

KINGSLEY HOME & SCHOOL COMMITTEE GUIDELINES

1. Board members, including committee members should plan on attending each monthly Home and School Board meeting. It is imperative we have representation from each committee so we are able to vote if necessary. If you are unable to attend, please notify the secretary or president prior to the meeting. A member of the committee you represent can make a report for the chairperson or a report may be given to the vice president.
2. If you have an item for the Board Meeting, please contact the president a week prior to the meeting.
3. All information/requests to be distributed to the general school population has to be proofed and submitted to the president of Home and School and the Principal for approval prior to copying and distribution.
4. In the event your committee collects money, it is imperative the money never leaves the school. This is a safety/security issue for us as a Home and School Association and for the person writing the check.
5. In May, committee chairs are required to pass on all pertinent information to the next chairperson. This information will include an explanation of duties and responsibilities and any changes that have been made throughout the year. Please keep notes regarding your event or activity for future use! This exchange of information will happen at the May Meeting.
6. A monthly Treasurer's report will be part of the H&S Board report. Please review this report to make sure there are no errors or omissions in your committee's fund. Contact the H&S Treasurer or President with any questions.

KINGSLEY HOME & SCHOOL FORM SUMMARY

Below is a summary of the forms you may need through out the year. All of these forms can be found in the Home and School Area or on our website.

Accounting Request Form:

1. **Payment Request:** Every payment request or request for reimbursement must be accompanied by this form. Please attach your receipt or invoice and sign your request and submit to the Home and School Treasurer.

2. **Cash Receipts:** All cash receipts must be accompanied by a signed Cash Receipts Form. Please use the endorsement stamp on the back of each check received to ensure that checks made out to Home and School are restrictively endorsed for our use only. Please fill out the summary on the back of the form as well. Please run two tapes showing the total of all checks and cash and attach this to your form.

Tax Exempt Letter: This form will be in the Home and School area and is to be used when items are purchased for your committee.

Budget Request Form: This form is used if you would like to request funds from Home and School above and beyond what has already been budgeted for your committee.

Building Use Form: If you need to use the building for your committee, this form must be submitted to the office secretary.

Sign Usage Form: This form must be used if you would like advertising for your committee put on the sign out front. This form must be submitted two weeks in advance.

Publicity Request Form: If you are planning an event that might be newsworthy, please fill out a publicity form at least two weeks prior to the event.

Fundraiser Donor Agreement: If you are in charge of a fundraiser that uses donated items, you must keep a detailed list of the items and their fair market value. We must report this information to the IRS at the end of our fiscal year. A Donor Agreement Form must be completed by the donor. Please contact the H&S Treasurer with any questions.