

Procedure and Committee Changes

Committees

- The purpose of committees is to meet and recommend ideas back to the group to be discussed and voted on. The committee does not make final decisions.
- The committee chair is responsible for organizing committee meetings, taking notes, follows up with committee members regarding any responsibilities that may have had to complete, and sends a report from the meeting to the President.
- The committee needs to effectively communicate with all committee members about upcoming meetings.

Money

- All money stays at school (locked in office record room until counted and deposited).
- There needs to be two people present to count money at school.
- There will be a drop box for fundraiser orders with money located in the office for teachers to put them in. We no longer will have orders placed in the PTG mailbox.
- If fundraising orders are not complete when they are turned in, we need to keep all the money and records in their original envelope and call families ASAP.

Volunteers

- Form a committee that coordinates volunteers and works with the teachers to create a list of times they might like volunteers.
- We need to find a way to make parents feel welcomed at the school and inform them about volunteer opportunities.
- Beginning of the Year – create a table in the front lobby for teachers to put things they need done. Volunteers would then help out by completing these requests either by doing them at school or taking them home and returning them the next day. Also give the teachers the opportunity to have help setting up their classrooms by volunteers.
- Create a directory of room parents and volunteers.

**Adopted by PTG members on January 11, 2010