



OVO PTSO TREASURY HANDBOOK 2020-2021

To be used in conjunction with the PTSO By-Laws and Treasury Calendar

JULY 11, 2021
OVOPTSO
5630 Illinois Avenue

OVO PTSO Treasury Handbook 08/30/19

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Overview

Objective

The purpose of the PTSO Treasury is to steward funding to support the OVO program at the grade level. Teachers recommend field trips and in-house activities that support and align with their current curriculum and the parent group agrees to field trips and in house activities by voting them into an annual budget. Treasurers collect monies and advise grades on their financial situation. Treasurers serve with the express authority of the grade. If a grade is unhappy with a treasurer's performance or a treasurer is unable to fulfill their term the parent group may formally vote out an old treasurer and vote in a new one at the earliest convenience. This system has been formulated with the express wish to uphold the founding OVO principles of parent participation and interpersonal communication.

Furthermore, the overall goal is to support grade funds in a way that provides bookkeeping that is sufficiently detailed to be transparent and aid the PTSO treasury in filing taxes every year and retaining the 501(c) 3 status. The Head Grade Treasurer shall always chair the grade finance committee and may solicit help from PTSO members of their choosing (all parents, teachers and students of OVO are naturally members). The PTSO Chair oversees all PTSO committees.

OVO Non-Discrimination policy:

The Orangevale Open Program does not discriminate because the parent/guardian does not volunteer or donate. No student will be denied an education because he/she does not donate toward supplies, lab expenses, PE clothes, and the like. District Board Policy and Administrative Regulation 3260 state: "A student enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law"; and "The District shall charge only those fees specifically authorized by law. Schools and school employees will handle all requests or an inability to pay due to lack of funds in a confidential and respectful manner."

Treasurer Duties—Grade treasurers

Once voted in at the May meetings:

1. Plan Ahead! Communicate with teachers, field trip coordinators and the calendar so you don't have check signing “emergencies”.
2. Become a signatory on grade accounts. Head grade treasurers and another PTSSO officer will also be signatories. All checks must have 2 signatures.
3. Attend one or more treasurer training meetings.
4. When school starts, treasurers will work with teachers and fieldtrip coordinators to get all costs for a budget.
5. Present budget at first parent meeting and have it voted in. Provide PTSSO with the meeting minutes and the approved Budget ASAP. Invoices will be built based on grade budgets.
6. Obtain any updated parent information such as email, overnight attendance and financial assistance needs. Families may be contacted regarding their personal financial situation until they participate with an answer. The grade may be asked to voluntarily offer information to help in planning and estimation of needs. Parents should be encouraged to communicate whether their students are attending overnight field trips in advance of deposits and other costs incurred.
7. PTSSO will create a Gmail account for treasurer communication with families. The PTSSO will add this email to all students' QB statements to access to them each month. This will be for viewing, printing and communication only. Any adjustments will need to be communicated to the PTSSO. The PTSSO will provide a monthly report tracking payments by student and type. These QB statements are for reference only.
8. Treasurers will provide a “big picture” overview to the parent group each meeting. This big picture should include total monies needed, income to date, expense to date and fundraising estimates. Due dates for big deposits should also be communicated at the parent meetings.
9. Treasurers will communicate closely with teachers and field trip coordinators in the case of shortfall or anticipated shortfall. Teachers should help decide on any due dates or methods (such as envelope funding requests or emails) for pushing to collect needed funds to make up shortfall or cancel activities. Teachers are the final decision makers on whether a trip needs to be cancelled

due to lack of funding.

Teachers, coordinators and treasurers should work together to establish an information outreach method that they prefer to inform families who are unable to attend meetings of the grade financial position. This may include: Shutterfly, handouts, emails, phone calls or texts.

10. Treasurers may be asked to collect checks and cash at meetings and during the month. Payments will be logged (preferably in treasury workbook) and deposited into grade level accounts or turned in to the PTSO. Classroom files or envelopes should be checked weekly, so money is not sitting around. Expediency is paramount. Treasurers will provide a paper statement of all monies collected and whose account they credit as well as fundraised monies at least once a month to the Head Grade PTSO Treasurer. Treasurers may use the mobile deposit feature or the night dropbox to make deposits. If they choose this method they MUST submit any checks with dates of deposit to the PTSO and must be sure they are tracking each payment.
11. Encourage parents who write checks to make a payment through QuickBooks. There is no charge for the ACH option. PTSO may choose to activate the credit card option in QuickBooks and cover the fees associated with these transactions. We hope this encourages parents to pay in full early or make bigger contributions. Please remind them that if they are using their debit card, to not run it through the credit card link (this option has a fee) instead they should run their checking account as an ACH. ACH is by far the preferred method of payment as it is free and automatically credits their students' account.
12. Receive reimbursement/payment requests from parents, field trip coordinators and teachers. Write and sign checks and submit them to the PTSO for second signature. *Any signed blank checks will be 2nd signed and delivered to teachers *
13. Keep a check register current. It will be included in the "Excel Workbook" provided to treasurers by the PTSO. If there is not a workbook or template provided by the PTSO, treasurer's should keep AT MINIMUM: a check register, a deposit log, a fundraiser log, a running balance of parents who have paid through them , and an actual cost vs. budgeted amount for the year.
14. All money communication will be between the PTSO and the grade treasurer only. The PTSO will not communicate with teachers, field trip coordinators, or parents requesting reimbursement. This keeps treasurers in the loop of money

in and money out.

15. Use the PTSO check request form and Excel Workbook. A lot of time and thought has gone into creating an easy “plug and play” workbook. If there are problems, please contact the PTSO ASAP. The PTSO is here to keep the process as simple as possible. Feedback is welcome.
16. Keep all forms current in the Drop Box for the grade. Every time there is a change save it to Drop Box ASAP. This is a backup in case any file goes missing. It provides backup for the PTSO to help with tax questions and audits as required by our 501c3.
Provide parking and toll money to field trip coordinators in advance of field trips.

PTSO Head Grade Treasurer Duties

Once voted in at annual PTSO meeting:

1. Create a Gmail account for grade treasurers or establish a shared communication method such as google docs or Drop Box (currently using Drop Box).
2. Work with the bank to set up new signatory opportunities for treasurers.
3. Schedule one or more meetings to train treasurers and review procedures.
4. Build student accounts (from rosters provided by Katie and emails provided by treasurers on the excel format we provide)
5. Build invoices with voted on costs.
6. Send invoices at the beginning of each month.
7. Treasurers will be Cc'd on each invoice to a grade email account.
8. The Head Grade treasurer will provide a detailed report to Grade Treasurers.
9. Work with families regarding charitable donations and matching funds.

Additionally:

1. The PTSO will provide online access to bank accounts for the purpose of reconciliation and planning.
2. The PTSO will be the second signature on all checks. Current office hours are: _____
3. Grade funds must be deposited by the Head Grade Treasurer or the

treasurer, all deposit slips must be turned in to the PTSO.

4. The PTSO will keep a log of all checks signed.
5. The PTSO will transfer money from all QuickBooks and CreditCard payments to grade accounts.
6. The PTSO will credit all checks and cash as listed on donation logs to student QB accounts.
7. File taxes including but not limited to: grade accounts
8. Work with SBMT designated liaison to provide annual reviewable information such as tax returns, treasury handbook changes and any pertinent by-law changes that may be deemed to need review by site.

Language & Guidelines:

Budget line items (Grade Costs):

Overnighters:

These are the cost of upcoming overnight field trips. The overnight field trips constitute about 80% of each grades budget. The overnight field trip cost is the only cost that is considered “refundable” and is only refunded in the case that your child does not attend the overnight field trip (and the grade is not charged for your child). Parking and Tolls (if applicable) should be included in this cost or in the Day Field Trip category. The more information we have about overnight attendance the better our numbers are. Treasurers should seek RSVP numbers ASAP and verify using the drivers list built by the field trip coordinator for the field trip.

Day Field Trips:

These are day field trips. These are also part of our curriculum; we go together or not at all. It is important to recognize that these day field trips are immersive hands-on learning experiences-- not just a fun trip for the sake of taking one. Drivers Credit/ Mileage and Parking and Tolls should always be included and collected as a part of this category. The PTSO shall only sponsor the trips taken at a grade level. If trips are scheduled for individual classes for any reason they must be run through a different system. The PTSO highly discourages deviation from the system in place as it may affect the grade budget.

Classroom supplies:

This covers costs incurred by teachers for supplies or program materials above and beyond what is provided by the district, as well as funding to cover parent costs of running centers like cooking, science, or art. It also covers “extra” programs such as Music Charlie.

Extras/ Extracurricular:

Extras may include anything the parent group want to add. Common additions are: Yearbooks, Teacher Gift, & Class Creations.

Tech Fees:

Tech fees pay for all of the technology in our classrooms including COWs (computers on wheels), chrome books (used for testing) , MacBook, iPads (used for AR testing), TVs, programming materials such as Typing Agent and Brightlink as well as toner for classroom printers which can cost up to 6,000\$ per year. The parent donation usually funds around 10,000\$ worth of tech and convenience items for our classrooms and our partnership with PC Pals brings in the rest of the funding that is used on campus. Tech Fees are currently assessed at \$25 per student.

Account Credits/ Rollover:

Individuals may receive individual credits for the following reasons:

1. Rollover from the year before or from a sibling account.
2. If the individual has overpaid their students account or accrued credits resulting in a positive balance that money may be rolledover to the next year or applied to a sibling.
3. Driver’s credit: Individuals may receive driver’s credit towards their account based on their mileage driven on field trips over the course of the year. Driver’s credit may also be donated back to the grade to cover scholarships or voted down. Please refer to the Drivers Credit section for guidelines.

Carryover / General Funds

Carryover funds are monies that grades have accrued through donations or fundraising that are intended to cover need. These funds are used to fill in the holes of parents who cannot afford to pay or to pay fully for their students’ share. These funds may be rolled from year to year to cover shortfalls and deposits. These funds may not be used to defray the cost for all families at any time. These funds may

never be paid out in the form of refunds. All excess funds will revert to the PTSO.

Deposits

There are several field trips that may require deposits the year before they happen. It is highly recommended that carryover/general funds be used to cover these and assessed as part of the next years budget. If the grade is unable to cover said deposit the PTSO may choose to loan the amount to the grade and be paid back once enough payments have been collected.

Commitment of the Grade Parent Group

Parents are asked to attend parent meetings where all financial decisions will be made for the grade. Digital voting for finances is not allowed by California non-profit law. "the PTSO recommends that parent groups meet together regarding finances as all funds are grade wide and voting on any financial decisions must be done in a live meeting setting. Teachers are strongly encouraged to attend this segment of the meeting but may opt out or be asked to step out in the case of sensitive discussions." Anything that is voted into a grade budget implies an agreement to commit to funding for ALL of the children in your grade. Field trips are always "we go together or not at all" so if a priority of funding OR fundraising needs to be discussed those are always highest priority. The other items may optionally be fundraised for. The PTSO encourages individual payment participation to cover student costs first, followed with PTSO fundraisers that support scholarship funding and finally augmented by grade fundraising to cover outstanding needs .

Donations vs. Costs

Although all of our costs are optional, they are not technically donations. A donation is an amount provided voluntarily to support a greater cause that does not result in goods or services for oneself or one's dependents. We are a non-profit organization and members and non-members are encouraged to consult with their own tax preparer to determine whether monies they have paid to the PTSO constitute a donation or not. Families who choose to sponsor other families or donate to the general fund are donating and are eligible for a written thank you letter to provide to the IRS or to companies who may provide charitable matching funds.

Drivers Credit

Mileage should be tracked by field trip coordinators over the course of the year. The PTSO will provide a drivers credit worksheet to treasurers for dissemination. It will calculate the first 50 free miles and calculate parent credits based on charitable mileage guidelines for that year as determined by the IRS. Parents may choose to donate mileage back to the general fund or apply it as a credit to their own account. A grade may choose to exclude drivers credit from their budget in which case that funding will not be made available for that grade.

Driver Credit

In an effort to make it equitable for parents to provide transportation and receive some compensation, Driver Credit has been devised. Driver Credit is accrued from driving on field trips throughout the school year and the credit can then either be applied to that student's account or it can be donated back to the class. The Driver Credit guideline can be fully reviewed by any community member in this handbook. In an effort to be fair and considerate to those transporting students on field trips, all classes must adhere to the calculations. Driver Credit can be voted "out" in any grade.

1. Formula:

round-trip mileage x IRS Standard Mileage Rate for charitable service = \$ credit per vehicle

\$ credit per vehicle x # of cars ÷ # of students attending = cost per family

- a. The cost per mile is the Internal Revenue Service (IRS) Standard Mileage Rates for use in computing the deductible costs of operating an automobile for charitable purposes.
- b. This amount is established by the individual conducting the annual Field Trip Coordinator training; shall be identified in August of each year and shall be revised for the purposes of Driver Credit as revised by the IRS.
- c. That amount must be communicated to all Field Trip Coordinators and to each Grade Treasurer in writing and also in the corresponding training for each position.

2. Eligibility:

- a. For each family in a classroom, the first 50 miles on one or a combination of field trips is considered a donation to the class.
- b. After the first 50 miles, miles will be tracked to help defray the cost of the student's account.
- c. Mileage from all field trips will apply towards Driver Credit. This includes mid-year overnights but does not include the main overnights for each grade.
- d. Driver Credit is applicable only to the grade that the mileage is accrued from. Driver Credit only applies to the student's account in that one class. Driver Credit from one class cannot be applied for another student in the same or different family in a different class.
- e. To receive Driver Credit, a driver must drive more than their own child or transport supplies, equipment, and other items required for the field trip.
- f. Driver Credit is not earned while attending parent trainings for a particular field trip. The credit can only be accrued when transporting students or supplies on the actual field trip. Miles driven on field trips may be tax deductible. Drivers should check with their tax

advisor.

- g. Process for Reporting and Applying Credit to Student Accounts:
- h. Field Trip Coordinator:
- i. The Field Trip Coordinator will record the number of miles driven by each family after every field trip. Round-trip mileage will be determined by each Field Trip Coordinator for each field trip, with the exception of the main overnighter. The miles driven should be recorded under the child's name.
- j. Forms are available for the Field Trip Coordinator to use to maintain each family's field trip participation and corresponding Driver Credit. These should be distributed in the Field Trip Coordinator training at the beginning of the year.
- k. Before the end of the year, the Field Trip Coordinator will calculate the Driver Credit and report it to the Grade Treasurer.
- l. Grade Treasurer:
- m. Parents must fill out a request form to receive a mileage credit. The request form should go through field trip coordinators, the treasurer and the head treasurers for proper account credit.

Fundraising

The PTSO strives to organize between 2-4 large fundraisers per school year. This income should be discussed at general meetings and a portion decided upon (with consideration to grade needs) to be "pushed down" to grades via the scholarship funding formula provided in the Head treasury master workbooks. The hope is that these events will provide enough funds to cover any families that are unable to meet the cost of their students. A grade may choose to fundraise to cover shortfalls in any category. All grade fundraisers should be approved by the PTSO to assure that the 501c3 is being used in accordance with the non-profit guidelines of California and the IRS. In the case of a grade fundraiser monies should be paid to the grade and all fundraiser costs should be paid by the grade in the form of a check. Fundraisers should always have oversight in the form of parent partnership to make sure the income is transparent and accurate. All fundraisers should be tracked for future evaluation of efficacy. Individuals may donate monetarily above and beyond the single student cost at any time to help fund scholarships for other students in need.

Fundraising Guidelines for Orangevale Open

#	Guideline
1	"Whether solicitations are made on behalf of the school or on behalf of a charitable organization, the Board particularly desires that no student shall be made to feel uncomfortable or pressured to provide funds. Staff is expected to emphasize the fact that donations are always voluntary. No students shall be barred from an activity because they did not participate in

	fundraising.” (from California Schools Board Policy #1321 (BP1321))
2	Average of all fundraisers should make 40-45% of the total sales. (from the SJUSD Fundraising Guide)
3	The PTSO (or grade) should have a dollar goal to raise for each fundraiser.
4	All fundraising monies must be applied towards the overnigher or day trips first as decided by the teacher based on the curriculum. After day trips and the overnigher are covered, fundraising may be applied to a different line item on the grade budget.
5	All profits from grade fundraisers must be applied to a line item on the class or cohort budget <i>prior</i> to starting the fundraiser.
6	All fundraisers must be voted on by the grade prior to starting the fundraiser.
7	To ensure full disclosure and understanding by the voting class, if a parent is an employee/consultant of the fundraising company, he or she should be asked to disclose that prior to the grade vote.
8	When presenting a fundraiser, suggest how many items per family should be sold to reach the grade or PTSO goal for profit. Also suggest that families who don't want to participate in the fundraiser are welcome to donate the same (or different) amount by check. (For example, if we get \$5 per box sold and each family is being asked to try and sell 5 boxes, then offer families the opportunity to donate \$25 rather than participating.)

Resources:

. California School Boards Association: www.gamutonline.net

SJUSD Fundraising Guide: _

http://www.sanjuan.edu/files/filesystem/Fund_Raising_How%20to%20Guide.doc%20revised%20112807.pdf

Individual Refunds

Families are eligible for refunds on their individual accounts if:

1. They have significantly overpaid their account.
 - They have paid for overnight field trips that their child did not attend and the grade was not charged for their student.
 - They were unable to attend due to injury or sickness and the grade receives a refund or does not pay for their portion.

Some overnighers are not paid for until they are done and groups are charged per child. Others are paid in advance based on the best information the grade can gather. It is important that treasurers communicate this to the grade and put

response dates on both payment and attendance. All refunds are ultimately given at the discretion of the grade treasurer.

Matching Funds

We are a 501c3 and we encourage parents to explore whether companies offer matching funds to their charitable donations. Matching funds will be applied to a grades scholarship funds. Matching funds cannot be applied to individual accounts. It is a requirement of the donor and of a nonprofit that any donations that we take in must go towards "the greater good".

There are some employee programs that will pay for schooling or match tuition or have other semantically different rules. We encourage parents to start a dialogue with the PTSO regarding their particular plan. We will have to verify and evaluate those individually. The money is earmarked by the donor.

Parking & Tolls

Parking and Toll costs should be built into either the cost of the field trips or as a separate line item in the budget. Parking and Toll money should be supplied to field trip coordinators in advance of field trips. Treasurers need to work out a system with field trip coordinators and teachers each year to determine the method of dispersing this money. Commonly treasurers write checks to field trip coordinators and FT coordinators obtain and provide that money to drivers. Treasurers may also write a check to themselves and obtain the money in the appropriate increments.

Treasurers may also choose to reimburse field trip coordinators in the case that they have fronted parking money. In all cases receipts should be collected and any extra funds should be redeposited into the grade bank account.

Payment

We offer the opportunity for families to make installment payments on all their students costs monthly in order to be able to afford their students share. It is important to note that each grade must make deposits on different field trips over the course of the year and without the money in the bank these field trips are jeopardized. It is also important to note that since our field trips are considered curriculum as per California ed code we must offer the opportunity for all children to attend regardless of their ability to pay. For this reason there is a burden of fundraising placed upon the PTSO and the grade to make up field trip funding for

those that are in need of it.

Statements/ Invoices

Every parent will receive separate statements for each of their students, reflecting the costs of said year.

Treasury disclaimer: This system has been formulated with the express goal of preserving the 501(c) 3 of Orangevale Open K-8 PTSO. It should be understood that without this nonprofit status volunteers would not be able to process money including but not limited to: payments, donations, matching funds, fundraised monies, and any non-taxable income.

OVO PTSO disclaimer: The treasury and financial concerns of OVO have been taken on voluntarily by members of the PTSO. Any questions, concerns or complaints should be directed to PTSO. This set of guidelines and procedures has been carefully engineered in conjunction with OVO administration and leadership. Additionally, the PTSO has sought consultation from outside entities including but not limited to: the San Juan School District, accountants, lawyers, the IRS, and nonprofit consultants.

SBMT / By-law disclaimer: this SOP is meant to be used in conjunction with Orangevale Open Site Based Guidelines, Treasury Calendar and Orangevale Open K-8 PTSO by-laws.

California Ed code:

The California Constitution has guaranteed children in our state a system of free schools since 1879. (California Constitution, Article IX, Section 5.) As the California Supreme Court has explained, this “free school guarantee” means that students in public schools cannot be charged fees for participation in educational activities.

CALIFORNIA CONSTITUTION ARTICLE 9 EDUCATION

SEC. 5. The Legislature shall provide for a system of common schools by which a free school shall be kept up and supported in each district at least six months

in every year, after the first year in which a school has been established.

OVO PTSO Financial Assistance Notification

Name of Student(s): _____ +

Years: _____ Cost of Year: _____

- My child will **NOT** be attending the overnigher(s) specifically : _____

- I anticipate that I will **not** be able to fully cover my child's fees this year. In order to help their grades group plan for the shortfall I estimate my contribution will be :
\$ _____
- I would like information on fundraising

OVO Ptso Financial Assistance Notification

Name of Student(s): _____ +

Years: _____ Cost of Year: _____

- My child will **NOT** be attending the overnigher(s) specifically : _____

- I anticipate that I will **not** be able to fully cover my child's fees this year. In order to help their grades group plan for the shortfall I estimate my contribution will be :
\$ _____
- I would like information on fundraising.

Name _____ Year _____

Student name(s): _____

Invoices are sent out to email addresses that are on file with the office. If you would like to add, change or specifically prohibit any additional persons from viewing your students invoices please provides additional email addresses:

If you need to specifically prohibit someone from viewing them or would like us to split dues between parties please provide that information to us here:

Name _____ Year _____

Student name(s): _____

Invoices are sent out to email addresses that are on file with the office. If you would like to add, change or specifically prohibit any additional persons from viewing your students invoices please provides additional email addresses:

If you need to specifically prohibit someone from viewing them or would like us to split dues between parties please provide that information to us here:

Name _____ Year _____

Student name(s): _____

Invoices are sent out to email addresses that are on file with the office. If you would like to add, change or specifically prohibit any additional persons from viewing your students invoices please provides additional email addresses:

If you need to specifically prohibit someone from viewing them or would like us to split dues between parties please provide that information to us here:

Thank you for inquiring about fundraising information to help support your grade field trips.

All of our field trips are open to everyone regardless of their ability to pay for the cost of the trip. However, we can only send every child on every field trip if we have the money to do so, if we do not we cannot send anyone. All field trip money is generated by the parent group or the PTSO through donations and fundraising. Your child's year this year costs:

If you have family or friends who might be willing to make a cash donation a receipt and thank you letter can be made available to them for tax purposes. Monetary donations always benefit the grade 100%.

Several other easy fundraisers to put together include:

See's Candy

Jamba Juice cards

A movie on campus

Any original event idea such as a dance or game night

Please keep in mind that any fundraiser must be voted in by the grade and approved by the PTSO.

Hello fellow OVO parent –

I am reaching out on behalf of the Finance Team because we are trying to finalize all of our field trip plans for the year and we are still assessing what money may come in. I noticed that you have not yet been able to make a contribution financially this year and I was wondering if you have a plan to fulfill this commitment or need help.

We are currently in a position that we need to raise **xxxxx** by **xxxx** in order to afford **xxxxxxx**. As you know the cost of the year per student is **xxxxx** which we need to bring in for every student in order for all of the students to attend these trips. Any information you can share about your student's attendance and your ability to pay will help us understand the amount of money we need to raise and whether or not to cancel a trip.

Thank you so much for your involvement in our program.

--- OVO treasury

The Orangevale Open Program does not discriminate because the parent/guardian does not volunteer or donate. No student will be denied an education because he/she does not donate toward supplies, lab expenses, PE clothes, and the like. District Board Policy and Administrative Regulation 3260 state "A student enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law," and "The District shall charge only those fees specifically authorized by law". Schools and school employees will handle all requests for an inability to pay due to lack of funds in a confidential and respectful manner.

Driver Credit Request Form

Student Name: _____ Class of _____
Date _____

Parent-- Please fill out the following: I _____ am requesting my earned drivers credit for fieldtrips from **August 2018 – March 2019** school year. I understand that my first 50 miles of driving is a donation and overnight fieldtrips do not earn credit. I understand the amount will be given as a credit on my students account.

Parent Signature: _____

Submit this form to your class Fieldtrip Coordinator by April 15th, 2019. Late requests will not be accepted. Credits will be on your student's May statement.

Fieldtrip Coordinator Please fill out the following: Date received _____ Total miles driven _____ minus 50 (donated miles)= _____ times **\$0.14** per mile = \$ _____ credit earned

Fieldtrip coordinator name & signature _____ Date _____

Fieldtrip coordinator forward to Grade treasurer by April 25th, 2019 for processing.

Grade Treasurer Please fill out the following: Date received _____ Amount to be credited \$ _____ Forward credits to PTSO treasurers by April 30th, 2019.

Flow of Driver Credit Request Form Parent gets form from Fieldtrip Coordinator Parent submits form to Fieldtrip Coordinator Fieldtrip Coordinator submits form to Grade Treasurer Grade Treasurer submits form to PTSO treasurers PTSO Treasurers enter credits on May statement

If you have questions, please contact your Grade Treasurer. This form must be submitted by due dates to receive credit. No credit will be given without Request Form. No cash will be exchanged. Driver's credit is earned per current school only.

2018-2019 YEARBOOKS
Cost **\$22** _____

Class of **2022** _____

Each student MUST return this envelope

Student Name: _____ **Teacher** _____

- If you have NOT paid your donations in full, please enclose payment of \$22
- I would like to donate more than my own costs to sponsor yearbooks in the amount of _____ (enclosed)

**Please make checks out to: Class of 2022
May 24th**

DUE: Friday,

Year _____ **Grade** _____ **Suggested Deposit** _____

You can pay in several ways (in the order the PTSO prefers)

1. **Set up ACH through QuickBooks.** This is immediate, credits directly and promptly to your child's account and can be used over and over again once set up. This is free to the PTSO and to you.
2. **Pay with a credit card through QuickBooks.** This also automatically credits your child's account. This option costs the PTSO 3% in processing. If you are paying with a debit please take the time to set up ACH as it is the same thing and saves us money.
3. **Pay through ovoptso.org by setting up recurring payments or just use it 1 time.** This option offers the opportunity for you to cover the processing and to set up recurring payments. This must be applied to your account by a volunteer and has some lag time involved, so you may not see a payment when you should.
4. **Pay your treasurer with a check or cash.** There may be significant lag time with this method as the money travels through several people and relies on bank trips and other factors. **If you are paying with cash** you should: ALWAYS receive a receipt, ALWAYS deal with your treasurer directly, ALWAYS put cash in an envelope or with a slip that specifically notes what students account it should be benefitting. Please NEVER send cash with your child, we have had many instances of random cash with no information and otherwise lost payments.
5. **The PTSO does not have VENMO.** Please be cognizant that if you are using Venmo or any other cash app to pay for anything that it is not endorsed by the treasury team and we have no oversight over this money in any way. We cannot be held responsible for any instances of lost or misappropriated funds that we do not control.

Please remember that the most important factor of our planning is communication. If you know that your child will be missing an overnigher or that you need assistance in covering your students' dues the sooner your treasurer has that information the better. Some trips are expensive enough that even knowing we have to raise money for one less child can make a big difference.

Thank you for all that you do.

OVO PTSO Treasury Team

OVO PTSO Financial Assistance Notification

Name of Student(s): _____ +

Years: _____ Cost of Year: _____

- My child will **NOT** be attending the overnigher(s) specifically :

- I anticipate that I will **not** be able to fully cover my child's fees this year. In order to help their grades group plan for the shortfall I estimate my contribution will be : \$ _____
- I would like information on fundraising