

Mt. Olive Lutheran School Parents, Teachers and Friends (PTF) Guidelines

Mission and Purpose

The Mt. Olive Lutheran School PTF is an organization that allows members to work together to support Mt. Olive Lutheran School. The organization operates under the guidance of the Mt. Olive Lutheran Church Board of Education.

The purpose of the PTF is:

- To promote and enhance the overall school experience for the students, parents, and teaching staff.
- To assist the school in carrying out the mission of providing a Christ-centered education.
- To provide opportunities for Christian fellowship.
- To assist in financially supporting school events, activities, materials, equipment, and supplies through fundraising and volunteer efforts.

Membership

All parents of Mt. Olive Lutheran School students are automatically members of the organization along with the pastors of Mt. Olive Lutheran Church and the teachers of Mt. Olive Lutheran School. In addition, any Mt. Olive Lutheran Church member who is interested in helping the school is welcome to be a part of this organization. All members are encouraged to attend all the PTF meetings.

The PTF is represented by executive members (officers). These individuals serve the organization by overseeing the duties and direction of the organization. Individual members of the PTF volunteer to be executive members. If volunteers are not found, the current PTF executive members recruit members.

Executive members are asked to serve a two-year term. If a replacement can't be found at the conclusion of a two-year term, an individual may continue to serve in one-year increments until the position is filled. If an executive member does not complete his/her term, the other executive members may appoint a new person to fulfill the vacant term. New executive members must be approved at PTF meetings.

Membership

The executive members of this group consist of individuals who hold the following positions:

- Chairperson
- Vice Chairperson
- Treasurer
- Bookkeeper (May be combined with Treasurer Position)
- Secretary
- Teacher Appreciation Representative(s)
- Social Events Coordinator(s)
- Fundraising Representative(s)
- Trash for Cash Representative(s)
- Teacher Liaison

The executive members have the ability to recruit and appoint other PTF members to chair sub-committees for the purpose of fulfilling the obligations to support activities of the school. These sub-committees may be formed for special projects including the year-book publication, the Children's Christmas Program, musicals, Lutheran School Week event, and Charger Challenge event. Other sub-committees may be added as requested by the principal or the Board of Education and as volunteers are able to be found.

Meetings and Planning

PTF meetings are held on a monthly basis (August-May) and are advertised in the church bulletin and Mount Olive Herald School Newspaper. All members of the PTF are welcomed and encouraged to attend each meeting. The chairperson prepares the agenda based on the goals and objectives of the organization and also based on suggestions from other members. The Chairperson ensures that the agenda is sent to the Chair of the Board of Education for review. After each meeting, a copy of the minutes is sent to the Board of Education. The minutes are made available to those that request.

Special emphasis is given to one or two large group meetings per year, as determined by the PTF board and teachers. Members are especially encouraged to attend these meetings as it is at those times that the goals and objectives of the group are discussed. It is also at these meetings that direction and approval is given for funding expenditures which may include designating the funds raised by the PTF for specific requests of Mt. Olive Lutheran School. While the Large Group Meetings provide the framework for the events of the school year, all members of the PTF are invited to attend the executive member meetings, which are held throughout the school year on a monthly basis.

Meetings and Planning

During the monthly meetings the planning process occurs. This involves the development, coordination, and implementation of the yearly goals and projects established at the Large Group Meetings. In some instances, the PTF executive members act on behalf of the entire PTF body and are granted decision-making authority. This authority includes the right to change or alter plans regarding social events, fundraising efforts, teacher appreciation activities or special occasions. The PTF executive members also have the authority to designate funds, under \$3,000, to help the organization carry out the goals and objectives. Purchases above \$3,000 need to be approved at the large group meeting.

The PTF follows the guidelines provided by the Board of Deacons for all fundraising events. The executive members will consult with pastors, teachers, and the Board of Education for guidance on any new social events or fundraising activities that have not been done by the group in the past. The executive members will also work with the Board of Trustees or other individuals in the church on items purchased that require work to be completed on the building or the grounds.