

Kutz Home and School Association

Dear Kutz Home & School Association (H&S) Committee Chairperson,

Thank you for volunteering and for the work you will do this year for our Kutz students. We look forward to working together and to many terrific activities and events ahead! Please take a moment to review the items listed below. We hope this helps familiarize you with H&S policies, procedures and information.

Scheduling Dates/Events

When setting dates and planning events, please fill out an event proposal form with as much information as possible and email it to H&S Secretary Stephanie Charran. Stephanie will then seek approval from the rest of the H&S board. After board approval, the info will be forwarded to Dr. Garvin for final event and date approval. When choosing a date for an event, please consider district-wide activities and events within our cluster (Kutz, Lenape, West) that have already been scheduled and choose an alternate date or two in case there is a scheduling conflict. Once approved, the event will be added to the Kutz master calendar.

Committee Communications

Dr. Garvin MUST approve all correspondence distributed by H&S prior to distribution (whether via email or paper). The process for this approval is the same as event approval. Send all your flyers and announcements to the H&S secretary for board approval and the secretary will send it on to Dr. Garvin for final approval.

Flyers

After approval, the H&S secretary will ask the school office staff to make the copies and send the flyers home with the students via their Thursday folders. Flyers are distributed as a family count (as opposed to student count). Family count means that the flyer is sent home with each family's youngest child to avoid duplication. The event flyer will also be added to the Kutz H&S page on the Kutz Web site accessible through www.cbsd.org. If you are using MyPaymentsPlus, please note on your flyer that MyPaymentsPlus is the preferred method of payment. (More information on MyPaymentsPlus can be found below.)

Expenses/Deposits

- Funds raised and collected are used to benefit Kutz students as directly as possible. No volunteer should be compensated, directly or indirectly, by monetary payment or otherwise, for volunteering.
- All committee budgets are voted on and set during the first H&S meeting of the school year. These budgets are set based on prior year's needs and fundraising. It is very important that your committee stays within your budget. If a special circumstance should arise, please communicate with the H&S co-presidents before committing to any expenses beyond your budget. Committee chairs are responsible for discussing budgeting with their committee members and reviewing/approving all expenses for their committee.
- Receipts for expenses, along with an expense reimbursement form, should be submitted to Co-Treasurer Diane Torrens as soon as the expense is incurred. The reimbursement form can be found on the H&S Web site, or you can contact Diane for a copy. Receipts should only include items purchased for your committee and/or event. The co-treasurers will not accept receipts with personal items as well as items for your event.
- Reimbursement forms must be submitted within 30 days of incurring the expense.
- Please be aware that H&S is qualified for PA state sales tax exemption. This means that any purchases made for H&S can be made without paying sales tax. As a nonprofit entity **we cannot reimburse for any taxes paid**. Please contact our co-treasurers, Diane Torrens or Kate Gingras, if you require more details. You will be provided with the tax exemption letter today and it will be available on the H&S Web site.
- If purchases for events or class parties will be made through Amazon, please contact Kate Gingras or Diane Torrens with the specific order and they can place that order for you tax free, as we have a Kutz H&S account with Amazon.

- If your committee collects payments for any reason, individuals and businesses should make checks payable to Kutz Home & School Association. Any funds collected will not leave Kutz, until the deposit(s) are taken to the bank. Co-treasurer Kate Gingras is responsible for making all deposits.
- We will be using a new online payment system called MyPaymentsPlus.com to help keep monetary transactions to a minimum. This new online system will **not** eliminate all cash and check payments for events. Cash and checks will still be collected in the classroom and stored in the school safe. It will be the committee's responsibility to come into school to count that money, make any notes that are necessary (who paid, etc.) and leave that money in the safe with a deposit slip for the H&S treasurer(s) to deposit.

Home and School Meetings

September 28, 6:30 p.m. in the Kutz library

November 9, 6:30 p.m. in the Kutz library

February 8, 9:15 a.m. in the Kutz cafeteria

April 5, 6:30 p.m. in the Kutz library

Volunteer luncheon-Spring-TBD

Please plan to attend these meetings so you can provide updates about your committee. If you are not able to make it to a H&S meeting, please send any committee updates to the H&S secretary at least a week before the meeting. If you do not have any update to report, please let the secretary know this as well.

Background Checks

Please remember that a new law requires CBSD volunteers to undergo background checks (child abuse history, state and federal criminal history checks) every 36 months. Please make sure you complete the required paperwork and remind your committee members to complete it as well. Clearances must be provided to the Human Resources Department via mail (Administrative Services Center, Attn: Human Resources, 20 Welden Drive, Doylestown, PA 18901) or email (hr@cbsd.org). Please visit <http://www.cbsd.org/Page/355> for more information.

Facilities

- Kutz is a latex-free school. Please remember this when putting on events and be sure not to decorate with latex balloons.
- If using the building outside of school hours, you will need to complete a facilities use form available in the Kutz office.
- A copy machine is available for H&S use and is located in the work room, across from the fourth-grade classrooms.
- The school's main entrance doors and windows have tinting material on them to help preserve the interior lobby displays. Therefore, we cannot use tape on these windows. Please ask the office staff for assistance when posting notices.

Thank you, in advance, for your time, dedication, effort and enthusiasm! The success and effectiveness of our Home and School Association depends entirely on its volunteers. You all make Kutz a terrific school for our children and their families! If you have any questions or ideas that you would like to share, please contact us.

The H&S Board,

Wendy Sawyer – *co-president* – wsawyer73@gmail.com

Sandy Hogenauer – *co-president* – shogenauer@gmail.com

Diane Torrens – *co-treasurer* – Dmtorrens@gmail.com

Kate Gingras – *co-treasurer* – kgingras7@yahoo.com

Stephanie Charran – *secretary* – stephanie@charranweb.com