

**BYLAWS**  
of the  
**COOSADA ELEMENTARY SCHOOL**  
**PARENT-TEACHER ORGANIZATION**

**Article I -Name and Location**

The name of this organization is the Coosada Elementary School Parent-Teacher Organization, hereinafter referred to as the "PTO." The headquarters of the organization shall be in Coosada, Alabama. It is an independent organization from Coosada Elementary School.

**Article II – Articles of Organization**

The articles of organization of a constituent organization include, (a) the bylaws of such organization and, (b) the certificate of incorporation or articles of incorporation of such organization (in cases in which the organization is a corporation).

**Article I -Name and Location**

**Sec 1. The objectives of the PTO are:**

- a. to promote the welfare of the children and youth in home, school and community;
- b. to raise the standards of home life through education;
- c. to bring the home and the school into closer relation, so parents and teachers may cooperate intelligently in the education of children and youth;
- d. to develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental and social education.

**Sec 2.** The objectives of the PTO are promoted through an educational program directed toward parents, teachers, and the general public; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in Article IV.

**Sec 3. Limitations.** The PTO is organized exclusively for the charitable, scientific, literary or educational purposes set forth within the meaning of Section 501 © (3) of the Internal Revenue Code or corresponding Section of any future federal tax code (hereinafter referred to as Internal Revenue Code).

## Article IV • Basic Policies

**Sec 1.** The PTO shall be non-commercial, non-sectarian, and non-partisan.

**Sec 2.** The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the objectives of the PTO.

**Sec 3.** The PTO shall not - directly or indirectly - participate or intervene in any way. (including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities in attempting to influence legislation by propaganda or otherwise.

**Sec 4.** The PTO shall assist the school in providing quality education for all children and youth and shall offer support in the decision-making process establishing school policy; recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.

**Sec 5.** The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.

**Sec 6.** No part of the net earnings of the PTO shall inure to the benefit of or be distributed to its members, directors, trustees, officers or other private persons; except that the PTO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

**Sec 7.** Notwithstanding any other provision of these articles, the PTO shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code.

**Sec 8.** There shall be such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the PTO; including, specifically, the number of its members, the dues collected from its members. Such books of account and records shall, at all reasonable times, be open to inspection by an authorized representative of the Auditing Committee or auditor appointed by the Executive Board.

**Sec 9.** In the event of the dissolution of this PTO, after paying for the debts and obligations of the PTO, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code.

### **Article V • Membership and Dues**

**Sec 1. Membership.** An individual who is a parent, grandparent, protector, guardian and/or an individual who teaches or instructs at Coosada if eligible for membership. Membership in this PTO shall be made available without regard to age, sex, race, color, creed or national origin.

**Sec 2. Annual Membership Drive.** This PTO shall conduct an annual membership drive, but persons may be admitted to membership at any time. All persons must apply for membership using application form PTO- 1.

**Sec 3. Dues.** Membership dues shall be established on an annual basis by the Executive Board.

#### **Sec 4. Types of Membership.**

**a. Voting Member.**

1. Meets the age requirements for voting;
2. May serve in an elected or appointed capacity.
3. Membership dues must be paid in full.

**b. Non-Voting Member.**

1. Does not meet the requirements for voting;
2. May not serve in an elected or appointed capacity.
3. Membership dues must be paid in full.

**c. Member in Good Standing.** A voting or non-voting member who has paid their membership dues in full.

**Sec 5. Age Requirements.** In regard to age requirements for election as an officer or for voting membership of this PTO, the following applies:

- a. In some states the not-for-profit corporation laws specify an age qualification for persons who can serve as directors (members of the board, etc.) of corporations. Where there is such a specific requirement, it should be complied within determining the qualifications of persons for election of officers of PTO organizations.
- b. Where there is no specifications in the state corporation laws, and person should not be deemed to be eligible to serve as an officer, or voting member unless the person is at an age at which he is competent to make contracts. The question of the age at which a person is competent to make contracts varies from state to state and **the applicable state law in the State of Alabama states that any person over the age of 19 is**

**legally competent to enter into a contract or an individual who is under the age of 19 with parental rights of a student attending Coosada Elementary**

- c. A person need not have attained the age at which he is competent to make contracts in order to be eligible for Non-voting membership in the PTO. This shall in no manner limit these members from participating in any PTO function; with the exception of voting; holding office; or serving as committee chairperson.

**Article VI – Officers**

**Sec 1. Qualification.** Each elected officer of the PTO shall be a voting member in good standing of this organization.

**Sec 2. Composition.** The elected officers of the PTO shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Volunteer Coordinator, and Fundraiser Coordinator; and comprise the organization’s Executive Board.

**Sec 3. Responsibilities.** The Executive Board shall handle the normal business of the PTO and carry our specific responsibilities outlined in these Bylaws. Toward that end, each member of the Executive Bard shall have a single vote.

**Sec 4. Quorum.** A quorum for the Executive Board shall be four (4).

**Sec 5. Authority.** The Executive Board shall have the authority to disburse PTO funds as outlined in the organizations Operating Procedures.

**Sec 6. Term.**

- a. Officers shall assume their official duties the first day of the fiscal year following their election and shall perform their official duties until the last day of the fiscal year.
- b. The fiscal year of the PTO begins on June 1 and ends on May 30 (Article XI).
- c. Newly elected officers will be installed prior to the beginning of the new fiscal year.
- d. A person shall not be eligible to serve more than three (3) consecutive terms in the same office.

**Sec 7. Election.** Officers of the Executive Board will be elected annually by a majority vote of the PTO voting members in good standing attending the last general membership meeting of the fiscal year.

**Sec 8. Vacancies.**

- a. A vacancy occurring in any office, with the exception of President, shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.
- b. A vacancy occurring for the President will be filled by the 1<sup>st</sup> Vice-President. 2<sup>nd</sup> Vice-President will become the 1<sup>st</sup> Vice-President and a new 2<sup>nd</sup> Vice• President will be elected by the Executive Board.

**Sec 9. Advisors.** The Principal/Vice-Principal and a Teacher Representative may serve as non-voting advisors to the PTO Executive Board.

**Sec 10. Communication.** Executive Board Members shall remain in contact during their elected year. A channel of communication will be determined by a majority of the members of the Executive Board.

## **Article VII – Duties of Officers**

### **Sec 1. President shall:**

- a. preside at all meetings of the PTO and of the Executive Board;
- b. appoint standing, special or ad hoc committee chairpersons;
- c. have current copy of and uphold the Bylaws;
- d. perform such other duties as may be prescribed in the Bylaws or assigned by the PTO or by the Executive Board;
- e. be a member ex officio of all committees;
- f. coordinate the work of the officers and committees of the PTO in order that the organization's objectives may be promoted;
- g. communicate with the school and county administration on PTO related issues;
- h. resolve any issues or conflicts within the PTO;
- i. regularly meet with the Treasurer to review the organization finances;
- j. schedule annual audit of records or request an audit, if needed, during the year;
- k. perform all duties as outlined in the Operating Procedures.

### **Sec 2. 1<sup>st</sup> Vice President shall:**

- a. act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to act;
- b. assist PTO volunteer coordinator, as needed, with PTO and school-related events;
- c. perform administrative functions delegated by the President;
- d. assist all other officers, as needed;
- e. perform all duties as outlined in the Operating Procedures.

### **Sec 3. 2<sup>nd</sup> Vice President shall:**

- a. act as an aide to the President and shall perform the duties of the President in the absence or inability of the 1<sup>st</sup> Vice President or President;
- b. serve as membership coordinator and organize the Annual Membership Drive;
- c. assist all other officers, as needed;
- d. perform all duties as outlined in the Operating Procedures.

### **Sec 4. Secretary shall:**

- a. record and maintain the minutes of PTO general membership and Executive

- Board meetings;
- b. bring copies of the last twelve (12) months' meeting minutes to all meetings;
- c. maintain a current copy of the Bylaws;
- d. attend to all correspondence of the PTO;
- e. maintain a membership list to include names, addresses, and phone numbers;
- f. perform other duties as assigned;
- g. perform all duties as outlined in the Operating Procedures.

**Sec 5. Treasurer shall:**

- a. be responsible for the maintenance of the PTO's financial books of accounts and records as conform to the requirements of Article IV, Sec 8 of these Bylaws;
- b. receive all moneys of the PTO;
- c. keep a full and accurate account of receipts and expenditures;
- d. make disbursements as authorized by the President or Executive board in accordance with the budget adopted by the PTO;
- e. have checks or vouchers signed by two persons, the Treasurer and one other person;
- f. submit to the Secretary a written financial report at each meeting;
- g. present a written financial statement at every meeting of the PTO and at other times when requested by the Executive Board;
- h. be responsible for maintenance of the PTO's "tax exempt" status and filing of appropriate tax documents;
- i. submit the books to an Auditing Committee of not fewer than three (3) voting members for examination prior to installation of new officers. Once satisfied that the Treasurer's annual report is correct, the Auditing Committee shall sign a statement attesting to the accuracy of the books and the annual report;
- j. make a full financial report to new officers prior to installation of those officers;
- k. perform all duties as outlined in the Operating Procedures.

**Sec 6. Volunteer Coordinator shall:**

- a. coordinate volunteers for PTO events and school activities;
- b. collect list of general volunteers at beginning of year and for special events;
- c. assure that volunteer data is recorded and available to both the Board and teachers;
- d. work with teachers, staff, and leaders of committees to assure volunteers are recruited for programs;
- e. hold on-going dialog with school administrators and teachers concerning their need for volunteers as to class and grade activities;
- f. provide volunteer report, including volunteer events, number of volunteers needed, number of volunteers and events from previous month, report to Secretary at each meeting;
- g. perform all duties as outlined in the Operating Procedures.

**Sec 7. Fundraiser Coordinator shall:**

- a. manage the coordination of the PTO's fund-raising activities, including the process of school approval, communication with all parties concerned in the fundraiser;

- b. assure all fundraiser data is correct and log information;
- c. submit original order forms to the Treasurer;
- d. provide Fundraiser report, including cost and profit, to Secretary at each meeting;
- e. work with school's bookkeeper during active fundraisers;
- f. perform all duties as outlined in the Operating Procedures

**Sec 6. All Officers shall:**

- a. perform the duties prescribed by parliamentary procedure, outlined in these Bylaws and assigned from time to time;
- b. maintain a Continuity Book to pass on to succeeding officers;
- c. attend monthly Executive Board meetings, regular meetings and as many special meetings and PTO sponsored events as possible;
- d. deliver to their successors all official material after induction of new officers;
- e. in case of resignation, shall deliver to the President, *without delay*, all records, books and other materials pertaining to the office; and shall deliver to the Treasurer, *without delay*, any and all funds, receipts, or bills pertaining to the office.

**Sec 7. Failure to Uphold Duties:**

- a. if an officer fails to uphold their duties and maintain an active member status of the PTO, the Executive Board shall vote to remove the officer. The vote must end in a majority to remove the officer. If the officer is removed the Executive Board shall vote to fill the vacant office as in Section 8- Vacancies.

**Article VIII – Teacher Representative**

Each year the teaching staff of Coosada Elementary school shall select a representative to the PTO. More than one teacher may share the responsibility as Teacher Representative; however, there must be one Teacher Representative and one alternate from each grade. This representative may send to any meeting another teacher as an alternate or substitute. The Teacher Representative must attend all meetings and sign in as the Teacher Representative at all attended meetings. The Teacher Representative must attend Executive Board meetings; however, they will not vote as an Executive Board member. This Teacher Representative will be the liaison between the school and the PTO. In the event the PTO need supplies or use of school equipment, this representative will be responsible for acquiring these items by asking for use from the school staff.

## **Article IX – Committees**

### **Sec 1. Committee Participates**

Only members of the PTO shall be eligible to serve in an elective or appointed position.

### **Sec 2. Standing Committees**

The Executive Committee shall consist of members elected by the membership. The Executive Committee members shall serve as chairperson(s) of any standing or ad hoc committee created by the Executive Board.

The Executive Board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization. The term of each chairman shall be (1) one year or until the selection of a successor.

### **Sec 3. Committee Chairperson(s)**

- a. The committee chairperson shall be selected by the Executive Committee.
- b. The chairperson may appoint a co-chairperson.
- c. The chairperson shall submit a membership list of committee members to the secretary.
- d. Chairperson shall prepare with the committee members an annual plan of work to present to the Executive Committee for approval so that the final draft of the budget may be developed by the Budget Committee.
- e. No chairperson may undertake work for their committee without approved consent of the Executive Board.
- f. The chairperson shall keep a procedure book to pass on to succeeding chairperson(s).

### **Sec 4. Presidents Committee Involvement**

The president shall be a member ex-officio of all committees except the nominating committee.

### **Sec 5. Committee Voting**

Members serving on the Executive Committee shall not serve on the Executive Board and will not have a vote on the Executive Board



## **Article X – Fiscal Year**

The fiscal year of the PTO shall begin on June 1 and end on May 30.

## **Article XI – Election of Officers**

### **Sec 1. Nominating Procedures. I**

In March, the current Executive Board will send out a letter to the PTO membership seeking nominations for office;

- a. the current Executive Board and school administrators will review nomination letters;
- b. the current Executive Board will contact nominees and verify their acceptance;
- c. post a list of final nominations at Coosada Elementary School and publish the list on the PTO newsletter, Remind app, Coosada Elementary School's social media and/or by special notice;
- d. prepare ballots for election in the event of a closed ballot election;
- e. Teacher Representatives will collect and tabulate the votes during the election meeting.

### **Sec 3. Nominations.**

- a. Any PTO voting member in good standing may be nominated for office.
- b. A letter shall be sent to the PTO membership explaining the nomination process and requesting written nominations.
- c. Written nominations must be received prior to the April regular meeting.
- d. Additional nominations will be accepted from the floor at the April regular meeting.
- e. Nominations shall be closed at the conclusion of the April regular meeting.

### **Sec 4. Voting.**

- a. Voting members in good standing shall be eligible to vote.
- b. Voting for office shall take place at the last regular meeting of the fiscal year in May.
- c. .
- d. At least two (2) independent counts of the ballots will be made immediately following the voting, by present Teacher Representatives with a confirmation count by a current Executive Board Member.
- e. The results of the election will be reported during the election meeting, PTO newsletter, Remind app, Coosada Elementary School's social media and/or by special notice.
- f. All ballots will be retained by the Secretary until installation of new officers, then destroyed.

**Article XII – Parliamentary  
Authority**

Roberts Rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**Article XIII – Procedure for  
Dissolution**

- a. The Executive Board shall adopt a resolution recommending that the PTO be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights. Written or printed notice stating that the purpose of such meeting is to consider the advisability of dissolving the PTO shall be given to each member entitled to vote at such meetings at least (30) thirty days prior to the date of such meeting.
- b. Approval of dissolution of this PTO shall require the affirmative vote of at least (2/3) two-thirds of the members present and entitled to vote at the special meeting, a quorum being present.

**Article XIV – Amendments**

- a. These Bylaws may be amended at any regular meeting of the organization by a (2/3) two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least (30) thirty days prior to the meeting at which the amendment is voted upon.
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the Organization, or by (2/3) two-thirds vote of the Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**Appendi**

**x**

1. An audit of the treasurer's accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer responsibility except in the case of fraud. The auditor's report is adopted by a majority vote. See the current edition of Robert's Rules of order Newly Revised, pages 467-470.

2. As a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done, and its final report is received.

## **OPERATING PROCEDURES**

### **Sec 1. Order of Regular Meetings**

- a. The Chair shall call the meeting to order by merely stating " This meeting is called to order."
- b. Pledge of allegiance.
- c. Briefly read the minutes of the last meeting.
- d. The Chair shall ask for any old business from the floor. If there is new business, it should be handled as previously stated otherwise.
- e. Entertain a motion to accept or deny the minutes, ask for a second motion to accept, vote to accept the minutes.
- f. Ask for any resolutions, expenditures, request, etc...
- g. Note any of these items for future attention such as for vote and/or discussion.
- h. During the discussion of any topic, the Chair shall note the "MAIN" discussion areas. (no more than 3).
- i. The Chair must maintain control of the meeting at all times. This insures that no areas of discussion will impede the continuity of the meeting. If a problem cannot be resolved during the meeting, the problem will be presented to the Executive Board for resolution.
- j. The Chair shall ask for any new business from the floor. If there is new business, it should be handled as previously stated otherwise.
- k. The Chair will call for a vote on subjects on current meeting's agenda
  - Each Voting Member (including Executive Board members) are to place their vote on the provided ballots.
  - In the event of a tied vote, the Executive Board will place their votes again. This result must be unanimous for the topic to be approved. If the result is not unanimous the topic will be reopened at a later date.
  - In the event, Executive Board members, Teacher Representatives, and School Administrators are only in

attendance during a meeting they may proceed to with vote.

- l. The Chair will entertain a motion to dismiss and adjourn.
- m. A sign in sheet (PTO-2) will be available at all meetings.

(Note: No meeting shall exceed 60 minutes in length if at all possible. This serves as a guide and Robert's Rules of Order, Newly Revised, shall as a definitive reference.)

## Sec 2. Finances

- a. **Annual Budget.** The Executive Board will confer with school administration, teachers, and staff and develop an annual budget to serve as a guideline for PTO fundraising efforts.
- b. **Audits.** An audit of the PTO' s accounts is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in the case of fraud. The auditor's report is adopted by a majority vote. See the current edition of Robert's Rules of Order Newly Revised, pages 467-470.
- c. **Handling of Funds.** All funds acquired by the PTO will be handled by the Treasurer.
- d. **Receipt Book.** The treasurer will maintain a receipt book.
- e. **Multiple Parties Collecting Money.** If a fundraiser must have several participants involved in collecting money. the treasurer can approve other officers to collect and receipt money on his/her behalf. As soon as the treasurer, or approved officer, collects the money, a receipt will be issued to that person signifying that the money has been properly handled.
- f. **Fundraising Tabulation Sheets.** A separate tabulation sheet (PTO-3) for each fund raiser will **be** maintained by the fundraising coordinator. The treasurer will submit to the fundraiser coordinator any deposits related to a fund raiser (PTO-4).
- g. **Deposits.** Deposits will be made by the treasurer unless otherwise specified by resolution or by majority vote of the Executive Board.
- h. **Account Documentation.** Deposit slips to and from the bank, and monthly bank statements will be maintained by the treasurer.
- i. **Monthly Reconciliation.** Monthly bank statements will be reconciled by the treasurer. If there is a discrepancy in the statement, the treasurer will alert the President and attempt to rectify the statement. If both individuals cannot clear

the problem, the President will call a meeting with the Executive Board and present the check book, bank statement, and any other supporting documents for review. Any adjustments for reconciliation will be voted on by the Executive Board and noted in the meeting minutes.

- j. Dispersal of Funds.** Funds will be disbursed by check written by the treasurer and signed by two designated signatures. The purpose for the check will be written in the appropriate space provided. The check then will be recorded in the check book.
- k. Dispersal of Budgeted Funds.** Upon approval of the budget, funds may be dispersed for their specific purpose up to the budgeted amount without additional Executive Board approval. Treasurer shall open Purchase Order through the school, if the Treasurer is unavailable, the President may do so
- l. Requests for Funds.** Request for funds can be given to any officer of the PTO. A "Request for PTO Support"(PTO- 5) must accompany ALL requests. This means that if a request is asked of an officer, committee member, etc. the PTO representative will complete the form and submit it to the President for processing.
- m. Approval of Fund Requests.** Request for funds up to \$100.00 can be approved by the President. Request for funds in excess of \$200 .00 must have the approval of the Executive Board or a quorum of the Executive Board.
- n. Timing of Fund Requests.** A written request must be submitted in a timely manner so that it may be handled properly. All requests must be submitted at least 60 days in an advance with no less than 30 days of the date the support is needed. Any request made less than 30 days of the date the support is needed is considered late and will be voted on based the Executive Board's discretion
- o. Emergency Requests.** Emergency requests will be considered. As soon as possible a written request form must be submitted and for record keeping. Definition of Emergency is an unforeseen event that needs PTO support within 30 days. All recurring events are not defined as "emergency"
- p. Solicitation of Funds.** The PTO reserves the right to solicit funding for the organization through grants, loans, or gifts to the PTO.
- q. Payment of Taxes and Shipping & Handling.** The PTO will not pay any taxes unless in extreme situations. The PTO will however pay shipping and handling if necessary.
- r. Limited Funds.** In the case of limited funds, the Executive Board may suspend disbursement of funds for budgeted items until such funds become available. Limited Funds are defined as \$1500 or less. Any expenditure that would cause the account to be less than \$1500 will not be approved.

These Bylaws are adopted by the Coosada Elementary School Parent Teacher Organization Executive Board on the \_\_\_\_\_ day of \_\_\_\_\_ of 20\_\_\_\_.

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Volunteer Coordinator's Signature

\_\_\_\_\_  
1<sup>st</sup> Vice President's Signature

\_\_\_\_\_  
Fundraiser Coordinator's Signature

\_\_\_\_\_  
2<sup>nd</sup> Vice President's Signature

\_\_\_\_\_  
Teacher Representative's Signature

\_\_\_\_\_  
Treasurer's Signature

\_\_\_\_\_  
Teacher Representative's Signature

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Teacher Representative's Signature



**COOSADA ELEMENTARY PTO**  
**Membership Form**



You are invited to join the Coosada Elementary School PTO (Parent/Teacher Organization)!

Here are some examples of what your PTO accomplished during the last school year:

- Over \$1,700 toward CES Riso (Copier) Maintenance Fees
  - \$2,000 towards CES New Electronic Sign
  - \$850 Purchasing Laminating Cart
- Donating 300 pencils for Kindergarten Orientation
- Donating 1000 donuts and milk for Breakfast with Santa

Your PTO needs your unique talents, whether it's volunteering a few hours a month or a few hours a year, serving on the board, or attending meetings. Come join us!

For questions, please contact the school office at 285-0273 and leave us a message. We will get back with you ASAP.

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**Coosada Elementary School PTO Membership**

Household Membership \$10

Make checks payable to **Coosada Elementary School** and write **PTO** on the "for" line with **your child's name**.  
(Checks must have phone number)

Please return this completed form with payment to your child's teacher. Thanks!

Parent's name: \_\_\_\_\_

Parent's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_







# COOSADA ELEMENTARY PTO



## FUNDRAISING TABULATION OF MONIES COLLECTED

This form must be completed by a member of the PTO Executive Board.

List the names from whom the monies were received and the amounts of monies that each submitted. Please attach any order forms that may be received regarding this fundraiser.

Name of Fundraiser: \_\_\_\_\_

Officer Responsible for Receipt of Money: \_\_\_\_\_

	<u>Name of Student</u>	<u>Teacher</u>	<u>Amount</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
16	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
19	_____	_____	_____
20	_____	_____	_____

Page \_\_\_\_\_ of \_\_\_\_\_

Carry Forward from prior page: \_\_\_\_\_

Grand Total \_\_\_\_\_

\_\_\_\_\_  
Total Collected

\_\_\_\_\_  
Bookkeeper's Recount Amount

\_\_\_\_\_  
Collector's Signature

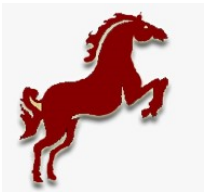
\_\_\_\_\_  
Bookkeeper's Signature

\_\_\_\_\_  
Fundraiser Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt No.

Note: Original forms and order forms are due back to the Fundraiser Coordinator. Fundraiser Coordinator will sign form when forms are returned to them.



**COOSADA ELEMENTARY PTO  
FUNDRAISING DEPOSIT FORM**

Date of Deposit: \_\_\_\_\_

Depositor (must be a PTO Executive Board Member): \_\_\_\_\_

Name of Fundraiser: \_\_\_\_\_

Number of Checks: \_\_\_\_\_ Sub Total of Checks: \$ \_\_\_\_\_

Checks:(List Check Numbers and Amounts): **ALL CHECKS MUST HAVE PHONE NUMBER LISTED ON THE CHECK.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CASH**

1's X \_\_\_\_\_ = \_\_\_\_\_

5's X \_\_\_\_\_ = \_\_\_\_\_

10's X \_\_\_\_\_ = \_\_\_\_\_

20's X \_\_\_\_\_ = \_\_\_\_\_

50's X \_\_\_\_\_ = \_\_\_\_\_

100's X \_\_\_\_\_ = \_\_\_\_\_

Pennies \_\_\_\_\_ X.01= \_\_\_\_\_

Nickels \_\_\_\_\_ X.05= \_\_\_\_\_

Dimes \_\_\_\_\_ X.10= \_\_\_\_\_

Quarters \_\_\_\_\_ X.25= \_\_\_\_\_

Sub Total Coins: \$ \_\_\_\_\_

Sub Total Cash Bills: \$ \_\_\_\_\_

Grand Total Checks and Cash \$ \_\_\_\_\_

\_\_\_\_\_  
Depositor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bookkeeper's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fundraiser's Signature

\_\_\_\_\_  
Date

Note: Original forms and order forms are due back to the Fundraiser Coordinator. Fundraiser Coordinator will sign form when forms are returned to them.



**COOSADA ELEMENTARY PTO  
REQUEST FOR PTO SUPPORT**

**Organizations requesting financial support from the PTO are expected to be present at PTO General Meeting when being addressed. Organizations requesting financial support from the PTO are also expected to volunteer at a PTO Event.** Forms must be submitted to the PTO Executive Board via PTO mailbox.

All requests must be submitted at least 60 days in an advance with no less than 30 days of the date the support is needed. Any request made less than 30 days of the date the support is needed is considered late and will be voted on based the Executive Board's discretion.

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_ # of Participants: \_\_\_\_\_

Reason for need: \_\_\_\_\_

Amount Requesting: \$ \_\_\_\_\_ Check made payable to: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_ Person to receive check: \_\_\_\_\_

Date Form Submitted: \_\_\_\_\_

Please check one of the following:

- 60 Days or More Prior to Event
- 30 Days of More Prior to Event
- 29 Days or Less Prior to Event

**If funded, I agree to support the PTO by having my group volunteer at a PTO event.**

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

**FOR PTO USE ONLY:**

Date Received: \_\_\_\_\_ Date Addressed: \_\_\_\_\_

Approved Amount: \_\_\_\_\_

Not Approved. Reason: \_\_\_\_\_

Tabled until next meeting. Reason: \_\_\_\_\_

Additional Notes: \_\_\_\_\_