws 	President
Monthly (Minimum of eight)	Committee reports (oral or written) Treasurer reports Minutes	Committee chairs Treasurer Secretary
September	Budget Meeting—Treasurer presents budget proposal. General organization members can make amendments and changes. President presents calendar	Treasurer President
October	Budget vote Start of discussion on assigned gifts	
February	Nominating committee appointed. VP/president elect serves as the chair of this committee	Executive board
March	Nominations presented at general organization meeting for officers. Nominations will be received from the floor	Nominating committee chair (VP/president elect)
April	Election of officers Annual meeting VP/president elect starts to recruit committee chairs for following year	
Spring	Survey of committee chairs for next year's budget recommendations	Treasurer
June 15	Deadline to submit all expenses and income	Chairs, officers
June 15 to July 1	Audit committee formed. Includes ways & means chair, president elect, and at least one other member	President (treasurer lets president know when books are closed)
Summer	Preliminary budget discussion meeting of executive board (and incoming treasurer in alternate years)	President
July 1 or ASAP	IRS reports filed	Outgoing treasurer
June-July	Calendar tentatively set. Check with principal for school events	Incoming president

Humann PTO Primer

A Practical Guide For Humann PTO Officers and Chairs

Welcome to the Humann PTO board of directors, and thank you for agreeing to lend your expertise and enthusiasm. These general guidelines will help you to get things done in the Humann PTO.

- 1. Communication, communication, communication**—This mantra is the foundation of PTO success. Our strongest PTO terms come when we touch base, keep each other informed, and draw from everyone's experience. Meet with your principal early in the planning stages of all projects, and keep the PTO president informed. Teachers and principals are great sources. The PTO is independent of the school, but it is an auxiliary that helps at the school's discretion. Sharing info with the school, the board, your committee, and the PTO membership insures continued effectiveness of our organization. No question is too small, no comment is dumb—the PTO welcomes all input.
- 2. Committee reports**—Each committee should report monthly at general meetings. (You may send a committee rep if you can't attend.) The monthly report is a good time to draw on the expertise of the members and former committee chairs and officers. Their feedback can make your plans more effective.
- 3. Your budget**—We decide our budget at the first two general meetings of the school year. Each chair is responsible for monitoring his or her committee expenses. (You can track expenditures through the monthly treasurer's report, which the secretary sends with the minutes to each chair.) If you need more money during the year, you need to ask the president to be listed on the next meeting's agenda. Funding requests are approved or disapproved by a vote of the general membership.
- 4. Newsletter**—The PTO publishes a monthly newsletter that is sent to every student. Let all parents know your needs and plans through this vehicle. The newsletter is also a great way to thank volunteers. When parents see names they know, it is easier to recruit for future projects. Let the publicity chair know a month in advance when you plan events.
- 5. Submitting bills**—Complete a voucher form for all expenses and income (sample attached) and send it and your receipts/bills to the treasurer. You can ask vendors to bill the PTO directly, or you can pay and be reimbursed. For direct bills, please ask the vendor to list your name and committee on the invoice so we know which budget line to charge. PTO checks must be countersigned, so allow a week or two turnaround time. The PTO does pay sales taxes.
- 6. The executive board**—The executive board is the management or business side of the PTO. The president, past president, president elect, secretary, treasurer, principal, and teacher reps sit on the board, which convenes one week before general meetings. Please submit major requests to the board in advance so that board members can do the legwork and research to allow the general membership to make wise, informed choices.
- 7. Photocopies**—The school print shop provides professional, reliable copying at a fraction of private vendor cost. Complete a form (sample attached) and deliver it and your originals to the print shop a day or two before you need copies. Our needs are secondary to those of the classroom, but the print shop usually provides rapid turnaround. The print shop keeps a running tally and bills us at the end of the year.
- 8. Reserving a room**—Our larger committees can put a strain on anyone's living room. We can meet at the school at no cost if space is available. School custodians will set up rooms to your specifications. Complete a form (sample attached) and talk to the receptionist in the school office.
- 9. Sending PTO info through school**—The office is happy to send PTO material to other chairs and officers through student backpacks. Student names and homerooms are in the PTO directory. Deliver to the office before 2:00 p.m. and your envelope usually will go home that same day.
- 10. PTO mailbox**—Items for the board that don't need urgent attention can be left in the mailbox, which is located in the hall between the office and print shop. The PTO president checks the box.
- 11. Scholarship**—We have a small budget line for students unable to afford PTO activities. See the president or principal if you see, or if a teacher tells you about, a hardship case.
- 12. Mounting displays**—Don't let your hard work go to waste ... be sure to secure all displays to the wall adequately. Use Scotch[®] tape for glass windows or doors and masking tape for concrete block walls. Don't mount anything on the poles. Your tape loops (and these should be about 1½ inches) should run perpendicular, not parallel, to the floor.

The PTO board represents a wealth of diverse talents and skills. We look forward to a year marked by the synergy such a broad band of strengths will create. We expect innovation and great benefits for our school children. We encourage you to talk with any PTO board member or our principal about any questions, concerns, or ideas you have for the coming PTO year.

Teacher guidelines for class parties aren't ready to be shared until Bonnie Spomer takes them to the teachers. They may need to be revised to reflect the possibility of doing picnics.

Proposal for PTO sponsorship of club or after school activity

Please complete and submit to the president of the Humann PTO.

Your name: _____ Phone number: _____

Will this be a (please circle one) Fee-based club Non fee-based club?

Describe the proposed club or activity:

What will be the time frame for the club/activity (approximate number of class meeting, time and day of the week, etc.)”

When would you like the club/activity to begin?

For whom will the club/activity be structured?

Total number of participants expected?

List supplies and costs needed:

Other expenses:

Total expense to be charged or funded by the PTO:

Payment schedule requested:

