

# St. John's Lutheran School



## Auxiliary Handbook

**Auxiliary Executive Board  
Auxiliary Parliamentarian  
Updated May 2017**

## MISSION STATEMENT

The purpose of this organization is to promote Christian fellowship among the faculty, parents and students of St. John's Lutheran School. The Auxiliary is also to engage in missionary work in the School and to assist the faculty when needed.

## PURPOSE

The purpose of this Handbook is to provide communication, instruction and guidelines for those serving in the St. John's Lutheran School Auxiliary.

## REVISIONS TO HANDBOOK

This Handbook and descriptions stand until revised. Revisions can be made or provisions temporarily suspended by a 2/3 vote of the Governing Body in attendance at a meeting. Revisions to the Handbook may be made at the discretion of the Executive Board, with the advice of the Parliamentarian.

## COUNCIL OF SCHOOL MINISTRIES (SCHOOL BOARD)

The Auxiliary is accountable to the Council of School Ministries in regards to policy changes. This would pertain to bylaws changes, or any other items that fall under policy. Auxiliary meeting minutes and current financials are to be included in the President's Report at the Council meetings each month. Per the Bylaws Article II Section 2; "This organization and its functions and activities shall be under the approval of the Council of School Ministries and St. John's Lutheran Church, with the guidance of the School Principal."

## FINANCIAL ITEMS

The Governing Body and General Membership have the responsibility to be good stewards of the funds raised by Auxiliary.

## BUDGET

Once each fiscal year, the Auxiliary Governing Body has the ability to approve expenditures up to 10% of the current operating budget for purchases and expenses without the approval of the General Membership. A majority of the members present at a General Membership meeting must approve all bills exceeding 10% of the current operating budget. This does not include funds raised at events sponsored by the Auxiliary that raise money for special projects to benefit the School.

## COLLECTION OF FUNDS

All funds should be marked to the attention of the Auxiliary Treasurer and delivered directly to the School Office.

## CREDIT CARD CHARGES / PAY PAL

Credit card charges shall be processed by the Auxiliary Treasurer or by those given explicit permission. Credit card readers/swipers must be secured in the School Office when not in use. All funds received through PayPal will be processed by the Auxiliary Treasurer. The Auxiliary President and Treasurer have full access to the PayPal account. Limited access to PayPal will be granted to chairs to perform their duties.

## FISCAL ACCOUNTS

All checks and bills paid must have two signatures. Authorized signatures include the President, Treasurer, Secretary, and Vice President of Membership. The Auxiliary bank signature card should be updated following the installation of officers each year.

## REIMBURSEMENT

All requests for reimbursement should be turned in within two weeks of purchase. If not turned in within 4 weeks, reimbursement will be at the discretion of the President. A copy of the check request form with a receipt must be submitted and filled out properly.

## NSF CHECK POLICY

If an NSF check is received:

- The Treasurer will re-deposit all NSF checks one time.
- The Treasurer will call the NSF party and advise them of the situation.
- The NSF party will have ten (10) working days to replace check plus the amount equal to the bank fees sustained by Auxiliary.
- If the Auxiliary receives two (2) NSF checks in one calendar school year, the party will be on a "cash only" basis for all remaining Auxiliary functions in that school year.
- The party may appeal the "cash only" consequence to the Executive Board.

## CALENDAR

The Executive Board meets in the last quarter of the school year to plan the Auxiliary Calendar for the following year.

## FACILITIES

Use of all facilities is to go through the scheduling contact in the School Office. Auxiliary members MUST fill out a facilities request form, a/v form, and work order form that can be found in the School Office and on the School website. Because there are several groups that utilize the facilities, it is recommended that you give as much notice as possible when scheduling events.

## AUXILIARY STORAGE ROOM

The Auxiliary shares a room designated for storage with Women's Ministries. It is located at the top of the stairs inside the Gymnasium at the hallway before the bleachers. Any items placed in there for storage should be boxed and labeled with the committee information. Anyone using the storage area needs to document that information and present it to the Auxiliary Board. Nothing should be discarded from this room without the permission of the person who put it there or the Executive Board. The Church office has a key to the Auxiliary storage room. The Used Uniform Committee also has a uniform storage cabinet in the Middle School building.

## AUXILIARY SHED

The Auxiliary shed is located near the lunch tables on the 2nd – 8th grade playground. All pizza fundraising supplies, Auxiliary easy ups, social event supplies and ice cream cart are to be stored in the shed. The Auxiliary President, VP Social, Pizza Fundraising Chair and Scrip Chair have keys. These individuals are required to pass their key to their successor. A key is also located in the School Office and can be checked out by the office staff if necessary.

## MAIL

Auxiliary mail is delivered to the designated area in the School Office.

## FORMS

Forms are available in the School Office and on the School website.

## FLYERS & ANNOUNCEMENTS

All flyers, e-mails, letters, posters or announcements intended for the General Membership or student body must have the approval from the designated Executive Board Member and the Principal prior to circulation. Requests for communication must be sent to the Communications Chair. The Chair will notify the President, obtain the necessary approval of the Principal, and disperse to the requested Membership. Requests for printing flyers should go through the School secretary or the Communications Chair. White paper is used unless color paper is provided. Color copies need President's approval. Please plan ahead as much as possible, as distribution may take up to three weeks. Room parents may communicate directly with individual classes with the approval of the teacher and/or their Room Parent Grade Liaison.

## VOLUNTEER COVENANT

This document was created to help volunteers to understand the importance and value of their role as a member of the Auxiliary Executive Board, Governing Board (also referred to as Committee Chairs), or as an Auxiliary Liaison. The guidelines below indicate the importance of teamwork, collaboration and participation by all members in order to be successful in serving to fulfill their duties. All Liaisons and Auxiliary Board members are required to sign and submit this agreement prior to the first Auxiliary General Membership Meeting. By signing below, you acknowledge and accept the provisions set forth in this covenant.

- Know and understand the job description of their particular role as described in the Auxiliary Handbook.
- If there is a budget associated with your job, it is your responsibility to know your budget prior to making expenditures. Any expenditure made over budget without prior approval by the Auxiliary President will not be reimbursed.
- All Auxiliary Board Members and Liaisons are expected to attend the six scheduled Auxiliary Governing Board meetings.

- If you are unable to attend any meeting, please communicate to the Auxiliary President and provide any reports to the Executive Board prior to the Auxiliary meeting.
- If meeting attendance becomes an issue, PIP hours may be deducted at the discretion of the Auxiliary Executive Board.
- Serve in a way that reflects Christ's love and promotes the mission of Auxiliary.

## DUTIES OF OFFICERS

Duties of all Officers and Chairs shall commence immediately after the close of school in June. The full responsibilities of the Treasurer shall coincide with the fiscal year. The Auxiliary fiscal year runs from July 1st through June 30th.

### President

1. See that all Executive Board, Governing Body and General Membership events are placed on the Church and School calendars.
2. Preside at all meetings of the Auxiliary during term.
3. Prepare agenda for all Auxiliary meetings.
4. Upon election, appoint Chairs of all committees.
5. Appoint Nominating Panel.
6. Auxiliary Representative and full voting member on the Council of School Ministries in accordance with Church bylaws. Present a written report and previous Auxiliary meeting minutes at each Council meeting. An annual Auxiliary calendar and budget will be submitted to the Council by the end of last month of each school year.
7. Request that the Parliamentarian facilitate an annual review of the Handbook.
8. Serve as an ex-officio member of all committees, except Nominating Panel.
9. Serve as an ex-officio member of the Governing Body for the year following term of Presidency.
10. Meet with the Principal on a regular basis.
11. See that all new fundraisers are approved by the Principal prior to implementation.

### 1st Vice President, Membership

1. Perform the duties of the President when absent and succeed in case of resignation. (See Bylaws Article VI Section 2)
2. Give an enrollment report at every Governing Body meeting. This shall include students who have either dropped or added since last meeting.
3. Chair Membership Committee and be responsible for welcoming new School families.
4. Work with Student Buddies Chair to coordinate buddy assignments with the School office over the summer.
5. Ensure all new families to St. John's School are contacted prior to the first day of school.
6. Assist 3<sup>rd</sup> Vice President Social with the Annual Buddy Meet & Greet, Farewell Luncheon and scheduled parent events.

7. Recognize new families in attendance at the first General Membership meeting of the year.
8. Invite, welcome and encourage all members to attend all functions of the Auxiliary.
9. Receive RSVP's for all Auxiliary events and provide 3rd Vice President Social and the staff childcare contact with number of attendees
10. Notify Treasurer and Trip Credit Chair of all new members as received or members that leave for accounting purposes.
11. Honor all departing eighth grade parents at the last General Membership meeting of the year.
12. Recognize outgoing Executive Board Members.
13. Responsible for subcommittees as designated on the Governing Body Flowchart.

2nd Vice President, Ways & Means

1. Recommend to the Governing Body all fundraising events.
2. Upon approval of events by the Principal, draft and put into execution all plans necessary to carry out such projects.
3. Responsible for subcommittees as designated on the Governing Body Flowchart.

3rd Vice President, Social

1. Organize food, beverage, and decorations for Auxiliary General Membership meetings, social activities and teacher luncheons as approved.
2. Purchase, within the budget, all necessary supplies needed by the Hospitality Committee.
3. Oversee the cleanup of the kitchen facilities when used for Auxiliary social activities, as prescribed by the Council of Trustees.
4. Responsible for subcommittees as designated on the Governing Body Flowchart.

4th Vice President, Programs

1. Draft, establish and confirm assembly program dates for the St. John's Lutheran School student body.
2. Coordinate assembly program selection with the Principal or staff representative.
3. Contract assemblies for the student body- subject to the Principal's approval.
4. Sign all contracts and funding opportunities for assemblies.
5. Report programs and dates to the General Membership.
6. Organize programs for social activities of the Auxiliary.
7. Organize programs for the General Membership meetings subject to Principal approval.
8. Submit facilities, work order, and A/V request forms for all programs as needed.
9. Attend all programs and facilitate.
10. Submit invoices to Treasurer.
11. Responsible for subcommittees as designated on the Governing Body Flowchart.

Secretary

1. Record minutes of the meetings of the St. John's Lutheran School Auxiliary.
2. Submit meeting minutes to the President within seven days of the recording.

3. Submit to the President any unfinished business or reports to be included in the next meeting agenda.
4. Responsible for having present at each meeting the current Handbook, Bylaws, and Agendas and Minutes from all meetings held during that term.
5. Ensure the most current Auxiliary Bylaws and Handbook are available.
6. Responsible for subcommittees as designated on the Governing Body Flowchart.
7. Attendance recognition at Auxiliary General Membership meetings.
8. Maintain roster of Executive Board members.

Treasurer

1. Receive all monies of the Auxiliary and deposit in a bank designated by the Governing Body.
2. Pay all funds authorized by the order of the Governing Body.
3. Have a report available for review at all General Membership and Governing Body meetings and present the accounting books for audit at the end of term.
4. Chair the Budget Committee, whose report will be made at the final General Meeting of the year.
5. Coordinate the collection of all Auxiliary monies.
6. Provide accounting for all Auxiliary accounts.
7. Orders supplies, checks, etc. as needed.
8. Responsible for subcommittees as designated on the Governing Body Flowchart.

Ex-Officio President

1. Immediate Past President shall serve as a resource to the current President.

**Committees are formed and the Chairs are appointed at the discretion of the President.**

**Committee Chairs are to attend scheduled Auxiliary meetings. When possible, committee reports are to be submitted to the President prior to each meeting of the Governing Body. Chairs shall notify the President of the time and place of all committee meetings. Chairs are to review and keep expenses within the current budget. Additional expenditures must be approved by the Governing Body and follow all Auxiliary financial protocol as indicated in this Handbook. Chairs are to submit planned events, incentives and expenditures to their corresponding Executive Officer or the Auxiliary President prior to implementation. Committee Chairs shall serve a 2-year consecutive term, however, appointment will be granted each year by the current President. Committee Chairs shall pass down any materials related to their position to the succeeding Chair at the end of their term. Duties of all Chairs shall commence upon appointment. All Chairs shall report to an Executive Officer as indicated on the current Governing Body flowchart.**

**Auction** - Work with the Executive Board and Administration to set a date, location, theme and ticket price for the Annual Gala and Auction. Recruit sponsors, donors, volunteers and attendees. Assume responsibility for the coordination of the dinner and all aspects of the Annual Gala and Auction. Publicize the event to School and Church families as well as the community. Coordinate with the Advancement Office to ensure solicitation and procurement of event sponsors as well as thank you letters to all sponsors and donors. Coordinate with School communications regarding invitation and all design aspects including the printing of materials. All contracts are to be given to the Executive Director of Ministries (Randy Einem) for approval.

**Chapel Baptism** - Coordinate with the Church office all students to be baptized in the School service. Coordinate welcoming and gifts for all students baptized during the School service.

**Communication** - Coordinate all Auxiliary mass communications with the student body and General Membership. Contact the Principal for approval and notify the President of all Auxiliary requests for flyers, letters, posters, announcements, and emails to the student body and General Membership. Distributes approved material as requested. Chair may assist the Governing Body in the creation of posters and other materials as needed. Chair shall assist the Governing Body with publicity as needed.

**Courtesy** - Shall take care of courtesies for St. John's School staff, including marriages, birth or adoption of a child, commissioning, retirements and bereavement. Chair coordinates Teacher Appreciation Week, Staff Appreciation Day and additional staff recognition as needed. Provide cards as needed for the General Membership. Coordinate sign-ups for meal care in cases of need.

**Devotions** - Shall plan and make arrangements for a devotion to be delivered at each meeting of the Governing Body/General Membership.

**Directory** - Coordinate with the school staff to secure accurate data and produce an Auxiliary School Directory. Publish, secure funding as necessary, and distributes the Directory at the beginning of each school year.



**Financial** - Assist the Treasurer as needed with program accounting. Work together with the current treasurer to prepare for the position of Treasurer.

**Father Daughter Dance** - Set date/checks the Auxiliary calendar for the set date. Submit facilities requests to secure location for the dance and set up. Set a theme and ticket price. Recruit sponsors, donors, volunteers and attendees. Prepare, coordinate, and promote the event. Track attendance to avoid exceeding maximum capacity of facilities.

**Health & Safety** - Coordinates with the School Nurse and assists as necessary with any scheduled health and safety or life awareness event. Organizes the preschool-8th grade Red Ribbon Week, including events, activities, and speakers. Coordinates the Candy Give Back event. Coordinates with School staff the dates and daily activity schedule for Red Ribbon Week.

**Hospitality** - Assist the 3<sup>rd</sup> VP Social with the planning and organization of food, beverage, décor and clean up of Auxiliary events. Work with the current 3<sup>rd</sup> VP Social to prepare for a potential transition to the 3<sup>rd</sup> VP Social position.

**Historian** - Shall create and maintain a current Auxiliary document including all activities for the year. Take photos at Auxiliary events. Upload photos to the Auxiliary Shutterfly account.

**Ice Cream Social** - Check the Auxiliary calendar for the event date and time. Submit facilities requests to reserve facilities for set up and the event. Contact School and Church vendors, volunteer groups and Auxiliary committee chairs to confirm their attendance. Make all necessary reservations and purchases for the event. Post class lists and provide signs for the vendor tables/booths. Coordinate with Treasurer the collection and accounting of funds, including having cash boxes and credit card terminal(s) at check out. Work with Administration to have laptops available for online ordering of pizza, sweatshirts, Tanaka Farms etc.

**Jog-a-thon** - Coordinate with School staff for date, time and student participation. Secure incentives as necessary. Chair is responsible for the coordination of parent involvement, supervision, and donations of healthy snacks and water for event. Distributes and collects sponsor forms, collects donations and disperses any incentives. Tracks and submits credits to the Trip Credit Chair and the Financial Chair.

**Mother-Son Event** - Organize and plan an event for mothers and sons to participate in together. Set a date or check the Auxiliary calendar for the set date. If necessary, submit facilities requests to secure location for set up and the event. Set an event title or theme and price. Recruit volunteers, sponsors and donors. Prepare, coordinate, and promote the event.

**Parliamentarian** - Shall serve in an advisory capacity to the President and explain questions of order. Shall annually review the Auxiliary Bylaws, Handbook, and Flowchart and if needed, bring to the Executive Board or Governing Body any suggested amendments for approval. Parliamentarian should be present at every meeting. The Parliamentarian shall serve as Chair of the Nominating Panel.

**Pizza Fundraisers** - Oversees the weekly pizza fundraiser. Seeks bids and selects vendors for the Pizza Fundraiser. Sets dates for pizza lunch and coordinates with the School staff. Arrange sign-ups and promote participation. Coordinate the purchase of pizza, salad, water and all needed paper goods for the pizza lunches. Appoint a volunteer to notify families eligible to work and coordinate the volunteer schedule. Coordinates the accounting and distribution of family credit and provides credit information to the current Auxiliary Trip Credit Chair and the Treasurer. Parents who work pizza lunch for financial credit do NOT receive PIP hours.

**Publicity** - Creates and manages the Auxiliary Facebook Page and any other Auxiliary public/social media. Ensures posted information is current and accurate. As approved by the Principal, distributes Auxiliary information to the community as needed.

**Room Parent Coordinator** - Responsible for recruiting and coordinating Room Parents. Assist the Auxiliary President with appointing the Room Parent Grade Liaisons for the school year. Hold two or three Room Parent meetings per year. Ensure Room Parents and Room Parent Grade Level Liaisons are provided with necessary information to promote consistency of activities among grades and classes. Coordinate and ensure the distribution of faculty birthday gifts.

**School Buddies** - Work with School staff to match new students with returning students assigned to the same class prior to the start of the school year. Contact returning student volunteers (School Buddies) and notify new students of their contact. Provide information and invite buddies and new families to attend the Buddy Meet and Greet. Attend the Buddy Meet & Greet to help welcome new families. Follow up with new families after the first quarter.

**Trip Credit** – Responsible for knowing what fundraisers earn trip credit. Coordinate with the Chairs of those fundraisers to obtain student credits. Track student trip credit and provide a spreadsheet with each student's credit to the Auxiliary Treasurer and the travel companies. Communicate to the 8<sup>th</sup> grade families the total credits their students have earned.

**Scrip/eScrip** - Oversee the Scrip/eScrip fundraiser and promote Amazon Smile. Coordinate, promote, and set appropriate incentives to maximize fundraising. Recruit and organize volunteers. When necessary, process credit card charges for the purchase of gift cards.

**School Supplies** - Research vendors for the Auxiliary School Supplies fundraiser. Ensure product brands and items match teacher lists. Coordinate with the Principal and Faculty to receive school supply lists by needed date. Coordinate the promotion, pricing, and ordering of student school supplies. Ensure deadlines are set and supplies are received in time to be provided to students by Open House. Coordinate volunteers for distribution.

**Recycling Drive (Shoes, Clothing Electronics)** - Research companies for the Auxiliary recycling drive fundraisers. Organize and promote drives. If appropriate, provide incentives to ensure the most successful outcome. Recruit and coordinate volunteers as needed.

**See's Candy Fundraiser** - Coordinate, promote, and set appropriate incentives to ensure the most successful outcome. Recruit and organize volunteers as needed for promotion, collection and distribution. Distribute candy.

**Spirit Wear**- Research vendors and pricing for the annual Auxiliary produced student sweatshirt. Create an annual design to be reviewed and approved by the Executive Board and administration. Coordinate the promotion, pricing, and ordering of student sweatshirts and other available spirit wear. Distribute sweatshirts and coordinate volunteers for distribution.

**Tanaka Farms** - Work with vendor and school staff to set pick-up dates and location for produce distribution. Promote program among church and school families. Track orders and coordinate distribution of funds and produce to food pantry.

**Used Uniform Sales** - Oversees the Used Uniform Program. Sets dates for used uniform sales with the school staff. Creates sign-up form and promotes participation. Coordinates the accounting and distribution of family/student trip credit and provides the information to the Auxiliary Trip Credit Chair and the Treasurer. Parents who work the Used Uniform Sale for financial credit do NOT receive PIP hours.

**Liaisons are appointed by the Auxiliary President with input from the Administration.** Liaisons are expected to attend scheduled Auxiliary meetings. Liaisons are responsible for facilitating communication and information between the parents they represent and the Auxiliary Board. Liaison reports are to be submitted to the President prior to each meeting of the Governing Body. Liaisons are to review and keep expenses within the current budget. Additional expenditures must be approved by the Governing Body and follow all Auxiliary financial protocol as indicated in this Handbook. Duties shall commence upon appointment. Liaisons shall report directly to the Auxiliary President, except the Room Parents Grade Level Liaison who shall report to the Room Parent Coordinator.

**Preschool Liaison** – Shall serve as a liaison between the preschool and Auxiliary. Provide communication as needed to support both the preschool and Auxiliary.

**Room Parent Grade Liaison** – Oversees Room Parents of appointed grade to provide necessary information and promote consistency among grades. Ensure teachers in your given grade receive their Auxiliary provided birthday gift at the appropriate time. Ensure birthday acknowledgement for grade level instructional assistant. With assistance of the class room parent, appoint a Class Auction Item Coordinator. Serve as the lead for End of Year party. If necessary, provide facilities request with the School office. In conjunction with Room Parents sign off on volunteer PIP hours.

**Please note: Room Parents, Appointed Auxiliary Liaisons, and the Auxiliary Executive Board and the Auxiliary Governing Board Positions are the only 20 PIP Hour positions. All other volunteer positions are to receive PIP credit on an hourly basis.**