

RANCH VIEW HOME AND SCHOOL ASSOCIATION  
POLICIES AND PROCEDURES

Document Revision – April 2024

ARTICLE I: NAME

The name of this organization will be the Ranch View Home and School Association, a Division of the Naperville District 203 General Home and School Association.

ARTICLE II: PURPOSE

The primary purpose of this organization will be to promote close cooperation, understanding, and communication between the school and the home. It will also promote additional opportunities and resources to all students through its fundraising activities.

ARTICLE III: MEMBERSHIP

All parents and/or guardians of children attending Ranch View School, faculty, and staff are members of the organization and the General Home and School Association. Membership fees will not be charged, and dues are not to be collected from any member of the division.

ARTICLE IV: MANAGEMENT

The elected officers of this association shall consist of President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary, Treasurer or Co-Treasurers, and Past President, if appropriate.

SECTION 1: These elected officers, along with the Principal, will constitute the Executive Board. The fiscal year of the organization runs from July 1 through June 30. Terms of elected officers and appointed chairpersons will coincide with the fiscal year.

SECTION 2: The Executive Board will prepare the budget with the membership approving said budget in fall by quorum.

SECTION 3: Any communication sent to the Association membership by an executive board member or a general chairperson must be reviewed by the President and approved by the Principal. A paper or electronic copy should also be left with the Secretary.

ARTICLE V: DUTIES OF EXECUTIVE BOARD

SECTION 1: The **President** will preside at all meetings of the Ranch View Home and School

Association Board and Executive Board. In the event they cannot attend a meeting, they can delegate this responsibility to another Executive Board member. The president will appoint all standing committee chairpersons and other representatives as deemed necessary and will be an ex-officio member of all committees. The President shall be responsible for reviewing and signing all contracts. The President should use the President Gmail account to send and receive all correspondence. The President will be the main contact for Sunshine gifts, as defined in Article VI, Section 4. The President is automatically a member of the Naperville District 203 Home and School Association. A **Co-President** may be voted into this position and would share the same duties, responsibilities and accountability as the President.

SECTION 2: The Vice President shall perform the duties of the President in his/her absence and such other duties as may be designated by the Executive Board. The Vice President will assist the President in overseeing the Ranch View Home and School Committees. The Vice President will review the contents of the President binder/Google Folder and make recommendations to the Executive Board for changes and/or additions. The Vice President is responsible for maintaining and monitoring his/her General Home & School (district) gmail account and using the Ranch View Home and School Association gmail account for all correspondence. A **Second Vice President** may be voted into this position and may share the same duties, responsibilities and accountability as the Vice President. One of the Vice Presidents will also have check signing authorization.

SECTION 3: The **Secretary** will keep the minutes of the Ranch View Home and School Association meetings and report the same at the appropriate meetings. The secretary will be responsible for publishing or overseeing the creation of weekly Home and School Happenings emails and perform all duties that are deemed necessary as delegated by the President or Co-Presidents. The Secretary oversees any chairs who promote events and activities on the Ranch View Home and School social media pages and coordinates communications with school administration, the President or Co-Presidents. The Secretary also maintains a file (electronic if possible) of all mailings, handouts, and memos sent home throughout the year that is given to the President to become part of the President's records. The Secretary is also responsible for recording any approved modifications to the Policies and Procedures. The Secretary shall be responsible for attending monthly Executive Board and General Home and School meetings. The Secretary shall use the Secretary Gmail account to send and receive all correspondence.

SECTION 4: The **Treasurer** will receive and disburse all Association funds and will keep an accurate account of the same. The Treasurer will be responsible for generating all financial reports for Home and School. The Treasurer will present a financial report at or before each Executive Board meeting and each Home and School meeting. These financial reports must be approved by a majority vote of the Home and School Association monthly. The Treasurer will manage all information needed for the yearly audit and tax review for the fiscal year in which they served with all divisions under General Home and School. The timeline for the audit begins in July at the end of the fiscal year and may last into the Fall of the next school year. The Treasurer is required to submit their materials in the summer months even if their term as Treasurer does not extend into the subsequent school year. All financial books and records are to be turned over on or before the date stipulated by General Home and School. Failure

to produce financial documents and delay the audit review may result in significant fees which will be the responsibility of Ranch View Home and School as agreed upon in the Home and School Audit Responsibility Guidelines.

The Treasurer shall be a main contact for any electronic payments, and will be able to oversee and access any electronic collections. This responsibility may be delegated out as needed by the Treasurer. The Treasurer shall be responsible for attending monthly Executive Board and General Home and School meetings. The Treasurer shall use the Treasurer Gmail account to send and receive all correspondence. A **Co-Treasurer** may be voted into this position and would share the same duties, responsibilities and accountability as the Treasurer.

SECTION 5: The **Past President** serves as a mentor and advisor to the Association Board and will be responsible for such duties as the President may assign. The Past President may be invited to meetings with the Executive Board or School Administration as necessary.

#### ARTICLE VI: Fiscal Responsibilities of the Executive Board

SECTION 1: At the sole discretion of the President, items with a value not exceeding one hundred dollars may be authorized for purchase by the President, without a majority vote of the Board.

SECTION 2: The President shall be responsible for reviewing the reconciliation of the Home and School Association monthly bank statement.

SECTION 3: The President, Co-President, Treasurer, Co-Treasurer, and one of the Vice Presidents will all have the authorization to co-sign checks when two signatures are required. All of these Executive board members must be listed on the bank's account records

SECTION 4: The President or Co-President, or their designee, shall use the following guidelines under "Sunshine". "Sunshine" will encompass all gifts for Ranch View community members and staff. This includes, but is not limited to:

Families in need – Based on school direction the Home and School board will provide assistance for families in need.

Births: Staff and Support Services – purchase a gift up to \$50.00 in value; Home and School Board Member – card.

Weddings: Staff and Support Services – purchase a gift up to \$50.00 in value; Home and School Board Member – card.

Illness/Surgery: Staff and Support Services – purchase a gift up to \$50.00 in value. Extra donation will be considered based on severity and length of illness. Home and School Board Member – card or extra donation will be considered based on severity and length of illness

Death: Staff, Support Services, Students and Past/Present Board Members – charitable

donation or something permanent left to the school, up to \$100.00 in value. Decision left to the discretion of the Executive Board and the Principal. Parent or sibling of a student and parent, child, or spouse of Staff or Support Services – up to \$100.00 in donation made in memory of the person to a charitable organization selected by the family or a giftcard for food or a similar gift for condolence (flowers, plant).

Retirement: Staff and Support Services – purchase a gift up to \$100.00 in value, to be determined by time and service to Ranch View School.

Disaster: Staff and Support Services – at the discretion of the Executive Board and the Principal, up to \$100.00 can be donated for the initial problem. Other appropriate action will be taken as needed.

Staff/Teacher Appreciation Gifts: throughout the year, the President or Co-President will delegate Executive Board members to assist in purchasing and celebrating staff per specific appreciation day or weeks on the district calendar. Purchased gift amounts will be divided per the President based on the yearly budget.

Staff/Teacher Gift Policy: Home and School may not gift more than \$100.00 to any one teacher or staff member in a given school year. This includes, but is not limited to: staff appreciation, holiday gifts, special events, retirements, and sunshine gifts.

If Home and School is collecting gifts from parents to give to teachers and staff and the aggregate is greater than \$100, a list of donors must be presented to the teacher. Individual amounts need not be disclosed. This is allowable as Home and School is a pass-through for the gift and not the sole source of the gift.

SECTION 5: The Treasurer shall perform duties as described in Article V, Section 5. The fiscal year runs from July 1st through June 30th. All requests for payment of funds by committee members must be accompanied by a Payment/Reimbursement Form. Any payment request over two hundred dollars requires authorization of two of the following three Executive Board members: the President, Co-President, Treasurer, Co-Treasurer, and the Second Vice President. An advance notice of one week shall be required to process a payment request. All deposits of funds must be accompanied by a Deposit/Receipt Form, of which a copy is given to the President after the deposit has been made.

Ranch View Home and School Association will hold \$3,000 in reserve at all times. If any amount of the \$3,000 is used and not replenished in the same fiscal year, then repayment of the reserve fund must be included in the budget the following fiscal year.

SECTION 6: In the event that a NSF (Non-Sufficient Funds) check is received by the Ranch View Home and School, the following procedure should be followed:

- a. Within one week of the NSF notification, the Treasurer will send a letter notifying the payee that the check was returned for NSF. They will be given 30 days to repay the original amount of the check plus the current NSF fee. Repayment must be in the form of a cashier's check, money order or cash.
- b. If repayment is not made within 30 days, a second notice will be sent asking for

- repayment. They will be given an additional 15 days to repay.
- c. If repayment is not made within 15 days of the second notice, Ranch View will no longer accept checks from that person and they will be placed on a “no checks” list. The Treasurer will send a letter notifying them of this policy.
  - d. The Treasurer will provide the “no checks” list to all committees that accept payment. e. A person will remain on the “no checks” list until they no longer have children at Ranch View
  - f. If possible, goods and services will be withheld until repayment is received.
  - g. All NSF transactions will be recorded in the Bank Charges account.

SECTION 7: Checks that are still outstanding after 180 days (approximately 6 months) will be voided. A check may be reissued if the receiver wishes to cash the check after it has been voided.

Any check that is outstanding after 3 years will need to be sent to the State of Illinois as unclaimed funds. The Treasurer should contact the General Home and School Treasurer for instructions.

#### SECTION 8: Gift Card Policy

All gift cards must be handled as cash; therefore, gift cards must be processed at school and kept in safe.

Gift card inventory needs to be tracked and reconciled periodically, with updates reported at each board meeting if amounts have changed.

Signatures are required for gift card pick up, and to authorize release if the gift cards must be sent home through backpacks. Signatures must be from one of the following Executive Board members: the President/Co-Presidents, Treasurer/Co-Treasurers, or one of the Vice Presidents.

#### ARTICLE VII: NOMINATIONS

SECTION 1: The Nominations Chairperson(s) shall preside over a nominating committee that shall consist of seven persons, none of whom may be a candidate for office. This committee shall include the Principal, the President and Co-President (if he/she is not seeking an additional term). Committee members must be board members who have ideally attended a majority of the Home and School Association meetings year to date. In the event more than the required number of persons qualified to serve on the Nominating Committee, the positions will be filled by a random drawing. The President or Co-President, if not seeking an additional term, may choose to nominate one or two members to this committee, exempt from the drawing, that may have useful prior experiences with Home and School and the requirements of each position.

One nomination form will be sent to each family in January. All nominations must be submitted in writing or electronically by a February deadline . The name of the person

making the nominations will be kept confidential. If the minimum number of nominations to fill a slate is not met, a second round of nomination requests may be sent to each family, and the Nomination Committee Chairperson(s) may extend deadlines as needed in order to propose a slate for the April meeting.

In the rare event that there are not enough nominees for a full executive board, the proposed slate of officers will still be voted upon in the spring with the nominees placed into the positions as needed. The slate does not have to be filled completely for that ballot vote. Any vacancies after the vote can then be chosen and accepted by a e-vote by the current executive board as well as the Nominations Chairperson as soon as possible. To assist in executive position roles and duties, vacancies can be temporarily filled by committee members as needed for specific events or committee needs, until the time a permanent executive board member can be appointed. The President or Co-President can appoint any temporary roles as necessary.

The Nominations Chairperson will notify all persons nominated who must respond in writing or via email as to whether or not they wish to pursue a position. The Nominating Committee will decide on a slate of officers to be presented to the Board by the Nominations Chairperson. The slate of officers will consist of: one candidate for Secretary, up to two candidates for Vice President, up to two candidates for Treasurer, and up to two candidates for President. A vote to approve the slate of officers will be taken at a Home and School Meeting in the spring, ideally in March if no extensions were made at the beginning of the nominations process. Notification of the approved slate of officers will then be sent out to the general membership by written notice.

To become an executive board member it is preferred that nominees have demonstrated at least one year of leadership experience as a home and school committee chairperson and will have attended at least half of the home and school meetings for the current year. This is not required. Each nominee will have the opportunity to write a short paragraph stating their experience to present to the nominations committee for consideration. The officers will assume their responsibilities on July 1<sup>st</sup>.

SECTION 2: The slate of officers is presented at an early spring board meeting by the Nominations Chairperson, ideally during the March board meeting. The slate will be subject to a ballot vote for approval. A 2/3 majority vote of a quorum is needed to constitute approval of the slate. A quorum is defined in Article VIII, Section 1.

SECTION 3: All elected officers will be eligible for re-election to the same office for one additional term. No member will serve for more than two consecutive terms in the same office, unless the opening has been publicly announced to the membership at large and no interested parties have come forward.

SECTION 4: Any vacancy in office will be filled by appointment by the Executive Board and the Nominations Chairperson from the membership at large. If an elected officer is no longer able to perform the duties assigned to their roles, the person can be removed from

their position and the vacancy will be filled by appointment by the Executive Board and the Nominations Chairperson from the membership at large. In the event that the vacancy in office is an Executive Board member, the President, Co-President, and the Nominations Chairperson can fill the appointment from the membership at large.

## ARTICLE VIII: MEETINGS AND QUORUM

SECTION 1: The Ranch View Home and School Association Board will meet as scheduled by the Executive Board. A quorum is required for the transaction of all business and is defined as one third of the total of the following three groups - the Executive Board and one representative from each standing committee and any attending member of the general Home and School of Ranch View Elementary. A 2/3 majority vote of the quorum is required for budget approval, election of the Executive Board and any modifications made to the Policies and Procedures.

SECTION 2: A majority vote of Board Members in attendance, except the Principal and the Staff Representative, is required to pass any motion unless otherwise noted in this document. In the event an electronic vote is required for reasons such as, but not limited to, lack of a quorum or no Home and School Association meeting scheduled prior to decision making deadline, the Secretary or President will issue the request for electronic votes to committee chairpersons and executive board members. The Secretary or President tabulates votes at the end of the deadline and the decision will be based on majority of votes provided the minimum number of quorum is received according to Article VIII in SECTION 1. Results of such electronic votes should be reported by the Secretary or President at the next Home and School meeting and documented in the minutes.

SECTION 3: The Executive Board will be convened at the request of the President or any two members of the Executive Board.

SECTION 4: Any item to be placed on the agenda of a general Home and School meeting must be submitted to the President prior to the general meeting. If the request is made less than one week prior to the meeting, it is left to the President's discretion to add the item to the agenda or defer until the next meeting.

## ARTICLE IX: COMMITTEES

It is at the discretion of the Executive Board which fundraisers will be run in a given year. **The Executive Board may decide to add or remove committees depending on current year needs.** The following committee chairpersons, along with the Executive Board, will make up the Ranch View Home and School Association Board. The standing committees of the Association may include: Adult Social, Art to Remember, Assemblies, Book Fair, Direct Donation, Field Day Coordinator, Fifth Grade Liaison, Mum Sale, Hospitality & Decorating, Gift Card Fundraiser, Nominations, Outdoor Classroom, Room Parent Coordinator,

Saddlefest, Silent Auction, School Family Community Partnership, Special Projects Fundraising, Spirit Wear, School Supply Packets, Volunteer Coordinator and Yearbook.

Each committee chairperson shall be appointed by the President and will submit a written report (“Committee Snapshot”) of the year’s activities at the last Ranch View Home and School Board Meeting of the school year. One copy of the report will go to the President and one copy to the incoming chairperson. Each chairperson will select as many members as necessary to carry out the work of the committee. No chairperson will serve more than two consecutive terms in the same position, unless no other interested person(s) have come forward.

- A. **Adult Social:** The Adult Social committee plans and promotes an evening, adults-only, social event with silent auction. Collects advance registrations, solicits donations for the silent auction, and coordinates the event.
  
- B. **Art to Remember:** Our annual Art to Remember fundraiser takes place in the Fall. A piece of artwork from each student is submitted to Art to Remember to be made into personalized products for families to order, like magnets, mugs, calendars, and ornaments. These keepsakes make great holiday gifts! Committee members will work with the Art Teacher to compile students' artwork for submission in August and September, promote the fundraiser and the ordering process through October, and arrange an order pickup date at school in November. Much of the work and correspondence can be done outside of school with artwork compilation and order distribution taking place at school. Additionally, there are more fundraising opportunities throughout the rest of the year with Art To Remember’s online submissions web options and ship to home capabilities.
  
- C. **Assemblies:** Fun and enriching school-wide assemblies may be held every year at Ranch View! This committee researches assembly options that align with the School Improvement Plan (SIP) goals and submits recommendations to the Principal for review. The committee contacts and coordinates scheduling with approved vendors, works with school staff on assembly logistics, and attends the assembly (if possible). The assembly is typically one hour in duration on a school day, and the rest of the work and correspondence can easily be done outside of school.
  
- D. **Book Fair:** Ranch View Home and School encourages a love of literacy by hosting two book fairs each school year, in the fall and spring. Additional pop-up events may be planned as approved by the committee and Executive Board. This committee works with the LC Director to plan, promote, and run the book fairs, and manages additional volunteers helping during the fairs, at set-up, and at take-down. This committee is a perfect fit for reading and literacy enthusiasts! If scheduling permits, you may introduce additional literacy-related activities leading up to the fairs and/or decorate bulletin boards/posters/flyers to build up excitement.
  
- E. **Box Tops:** The committee promotes the digital option for collecting box tops through social media, submissions to the Home and School Happenings emails, and at Home

and School meetings. Time commitment is minimal and the work can be done outside of school.

- F. **Direct Donation:** The Direct Donation program is an additional option for families to contribute to Home and School's fundraising efforts. This committee promotes the Direct Donation program and collects donations to submit to the Home and School Treasurer. This committee requires a minimal time commitment but makes a big impact on the funds raised for the school! Most of the work can easily be done outside of school.
- G. **Field Day:** Field Day is a highlight of the school year for many students and parents at Ranch View! This event is held in the last week of the school year and encourages classes to 'get outside and move' with fun outdoor activities (and lunch if needed) for all students. This committee works with the PE Teacher to plan the event activities and logistics, and manages parent volunteers helping that day. Additionally, the Field Day committee chair(s) will review plans with the Vice Presidents and the Principal before executing, and will use the Home and School allotted budget towards any Field Day activities, awards, souvenirs, or food with recommendations and consent from the Vice Presidents and Principal.
- H. **Fifth Grade Liaison:** Fifth Grade Liaison(s) plan special events for the fifth graders to celebrate their time at Ranch View, such as the Outdoor Education event and panoramic photo in fall, and the fifth-grade pizza party and clap out in May. The Fifth Grade Liaison(s) will be a contact of communication for other fifth grade families and the teachers throughout the year. The goal is to enhance the students' last year with a variety of events all year that are reviewed and approved by the Principal. Liaisons should be creative, organized, and able to communicate with a variety of teachers, staff, and families.
- I. **Mum Sale:** Ranch View's Mum Sale is a fall fundraiser offering families the chance to order mums for fall. . This committee plans and promotes the fundraiser in the fall , coordinates a delivery date with the supplier, distributes orders at school , and manages volunteers helping distribute orders on pick up day. Much of the work and correspondence can be done outside of school with delivery acceptance and order distribution taking place at school. Mum Sale chair(s) must be available on site for the drop off and distribution times, or have a designated committee member to substitute and be present to meet the delivery driver as well as the families picking up orders.
- J. **Hospitality and Decorating:** The Hospitality and Decorating Committee coordinates events and special activities throughout the school year, such as the Veterans Day brunch, Staff Appreciation lunches, and Teacher Appreciation Week. They are responsible for procuring food and/or monetary donations with the help of the Volunteer Coordinator and Treasurer. The committee is also in charge of decorating the school bulletin boards and hallways during the school year.
- K. **Gift Card Fundraiser:** This gift card fundraiser takes place before winter break and in the spring for staff appreciation gifts. Families have the opportunity to gift Ranch View

teachers and staff with gift card funds that are redeemed by the staff towards the gift cards of their choosing. Committee chair must work closely with the Volunteer Coordinator and Treasurer to organize and execute online order forms and payments by families. Most of the work and correspondence can be done outside of school for this position.

- L. **Nominations:** Nomination forms for the next year's Home and School Executive Board are sent out in January. This committee oversees the nomination and selection process, including distributing and compiling nomination forms, contacting nominees, forming and presiding over the nominee selection committee, and presenting the slate for a vote at a spring Home and School Board meeting. The Nominations chair must communicate and work alongside the President(s) not continuing for an additional term to set and extend deadlines as needed per the guidelines in Article VII. Time commitment is minimal and most of the work can be done outside of school.
- M. **Outdoor Classroom:** Ranch View's outdoor classroom is a phenomenal outdoor learning space made possible, in part, by the fundraising efforts of Home and School. This committee manages the care and upkeep of the outdoor classroom, including minor repair or replacement of plantings and accessories. The committee also monitors the lending library and adds books as needed, waters and weeds the butterfly and vegetable gardens during the summer months, and conducts a paver brick sale in the spring and/or fall for families to commemorate their time at Ranch View. This committee is a perfect fit for those that enjoy the outdoors or have a green thumb!
- N. **Restaurant Nights:** Restaurant Nights are fundraising nights held at area restaurants one or more times a month during the school year with the partnering restaurant typically donating a percentage of the evening's sales or profits back to Ranch View Home and School. This committee plans and promotes each restaurant night. This committee also plans an end of the school year event, if possible, with a food vendor with the ability to deliver or have a truck on site. This committee promotes events through social media, submissions to the Home and School Happenings email, and at meetings. Most work can easily be done outside of school.
- O. **Student Social Events:** Each year the Home & School will host an Ice Cream Social event at the start of the year to welcome all the families at the start of the year. (This is not a fundraising event). H&S may also host fundraising events such as roller skating, ice skating, or other entertainment events during the year, typically at least one in the fall and one in the spring if possible. This committee plans and coordinates the events with the event facility, promotes the events with flyers and social media, recruits volunteers, collects advance registrations, and checks families in at each event.
- P. **Room Parent Coordinator:** Ranch View students enjoy 3 seasonal parties each school year. This committee works with the Volunteer Coordinator who assigns head room parents to each classroom based on volunteer form submissions. Room Parent

Coordinator(s) guide the head room parents as they plan and execute their classroom parties. This committee will host an orientation meeting for the head room parents at the beginning of the year to explain the current year's rules and process of the parties. Room Parent Coordinator(s) will review and approve all chosen activities for parties, and confirm teachers' approval of activities. This committee will work with the Ranch View front office staff to obtain and update current classroom numbers of students, and assist front office staff with head room parents and party volunteers' compliance with district policies on entering school property. Other duties involve arriving early before each party to set up volunteer name tags and checking in volunteers. Room Parent Coordinators also make themselves available to assist head room parents as needed during parties and are not able to volunteer at a specific classroom's party. However, a benefit of being present at school during parties is the ability to go between multiple classrooms to observe the fun and excitement! This committee requires organization, ability to communicate with a variety of volunteers and staff, and creativity to help head room parents brainstorm and execute age appropriate activities for classrooms.

- Q. **Saddlefest:** Saddlefest is Ranch View Home and School's main fundraiser and its biggest event of the year! It's held on a Saturday and consists of a western-themed, carnival-type event that includes games and prizes, food and concessions, bake sale, and raffle. Students and families look forward to Saddlefest every year! It takes over 200 volunteers to run this incredible event and this committee coordinates the entire thing. Subcommittees could include Food, Bake Sale, Raffle (Auction of donated items and staff experiences), Games, Redemption Center, Tickets, Outdoor Activities, and Decorations. This event may be adjusted in both time of year and activity based on current needs. Due to the scale of this event, it works best to have 2 co-coordinators; one who is skilled at Project Management and one who is skilled at communication and coordination, if possible.
- R. **School/Family/Community Partnership (SFCP):** The SFCP Committee helps plan and implement Ranch View-based parent and community involvement activities related to our School Improvement Plan (SIP) goals. Previous activities have included but are not limited to: Parent Coffees, Heritage Fest, Parent/Child Reading Clubs, Wide World of Games, One Book One School, STEM or STEAM fairs, Inside/Out Club, Masked Reader and New Parent Orientation. These events may vary by year as the committee sees fit. SFCP committee chair(s) typically coordinate and execute yard signs for incoming new students in the fall, such as kindergarteners. Yard signs will include new transfer students if supplies and budgets allow.
- S. **School Supply Packets:** This committee provides a convenient way for parents to purchase back-to-school supplies. Committee manages supply kit orders in the spring, with an approved vendor, for the following school year. This committee coordinates with the teachers on getting updated school supply lists for the following school year, and manages, reviews, and adjusts the online ordering options per the teachers' requests. This committee organizes and labels supplies, and distributes the supply kits directly to classes just before the new school year begins.

- T. **Social & Media:** This committee helps promote all events and activities on social media, under the guidance of the Secretary. They can assist the Secretary in assembling school calendars for promotion of all events with Executive Board approval. They may assist with other promotional tasks as delegated by the Secretary or Executive Board members, including electronic fundraising campaign setups (GiveButter, etc).
- U. **Spirit Wear:** The Spirit Wear Committee manages a spirit wear vendor, designs school logos for clothing and accessories (and gets designs approved by the Executive Board and the Principal), and chooses what spirit wear items to sell throughout the school year. This committee promotes spirit wear sales through social media, submissions to the Home and School Happenings emails, and at meetings. This committee collects or manages orders, and distributes purchases at school if needed. This committee also coordinates any yard signs or banner sales with an approved vendor. Spirit wear may also be sold at various school events during the school year.
- V. **Volunteer Coordinator:** The Volunteer Coordinator(s) works with Home and School committee chairs and Ranch View staff coordinating volunteer outreach and recruitment, assigns Head Room Parents, manages the electronic Parent Volunteer Form, Sign Up Genius email lists as needed by committees, and CheddarUp collections, and any other volunteer coordination as needed by the Executive Board.. Committee chairs will provide verbiage for any submissions, and the Volunteer Coordinator will review the drafts with the chair as well as the Vice Presidents before publishing Google Forms, Sign Up Genius forms, or CheddarUp web collection pages. Most of the work can easily be done outside of school. Proficiency in Google Forms, Sheets is helpful, as well as proficiency in navigating online platforms such as Cheddar Up and Sign Up Genius.
- W. **Yearbook:** The Yearbook Chair is the editor of the yearbook and plans the yearbook's page layout using an online publishing platform. The Yearbook chair(s) will work with the Ranch View front office staff and Home and School Executive Board to receive a calendar of any activities, events, or special projects happening at Ranch View to ensure photographs of the event are taken and uploaded onto the online platform. This chair and other approved volunteers will be allowed to come into the school and take pictures per the approval of the Principal. Events to take pictures for include but are not limited to: outdoor classroom use, room parties, musical concerts, clubs, special presentations, spirit weeks, Field Day, and more. The chair will also coordinate with teachers to obtain photos, whether by taking photos in person or through sharing files. The chair collaborates with the online vendor's manager to set deadlines and distribution dates. This chair manages and advertises sales through social media, submissions to the Home and School Happenings emails, and at meetings if possible

## ARTICLE X: AUDIT, EXPENSES, FISCAL YEAR

SECTION 1: AUDIT – As a division under District 203 General Home and School, all records and financial statements must be current and made available to the General Home and School for such audit annually.

SECTION 2: EXPENSES OF AUDIT – *The expenses incurred for the annual audit of all divisions under the General Home and School is divided among the divisions.*

SECTION 3 – FISCAL YEAR – The fiscal year of said Association shall end on June 30<sup>th</sup>. The books shall be current and turned over on or before the date stipulated by General Home and School.

## ARTICLE XI: AMENDMENTS

The Policies and Procedures may be amended at any Ranch View Home and School Association Board Meeting by a 2/3 majority vote of the quorum as defined under Article VIII. Notice of the proposed amendments will be sent in writing with a call for the meeting or may be offered by resolution at the preceding meeting. The Policies and Procedures are to be reviewed at least every 2 years. Any committee to revise the Policies and Procedures will be appointed by the President from among the members of the Ranch View Home and School Association.

## ARTICLE XII: RULES OF ORDER

The rules contained in “Robert’s Rules of Order Revised” will govern the Association insofar as they do not conflict with the provision of Ranch View’s Policies and Procedures

Revised 7/06, 7/07, 7/08, 7/09, 7/10, 6/11, 6/12, 5/13, 3/14, 5/15, 4/16, 3/19, 3/20, 5/22, 4/24