

**BYLAWS
of the
SOUTHRIDGE HIGH SCHOOL BOOSTER COUNCIL/PTO, INC.**

ARTICLE 1: ORGANIZATION NAME

Section 1.1: The name of the Organization shall be Southridge High School Booster Council/PTO, Inc. (hereafter referred to as the Organization). The Organization may adopt a DBA (doing business as) or ABN (assumed business name) of Southridge Parent Teacher Organization or Southridge PTO.

ARTICLE 2: NON PROFIT STATUS

Section 2.1: The Internal Revenue Service has determined the Organization to be exempt from federal income tax under section 501(a). See Exhibit A – Internal Revenue Service Determination Letter.

Section 2.2: Activities will be carried out as permitted by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. Organization contributions may be accepted that are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2.2a: If a contribution entitles the contributor to merchandise, goods, or services, the contributor can deduct only the amount that exceeds the fair market value of the benefit received under Internal Revenue Service Publication 526-Charitable Contributions.

Section 2.2b: Contributors may designate their donation to a specific project, club or team, but no donations may be made or designated to specific individuals under Internal Revenue Service Publication 526-Charitable Contributions.

Section 2.3: The Organization may not operate for the benefit of private interests, such as the Board members, volunteers of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests.

ARTICLE 3: GENERAL PURPOSES

Section 3.1: To promote the total wellbeing of each student.

Section 3.2: To provide a vehicle for positive involvement by the community with Southridge High School.

Section 3.3: To foster teamwork among parents, teachers, staff and students so as to provide a healthy and constructive learning environment for each student.

Section 3.4: To establish and promote open communication among parents, teachers, staff and students so as to better facilitate community involvement and commitment.

Section 3.5: To support and enhance, on a continuous basis, the mission statement of Southridge High School.

Section 3.6: To aid the school in public information and to raise funds for projects beyond the regular school budget.

Section 3.7: To support the Grad Night Committee and its Coordinator in providing a safe and fun celebration for all Southridge High School graduates.

ARTICLE 4: POLICIES

Section 4.1: This Organization shall be noncommercial, nonsectarian, and nonpartisan. The name of the Organization and the names of its officers in their official capacities shall not be used in any connection with commercial concern or with any partisan interest or for any other purpose other than the regular work of the Organization.

Section 4.2: This Organization shall not seek to direct the administrative activities of the school or to control its policies.

Section 4.3: The programs of this Organization shall be educational, fundraising, athletic or social and shall be developed through conferences, committees and projects.

Section 4.4: This Organization will adhere to and follow all rules and regulations placed upon it by the IRS, the State of Oregon, Beaverton School District and Southridge High School Administration.

Section 4.5: To avoid any and all conflict of interest, no part of the net earnings of the Organization may be given to or result in the benefit of any Board member or individual having a personal and private interest in the activities of the Organization.

ARTICLE 5: MEMBERSHIP

Section 5.1: Membership of the Organization shall be open to all parents, teachers and staff of Southridge High School and persons interested in supporting the objectives of the Organization.

Section 5.2: All members shall be voting members and agree to uphold the bylaws and policies of the Organization.

Section 5.3: The membership year shall coincide with the school year.

ARTICLE 6: OFFICERS, ELECTIONS & ORGANIZATIONAL STRUCTURE

Section 6.1: The officers of the Organization shall make up the Executive Board consisting of a President, three (3) Vice-Presidents (Volunteer Coordination, Fundraising, Marketing and Community Outreach), a Secretary, a Treasurer, a Co-Treasurer, and a Member at Large. They shall be elected by majority vote of the attending membership. The principal of Southridge High School and one Faculty Representative shall serve as ex-officio non-voting members of the executive board.

Section 6.2: Annual elections shall take place each spring at the second to the last general meeting of the school year, usually held in May.

Section 6.3: Officers shall assume their official duties at the close of the last membership meeting of the school year, usually held in June, and shall serve for a term of one (1) year or until their successors are elected. No elected officer shall serve more than two (2) consecutive terms in the same office, unless the position would remain vacant due to lack of board members.

Section 6.4: Nominations shall be made any member of the Organization. If practicable, the nominee for President shall have served on the Executive Board during the previous year.

Section 6.5: A vacancy or unfilled position occurring during the term of office of any elected officer shall be filled by presidential appointment with the approval of the Executive Board. If the vacancy occurs in the office of President, a Vice President shall fill out the remaining term of office and a new Vice President shall be appointed to serve until the next election.

Section 6.6: In conjunction with the election of the Executive Board members, nomination and appointment of the next year's Grad Night Committee Coordinator may also take place. The Grad Night Committee Coordinator is not a member of the Executive Board. Duties of the Grad Night Committee Coordinator are as outlined in Exhibit B-9.

ARTICLE 7: DUTIES OF THE EXECUTIVE BOARD

Section 7.1: Duties of the President are: As outlined in Exhibit B-1

Section 7.2: Duties of the Vice President of Fundraising are: As outlined in Exhibit B-2

Section 7.3: Duties of the Vice President of Volunteer Coordination are: As outlined in Exhibit B-3

Section 7.4: Duties of the Vice President of Marketing & Community Outreach are: As outlined in Exhibit B-4

Section 7.5: Duties of the Secretary are: As outlined in Exhibit B-5

Section 7.6: Duties of the Treasurer and Co-Treasurer are: As outlined in Exhibit B-6

Section 7.7: Duties of the Member At Large are: As outlined in Exhibit B-7

Section 7.8: Duties of the Faculty Representative are: As outlined in Exhibit B-8

ARTICLE 8: OPERATION OF THE EXECUTIVE BOARD

Section 8.1: Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board and 3 days notice shall be given to the general membership.

Section 8.2: Decisions of the Executive Board shall be carried by a majority vote of the members present.

ARTICLE 9: MEETINGS AND FISCAL YEAR

Section 9.1: Membership meetings may be held once a month during the school year, the frequency and dates of which shall be determined by the Executive Board.

Section 9.2: The majority of Executive Board members present at a membership meeting shall constitute a quorum.

Section 9.3: Motions shall be carried by a majority vote of the Organization members present at a membership meeting.

Section 9.4: The fiscal year of the Organization shall begin on July 1 and end on the succeeding June 30.

Section 9.5: All Organization members shall be given at least 10 days notice of each membership meeting.

ARTICLE 10: EXPENDITURE OF FUNDS

Section 10.1: A proposed budget shall be presented annually by the Budget Committee, chaired by the outgoing Treasurer and consisting of all incoming and outgoing Executive Board members.

Section 10.2: Unbudgeted expenditures up to \$100 must be approved by a majority vote of the Executive Board.

Section 10.3: Unbudgeted expenditures over \$100 must be approved by a majority vote of the membership in attendance at a membership meeting.

Section 10.4: Debit Cards/Credit and Checks: All reimbursements from personal checks/debit/credit purchases require a PTO Funds/Reimbursement Request Form with two signatures (see Exhibit C). PTO debit/credit cards will be assigned at the beginning of each year and turned in at the end of each year. All receipts are required to be submitted for items purchased using the PTO debit/credit cards.

Section 10.5: Accounting of Organization funds must follow the guidelines listed under the Treasurers' Responsibilities (see Exhibit B-6).

Section 10.6: Grant requests must be turned in on a PTO Grant Request Form one week prior to scheduled monthly meetings (see Exhibit D). The requestor will present his/her request in person at the meeting and must comply with the Donation Guidelines (see Exhibit E). If the requestor cannot present in person, supporting documentation must accompany the request form, including an explanation of why the funds are needed and how they will be used. When approved, the amount will be held as "Committed Funds" and not used for any other purpose.

Section 10.7: Any committed funds which have not been used within one (1) year from the end of the fiscal year that the funds were approved will be considered void.

Section 10.8: The Organization may hold funds obtained on behalf of the purpose served by a club and/or team organized under Southridge High School. These funds will be maintained in a ledger clearly noting their purposes and will not be distributed without the approval of the acting subcommittee members. Distribution of these funds will adhere to guidelines as set forth under Article 2.

ARTICLE 11 PARLIMENTARY AUTHORITY

Section 11.1: The rules of procedure pertaining to matters not expressly governed by these bylaws or the articles of incorporation shall be those prescribed in Robert's Rules of Order-revised.

ARTICLE 12: AMENDMENTS:

Section 12.1: These bylaws may be amended at any membership meeting by the majority vote of the members present, providing there has been one (1) month's notification of the proposed amendments to all Organization members.

Section 12.2: Provision for recall of officers will require a two-thirds (2/3) vote of members present at a membership meeting, providing there has been at least a one (1) month notification of the proposed recall to all members of the Organization.

ARTICLE 13: DISSOLUTION

Section 13.1: In the event that the Organization is dissolved, all of its assets left after all financial obligations are satisfied shall be distributed directly to Southridge High School for public purposes.

ARTICLE 14: NONDISCRIMINATION

Section 14.1: The Organization encourages all persons in the Southridge community to participate in the activities of the Organization. The Organization does not discriminate on the basis of race/ethnicity, color, national origin, sex or sexual orientation.

ARTICLE 15: LIMITATIONS ON LIABILITY AND INDEMNIFICATION

Section 15.1: Nothing herein shall constitute members of the Organization as partners for any purpose. No member, officer, agent, or employee of this Organization shall be liable for the acts or failure to act on the part of any other member, officer, agent, or employee of the Organization. Nor shall any member, officer, agent, or employee be liable for his/her acts or failure to act under these bylaws, excepting only acts or omissions to act arising out of his/her willful misfeasance.

Section 15.2: Any board member of the Organization or former board member of the Organization shall be reimbursed against reasonable expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which he/she or any of them are made parties, or party by reason of having been a board member of the Organization, except in relation to matters as to which such board members, or former board members, shall be adjudicated in such action, suits, or proceedings to be liable for gross negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated in the existence of such liability.

Exhibit A

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 13 1999

SOUTHRIDGE HIGH SCHOOL BOOSTERS
COUNCIL INC
ATTN SARAH BOLY
C/O SOUTHRIDGE HIGH SCHOOL
9625 SW 125TH ST
BEAVERTON, OR 97008

Employer Identification Number:
93-1271520

DLN:
17053222035039

Contact Person:
DAVID A DOEKER ID# 31168

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Foundation Status Classification:
509(a)(2)

Advance Ruling Period Begins:
June 29, 1999

Advance Ruling Period Ends:
December 31, 2003

Addendum Applies:
No

Dear Applicant: --

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

EXHIBIT B

SOUTHRIDGE BOOSTER COUNCIL/SOUTHRIDGE PTO BOARD POSITION DESCRIPTIONS

EXHIBIT B-1 - PRESIDENT

- Preside at all executive and general member meetings.
- Send monthly agendas to board members prior to each meeting.
- Oversee and offer assistance to all other board members.
- Set clear PTO policies, with the help of the Executive Board.
- Ensure that the Executive Board adheres to the published bylaws.
- Set PTO activities for the year, with the help of the Executive Board.
- Work with the Principal and his/her designees to ensure good communication between the Board and Southridge High School staff, especially with regards to planning upcoming school events.
- Communicate to general membership, answer all questions that arise regarding the PTO.
- Ensure necessary electronic files are being retained on DropBox.
- Oversee and manage PTO activities that include but are not limited to:

Every Month		
	Meetings	Oversee monthly meetings.
	Quill	Approve PTO information/updates given to Administration for publication.
July		
	Apparel	Ensure the ordering of new apparel / restocking of standard apparel.
	Annual Flyer	Approve and submit Volunteer/Donation Flyer (both paper and electronic version) to Admin for inclusion in registration mailer.
	Employment	Interview and hire for any open employee positions.
August		
	Apparel	Ensure the receiving and displaying of apparel in Skymart.
	PTO Timeline	Publish PTO calendar for the school year.
	Keys/Cards	Assign keys and debit/credit cards.
	Preview Days	Ensure Skymart is open.
	Facility Use	Submit Facility Use Application to Admin for meeting dates.
	Staff Breakfast	Ensure the planning of a continental breakfast for staff last week prior to start of school.
September/October/November		
	Back to School BBQ	Identify with Admin PTO assistance needed for BTS BBQ & ensure implementation.
	Back to School Night	Ensure Skymart is open. Introduce/recruit/distribute info for volunteers, open board positions.
	Fall Athletic Events	Oversee apparel and promotional sales at fall athletic events (football, soccer, volleyball, youth football games, etc.).
December/January/February		
	Staff Holiday Breakfast	Ensure the planning of a holiday breakfast for staff the week before winter break.
	Winter Athletic Events	Oversee apparel and promotional sales at winter athletic events (basketball games, wrestling matches, etc.).
March/April/May		
	Spring Athletic Events	Oversee apparel and promotional sales at spring athletic events (lacrosse games, track meets, etc.).
	Scholarships	Advertise in April; distribute end of April; calculate results mid-May.
	Staff Appreciation Week	Ensure the planning and organizing of activities including hosting one staff luncheon.

June		
	End of Year Luncheon	Ensure the planning of a luncheon for staff last week of school.
	Apparel Design	Oversee the selection of new apparel design(s) and purchase of apparel for the upcoming year.
	Keys / Cards	Collect all keys and debit/credit cards.

EXHIBIT B-2 - VICE PRESIDENT OF FUNDRAISING

- Preside over executive and general meetings if the President is absent.
- Work as part of the Executive Board and set PTO policies.
- Review fundraising activities to determine viability and propose new ideas for Board approval.
- Manage and order the PTO apparel for the Skymart store. Maintain inventory (sales/loss/damage) and review with the Executive Board any new items proposed for Board approval.
- Ensure that the PTO adheres to the bylaws.
- Maintain a list of fundraising activities (to be published on the PTO website).
- The Executive Board may appoint members, such as an Apparel Manager, who shall report to the VP of Fundraising.
- Assist President with PTO activities that are included but not limited to those stated under President.

EXHIBIT B-3 - VICE PRESIDENT OF VOLUNTEER COORDINATION

- Preside over executive and general meetings if the President is absent.
- Work as part of the Executive Board and set PTO policies.
- Disseminate District Volunteer Guidelines to all Southridge volunteers.
- Print names, create badges and check volunteer names against the completed background checklist before issuing a volunteer badge to participate at the school.
- Enter volunteer information collected throughout the school year.
- Coordinate with Administration all activities requiring volunteers and send out requests to the volunteer base.
- Schedule volunteers for each activity/event, sending list of volunteers to appropriate person in charge of activity/event one week prior to activity/event.
- Send out reminders to volunteers 48 hours prior to event
- Assist Skymart Manager with the management of volunteers and communications to organize their efforts.
- The Executive Board may appoint members, such as a Staff Appreciation Coordinator or School Dance Representative, who shall report to the VP of Volunteer Coordination.
- Activities include but are not limited to:

August		
	Registration Materials Assembly	First week in August, coordinate with principal's secretary.
	Preview Days	Late in August, coordinate with assistant principal.
September/October/November		
	Back to School BBQ	First or second home football game; coordinate with Admin.
	Back to School Dance	Water table services.
	Fall Athletic Events	Apparel set-up, sales and close down.
	Homecoming Dance	Coat check & water table services.
December/January/February		
	Winter Athletic Events	Apparel set-up, sales and close down.
	Cram the Cage Dance	Water table services.
March/April		
	Spring Fling Dance	Water table services.
	Spring Athletic Events	Apparel set-up, sales and close down.
May		
	IB/AP Test Proctoring	Coordinate with IB Coordinator and Admin.
	Prom	Coat check, water table & chaperoning services.

EXHIBIT B-4 - VICE PRESIDENT OF MARKETING & COMMUNITY OUTREACH

- Preside over executive and general meetings if the President is absent.
- Work as part of the Executive Board and set PTO policies.
- Ensure that the PTO adheres to the bylaws.
- Maintain the PTO website to keep the calendar, contact info, forms, and volunteer needs updated.
- Submit approved communications for inclusion in the school's newsletter, The Quill, and on social media.
- Manage the PTO's social media including but not limited to any future Facebook, Instagram or Twitter presence.
- Upload monthly meeting minutes to PTO website once received from the Secretary.
- The Executive Board may appoint members, such as IT Support, who shall report to the VP of Marketing & Community Outreach.
- Assist President with PTO activities that are included but not limited to those stated under President.

EXHIBIT B-5 - SECRETARY

- Keep minutes from both executive and general PTO meetings, and send the minutes electronically within one week to all board members.
- Handle all official PTO written correspondence.
- Ensure the PTO "In Box", located in the Southridge High School mail room, is checked weekly and contents are distributed to the appropriate board/committee members.
- Ensure that the PTO adheres to the bylaws.
- Perform any other duties requested by the PTO President.

EXHIBIT B-6 – TREASURER & CO-TREASURER

- Receive all monies for the PTO and keep accurate records of the recipients and expenditures for the PTO Board as well as individual accounts of the following clubs: Grad Night Committee and the Staff Account.
- Print monthly statements to show current finances and review with the Executive Board at monthly meetings, expenditures and balances as well as individual accounts.
- Email statements to Grad Night Committee Coordinator periodically. Updates should be shared monthly during the 4-5 months before the event.
- Ensure a controllable and fiscally sound deposit and reimbursement policy to work within the laws of the tax exempt 501(c)(3) rules.
- Ensure the Board adheres to the 501(c)(3) rules.
- Ensure necessary electronic files are being retained on DropBox.
- Will maintain separation of duties, to the extent possible: one Treasurer responsible for cash disbursements, reconciliation and reporting and one Treasurer responsible for deposits, QuickBook entries for debit cards, payroll, budget reports, and taxes. In the event the Co-Treasurer position is not filled, the Treasurer will assume the duties of the Co-Treasurer and/or enlist the help of another Executive Board member to fulfill these duties.
- Payment guidelines:
 - Payments should generally be processed within 7 days.
 - All payment/reimbursement requests must be accompanied by a PTO Funds/Reimbursement Request Form" or other document evidencing appropriate approval(s).
 - No payment can be made to an individual, except when the request for reimbursement is presented with proper documentation.
 - No payments/transfer of funds can be made directly to private accounts.
- Will meet the following deadlines:

Treasurer

Weekly		
	Check Requests	Pay bills, manage any reimbursement requests.
Monthly		
	Reconcile bank accounts	To be completed in time for each monthly board meeting.
	Journal Entries	As needed, based on Square reports, to reflect activity in proper categories, including any amounts that come in from Skymart, Grad Night, apparel sales, etc.
	Email Statements & Reconciliation Report	Email bank statements & reconciliation reports and summarize grant requests received in email to President and Co-Treasurer; to be presented at the board meeting each month.

	Email Grad Night Report	Email Grad Night report to President, Co-Treasurer and Grad Night Committee Coordinator; to be presented at the board meeting each month.
	Print Financial Statements	Finalize monthly financial statements to be presented at the board meeting each month.
Annually		
	Review & Renew D&O Insurance	Renews in May; should be reviewed each year to determine whether any changes are required; proposed revisions to be presented to the board for approval.
	Review & Renew Liability Insurance	Renews in March. Obtain copies of Certificates of Insurance: one issued in the name of Beaverton School District; one issued in the name of the city within which the Grad Night Party is scheduled to take place.
	Review & Renew Subscriptions	Accounting and payroll software, website, other subscriptions as needed.
	Reports	File annual business report with State of Oregon including annual renewal of DBA (due in June each year).
	Scholarship checks	Send scholarship checks to selected Universities/Colleges or record liability; completion of task depends on when the necessary information is received from the scholarship recipient.
	Year End Reports	Notify CPA firm when statements are ready for tax return preparation. File and pay amounts due.

Co-Treasurer

Weekly		
	Deposits	Take Skymart cash deposit and any other cash or check deposits to the bank. Review and accept Square transactions in QuickBooks.
	Debit Card Receipts	Collect from Skymart and review to insure they are properly included in bank account and QuickBooks.
Monthly		
	Debit Card Receipts	Review bank statements to ensure all debit card receipts are supported and there are no unauthorized charges.
	Second Party Review	Review reconciliation reports prepared by the Treasurer.
	Run Payroll	Pay period is the 11 th of previous month to the 10 th of current month, payday is on the 15 th .
	Prepare Budget Report	After Treasurer has emailed the reconciliation report, update Budget Report for the board meeting.
	Record Liabilities	For grant requests approved, record liabilities and notify Treasurer for bill payment.
Quarterly		
	Taxes	Pay payroll taxes and file quarterly payroll tax reports.
Annually		
	Taxes	Coordinate with third-party CPA and file annual state and federal tax forms (due in November each year).
	Principal Discretionary Fund	Transfer remaining balance of the Principal's Discretionary Funds into reserves.

EXHIBIT B-7 – MEMBER AT LARGE

- Attend Executive Board meetings.
- Serve as a liaison between the membership and the Executive Board.
- Get input, provide feedback, and become a spokesperson for the membership and committee chairs at Executive Board meetings.
- Other duties as assigned by the President, when needed.

EXHIBIT B-8 – FACULTY REPRESENTATIVE

- Attend Executive Board meetings.
- Serve as a liaison between the Southridge High School faculty/staff and the Executive Board.
- Get input, provide feedback, and become a spokesperson for the faculty/staff segment of the membership at Executive Board meetings.
- The Faculty Representative is not a voting member of the Executive Board but may be invited to Executive Board meetings to provide input.

EXHIBIT B-9 – GRAD NIGHT COMMITTEE COORDINATOR

- Run all Grad Night Committee meetings and coordinate all committee heads for Grad Night Party planning and execution.
- Manage Grad Night Party budget and financial activities.
- Manage Grad Night Party ticket sales, fundraisers, donation solicitations, and expense commitments.
- Coordinate and manage all parent volunteers for Grad Night Party event.
- Attend Membership meetings.
- The Grad Night Committee Coordinator is not a voting member of the Executive Board but may be invited to Executive Board meetings to provide reports and budget updates.

EXHIBIT C
SOUTHRIDGE PARENT TEACHER ORGANIZATION

9625 SW 125th Avenue - Beaverton, OR 97008

FUNDS/REIMBURSEMENT REQUEST FORM

This form is to be used to request funds from a designated staff fund or for reimbursement of expenses that have received prior PTO approval (i.e. expenses for Grad Night, staff appreciation, etc.). Do not use this form for PTO grant requests. Please ensure that all areas are completed so that your request is not delayed

Date of Request: _____

Organization Requesting Funds: _____

Requested Amount: _____

Type of Request:

Payment to Vendor (attach invoice or purchase order)

Reimbursement (attach receipts)

Brief Reason for Request (i.e. supplies, prizes, food)

Designated Payee, including address:

Name: _____

Address: _____

Mail check directly to Payee

Place check in mailbox at school

Contact person's name: _____

Contact person's email address: _____

APPROVAL: **(ALL REQUESTS MUST BE SIGNED BY BOTH REPRESENTATIVES)**

Signature of Contact Person: _____

Signature of Committee Head*/Staff: _____

*If Contact Person is Committee Head, signature should be obtained from another committee person or PTO board member.

Please note: We will try to have checks printed/available within 7 days of receiving this request form.

If you have any questions, please email the current board Treasurer: treasurer.southridgepto@gmail.com

Last Revised 15 February 2021

EXHIBIT D
PTO GRANT REQUEST FORM
SOUTHRIDGE PARENT TEACHER ORGANIZATION
9625 SW 125th Ave • Beaverton, OR 97008

Instructions:

1. Funding requests will only be approved for groups; no requests for individuals should be submitted.
2. Obtain approval from department administrator. No requests will be considered unless a request for funds has already been submitted through the school's administration.
3. An invoice, purchase order or receipt attached to this form is required for payment.
4. If approved, payment will be made by check to the designated payee in the amount indicated.
5. Requests should be submitted no later than the 2nd Wednesday of the month to the PTO box (in the Main Office mail room) for review by the PTO in that month's meeting.
6. The PTO meets only once a month. If this is an emergency request, please contact presidentsouthridgepto@gmail.com or treasurer.southridgepto@gmail.com.

Today's Date: _____ Organization requesting funds: _____

Has a request for funds been made through the school's administration? Yes _____
(Principal's Signature)

No Stop here. This must be done prior to submitting this form.

Describe projected need for funds: _____

Date of event (if applicable): _____ What is the total budget for the project? _____

How much of this amount is being requested from the PTO? \$ _____
The maximum request is \$3,000, however the Southridge PTO reserves the right to amend this amount without notice.

What other sources of income are being used to meet this need? _____

Describe project cost research (include two or more bids, if applicable): _____

If the request is for equipment, could it be used by other activities/sports/clubs and if so, by whom? _____

How many students will benefit from funding this project? _____

Contact person: _____ Email: _____

Designated payee, including address: _____

THIS SECTION FOR SOUTHRIDGE PTO USE ONLY:

APPROVED? No REASON: _____
Yes APPROVED AMOUNT: \$ _____ APPROVAL DATE: _____ AUTHORIZATION: _____
Need more info? _____

DATE NOTIFIED: _____ FOLLOW-UP: _____ CHECK #: _____ DATE MAILED: _____

EXHIBIT E

PTO DONATION GUIDELINES as a 501(c)3 NON-PROFIT ORGANIZATION

Overall Goal:

To donate funds which are for "asset" type items that affect a large group of students over several years.

ACCEPTABLE DONATIONS:

1. Is the request for an asset?
(something that will last for 3+ years)
2. How many students will benefit?
Example: \$3,000 donation benefiting 500 students over 5 years = \$6/student; acceptable
Example: \$3,000 donation benefiting 20 students over 5 years = \$150/student; questionable
3. Does a group/team benefit as a whole from the donation?
(501(c)3 cannot donate to individuals)

UNACCEPTABLE DONATIONS:

1. Do individuals have direct benefit?
Example: Gym memberships = Individual benefit
Example: One-time Tutoring/Instruction for small group = Individual benefit
2. Does the donation pay income?
Examples: Coaches fees / Instructor fees / etc.
(This would classify as a one-time expense)
3. Is this a one-time expense that is not a requirement to keep the program going?
Examples: Bus Transportation / Field Trip Expense / Instructional Expense

EXCEPTIONS:

1. Donation is for a one-year contribution to keep a program going.
Dollar amount is dependent on the number of students benefiting.
(i.e., Grad Night is an annual event, yet benefits approximately 400 students;
by donating, we help to keep this event returning each year)