

Article 1 - Name and Purpose

1. Name: PALS is an acronym for Parents Actively Lending Support
2. Purpose: PALS is the parent support group for St. Paul's Academy and Little Epistles Preschool. PALS operates under the auspices of the School Board and of St. Paul's Academy. PALS serves several functions:
 - a. To support communication between parents, the school staff, and the School Board. Communication is achieved through meetings, newsletters, email, blog, and the school calendar.
 - b. To support school staff and School Board as needs are defined.
 - c. To provide volunteers to assist school staff and school activities.
 - d. To coordinate fundraising efforts to assist with school improvement projects and enrichment programs.
 - e. To encourage fellowship.

Article 2 - Membership

1. All parents or guardians of children at St. Paul's are members of PALS. School staff and School Board members are encouraged to participate in PALS meetings and events.

Article 3 - Officers

1. Seven officers are elected each year to lead PALS: President, Vice President, Secretary, and Treasurer. A representative from the St. Paul's Academy Middle/Upper School, Lower School, and Little Epistles Preschool will be selected each year. Officer positions may be shared by two parents.
2. Terms: Terms of office are for one school year, August 1st - July 31st (same fiscal year as the school.)
3. Elections: Nominations for officers will be solicited the last two weeks of April. Elections for new officers will occur in the first week of May. Parents nominate new officers as well as a K-5 room parent coordinator. Nominees should have children registered for the term for which they are being nominated. The PALS vice president will administer the nomination and voting process. Each parent or guardian of St. Paul's will be allowed to cast a vote by secret ballot. The Treasurer and Secretary will independently count the ballots. New officers will be announced in the meeting minutes at the next meeting of the Operating Committee. In the event of a tie, a run-off election will be held.
4. If any PALS officer is unable to serve out his/her term, nominations for the position will be solicited and elections held at the next Operating Committee meeting.

Article 4 - Duties

1. All Officers - Fundraiser Liaison

Each Fundraiser or sponsored event needs a PALS officer to liaison with the chairperson, if that chairperson is not already a PALS officer. All PALS fundraisers/sponsored events must be scheduled before the school year begins. The liaison will:

- a. Ensure that there is an event chairperson
- b. Inform the chairperson of the event schedule as defined by the PALS board
- c. Ensure that the chairperson is fully informed of all aspects of the fundraising event logistics, including marketing and volunteer needs
- d. Oversee the progress of the preparation for the event
- e. Provide a list of confirmed or potential volunteers
- f. Preferably attend the event
- g. Report to the PALS board and PALS Operating Committee the status of the event planning and outcome

2. President

- a. Attend and lead all meetings.
- b. Create agendas for Operating Committee and PALS meetings
- c. Inform school secretary and website manager of PALS calendar and any updates or changes to the school calendar
- d. Notify eighth grade fundraising chair for child care services
- e. Call for all votes at Operating Committee meetings
- f. Communicate Operating Committee-approved purchases to school secretary and bookkeeper and to Treasurer (Treasurer can also do job and notify President)
- g. The President of PALS will communicate with the parent representative on the SPA school board to create the PALS meeting agenda

3. Vice President

- a. Attend all meetings
- b. Will act as President in absence of the President
- c. Collect notes from events from the event chairperson or PALS officer liaison
- d. Maintain files with PALS information for event chairpersons and PALS officers.
- e. Will chair at least one fundraising event
- f. Will administer the nominating and voting process for new officers and Operating Committee members in April and May

4. Secretary

- a. Attend all meetings
- b. Will take meeting minutes and distribute to the Operating Committee within one week after meetings
- c. Will assist all officers with written communication to parents
- d. Create notes from PALS meetings and submit to President to be put online within one week of the meeting
- e. Write any thank you notes associated with the PALS organization
- f. Make amendments to the operating guidelines

- g. Count ballots in the new officer elections
 - h. Create and distribute newsletter including officer contact information, President's message and Fundraising Updates
 - i. Communicate all meeting dates to school administrative assistants, and 8th grade for childcare purposes.
5. Treasurer
- a. Attend all meetings
 - b. Provide a PALS financial status report at all meetings, and at the request of any parent
 - c. Accounting records must be kept in accordance with school financial records as defined by the school board
 - d. Count ballots in new officer elections
 - e. Communicate Operating Committee-approved purchases to school Administrative Assistant and Business Manager and to President (President can also do job and notify Treasurer)
 - f. Provide year end report as required by school Business Manager
6. Little Epistles Representative
- a. Attend all meetings
 - b. Coordinate with LEPS teachers, the LEPS Administrator and LEPS director
 - c. Coordinate and solicit room parents at the beginning of the year
 - d. Represent the interests of LEPS at Operating Committee meetings and make sure the preschool is represented at fundraisers if appropriate
 - e. Provide communication to LEPS parents of PALS events through email, flyers, or room parents, and reader board
 - f. Update PALS board at LEPS with flyers, pictures, and current information as appropriate
7. St. Paul's Academy Middle /Upper School Representative
- a. Attend all meetings
 - b. Coordinate with upper school teachers, the school secretary, and upper school director if necessary
 - c. Coordinate and solicit room parents at the beginning of the year
 - d. Represent the interests of the upper school at Operating Committee meetings and make sure the upper school is represented at fundraisers if appropriate
 - e. Provide communication to upper school parents at PALS events through email, flyers, or room parents
 - f. Chair or find an event chair for any upper school fundraisers/events
 - g. Provide updates as agenda items at PALS meetings
 - h. Add or maintain messages on reader board, bulletin board, and blog
8. St. Paul's Academy Lower School Representative
- a. Attend all meetings
 - b. Coordinate with lower school teachers, the school secretary, and director if necessary
 - c. Coordinate and solicit room parents at the beginning of the year

- d. Represent the interests of the lower school at Operating Committee meetings and make sure the lower school is represented at fundraisers if appropriate
- e. Provide communication to lower school parents through email, flyers, or room parents
- f. Chair or find an event chair for lower school fundraisers/events as needed
- g. Provide updates as agenda items at PALS meetings
- h. Add or maintain messages on reader board, bulletin board, and blog

Article 5 - Meetings

1. General membership meetings will be held regularly between September and June. A suggested agenda shall include: President's message, School Board report, School Staff report given by the Head of School or his/her designee, Treasurer's report, fundraising reports, Lower School Rep, Middle/Upper School Rep and LEPS Rep reports, volunteer report and recognition, fundraising reports, and open discussion
2. Coordinate general membership meetings with the school board meetings
3. At least 2 general membership meetings should occur during the school year

Article 6 - Operating Committee

1. Purpose and Membership: The purpose of the committee is to vote on all PALS sponsored projects and events for the school year. The committee is made up of parents and school staff members who are tasked with the purpose of communicating school needs, issues, and direction on behalf of the general PALS membership. The Operating Committee will consist of PALS officers, the Head of School, one teacher, and a minimum of 6 to a maximum of 10 additional parents. The parent representation should include at least one each from LEPS, K-4, and 5-12. The PALS President or Vice President will lead Operating Committee meetings. The PALS Secretary will record and report meeting minutes.
2. Voting: Only the parents of children at St. Paul's Academy who are on the Operating Committee will be allowed to vote. Whether or not a parent on the Operating Committee as a PALS officer or teacher or school administrator is irrelevant. A simple majority vote is necessary to pass a resolution. Voting may occur in person at the Operating Committee or via email to all committee members lead by the PALS President or Vice President. At least a 2 day discussion period is required before an email vote will be tallied for expenditures for over \$200.
3. An Operating Committee will be established in May of each year for the upcoming school year.
4. PALS officers will approve nominations for the Operating Committee by a simple majority.

Article 7 - Fundraising Policy and Guidelines

1. **Purpose: The primary goal of PALS fundraisers are to provide curriculum based enrichment opportunities for students and to assist in special needs for the staff**

of St. Paul's Academy. Any additional uses must be agreed upon by HOS AND voted upon by the O/C Committee.

2. PALS sponsored Fundraisers: PALS holds several fundraisers throughout the year. Proceeds from PALS fundraisers are used at the discretion of the PALS Operating Committee.
3. Event Chairperson: The event chairperson needs to provide detailed event notes to the Vice President no later than one month after the completion of the fundraiser, for next year's chairperson. Information should include: how to operate the event, volunteer needs, tasks/duties likely to be delegated, what was successful, what could be improved upon, and a detailed budget report.
4. Selection of Events and Activities: The Operating Committee shall approve all fundraising events and events scheduled for the upcoming school year by the last Operating Committee Meeting. Typical PALS fundraising events are:
 - a. **Wrapping Paper Sales**
 - b. **Used Uniform Sales, Spirit Wear and/or logo items**
 - c. **Passive: Box Tops, soup labels, cartridges, clothing labels**
 - d. **Family Fun Night**
 - e. **Walkathon**
 - f. **Family Dinners Out/Parent Knight Out**
 - g. **Scholastic Book Fair (paid in book credit)**
 - h. **Additional fundraisers as needed to meet goals**

Article 8 - Use of Fundraising Proceeds

1. The Approval process:
 - a. School staff are encouraged to submit to PALS all items, activities, events, and projects that PALS may be able to fund. Project requests should be reviewed and approved by the appropriate school staff member - division head or Head of School, prior to submission to the Operating Committee. The teacher representative on the Operating Committee will submit approved requests to the committee each quarter using a completed SPA Purchase Requisition Form. The Operating Committee will review and prioritize all requests and vote on the request as defined in Article 6. All requests shall be clearly defined in scope and cost.
 - b. First priority for approved funds will be annual events, budget items and projects that PALS, in conjunction with the Operating Committee, has agreed to fund each year.
 - c. The Operating Committee will use a voting process to reach a decision. Only the President or representative of the president may call the vote. A simple majority vote will be required. Staff and School Board members on the Operating Committee will not be voting members of the Operating Committee. Vote results will be included in meeting minutes.
 - d. The PALS president can request that the Operating Committee members vote to allow all parents a chance to vote on a proposed major use of funds.

- e. The Operating Committee will use the procedures outlined on the SPA Purchase Requisition Form (Appendix A) to allocate all PALS funds. Only the President or Treasurer may send notification of funds approval to the SPA Business Manager.
2. Accounting Status Report
 - a. PALS Treasurer will maintain a monthly cash flow report of all fundraising cash inflows and cash outflows for the school year. The report shall be made available to all parents upon their request, distributed at PALS OC and Parent meetings.
 - b. The PALS Treasurer will issue checks for payment and reimbursement on the 2nd and 4th Friday of each month, September - June, and once per month in July and August. Requests for payment or reimbursement out of the PALS account must be submitted to the President for approval by the Wednesday before the scheduled day for check issuing. Requests should be submitted on a SPA Purchase Order Request form along with relevant invoices or receipts. See Appendix A - PALS Expenditure Approval Path for complete instructions.
 3. Administration of Funds
 - a. All funds shall be kept in a checking account with a financial establishment approved by the Business Manager. The account must require signature authority of the President and Treasurer. The Treasurer will administer the account. A yearly third party PALS financial review will be performed in conjunction with review of SPA finances per direction of the St. Paul's Academy School Board.
 - b. At the end of the school year, the Operating Committee must maintain a minimum year-end balance of \$15,000 for each successive year to prevent starting the school year in a shortfall.

Article 9 - Amendments

1. These guidelines may be amended when necessary by a simple majority vote of the PALS officers. Proposed amendments shall be submitted to the Secretary and distributed to all officers.

Article 10 - Approval

1. These guidelines shall be reviewed and approved by the PALS officers and then presented to and approved by all members of the Operating Committee on an annual basis.

PALS Operating Guidelines
Appendix A
PALS Expenditure Approval Path

Please follow the procedures outlined below for purchases and expenditures that have **previously been approved by SPA division head and PALS and are included in the current budget**. New requests need to follow the procedures set forth in the PALS operating guidelines Article 8, Section 1.

Staff/Volunteers coordinating a purchase have three options for processing the transaction:

1. Purchase the product/service using their own funds, then applying for reimbursement from PALS.
2. Purchasing product/service using the St. Paul's Academy VISA card.
3. Arranging for purchase of product/service then presenting vendor invoice to PALS for payment.

Approval path for Option #1: Purchase and Reimbursement

1. Purchase items/services.
2. Fill out SPA Requisition & Purchase Order form .
3. Check Reimbursement Request box, mark Other box and write in PALS next to Other.
4. Fill in purchase information & details. Attach receipts to a separate piece of paper and attach to requisition form.
5. Fill in proper PALS budget expense code from the list of codes (Appendix B, also posted in PALS office.)
6. Sign and date 'Requested by' line .
7. Obtain division head signature or project coordinator signature as appropriate on the 'Reviewed by' line.
8. Route to PALS President for approval. President will forward to PALS Treasurer for processing.

Approval Path for Option #2: Purchases using the SPA VISA card

1. Fill out SPA Requisition & Purchase Order form.
2. Check Purchase Request box, check Other box and write in PALS next to Other.

3. Fill in purchase information & details. Attach documentation if possible (description, invoice, etc.)
4. Fill in proper PALS budget expense code from the list of codes (Appendix B, also posted in PALS office.)
5. Sign and date 'Requested by' line.
6. Fill in "TO BE PURCHASED ON VISA CARD" in the Other Information box
7. Obtain division head signature or project coordinator signature as appropriate on the 'Reviewed by' line.
8. Route to PALS President for approval.
9. PALS President will provide a copy of the request to the PALS Treasurer.
10. PALS President will return to requestor after approval.
11. Requestor can bring signed purchase order to Middle/Upper School administrative Coordinator (Dawn) to coordinate purchase on VISA card.
12. Requestor must provide copy of receipt and vital information (date ordered, date received) to PALS Treasurer upon completion of the transaction.

Approval path for Option #3: Invoice from Vendor

1. Fill out SPA Requisition & Purchase Order form.
2. Check Purchase Request box, check Other box and write in PALS next to Other.
3. Fill in purchase information & details.
4. Fill in proper PALS budget expense code from the list of codes (Appendix B, also posted in PALS office.)
5. Sign and date 'Requested by' line.
6. Obtain division head signature or project coordinator signature as appropriate on the 'Reviewed by' line.
7. Route to PALS President for approval.
8. Purchase item/services.
9. Attach the final invoice to the requisition form.
10. Route to PALS Treasurer for processing.

PALS Operating Guidelines - Appendix B	
PALS Account Codes	
Code	Description
Fundraising	
10 E 502 7201 81 4502	Book Fair - Labor/Contract
10 E 502 7202 81 4501	Family Fun Night - Food/Bev
10 E 502 7202 81 4502	Fam Fun Night - Labor/Contr
10 E 502 7202 81 4503	Family Fun Night -Procurement
10 E 502 7202 81 4505	Fam Fun Night - Sup/Mat/Serv
10 E 502 7202 81 4506	Fam Fun Night - Misc/Other
10 E 502 7203 81 4504	Logo/Spirit Wear - Product
10 E 502 7204 81 4504	PE Shirts - Product
10 E 502 7205 81 4502	Subway Lunches - Labor/Contr
10 E 502 7206 81 4504	Chocolate Sale - Product
10 E 502 7207 81 4501	Parent Night Out - Food/Bev
10 E 502 7207 81 4502	Parent Night Out - Labor/Contr
10 E 502 7207 81 4503	Parent Night Out - Procurement
10 E 502 7207 81 4505	Parent Night Out -Sup/Mat/Serv
10 E 502 7207 81 4506	Parent Night Out - Misc/Other
10 E 502 7208 81 4506	Innisbrook
Other Campaigns	
10 E 502 7301 81 4505	Box Tops - Sup/Mat/Services
10 E 502 7302 81 4505	Labels - Sup/Mat/Services
10 E 502 7303 81 4502	Fam Night Out - Labor/Contr
10 E 502 7304 81 4505	Used Book Sale - Sup/Mat/Serv
10 E 502 7305 81 4505	Used Uniforms - Sup/Mat/Serv

10 E 502 7306 81 4505	Walk-a-thon - Sup/Mat/Serv
11 E 502 7307 81 4506	Scrip - Sup/Mat/Serv
Program Support	
10 E 502 7401 81 4530	Teacher Requests - K-12
10 E 502 7401 81 4531	Teacher Requests - LEPS
10 E 502 7401 81 4532	Chapel Guild
10 E 502 7401 81 4533	Year End Picnic
10 E 502 7401 81 4534	Passport Club
10 E 502 7401 81 4535	Library Guild
10 E 502 7401 81 4536	Video Production Club
10 E 502 7401 81 4537	Fund A Need
Donations / Support to SPA	
10 E 502 7402 81 4550	Donation to General Fund / program support
10 E 502 7402 81 4551	Donation for Auction Support
10 E 502 7402 81 4552	Donation to Field Trip Account
10 E 502 7402 81 4553	Donation for Student Travel
10 E 502 7402 81 4554	Donation for House Council Support
PALS General Op Expenses	
10 E 502 7500 81 4501	General Oper - Food/Beverages
10 E 502 7500 81 4505	General Oper - Sup/Mat/Serv
10 E 502 7500 81 4506	General Oper -Misc/Other
10 E 502 7500 81 4508	General Oper -Promotion
10 E 502 7500 81 4509	General Oper - Apprec/Awards
10 E 502 7500 81 4510	Gen Oper - Community Events