



# McClellan Elementary PTA

360 School Lane Pittsburgh, PA 15236

412-855-2700

*Every Member Matters*

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WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

## **MCCLELLAN ELEMENTARY PTA STANDING RULES 2016 - 2017**

1. To be eligible for selection as a chaperone for a PTA sponsored field trip, you must be a paid member of the McClellan Elementary PTA and attend one PTA meeting during the current school year.

The Act 34 (Criminal Record), Act 151 (ChildLine and Abuse Registry) and Act 114 FBI clearances must be obtained and copies should be submitted to the school office by January 1, 2016.

2. Head homeroom parents for each classroom will be selected by a random drawing. The names entered in the drawing will be from the homeroom party parent forms on which people indicated that they want to be the head homeroom parent.

3. All expenses for which the McClellan PTA funds are being used must be authorized. This is accomplished by the requester completing a McClellan PTA Payment/Reimbursement form and having it signed by the committee chair, if applicable. Once approved, the form must then be reviewed and signed by the Treasurer of the PTA Board. The form is then processed by the Treasurer, and a check is written to the requester.

4. Committees are given a budget to use each school year that has been approved by the membership. This budget amount is used as a guideline for spending. If the entire amount of a committee's budget is not needed, then it remains in the general PTA budget.

In addition, all PTA committees must use any fundraising monies their committee has raised FIRST, before taking money from the allocated budget amount for their committee. And, any budget money that a committee needs, must be used by the last day of the current school year. Reimbursements must be requested by the last day of the current school year, including form(s) signed and receipt(s) attached.

5. The standing committees for McClellan Elementary PTA will be as follows:

Art Show	Earth Day Celebration	Red Ribbon Week
Bake Sale	Family Game Night	Staff Appreciation
Big G Box Tops	Field Day	Star Reader
Bingo	Fifth Grade Activities	Teacher Assistance Team
Bird Watchers	Fundraising	T-Shirt Committee
Book Fair	Grant Writing Committee	Yearbook
Butterfly Garden	Holiday Shop	
Conservation Team	Library Aides	
Community Outreach	Read Across America	
Decorating		

6. PTA Funds cannot be used to gift students with cash, checks or gift cards.