

# Arbor View PTC Head Room Parent and Party Money Policy

\*Approved March 8, 2016

1. Families may only volunteer one Parent or Guardian to be Head Room Parent each year.
2. Parent/Guardian volunteers may only volunteer as Head Room Parent for one class each year.
3. Head Room Parents must decide the breakout of their budget for each party and report amounts back to Committee Chair by the end of September of that school year.
4. Checks will be written to each Head Room Parent for each party. Thus, there will be three rounds of checks written each year.
5. Checks will be written no later than two weeks prior to the each party.
6. If there is money left over after all parties have been held, the Head Room Parent must communicate to the classroom parents how much is left and how the money will be spent on the students and/or classroom.

## In the event a Room Parent fails to reimburse Party Volunteers:

The Committee Chair will give notice to the Room Parent requiring reimbursement within 5 business days. If after 5 business days no reimbursement is given, the Committee Chair will suspend the Room Parent's position and report the issue to the PTC Treasurer.

The PTC Treasurer will verify whether the Room Parent has cashed the check given for party reimbursement.

**If cashed**, the PTC Treasurer will notify the Committee Chair and attempt to contact the volunteer for resolution. If there is no resolution within 5 business days, the Treasurer will issue a collection notice and suspend all purchasing ability for the volunteer's family with the PTC until funds are recovered. No further checks will be written to the volunteer and a new Room must be chosen.

**If not cashed**, the PTC Treasurer will notify the Committee Chair and attempt to contact the volunteer for resolution. If there is no resolution with 5 business days, the Treasurer will issue a stop payment and notify the Committee Chair. No further checks will be written to the volunteer until the Committee Chair resumes contact. If there is no further contact within 5 business days a new Room Parent must be chosen.

During the process of determining the status of the original Parent/Guardian volunteer, the Committee Chair may appoint an interim Room Parent until the issue is resolved. The interim Room Parent is not required to take on the position should a new Room Parent be necessary.