



Adler Family Association

afa@d70schools.org

AFA Committee Guidelines

Welcome!

Thank you for volunteering your time to be a Chairperson for the Adler Family Association. Without your commitment, the AFA would not be able to complete any of the activities for the school.

Below contains all the information that you will need when running your activity.

Please email [AFA@d70schools.org](mailto:afa@d70schools.org) if you have any questions.

Best regards,

The Executive Board

Stacey Thermos, President

Jen Garippo 1st VP

Dana Allan 2nd VP

Jim Woodworth Treasurer

Kathy Hodge, Secretary

Kerri Bongle Adler Park School Principal

GENERAL INFORMATION:

Budgeting: The annual budget is set by the executive committee and approved by the board and members at the final AFA meeting at the end of the previous school year. If during the planning of an event, it is determined that the budget is not sufficient, present this information to the AFA board **prior to committing to these expenses. This requirement is set forth in the AFA bylaws: Article VI – Duties of Officers, Section 7.** Please email [AFA@d70schools.org](mailto:afa@d70schools.org) if you have questions on your budget.

Tax Exemption Letter: Use the current tax exemption letter when purchasing items needed for your activity/event. Present this letter to a store cashier before making a purchase and they will instruct you on their retailer's policy. (*The AFA cannot reimburse any sales tax.*) Discard any old copies that might be in the committee notebook.

Cashboxes/Deposits/Request for Payment: **THE AFA requires 5 days advance notice for cashbox or a check to pay a vendor.** Any checks over \$500 require two signatures. Authorized signatures are the AFA Treasurer, the AFA Presidents, and the Adler Park Principal. **All forms are located on the Adler Park School website.**

Request for Cashbox: If the event requires a cashbox, please submit a **Request for Cashbox form** and provide to the AFA Treasurer at least **5 days** before the event. (The AFA does not keep cash on hand – bank trip required.) Please fill out both top and bottom section of form including denominations requested. Bottom section of form should be given to AFA Treasurer and top section of form should be kept in Committee notebook. Then arrange the box pick-up with the AFA Treasurer prior to the event and count the money upon receipt. **PLEASE NOTE: Two people should count the cashbox and sign the Cash box form.** Contact AFA Treasurer if there are any discrepancies.

Deposits: Complete the AFA Deposit form (*located on AFA website under forms*) and itemize all receipts (coin, currency, checks) Complete both top and bottom section. Provide bottom section along with monies to the AFA

Treasurer (contact AFA Treasurer or President for drop off instructions) Top section of form should be kept in Committee notebook. **IMPORTANT:** For bookkeeping and Audit reasons, please keep all expenses separate from any monies received. Do not use cash received to pay expenses. **PLEASE NOTE: Two people should count the deposit and sign the deposit form.**

Request for Payment: Complete the Request for Payment form and submit bottom section of the form to request reimbursement for expenses for your activity/event paid before the event takes place. Attach any related receipts to this form when sending it to AFA Treasurer for payment. Please keep top section of form in the Committee notebook. Checks will not be issued if receipt/invoices are not provided. If expenses can be reimbursed after your event, use the Financial Summary Form (see next) to request reimbursement.

Financial Summary: Complete this form after the event. Complete the *cash box* and *income* sections only if they apply to the event. Complete the *expense summary* to keep track of expenditures and attach receipts. Check the appropriate column if any expenses were already reimbursed. Checks will be issued to the person indicated on the form in the amount listed.

Submit the completed Financial Summary Form and any receipts to AFA Treasurer within 10 days of completing the event. Please contact AFA Treasurer for delivery options.

Contacting local businesses/organizations/families for donations: Prior to contacting a local businesses, organizations or families for donations, please email the AFA@d70schools.org and include the donations you are requesting. This is to prevent multiple requests to same businesses and to use up any surplus from prior events (*i.e. water, snacks etc.*) In addition, the AFA has a special letter to provide to the businesses to use for donations. Please email AFA@d70schools.org for a copy.

Communications to Families: All communications to families, (for example, e-mail blasts to families, notes sent home with information/fundraising materials), ***must be approved by the Adler Park School Principal.*** Please submit copies to the principal, School secretary and to the AFA at AFA@d70schools.org with sufficient time to review whatever is being distributed to students, families, and/or staff.

Class Lists: The AFA mailbox contains a Red file folder with a current student roster. For privacy reasons, these lists cannot be distributed or removed from the school. Use this list to find the number of students in each class. Return the list to the mailbox when finished. Include 1 extra item to each classroom for the teacher.

Paper Reduction Program: Whenever possible, promote the event through electronic means like the AFA Newsletter, email blasts to families, or electronic backpack. Limit paper distribution as applicable and consider ½ sheet messages when feasible.

Paper documentation for distribution: Use copiers at Adler to avoid AFA reimbursement for off-site copy expense. Copiers are located in the main office and in the Kiln Room (main floor between classroom #6 and #7). It is not the responsibility of the school secretary to make or distribute copies of AFA flyers, etc. Colored paper for AFA use is limited. (Do not leave colored paper from the paper tray.) White paper is available through the school.

Place each class bundle in the teacher's mailbox. Use the class list, mentioned above to make the correct number of copies. If the item is something that the staff would also be interested in, please include them in the distribution (spirit wear, lunch bunch, upcoming events, etc.). Make a few extra copies for the Adler Park School secretary and for the magazine rack in the school lobby.

Newsletter: The Newsletter is distributed monthly via e-mail. The Newsletter Editor will e-mail all committee chairs one week before the deadline of each issue to obtain articles.

The newsletter is a great place to:

- to provide details about the activity/event
- to invite more volunteers to join a committee, and
- to thank attendees and volunteers after the event.

Clipart that pertains specifically to your article can be included. The final newsletter is posted in the AFA Section of the Adler Park School website.

Publicity: To publicize your event in a local newspapers first obtain approval from the Adler Park School Principal and the AFA at AFA@d70schools.org. When approved contact the District 70 Public Relations Facilitator, via email, through the ERC office, 847-362-9695, or leave information in the Adler school office mailbox marked "Publicity." Information should be submitted at least 2 weeks prior to meet newspaper deadlines.

Foyer Display Case- Display case space is scheduled by the AFA. Adler has a poster printer machine on site for use in making banners, large posters, etc. Also, the workroom at the base of the stairs in the 3rd grade wing has a cutting table plus many die-cuts to make letters and graphics.

Mail: Throughout the year the AFA receives a lot of mail. Pertinent mail is forwarded to committee chairs, usually through backpack mail.

AFA Meetings: Please attend the AFA meetings before/during/after the activity or event. Meetings are a great venue to report plans, request assistance/advice and return completed committee notebooks. Status reports are required before each AFA meeting.

Committee reports: Each committee chair is a member of the board and shall submit a written report of the activities of the committee. These Status reports will be due before each AFA meetings. The term of office is one year and can be renewed annually (AFA bylaws: Article VII – Committees).

Committee Notebooks: Please keep notebooks current. Detailed reports or timelines help ensure continued success of the activity/event. Do not keep records older than 5 years.

Kitchen: Many AFA activities/events require use of the kitchen. Remember to leave this area exactly in the condition that it is found. Be considerate of our lunchroom host/hostess. Direct any questions regarding using the kitchen to the host/hostess.

Office: Adler's school secretary is a great resource for all sorts of information about the school and is happy to answer questions. Please avoid peak office 'traffic' for inquires/visits. Peak office hours are at 8:15-8:45 and again at 2:15-3:00. Please feel free to reach out via email anytime.

Supplies: Above our mailbox in the mailroom, is a plastic bin, clearly marked AFA. This houses office supplies that can be used while in the office doing AFA Business. Please do not use any school supplies (other than paper).

School Security: If a task requires you to be at the school during school hours, please check in with the Adler Park School Secretary upon arrival. If you require space to complete your task, please contact the Secretary to make arrangements. Please remember to treat teachers/staff offices/desks with respect as this is their workplace.

Committee Chair Replacements: If you must step down from your committee chair position notify the AFA at [AFA@d70schools](mailto:AFA@d70schools.org) promptly, and assist in finding a replacement when possible

Previous Chair people: Contact the chairperson who ran the activity/event previously with questions or contact the AFA at AFA@d70schools.org.