



BEST PRACTICES & GUIDELINES

Member Groups - Peninsula High School VPO

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Contents

Overview and Purpose.....	1
Group Representative(s).....	1
Communications	1
Finances	1
Fundraising.....	2

Overview and Purpose

This document is intended to serve as a set of guidelines to be used by member groups participating in the PHS Volunteer Parents Organization. It is at the discretion of each member group to determine what is best with regards to how they operate, yet when interacting with the Board of Directors, some processes and standards will need to be adhered to.

Group Representative(s)

Each member group should elect two (2) parent/guardian members to be the group representatives. This helps to ensure that there is no one individual acting on behalf of the group alone and helps to facilitate transition and redundancy in the absence of the other representative. Group representatives are asked to keep up to date contact information on record with the Board of Directors. Group representatives are asked to keep group members informed of group activities as well as activities and information pertinent to the VPO as a whole.

Communications

Communication with group members and members of the Board of Directors is a very important aspect of ensuring success of the member group and the organization as a whole. Purposeful and timely communications are recommended. When communicating with members of the Board of Directors, for all matters of record, email is the preferred method. As necessary, in person or telephone conversations are permitted, yet we ask that text messaging NOT be used for matters of the VPO BOD and its interaction with groups/members. The VPO BOD shall always endeavor to ensure timely, purposeful and respectful communications as well as to ensure that proper record of communications is kept as deemed appropriate by the BOD.

Finances

Each member group who raises funds and manages funds on behalf of the group, shall participate in banking practices established by the VPO Board of Directors. Member groups do not need individual bank accounts nor tax identification numbers. Each member group is recommended to establish a budget and maintain a ledger of their finances. Accuracy and transparency should be the highest priority when managing group finances. The group finances ledger should indicate the source of funds or purpose of the expenditure, the form and date of the transaction and the current balance of the account. Receipts of all transactions should also be kept, whether in hardcopy or digitally.

Disbursement of funds, request for reimbursement, etc., should be approved by BOTH member representatives PRIOR to the request being communicated to the VPO Treasurer and such approvals made clear in the request. All approvals by member representatives should only come as a result of them both having the confidence of the entire group for such decisions to be made on their behalf.

- Deposits to the group account via the VPO Treasury must be accompanied by a completed deposit form, available on our website;
 - Deposits may be provided directly to the VPO Treasurer, placed in the deposit box located in PHS office or as agreed upon by the VPO Treasurer.
- Withdrawals from the group account via the VPO Treasury must be made in writing or electronically and must include the purpose, amount and any other pertinent information such as to whom a check should be written, etc. For cash withdrawals, the applicable guidelines above also pertain. Approval from both group member representatives should be provided at the time of the request.
- Reimbursement of funds to members of the group via the VPO Treasury must be accompanied by a completed reimbursement form, available on our website.

The VPO Treasurer shall endeavor to fulfil requests for withdrawals and reimbursements within 5 business days of receipt of the request. Deposits to member accounts may take up to 10 days from receipt of the funds, depending on the availability of the Treasurer and processing time of the bank.

Reporting of account balances will be provided to known group member representatives on a quarterly basis. Inquiries of account balances, by member group representatives, may be made on a case by case basis and the VPO Treasurer shall endeavor to provide balance details within 72 hours of receipt of the request.

Fundraising

All fundraising by member groups of the VPO must be clearly indicated as funds in support of “booster” or “VPO”, never as PHS, Peninsula High School nor PHS <SPORT/GROUP>. Simply stated, it must be clear that the funds are not in direct support of the school or district.

- Acceptable: “Fundraiser to benefit PHS <SPORT/GROUP> Boosters”
- Not Acceptable: “Fundraiser to benefit PHS <SPORT/GROUP>”

Member groups that chose to operate concessions during PHS events will be subject to paying a nominal fee directed to the PHS general ASB account.