

# **PVCICS Family Association**

## **HANDBOOK**

### ***Mission Statement***

The mission of the Pioneer Valley Chinese Immersion Charter School ("PVCICS") Family Association is to support the educational goals of PVCICS; to build our school community; and to raise funds for PVCICS and the Family Association.

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## ***How to Use This Book***

Dear Family Association Members:

Welcome! This Handbook is your owner's manual for all things relating to the Family Association. Volunteer parents have compiled this resource to share and pass on our collective information, knowledge, and experience.

A good place to begin is *At-a-Glance*. Here you will find answers to frequently asked questions and quick information to point you in the right direction. The Handbook is a work-in-progress which will continually evolve and grow as our school does.

The Handbook is a companion to the Bylaws (see Appendix) and is intended to be used together. While the Bylaws provide our governing rules and organizational structure, the Handbook contains the nuts and bolts of how the Family Association operates. We hope to provide helpful tools that will aid our volunteers and ensure continuity and smooth transitions from year to year.

Our highest hope is that you will use this Handbook and that it will inspire your participation. Thank you for your contribution to our school and community.

Yours truly,

PVCICS Family Association Executive Committee

## **At-a-Glance**

### **1. Who is a member of the Family Association (FA)?**

Individual parents and guardians whose children are currently enrolled in PVCICS.

### **2. Is the Family Association part of the school administration?**

We are a separate nonprofit organization of the Commonwealth with a federal 501(c)(3) tax-exempt status. Although we work in cooperation with the school, we are not part of the administration. The school has its own official handbook (available in parent section of school website).

### **3. Whom should I turn to with questions concerning my child?**

The classroom teachers are usually the first and the best people to talk to for questions regarding your particular child.

### **4. Where should I direct questions or concerns involving the school curriculum, policies, premises, or administration?**

The principal is the person who can address such issues. You can also speak to your representative of the Parent Advisory Committee (PAC), which serves as a liaison to the administration on policy matters. For more information about PAC and the list of representatives, please visit the school website.

### **5. We want to bring our kids to Date Night but want to be sure our kids will have adequate supervision and that the activities are appropriate.**

Any time you have a question or concern about an event sponsored and run by the Family Association, please talk to an FA officer or volunteer. We welcome your feedback.

### **6. Does the Family Association have a website?**

Our website is [www.pvcicsfamilies.org](http://www.pvcicsfamilies.org). Maintained by volunteer parents, this site is the official source for Family Association news and information and contains an events calendar. Our Listserv requires login access. It archives documents such as minutes, forms, and other papers containing confidential or sensitive information. When you join the Listserv (check the website for instructions), new postings will be delivered directly to your email address.

### **7. How do I send a message to the Listserv or add a new announcement on the website?**

Email your message to [pvcipa@googlegroups.com](mailto:pvcipa@googlegroups.com), and it will be delivered to the Listserv instantly. For announcements, go to <http://groups.google.com/group/pvcipa> and click on "+new post"

next to Discussions. A webmaster (volunteer parent) will post your message under Announcements. A quick reminder message or a transient item is best handled through the Listserv, rather than under Announcements.

**8. I want to propose a social activity that is sure to be fun and bring our families together. Where do I start?**

Great! Please talk to a member of the Events Committee, and let's brainstorm.

**9. I want to raise a topic for discussion at a membership meeting.**

Contact one of the Co-Chairs to suggest your topic, or make a motion at the meeting to introduce a new item on the agenda.

**10. What is "Robert's Rules of Order"?**

Rules for facilitating discussions and decision-making at our meetings. The rules set a standard for how to introduce a new topic, propose a decision or action, table a discussion, end a debate, or end a meeting. The FA has adopted these rules to make our meetings more efficient and productive.

**11. How secure is my personal check or credit-card information for Scrip, Original Works, and other fundraisers?**

We have in place an accounting procedure that ensures the secure handling of your financial information and identity. Also, we are doing our best to comply with the new Massachusetts data privacy law (M.G.L. ch. 93H, I) (effective March 1, 2010). For more information, please see *Sections IV. Recordkeeping and V. Accounting*.

**12. How can I donate money for a specific cause, such as the library or field trips?**

It's easy. Just indicate on your check or a note accompanying your donation. For example: "For Library"; "Please use this money to fund field trips." For details, see section V. *Accounting*.

**13. Will you reimburse expenses I incurred for an FA event?**

Yes. Before you make that purchase, first check with the Treasurer that the expense is covered in our budget. If yes, submit an **Expense Reimbursement** form to the Treasurer within 30 days of the close of the applicable event or activity. If not, get approval from your committee chair and the Treasurer. For forms, see *Appendix X*, or download from the Family Association Website.

**14. What happens to all the money?**

Some of our funds cover operational expenses (liability insurance, government filing fees, supplies, etc.). The vast majority of our funds support the school and the community, such as the school

library and playground. Monthly Treasurer's reports and the Annual Budget provide more detailed information about the FA's funds. They are available at membership meetings and upon request. Furthermore, to ensure accuracy and accountability, the Finance Committee conducts regular reviews of the financial transactions and documents, followed by an annual independent audit.

**15. Who are the officers and how do I contact them?**

For a list of the current officers, please check the FA bulletin, website, or this Handbook (Appendix X).

## II. Executive Committee and Officers

Comprising five elected officers who work as a team, the Executive Committee is responsible for the overall administration and management of the FA business. Each officer serves for a 2-year term (maximum 2 consecutive terms in that position). For an understanding of how the Executive Committee serves the Family Association, this section provides each officer's job descriptions. As the needs and goals of our community change, so will the work of the Family Association. The duties of the officers and committees are as follows:

1. Co-Chairs (2): chair@pvcicsfamilies.org

- Provide leadership to the Executive Committee;
- Preside over and facilitate all general membership meetings and Executive Committee meetings;
- Prepare the agenda for general membership and Executive Committee meetings;
- Coordinate the work of all officers and committees;
- Participate in all committees as active members, advisors, or liaisons to the Executive Committee (this responsibility is shared by the co-chairs and does not require both chairs to participate in each committee);
- Serve as the primary contact for the administration and the Board of Trustees;
- Represent the association at meetings outside the organization;
- Represent the association to the general public.

2. Treasurer: treasurer@pvcicsfamilies.org

- Receive and deposit all monies of the organization;
- Maintain an accurate record of receipts and expenditures;
- Receive all expense requests and pay out funds in accordance with the approval of the Executive Committee;
- At every general membership meeting, and upon request by members, report the current balance since the last meeting and present a financial statement;
- Submit a monthly financial statement, including bank statements, for approval and reconciliation by the Finance Committee;
- Generate a full report at the end of the fiscal year for the annual audit;
- Provide answers, explanations, and clarifications to the Finance Committee, the (internal) annual auditor, and

government agencies and other third parties entitled to same.

3. Secretary: secretary@pvcicsfamilies.org

- Maintain the current membership/officer/committee lists;
- Secure general membership meeting locations;
- Keep an accurate record of all membership, committee, and Executive Committee meetings;
- Take minutes at general membership and Executive Committee meetings, be prepared to read the records of any previous meeting;
- Transpose, photocopy, and distribute the minutes at the next meeting for approval;
- Ensure posting of approved minutes, forms, and other documents on the FA website;
- File all correspondence;
- Store documents, such as the Bylaws and the membership list, in the FA record system;
- Provide documents upon request to members and government agencies (e.g., IRS, Secretary of Commonwealth).

4. Officer-at-Large: officeratlarge@pvcscsfamilies.org

- Advise the Executive Committee on FA business and policies;
- Assist in compliance with all relevant policies, procedures, and standards;
- Support the Treasurer and the Secretary in their duties, including recordkeeping in the absence of the Secretary at membership meetings;
- Maintain the FA bulletin board;
- Perform additional duties as directed by the Executive Committee.

### **III. Committees**

The Family Association works through a series of committees. If there is not a committee for your concern or interest, consider starting a new committee.

There are two types of committees: standing and special. Standing committees are permanent, while special committees serve a narrow purpose and cease to exist when that purpose has been achieved. The Playground Committee is a good example of a "special committee." When the school's playground reaches completion after a number of stages of development, the committee will terminate.

The Executive Committee is responsible for approving all committees, which will be established by a vote of the officers. The next section provides procedures for how to start a committee and recommendations for how to administer them. These procedures are the result of an in-depth assessment of past practices.

#### **A. Starting a Committee**

1. Present a plan of work and a proposed budget to the Executive Committee containing (a) the name of the committee and (b) the purpose of the committee.
2. Once approved, call the first meeting of the committee and elect a chairperson.

#### **B. General Procedures**

1. Chairperson. The chairperson serves a term of one year, or until the selection of a successor, and should be available to mentor the successor. Resignation before the end of a term should be by written notice to the committee members and the Executive Committee.
2. Meetings. Each committee should set a meeting schedule for the school year. In our experience, we have found that advanced notice and set meeting times increase attendance and participation. Here are the recommendations for meeting notices:
  - (a) Set a regular meeting schedule and make it available on the FA bulletin board and the website.
  - (b) Give one week's notice if a meeting needs to be rescheduled.
  - (c) For periodic meetings, give the membership a 2-week notice.

- (d) Put a call out for agenda items 7 days in advance on the website.
- (e) Post the meeting agenda at least 3 days in advance on the website.

*A sneak preview of the agenda helps members prioritize their commitments and prepare for the meetings. Keep them short and sweet. Start on time, end on time. Most important, have fun.*

3. Records. Each committee should keep an accurate record of all its meetings, give a copy of the minutes to any member upon request, and present a brief status report at general membership meetings. Please submit records to the Secretary for the FA files.

4. Plan of Work & Budget. In May, each committee submits a plan of work and budget request for the following school year to the Executive Committee.

5. Progress Report. In February, each committee presents a mid-year progress report and an updated plan of work for the remainder of the year.

6. Reporting to Membership. The committee chairperson or a committee representative should make every effort to be available at each monthly general association meeting to give an update.

### **C. Standing Committees**

1. Business and Administrative: This committee is the "back office" of the Family Association. Primarily, it ensures that the Family Association is in compliance with government requirements. Duties include the following:

- Evaluate administrative procedures;
- Conduct a periodic review of the bylaws and the Handbook;
- Develop good practices in safety and risk management plans (including CORI checks);
- File government documents to maintain non-profit and tax-exemption status;

- Maintain liability insurance policy;

2. Events: The purpose of the Events Committee is to build community through social gatherings and involvement. This committee does not fundraise—we give back. The operative word is FUN. Here is a list of past events and what's in store (see Section VI. A. for details):

- Family dance
- Picnics and potlucks
- Parents' night out
- Monthly morning coffee hour
- Staff Appreciation Week
- Make a Difference Day project
- Children's clothing swap

3. Finance: This committee's task is financial accountability for every dollar we raise and spend. It conducts a periodic review of the monthly financial records and works with the Treasurer to coordinate an annual independent audit.

- (a) Reconciliation: Review receipts, deposits, expense forms, reimbursement forms, and bank statements for reconciliation with the Treasurer's financial reports.
- (b) Reports: The committee's reconciliation reports are submitted to the Executive Committee, presented at general meetings, and available to members upon request.
- (c) Quarterly Audits: While any member can participate on this committee, the audits entail handling sensitive financial information and should be conducted only by volunteers who commit for the whole year.
- (d) Annual audit: An annual audit takes place in the summer after the close of the fiscal year (June 30). The committee coordinates with the Treasurer to ensure that the records are ready for the audit and recruits the service of a qualified member. Ideally, for the sake of independence, the auditor is not a member of the Executive or the Finance Committee.

4. Fundraising: The Fundraising Committee has the express task of planning, organizing, and implementing fundraising efforts to raise money for the Family Association. The committee works within the annual budget and provides diverse fundraising efforts that offer

every family a chance to participate. Examples of past fundraisers: Date Night, Original Works, Scrip. (See Section VI. B. for details.)

5. Library: The library committee is responsible for securing book donations, organizing and cataloging the books, and setting library procedures, in collaboration with the school administration to accomplish these tasks.

6. Yearbook: The Yearbook Committee designs, produces, and distributes the yearbook to PVCICS families. The first edition was published for the 2007-2008 school year. The committee is actively seeking talented people to produce a second edition.

#### **D. Special Committees**

1. Playground: The purpose of the Playground Committee is to design an outdoor playground and play space. The committee pursues grants and corporate donations to secure monies for the purchase of the playground equipment. Design and installation involve collaboration with the school administration. Over two years of fundraising since the inaugural school year of PVCICS (2007-2008) culminated in the installation of Phase I of the playground in May, 2010. The committee is regrouping to launch a fundraiser for Phase II in 2011-12.

#### **E. Room Parents**

Each classroom is represented by a parent. The room parents serve an important role as coordinators and organizers for their classroom parents and guardians. Their responsibilities include the following tasks:

- organize social events such as a potluck or park play dates;
- organize a class gift for teachers;
- host discussions;
- recruit parents from the class to chaperone the Date Night fundraiser;
- Assist with Staff Appreciation events in conjunction with the Events Committee;
- Share information from the Executive Committee;
- Organize one Final Friday coffee gathering.

#### **IV. Recordkeeping**

The Family Association strives to maintain a complete system of archives of its meetings, events, correspondences, documents, and materials. An organized system of records will preserve our history and promote accuracy, access, and compliance. Another component of our recordkeeping system is the security of our members' sensitive personally identifiable information, in compliance with the Massachusetts Data Privacy Act (M.G.L. c. 93H).

##### **A. Files**

The Family Association maintains a locked filing cabinet at the school in a secure place designated by the school administration. Members of the Executive Committee hold the keys to the cabinet, which must be locked at all times, except to permit access by authorized persons for authorized purposes. The files contain copies of government filings and other documents. The Family Association website's secure Listserv is another source of administrative and supporting documents.

##### **B. Mail**

The Family Association maintains a P.O. Box with a local U.S. Post Office on Russell Street in Hadley. Access is restricted to members of the Executive Committee. The use of a P.O. Box secures the FA's mail without reliance on the school's staff. Additionally, a mailbox designated for the FA exists in the administrative office mainly for communication with the school.

PVCICS Family Association  
P.O.Box 685  
Hadley, MA 01035

### C. How to Take Minutes at a Meeting

Minutes serve as a record of what actions the Family Association has taken at business meetings. They are considered legal documents to the IRS, courts, auditors, and state and local government agencies. Keeping minutes demonstrates that the group is functioning as a corporation. These documents are for future and outside readers as much as they are for the present members. Make sure whatever you write down will be clear to people coming into the process at a later time. Following these tips can help make writing meeting minutes easy and effective:

- Keep minutes at all Executive Committee, general membership, and committee meetings.
- Use the meeting agenda as an outline for the minutes.
- Be concise. Details do not belong in meeting minutes. Just record specific motions and votes, and key business.
- **Don't** list the names of people who make and second motions. You might put individuals on the spot in case of a lawsuit. (And yes, it does happen.)
- **Don't** detail the debate over an issue. In your formal notes, you just need the facts. Minutes should record what is *done* at meetings, not what is *said*.
- **Don't** list the vote count. Outcome is enough.
- Write down any motions and decisions made and the key findings of any committee reports.
- Make a note of issues that were tabled until future meetings; this practice will serve as an important reminder of things that still need to be done.
- Transcribe or review minutes as soon as possible after the meeting, while your memory of what happened is still fresh.
- Before you submit the meeting minutes, proofread for typos and omissions.

#### ***Suggested Format:***

- Name of Organization
- *Month Day, Year, Time, and location*
- *Present: Names*
- *Others Present: List any organizational staff and guests and their affiliations*
- *Proceedings:*
  - *Meeting called to order at (time) by (person, usually chair)*
  - *Minutes from (prior meeting date) approved*
  - *Committee Reports - (highlights of information presented and discussions)*
  - *Other topics of interest*

- Any action taken: MOTION to (do action); seconded and passed.
- Meeting adjourned at (time)
- Future Business: Here is a place to remind people of:
  - conversations that were tabled until next time
  - possible agendas for upcoming meetings
  - assignments that board members have undertaken
- Minutes submitted by (name)

**Why It's So Important** (from PTO Today)

"Meeting minutes serve as legal documents that may be examined when an organization is being investigated or sued. Therefore, it is important to keep accurate meeting records but not to include unnecessary information that could prove harmful in the future.

Including the names of those who make and second motions can help potential plaintiffs find "friends" and "foes." Providing vote counts in the minutes makes the public know how divided the group was and is unnecessary. Only that a motion passed or failed is needed. (However, meeting participants may request that their negative votes be recorded in the minutes.)

Because debates infrequently reflect a balanced view or consensus of the members—either the minority or majority view is argued more strongly, including debates in the minutes might create a skewed historical record. In addition, including debate detail could create a public appearance of divisiveness when a united public front is more desirable.

Say, for instance, your group decides to sponsor a fall carnival. You debate in detail the activities to be included at the carnival and their safety. Unfortunately, a child is hurt on the moon bounce. The parents sue the PTO, saying the organization knew or should have known the dangers. If your meeting minutes catalog the safety debate, that could work against you."

#### D. Data Privacy Guidelines

To protect sensitive personally identifiable information from identity theft, the Family Association has developed a risk assessment and protection plan. Any electronic or paper document containing personally identifiable information of a Massachusetts resident must be secured.

What is personally identifiable information ("PII")?

Name, <u>PLUS</u>	SS#
	credit/debit card #
	financial account #
	driver's license #
	state-issued ID#

- Keep all paper documents containing PII in a locked file.
- Lock the file at all times except during authorized access.
- Discard documents containing PII in a way that they cannot be practicably read or reconstructed after disposal or destruction.
- Safeguard electronic storage, maintenance, or transmission of PII through encryption and passwords.
- Screen third-party vendors (credit-card payment software)
- Redact photocopies (bank account # on personal checks).
- Restrict access to records and files containing PII.
- Do not leave FA documents containing PII in your car.
- Do not use a laptop in public places if it stores FA documents containing PII.
- At least annually reassess and improve security policies.
- Act *immediately* when breach occurs. Report to law enforcement (local police and the state Attorney General), when appropriate.

*Each year the Family Association should conduct a 4-part compliance check-up: risk assessment; data privacy awareness policy; security tools (e.g., encryption, Firewall); vendor screening. These prevention measures help protect the sensitive information of our members and donors.*

## V. Accounting

### A. General Procedures

#### 1. Budget

The Family Association's fiscal year begins on July 1 and ends on June 30 of the following year. The Executive Committee sets an annual budget for the upcoming fiscal year each June. Committee chairs should submit their proposed budget for the upcoming fiscal year in early May. The outgoing, current, and officer-elect members of the Executive Committee will approve the budget for the upcoming fiscal year.

#### 2. Donations

PVCICS and the Family Association appreciate your donations. You can either donate to a specific project, such as the playground or library, or make a general donation. Checks should be made out to **PVCICS Family Association** and placed in an envelope in the FA mailbox in the school's office. If you are making a donation for a specific project, please indicate the project in the memo on the bottom of your check (e.g., "playground"). Whenever possible, we prefer that you donate checks, rather than cash.

If you'd like to donate goods or services, this type of giving is called an *in-kind donation*. This can be anything from cedar chips for the playground to copy paper. When the value of the goods or services donated exceeds \$75, we will send you a written acknowledgement for tax purposes. Note that contributions are tax-deductible only to the extent that they are gifts and you don't receive anything of substantial value in return. For example, FA t-shirts, date night babysitting, and Scrip payments are not deductible.

For more information on how to determine if a contribution is tax-deductible, please email the FA Treasurer at [treasurer@pvcicsfamilies.org](mailto:treasurer@pvcicsfamilies.org).

#### 3. Deposits and Expenditures

Whenever cash is collected at an event, all money must be counted by two people in each other's presence immediately after the close of the event. Each counter must sign the **Deposit Authorization** form. If the Treasurer isn't present at the close of an event, the money should be given to an FA officer for safekeeping overnight and for deposit by the Treasurer the following day.

All Family Association funds of any kind will go to the Treasurer, who deposits all funds and makes all payments.

All expenditures must be supported by either an approved Check Request form or Expense Reimbursement form. These forms must be approved by an FA officer.

Any expenditure outside the annual budget must be proposed *in advance* by the committee chair for review and approval by the Executive Committee.

All expenditures must be paid by check and require two signatures. Only the Treasurer and the Co-Chairs can sign checks; however, none of these officers can sign checks made out to oneself.

Pre-signing of blank checks is not permitted.

#### 4. Reconciliation and Communication

At every general membership meeting, the Treasurer will report the current balance since the last meeting.

A reconciliation of the FA's monthly bank statements will be performed by the Finance Committee and approved by an FA officer other than the Treasurer. An annual audit will be conducted to review the monthly financial statements, bank statements, deposit forms, request forms, reimbursement forms, and receipts.

### **B. Information for Committee Chairs**

As Family Association committee chairs, you are responsible for controlling the spending of your committee members and to stay within your budget. You must bring requests for additional funding to the FA officers before the money is spent. Note that all expenditures and deposits must have a completed form authorizing them. Many require signatures of two FA officers—other than the Treasurer—so please have your form signed before submitting it to the Treasurer.

There are three forms that you should be familiar with: **Check Request** form, **Expense Reimbursement** form, and **Deposit Authorization** form. All are available in an envelope on the FA bulletin board, the FA website, and from the FA Treasurer (treasurer@pvicicsfamilies.org).

#### 1. Check Request Form

In some cases, you may need a check in advance to pay a vendor, or you may have a bill that must be paid by the FA, such as for playground equipment. Complete a **Check Request** form and submit to the

FA Treasurer. Provide at least three days' notice if you need a check. You can also send an email to the Treasurer ([treasurer@pvcicsfamilies.org](mailto:treasurer@pvcicsfamilies.org)) with the following info:

- Your name/committee
- Project/category
- Item being purchased
- Date needed
- Check payable to:
- Amount:
- Address of payee:
- Is this expense part of your budget or pre-approved by the executive committee?

If you need us to pay a bill, submit the bill along with the **Check Request** form and the Treasurer will mail it in. FA checks require two signatures, so please provide at least three days' notice.

*Whenever possible, we'd prefer you to request a check from the FA for an expense, rather than paying it yourself and requesting reimbursement.*

To be reimbursed for purchases, fill out an **Expense Reimbursement** form and attach your receipts. Please have an FA officer other than the Treasurer sign the form, and then submit it to the FA Treasurer by putting it in the FA mailbox. On this form, you can also indicate if you wish to make a portion or all of your expense a donation, rather than asking for reimbursement. It's a good idea to email the Treasurer ([treasurer@pvcics.org](mailto:treasurer@pvcics.org)) to let her know that it's waiting for her. **Please submit all expense reports within three weeks of an event so we can "close out" the event.**

Please submit all of your receipts! Here's why you should always submit:

- We raise funds for a reason: we expect to reimburse expenses.
- We'll be setting the annual budget based on prior years' expenses. If expenses are unreported, we will underestimate the actual money needed to fund the activity next year.

*Remember, no reimbursement amount is too small!  
Don't "eat" expenses!*

If you are in charge of an activity that generates money, such as a fundraiser, you must verify the total amount and fill out a **Deposit Authorization Form**. We have two flavors of this form: one simple and one more detailed to help you count and log the cash at cash-heavy events. Two committee members or an FA officer need to count the money and sign the deposit form. If the Treasurer is not present at the end of the event, the form and the money should be given to an FA officer or your committee chair for safekeeping.

### 3. Donations

How wonderful that we have a generous community willing to donate to our various projects. If you receive a donation earmarked for your committee, please log for your records the donor's contact information, the donation date and the amount and then put the check in an envelope in the FA mailbox for the Treasurer. The Treasurer will send "official" thank-you letters for all donations \$250+, although you are encouraged to write personal thank-you notes. **It is a committee chair's responsibility to send thank-you notes for donations under \$250.** Please include the date of the check, date of receipt, and check amount in your note.

### 4. Tax Deductions

As committee chairs, you need to understand which contributions are deductible and which are not. Goods or services that are donated are called *in-kind donations*. These can be anything from cedar chips for the playground to copy paper. When the value of the goods or services donated exceeds \$75, we are required by law to send a written acknowledgement for tax purposes. Note that contributions are tax-deductible to donors only to the extent that they are gifts and the donors do not receive anything of substantial value in return. For example, FA t-shirts, Date Night babysitting, and Scrip payments are not deductible.

For more information on how to determine if a contribution is tax-deductible, please email the Treasurer at treasurer@pvcics.org.

*Say "Thank You"...*

*Write a note, email, or call donors and volunteers. These are special ways to acknowledge them, sustain their interest, and spread good will.*

## **VI. EVENTS**

The Family Association presents several school community-building events throughout the year. To date, there are two committees that work to bring together the PVCICS families: the Events Committee and the Fundraising Committee. The essential distinction between these two committees is that the Fundraising Committee's main purpose is to raise money for the school community. The Events Committee's main purpose is to bring together the PVCICS community for social and cultural events (free and ticketed). Below is a list of some of the activities that have taken place at PVCICS over the past few years.

### **A. Social/Cultural Activities**

1. Fall Family Potluck Picnic: Usually scheduled at the beginning of the year, it's a great way to welcome new families, reunite with returning families, meet PVCICS teachers and staff, and celebrate the start of the new school year.
2. Final Friday Coffee Gathering: A monthly coffee hour for parents to catch up and chat (sponsored by a different class each month).
3. Make A Difference Day: An opportunity for PVCICS to take part in this national day of helping others.
4. Family Dance: Held once or twice a year, here is a chance for families to show off their dancing moves and have loads of fun.
5. Night Out on the Town: A night for parents to get out and socialize.
6. Chinese New Year Festival: In collaboration with the school, the Family Association celebrates this important Chinese holiday in the winter.
7. Staff Appreciation Week: This is a week to express our gratitude and appreciation to the staff and teachers at PVCICS. Host a breakfast or lunch, give plants, bake, or fill gift bags. The ideas are endless.
8. End of the Year Picnic: As we wind down from the school year, the picnic is an opportunity to say our goodbyes for the summer.

9. Summer PVCICS Play Dates: An opportunity for PVCICS friends to reunite during the summer and a chance to welcome new incoming PVCICS students and families.

## **B. Fundraising Events**

1. Tag Sale: What better way to clear out the attic, the closets, and the basement and visit with other PVCICS families? Rent a table, sell your items (rental fee goes to the FA).

2. Fall Festival: This successful fundraiser in 2009 included the Niels concert, a bake sale, craft tables, and games.

3. Original Works: This very successful fundraiser makes gift-buying easy. Turn your child's artwork into a tote bag, trivet, journal, or other item that will last for years and remind you of that time in his/her life at PVCICS.

4. Scrip: This fundraiser is another terrific opportunity to raise funds through gift cards to popular stores. Perfect for gifts for loved ones, even yourself. Buy a gift card at face value: the retailer donates a percentage to PVCICS.

5. Date Night: With PVCICS parents and guardians as sitters, other parents can have an evening out. This fundraiser is great fun for the children—a chance to see their friends during non-school hours.

6. Book Fair: The Family Association hosts a fundraiser book fair in conjunction with a local bookstore. The event features books relating to Chinese language and culture (in English and Chinese), author book signings, and arts and crafts.

*Every year there is always an opportunity to introduce new events as well as bring back successful activities from past years. Ideas are always welcome. Attend a committee meeting and get involved!*

## C. Frequently Asked Questions about Events

Q: I have an idea for an event. What is my next step?

A: First, determine whether it is a fundraiser event or a general social/cultural event. If you're unsure, contact the chairperson(s) for the committees and ask them. Then attend a committee meeting and propose your idea. All events must go through the Family Association. The committee chair will also need to obtain the school's permission when appropriate. Since the FA is an all-volunteer organization, if it is your idea, you will be asked to steer the event. For additional notes on how to coordinate an event, see the section "Event Planning Checklist."

Q: Where do I publicize an event?

A: The Events Committee and the Fundraising Committee chairs have a publicity list. (See Appendix.)

Q: How do I print flyers for an event?

A: The PVCICS copying machines are for PVCICS school business only. The Family Association may receive permission for limited use of the school's copier. Consult a member of the FA Executive Committee for assistance. If you received prior approval from the FA Treasurer to make copies elsewhere at cost, submit an **Expense Reimbursement** form. The form gives you the option to count the expense as a (tax-deductible) donation to the Family Association.

Q: Are events open to those outside the PVCICS community (and what defines the PVCICS community)?

A: When an event is publicized as being for the PVCICS community, it is for the PVCICS teachers, staff, students, and their parents/guardians and siblings; relatives are welcome to attend. Sometimes the school and/or the Family Association may host events open to those outside the PVCICS community ("the public").

#### D. Event Planning Checklist

- \_\_\_\_\_ 1. Come up with a great idea, draft a proposal, and submit for an FA committee.
- \_\_\_\_\_ 2. Some things to consider. Who will be the point person (you)? Is it a fundraiser or general social event?
- \_\_\_\_\_ 3. Include a rough budget for the event—even if you plan on donating the expenses (e.g., photocopying, paper goods, etc.).
- \_\_\_\_\_ 4. Approximate date or time of year. What age group would this event appeal to? Is the event open to the public or just for the PVCICS community?
- \_\_\_\_\_ 5. Once the event receives the green light and the date is confirmed from the committee, start organizing your team of volunteers, submit your budget request form to the Treasurer. Please strive to stay within the budget.
- \_\_\_\_\_ 6. Set a timeline for getting the word out via the FA Google Listserv and flyers to students' folders. If the event is open to the public, write a press release and send it out (refer to the FA publicity list). Remember to save all your receipts.
- \_\_\_\_\_ 7. On all flyers for events where food will be served, be sure to include the school's policy on particular food items (healthful food, no peanuts).
- \_\_\_\_\_ 8. Make sure your volunteers are CORI-checked. (See IX for details, forthcoming.)
- \_\_\_\_\_ 9. Plan the event-day schedule and make sure you have enough volunteers.
- \_\_\_\_\_ 10. Submit **Check Request** forms at least 7 days in advance of needing the check for vendors who need payment before or on the day of the event.
- \_\_\_\_\_ 11. Event day: Refer to the accounting section of the Handbook on how to handle money at an event. Have a first-aid kit on hand. Note emergency exits. Have a great event.
- \_\_\_\_\_ 12. Post-event: Submit funds along with the **Deposit Authorization** form to the Treasurer within 3 days of the event. Submit an expense form within 3 weeks of the event, even if you are

not requesting reimbursements). Send thank-you notes or emails to your volunteers.

*If you are new to presenting events, we recommend that you seek help from members who have organized Family Association events or other community events in the past. A little guidance early on could save you a lot of time and headache.*

## **VII. ELECTIONS**

Elections are held in late spring for the upcoming school year. The Family Association Bylaws provide general rules governing elections. This section provides a recommended timeline for an election and procedures for proxy votes.

### **A. Timeline**

1. A call for nominations 6 weeks prior to Election Day.
2. Nominations close 4 weeks prior to Election Day.
3. Distribute ballots out to members 2 weeks prior to Election Day.

### **B. Nomination Forms and Ballots**

1. Nomination forms and ballots are distributed via student folders.
2. Give a description of each officer's duties. Do not make a laundry list: be informative, but avoid overwhelming interested members.
3. Provide a space where voters can write-in candidates not on the ballot.
4. Number the ballots to prevent repeat voting.
5. A ballot box or envelope should be available to members in the school office or another location at the school, as clearly communicated to the members on the ballot.

## VIII. COMMUNICATION

### A. Website

The Family Association website is [www.pvcicsfamilies.org](http://www.pvcicsfamilies.org). This website is maintained by volunteer parent and contains an event calendar, announcements, and other useful information for PVCICS families.

We encourage members to [join the Family Association Listserv](#). When you join, you will gain access to the Family Association minutes, forms, and documents for the current school year, including our Bylaws. Plus, new postings will be delivered to your email inbox for your convenience so you don't have to visit the website for the latest news. If you wish to add a new posting, the website guides you through the steps.

### B. Bulletin Board

The Family Association bulletin board is another source of information and news. Here you will find a list of the current members of the Executive Committee and committee chairpersons. You will also find the dates of our regular meetings, flyers for the upcoming events, and classroom wish lists. You will also find useful information about the school administration and the Board of Trustees.

In compliance with the school policy, postings on the Family Association bulletin board must be approved by the principal.

### **“DISTRIBUTION OF NON-PVCICS MATERIALS**

Any organization desiring to distribute flyers or other material to students/staff or post them within the school or on school grounds may do so only with the approval of the Principal. All flyers must clearly state the name of the sponsoring organization, contact name(s) and contact information. Organizations must clearly indicate on the flyer that the event is not sponsored by PVCICS.” (excerpt from PVCICS Family Handbook).

## **IX. VOLUNTEERS: Training and Supervision**

### **A. Recruitment, Leadership Development**

Volunteers are critical to our success. At the heart of the Handbook is the development of good practices that make involvement in the Family Association fun and positive for everyone. This section provides tips for recruitment, retention, and leadership development. To begin, here are some core building blocks.

- Identify and connect skills
- Maintain active volunteer list
- It's personal: Outreach
- Optimize room parents
- Tap into past leaders for advice and support
- Give thanks!

Ideally, a new member begins by volunteering on a committee, later chairs the committee, and eventually serves as an officer. Or jump right in! Over time, with five officers in the Executive Committee and chairpersons from the several committees, along with past leaders mentoring their successors, the Family Association will build a strong collaborative organization. It takes a concerted effort, which will pay off in the long run.

### **B. Supervision Guidelines**

For the safety of our children, we recommend conducting a safety audit with volunteers before events, especially with outside volunteers such as college students and childcare providers for FA meetings and Date Nights. Be sure to check the premises not only before but also during the event. Designate a team of volunteers specifically for this important task.

- √ First Aid Kit
- √ Emergency Exits
- √ Clear or block off Hazards (e.g., spills, sharp or broken objects)
- √ CORI Checks (*more info. forthcoming*)
- √ At least two parents in view of each other during direct supervision
- √ No toileting (Date Nights open only to toilet-trained kids)

# *Appendix*

## Officers and Committee Chairs

### **2010-2011**

#### Officers (Executive Committee)

Co-Chair, Shaina Tramazzo (second term)

Co-Chair, Carol Young

Treasurer, Ellen Lindsey Brout (second term)

Secretary, *position open*

Officer-at-Large, *Colleen Condon*

#### Committee Chairs

Business & Administrative, Seunghee Cha

Events, Carol Young

Finance, Henry Pope

Fundraising, Nola-rae Cronan & Shaina Tramazzo

Library, Lisa Aiken

#### Room Parents

KA, Patsy Kauffman Baber

KB, Jen Lewis

1A, Shoshona King

1B, Molly Whalen

2A, Lisa Pope

2B, Angela Dee

3<sup>rd</sup>, Magda Aulik

4<sup>th</sup>, Angela Dee

6<sup>th</sup>, Liz Tiley

7<sup>th</sup>, Denise Elliott

## **Past Officers**

### 2009-10

Shaina Tramazzo, Co-Chair  
Denise Elliott, Co-Chair  
Aime DeGrenier, Co-Secretary  
Dawn Hayden, Co-Secretary (Sept.-Oct.)  
Ellen Brout Lindsey, Treasurer  
Carol Young, Officer-at-Large

### 2008-09

Nola-rae Cronan, Co-Chair  
Shaina Tramazzo, Co-Chair  
Lisa Aiken, Co-Secretary  
Aime DeGrenier, Co-Secretary  
Harold Tramazzo, Treasurer

### 2007-08

Nola-rae Cronan, Co-Chair  
Lisa Aiken, Secretary

PVCICS Family Association  
**Bylaws**

Article I.  
**Name**

The organization shall be known as the Pioneer Valley Chinese Immersion Charter School Family Association ("Family Association").

Article II.  
**Purpose**

1. To support the educational goals of the Pioneer Valley Chinese Immersion Charter School ("PVCICS");
2. To build the school community;
3. To raise funds in support of PVCICS and the Family Association; and
4. To engage in any activity that is permitted by law in furtherance of or relating to its purposes.

Article III.  
**Membership**

1. Membership shall be open to individual parents and guardians, as defined by the PVCICS Charter, whose children are currently enrolled in PVCICS.

2.1 Every member in attendance at a membership meeting where a vote is taken shall be eligible to vote.

2.2 Voting by proxy shall be permitted only for the annual election of officers and pursuant to the guidelines established by the Executive Committee.

Article IV.  
**Officers**

1. The officers of the organization shall be two Co-Chairs, Treasurer, Secretary, and Officer-at-Large. They shall constitute the Executive Committee.

2. The terms of the officers are as follows:

a. All officers shall serve a full term of two years, beginning in July and ending in June two years hence.

b. No officer shall serve more than two (2) consecutive full terms in the same office.

c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

d. At the end of the two-year term, each outgoing officer shall serve in a transition team with the new officers for an additional period of two months from July through August.

e. Resignation by an officer before the end of the term shall be in writing and submitted to the Executive Committee.

f. The Executive Committee shall appoint vacant officer positions by a majority vote of the Committee.

3. The duties of the officers are as follows:

a. Co-Chairs: Two Co-Chairs shall share their duties. One of the Co-Chairs shall preside over and facilitate all membership meetings and serve on all committees.

b. Treasurer: The Treasurer shall receive all monies of the Family Association, deposit the same, sign checks, and present all expense requests for approval. The Treasurer shall submit a monthly financial statement, including bank statements, for approval and reconciliation by the Finance Committee.

c. Secretary: The Secretary shall keep an accurate record of all membership meetings, transpose, type, photocopy, and distribute the minutes and file all correspondence. The Secretary shall be prepared to read the records of any previous meeting, maintain a membership list and a current copy of the Bylaws, and perform other duties as they may be provided for by the Bylaws, prescribed by the parliamentary authority, or directed by the Executive Committee.

d. Officer-at-Large: The Officer-at-Large shall advise the Executive Committee and work with the Executive Committee to help

ensure compliance with all relevant policies, procedures, and standards. The Officer-at-Large shall support the Treasurer and Secretary in their duties, including recordkeeping in the absence of the Secretary at a membership meeting, and perform additional duties as directed by the Executive Committee.

4. The Executive Committee shall determine the policies and activities of the organization, approve an annual budget and expenditures, carry proper liability insurance, and maintain the general management of the organization.

#### Article V. **Meetings**

1.1 The Family Association shall hold a monthly general membership meeting, usually from September through June. The Executive Committee may hold additional meetings.

1.2 Special membership meetings may be called by any officer, as needed.

2. The meetings may be held anywhere within the Pioneer Valley of the Commonwealth of Massachusetts.

3.1 The members present at a general or special membership meeting shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

3.2 A majority of members in attendance shall constitute a quorum for the transaction of business in any membership meeting.

#### Article VI. **Rules of Order**

1. The Executive Committee shall determine the membership meeting format and parliamentary rules.

2. Robert's Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

Article VII.  
**Nominations and Elections**

1. The Executive Committee shall accept nominations from the members in or around the month of May.

2. Only those individuals who are current members of the Family Association and who have expressed their consent to serve if elected shall be nominated for, or elected to, such office.

3. The election of new officers shall take place at a general membership meeting in or around the month of May.

4.1 Voting by proxy shall be conducted pursuant to the guidelines established by the Executive Committee and communicated to the membership prior to the election.

4.2 Voting by proxy shall be conducted through ballots distributed to all members at least fourteen (14) days prior to the election date by the Executive Committee. All proxy votes shall be counted by the Executive Committee at the election.

5. The Executive Committee shall appoint vacant officer positions.

Article VIII.  
**Committees**

1.1 The Executive Committee shall establish standing and special committees depending upon the needs and activities of the organization.

1.2 Standing committees shall be staffed at all times.

1.3 Special committees shall be established by a vote of the Executive Committee for a specific purpose. The special committee shall cease to exist when that purpose has been met.

2. Each committee shall elect its own chairperson, with approval by the Executive Committee, who shall serve a term of one year, or until the selection of a successor, and be available to mentor the successor chairperson.

3. Resignation by a committee chairperson shall be by a written notice to the committee members and the Executive Committee.

4. Chairpersons of all committees shall present a plan of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee.

5. Each committee shall keep an accurate record of all its meetings, make the minutes available to members, and report to the members at general membership meetings.

#### Article IX.

##### **Finances**

1. The fiscal year of the organization shall begin on July 1, and end on June 30 of the following year.

2.1 An annual budget will be determined in June prior to the beginning of each school year.

2.2 The outgoing, current, and officer-elect members of the Executive Committee shall approve the budget for the following school year.

3. At every general membership meeting, the Treasurer shall report the current balance since the last meeting.

4.1 All Family Association funds of any kind will go to the Treasurer who shall deposit all funds and make payments.

4.2 Only the Treasurer and the Co-Chairs shall sign the checks.

4.3 The Treasurer or Co-Chair shall not sign a check made out to him or her.

4.4 All expenditures and deposits must have a completed form authorizing them.

4.5 All cash deposits and multiple check deposits must be counted by two or more persons in each other's presence. Each counter must sign a deposit authorization form.

5. An annual audit shall be conducted to review the monthly financial statements, bank statements, deposit forms, request forms, reimbursement forms, and receipts.

Article X.  
**Insurance**

The Family Association shall carry proper liability insurance.

Article XI.  
**Indemnification**

1. No officer shall be personally liable to the Family Association for monetary damages for any breach of fiduciary duty by such officer notwithstanding any provision of law imposing such liability, except (to the extent provided by applicable law) for liability (a) for breach of the officer's duty of loyalty to the Family Association; (b) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; or (c) for any transaction from which the officer derived an improper personal benefit.

2. The Family Association shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, employee, or volunteer of the Family Association against all expenses and liabilities, including attorneys' fees, judgments, fines, excise taxes, penalties, and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending, or completed proceeding in which such person may become involved by reason of his or her service in such capacity; provided that no indemnification shall be granted to any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interest of the organization; and provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of officers who are not at that time parties to the proceeding.

3. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

Article XII.  
**Conflict of Interest**

Whenever an officer has a financial interest in any matter presented to the Executive Committee, the affected individual shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter. Any action or vote involving a potential conflict of interest shall be approved only when a majority of disinterested officers or the general membership determines that it is in the best interest of the organization to do so. The minutes of the meeting at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Article XIII.  
**Restrictions**

Notwithstanding any powers granted to the Family Association by these Bylaws, or by the laws of the Commonwealth of Massachusetts, the following limitations upon said powers shall apply and be paramount:

1. The Family Association shall be noncommercial, nonsectarian, and nonpartisan.

2. No part of the assets or of the net earnings of the organization shall be divided among, inure to the benefit of, or be distributable to any officer or member, or any private person; provided, however, that reasonable compensation may be paid for services rendered to or for the Family Association in furtherance of any one or more of its purposes, and payments or distributions may be made by the Family Association in furtherance of its purposes; no officer, member, or any private person shall be entitled to share in the distribution of any of its assets upon the dissolution of the organization.

3. No substantial part of the activities of the Family Association shall be, include, or involve the dissemination of propaganda, or otherwise attempt to influence legislation, except to the extent permitted by §501(h) of the Internal Revenue Code.

4. The Family Association shall not participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of, or in opposition to, any candidate for

public office. 5. Notwithstanding any other provision of these Bylaws, the Family Association shall not conduct any activities not permitted by an organization exempt from federal income taxation under §501(c)(3) of the Internal Revenue Code.

#### Article XIV.

##### **Amendments**

The members may adopt, amend, or repeal the Bylaws and the Articles of Incorporation, in whole or in part, at any membership meeting by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting at least fourteen (14) days prior to the vote.

#### Article XV.

##### **Dissolution**

Except as may be otherwise required by law, the Family Association may at any time authorize a petition for its dissolution to be filed with the Supreme Judicial Court of the Commonwealth of Massachusetts by the affirmative vote of the majority of the officers then in office; provided, however, that in the event of any liquidation, dissolution, or termination of the Family Association (whether voluntary, involuntary, or by operation of the law), the property or assets of the organization remaining after providing for the payment of its debt and obligations shall be conveyed, transferred, and distributed to one or more educational, charitable, or literary institutions or organizations, created and organized for non-profit purposes similar to those of the Family Association, which qualify as exempt from income tax under §501(c)(3) of the Internal Revenue Code, as a majority of the total number of the officers of the Family Association may by vote designate and in such proportions and in such manner as may be determined in such vote; provided, further, that the organization's property may be applied to charitable or educational purposes in accordance with the doctrine of *cypres* in all respects as a court having jurisdiction in the premises may direct.

Ratified January 20, 2010  
Effective January 20, 2010

PVCICS Family Association

**Bylaws**

**Amendment to Article II**

*"The organization is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code."*

Ratified May 15, 2010  
Effective May 15, 2010

**IRS Guidelines for Contributions:  
Valuations, Deductions, Acknowledgements**

**A. TAX-DEDUCTIBLE CONTRIBUTIONS**

1. Contributions are tax-deductible to donors only to the extent they are gifts and the donors do not receive anything of substantial value in return.

Examples: \*contribution of \$20 for swings/books  
= deductible

\*purchase of FA t-shirt ≠ deductible

\*date-night babysitting payment ≠ deductible

\*Scrip gift cards ≠ deductible

\*parent donates a cake for auction (cost of ingredients \$5): \$5 = deductible to donor (\$0 if FA reimbursed expense), but ≠ deductible to purchaser

2. Contributions are tax-deductible to donors to the extent they exceed the *fair-market value (FMV)* received in return by the donors.

Examples: \*purchase FA t-shirt for \$100 (FMV = \$10)  
\$90 = deductible

\* purchase a cake for \$100 (FMV \$15)  
\$85 = deductible

**B. WRITTEN RECEIPTS**

1. Provide a written acknowledgment of contributions \$250 or more. Letters, postcards, e-mail, or forms are acceptable.
2. Provide a written disclosure to donors who receive goods or services in exchange for contributions in excess of \$75.

3. In advance of an event: Determine the FMV of specific goods/services, state information in fundraising materials (solicitations, tickets, receipts).
4. After the event, promptly provide a written disclosure for each completed payment that exceeds \$75. State the contributed amount, the FMV of goods/services the donor received, and the tax-deductible amount.

5. **Examples:**

\*School dance tickets \$5/person, purchased 15 tickets (total \$75): entertainment & food (FMV \$3/person, (total FMV \$45)). Deductible = \$30. No need to provide this donor with written disclosure.

\*School dance tickets \$5, purchased 16 tickets (total \$80): entertainment & food (FMV \$3/person, (total FMV \$48)). Deductible = \$32. Requires written disclosure (contribution exceeds \$75).

6. Receipts should include:

- a. name of the organization to which the donation was made and its tax-exempt status [PVCICS Family Association, "a 501(c)(3) charitable and educational organization"];
- b. date the donation is made;
- c. amount of the donation;
- d. statement regarding whether anything of value was received in return for the contribution.

For example, the receipt should note the price paid (\$80), the value of the benefit received (\$48), and the amount that is tax-deductible (\$32).

## Publicity List

### PVCICS Publicity List (as of 9/1/2010)

#### Daily Newspapers

Athol Daily News  
Boston Globe  
Brattleboro Reformer  
Daily Collegian  
Daily Hampshire Gazette  
Greenfield Recorder  
Hartford Courant  
MassLive  
Reminder Publications  
Springfield Republican  
Westfield Evening News

#### Weekly Papers

Amherst Bulletin  
Amherst Student  
Belchertown Sentinel  
Chicopee Herald  
Country Journal  
Hartford Advocate  
Holyoke Sun  
Ludlow Register  
MassPublishing Company  
Mount Holyoke News  
Palmer Journal Register  
Quaboag Current  
Shelburne Falls Independent  
The Sophian  
Town Reminder  
Valley Advocate  
West Springfield Record

#### Monthlies

PRIME Magazine  
The Women's Times  
Valley Kids

#### Radio

WAMH  
WFCR  
WHMP  
WMHC  
WMUA  
WOZQ  
WRNX  
WRSI  
WXOJ

#### Television

Amherst Community TV  
WGGB (ABC)  
WSH M (CBS)  
WWLP (Ch. 22)  
WGBY (PBS)

#### Miscellaneous Sites

Hilltown Families  
MassLive.com  
Zvents.com  
Boston.com

# PVCICS Family Association Check Request

NAME:

PROJECT/EVENT:

REASON FOR CHECK:

DATE SUBMITTED:

DATE NEEDED:



INCLUDED IN ANNUAL BUDGET

OR



APPROVED BY FA EXEC COMM (DATE: / / )

CHECK PAYABLE TO:

AMOUNT: \$

ADDRESS OF PAYEE (IF NO BILL ATTACHED):

IF THIS IS A BILL THAT NEEDS TO BE PAID, ATTACH THE BILL TO THIS FORM AND THE TREASURER WILL MAIL IT.

SIGNATURE:

DATE:

APPROVED BY (FA OFFICER):

DATE:



# PVCICS Family Association Expense Reimbursement

PROJECT/EVENT: \_\_\_\_\_ DATE OF PROJECT/EVENT: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Date	Store	Description	Amount	Check if this is a donation
				<input type="checkbox"/>

TOTAL: \$ \_\_\_\_\_

Amount to be donated to the PVCICS FA: \$ \_\_\_\_\_

Amount to be reimbursed: \$ \_\_\_\_\_

Please send me an acknowledgement letter for my donation to the PVCICS Family Association

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY (FA OFFICER): \_\_\_\_\_ DATE: \_\_\_\_\_

# 先鋒中英雙語學校家長會

*Pioneer Valley Charter Immersion Charter School Family Association*

April 19, 2010

Fred and Wilma Flintstone  
51 Rocky Road  
Northampton, MA 01060

Dear Fred and Wilma,

Thank you very much for your generous gift of \$100, dated April 13, 2010.

As specified in your donation, your thoughtful contribution will be directed to our new playground. Thanks to your support, we were able to raise over \$12,000 to purchase several fun and sturdy climbing pieces, as well as a swing set, which will be installed next month. The students are thrilled that a playground is on its way for spring. We couldn't have done it without your support.

On behalf of all of the students at PVCICS, "xie xie" (thank you).

Sincerely,

Ellen Brout Lindsey  
Treasurer

*This gift is tax-deductible to the extent allowed by law.  
No goods or services were received in exchange for this contribution*