

**POLICIES**  
**NORMAN ROCKWELL PTA**  
**2018 - 2019**

1. The membership annual dues are divided among the Lake Washington PTSA Council, Washington State PTA, and National PTA. The remaining balance is deposited into PTA general fund.
2. Teachers and staff will be invited to attend any Rockwell PTA function at no admission charge.
3. The President may appoint other resource representatives to the Board of Directors. These representatives shall be the Principal and the Teacher Representative(s).
4. The President may appoint Special Committees as needed with Executive Committee approval.
5. The Board of Directors must carry over funds to cover up to 50% of the operating budget for the first half of the following school year.
6. A program planned by, staffed by, insured by, and money handled by the PTA may generate profit from the program, but not operate at a loss.
7. Chairpersons of lottery-based enrichment programs shall be guaranteed the placement of one child of their choosing (relation or otherwise) in the program. Standard program fees shall apply.
8. Written receipts shall be given when cash is received for a good or service.
9. All product sales disputes/questions must be handled within 60 days of delivery of product or by the end of the current school year, whichever comes first.
10. Susan B. Tobey scholarship funds must be used for school-related expenses; field trips, school supplies, outdoor education, school pictures. This includes one t-shirt (per child) and yearbook (per family).
11. Academic Enrichment scholarships are available for after school programs. Each event shall provide a limited number of scholarship tickets or units.
12. The PTA may charge a nominal surcharge per registrant for outside programs sponsored by the PTA. The suggested nominal surcharge shall be \$1 per registrant.
13. All fliers for distribution must be approved by the Rockwell main office and predominantly display the PTA logo.
14. The PTA Executive Committee is given the right to cancel events or programs due to lack of participation and/or funding.
15. The PTA Facebook page is intended to provide updated information, stories, and ways members can get involved.

16. The PTA shall maintain policies for online logins and passwords. This policy shall be reviewed and approved yearly at the 1<sup>st</sup> General Membership Meeting by the PTA Board of Directors. This policy of keeping a log of all passwords and logins shall reside with the Secretary.
17. PTA Membership Scholarships shall be funded thru a restricted budget line of sponsorship, which is collected as part of the Annual Beagle Contribution \$4 scholarship contribution.