

CCA-PTO Standing Rules 2025-26

CCA-PTO Standing Committees for the 2025-2026 school year will include the following.

- | | |
|-----------------------------|----------------------------------|
| A. Fundraising Committee | B. Character Education Committee |
| C. Lunch Committee | D. Apparel Committee |
| E. Social Committee | F. Community Building Committee |
| G. Dance Committee | H. High School Social Committee |
| I. Hospitality Committee | J. Staff Appreciation Committee |
| K. Staff Supplies Committee | L. Library Committee |

2. All Standing Committee Chairpersons shall work through the PTO Officers to schedule and publish dates and times for their committee meetings.
3. All informational flyers and promotional items to be distributed through the school to the student population shall be submitted to the PTO President and the CCA School Director for approval.
4. A PTO representative must remain at any PTO sponsored function until the completion of the function and all students have left the premises.
5. The PTO Treasurers, with input from the PTO Committee Chairpersons, will be responsible for presenting the proposed yearly budget for approval by the General Membership.
6. Two authorized signatures shall be required on each payment request, debit charge form or reimbursement request. Authorized signers shall be the treasurer, an officer and/or a committee chair/co-chair.
7. The PTO Board (Defined in ByLaw 6.1), with a majority vote, may approve unexpected expenditures up to \$500.00 per occurrence for items not included in the budget or for line items exceeding the budget. This action does not necessitate a vote among the General Membership, but is limited to a total of \$1,000.00 per year and will be reported at the next PTO meeting and included in the minutes.
8. The PTO Board (Defined in ByLaw 6.1), with a majority vote, may approve expenditures for Staff Appreciation Enrichment Classroom Grant Requests up to \$500.00 per occurrence for items not to exceed the available budget allotted. This action does not necessitate a vote among the General Membership but will be reported at the next PTO meeting and included in the minutes.
9. All receipts are to be counted, reconciled, and turned over to the Treasurers upon completion of an event. Monies shall be immediately deposited or stored in the PTO safe until such deposit can be made.
10. Each Standing Committee that holds durable merchandise for sale shall conduct a yearly inventory of those goods and submit their inventory to the PTO Officers.
11. All Standing Rules shall be reviewed and updated, as needed, by the PTO Officers once a year. They shall be presented to the General Membership yearly for approval. A copy of the current Standing Rules shall be archived by the Secretary and posted on the PTO website.

These Standing Rules shall continue in force until amended or rescinded by the PTO Board. Revisions may be approved without previous notice by a majority vote at a PTO General meeting. No standing rule is in order that conflicts with the Bylaws of the PTO.

CCA-PTO Standing Rules 2025-26

COMMITTEE DESCRIPTIONS

Apparel Committee: Helps inform families of current uniform guidelines, manages relationships with online apparel vendors, hosts spirit wear sales throughout the year by creating new or repurposing designs, and advertising sales. This committee also manages the swap sale.

Character Education Committee: Manages and assists in creating and posting weekly Character Ed lessons, conducts volunteer training for new Character Ed coaches, hosts monthly Character Ed assemblies, and selects monthly Dollar Jean Day recipients.

Community Building Committee: Helps to connect families and help students meet classmates! We plan at least one event per quarter, such as Trunk or Treat, Holiday Hoops, Movie night, etc.

Dance Committee: Organizes 4 events each year - the BOO BASH for middle school in October and the 3 Snowflake events in February. The Snowflake Playdate (grades K-2), Snowflake Dance (grades 3-5) and Snowflake Ball (Middle). We plan these events and host them including securing a DJ, setting up games, contests, food and decorations.

Fundraising Committee: Organizes school-wide fundraiser (Nest Egg) to help raise money for events and activities that support our students and staff. Including making flyers, organizing school-wide contests to offer for upcoming year, tracking donations, posting on social media and reaching out to businesses to donate.

High School Social Committee: Plan, organize, host and advertise High School specific events such as a Back to school bash (area just for HS), help with Homecoming, and host a Christmas breakfast.

Hospitality Committee: Provides coffee and refreshments for staff weekly. Arranges refreshments for Tissue for Tears (1st day of school for Kinder parents). Coordinates welcome back snacks and treats during teacher work days.

Library Committee: Helping Library Staff with the AR (Accelerated Reader) Prize incentives, Author Visits and Book Fair.

Lunch Committee: Coordinate an organized system in which food may be ordered and delivered to students and staff each day school is in session from September-May of each school year. This position requires communication with restaurants, school administration, students, parents, staff and hot lunch volunteers as well as the ability to track inventory and costs vs profit, and finally, the ability to delegate and oversee a team of volunteers.

Social Committee: Plans some of the biggest school events from start to finish. The events covered by the Social Committee are: Back to School Bash, and Featherhead Showdown. This role has a very heavy focus on event planning, working with outside vendors, and is very detail oriented.

Staff Appreciation Committee: Hosts staff lunch, breakfast, and treats throughout the school year, coordinates Staff Appreciation Week, and encourages parental involvement in ways that help support our teachers and staff. The Staff appreciation committee recognizes teachers and staff throughout the year. Committee members help decide dates and themes for events, as well as ordering food, setting up for the event, advertising activities, and creating sign-ups as needed for volunteers.

Staff Supplies Committee: Managing the staff supply cabinet and helping teachers with grant request paperwork for additional item requests.