



**Enfield-Erdenheim Home &
School Partnership**

Standard Operating Procedures

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OVERVIEW

This document provides the framework and guidelines for the basic services that Enfield-Erdenheim Home & School Partnership (EEHSP) provides. These procedures should be followed by all members of EEHSP as closely as possible to ensure consistency of operations as well as security for our members and our organization. The information in this document may be updated as needed to fit the requirements of the governing executive board for the given school year. Any changes will be reviewed by the EEHSP Executive Board and communicated to its members.

GOAL

The goal of EEHSP is to promote the relationship between families and the school, facilitate communication, promote and enhance educational programs, and provide a forum for members to share ideas, experiences, problems and solutions so that the community may cooperate in an informed manner in the education of the K-5 students of Springfield Township. Any activities not specifically prohibited by these procedures may be undertaken by EEHSP if it is reasonably believed that the activity is consistent with its goals as defined herein.

BASIC POLICIES

The EEHSP By-Laws constitute the regulating policies, structural organization, and governing rules of EEHSP. Standard Operating Procedures (SOPs) shall be drafted and approved by the Executive Board. No SOP should be approved which conflicts with these By-Laws. In the event there is a conflict, the By-Laws shall take precedence.

MEMBERSHIP, VOLUNTEERS & EXECUTIVE BOARD MEMBERS

Membership

Any parent, guardian, or other adult standing in loco parentis for a student in, or any staff member employed by, the elementary schools of Springfield Township are automatically a member of EEHSP. EEHSP serves the entire population of families of elementary school students and staff; all are invited to exercise ownership in the organization and make it their own. Members may attend EEHSP general meetings and participate in discussions or events.

Volunteers

Committee Chair

Committee Chairs (or Co-Chairs) organize and run a committee, event, or fundraiser sponsored by EEHSP and foster new and incoming volunteers to support the inclusiveness of our organization. In accordance with EEHSP By-Laws, the position of Committee Chair is a two year position with eligibility to extend for a third year. If, after three (3) consecutive years, a new Committee Chair cannot be found after a good faith effort has been made, the existing Committee Chair may continue through the next school year if they so desire. Committee Chairs (or Co-Chairs) are encouraged to attend EEHSP General Meetings and may be asked to attend EEHSP Board meeting (if needed).

Committee Chairs should follow the 'Committee Administration Guidelines' provided in the Attachments to organize and develop their committee. 'Committee Financial Guidelines' are provided in the Attachments.

Committee Member

Committee Members are volunteers who work on one or multiple committees and perform a variety of duties in support of the Committee Chair.

Grade Level Leads

Grade Level Leads (recommended two per grade) help serve as community building partners and encourage strong family, staff, and community involvement. As of the 2025-2026 school year, the Grade Level Leads organize and run "Family Fun Nights" for their specific grade, plan and host "Teacher Lounge Takeovers" once per year, and coordinate the assembly of a grade-level raffle basket for the spring Carnival (as needed). Grade Level Leads are encouraged to attend EEHSP General Meetings and may be asked to attend EEHSP Board Meetings (if needed).

Kindergarten, First, Second, Third, and Fourth Grade Level Leads

- Plan one special activity for the students and their families, ie. the annual "Family Fun Night", utilizing the budget allotted by EEHSP
 - Grades 2 and 4 - January / February
 - Grades K and 3 - March or April
 - Grade 1 - May or June
- Plan and execute "Teacher Lounge Takeover" on behalf of their grade once per school year
 - Grade 1 - January or February
 - Grades 2 and 4 - March or April
 - Grades K and 3 - May or June
- Assemble grade-level raffle basket for the spring Carnival (as needed)
- Maintain open lines of communication with EEHSP's Co-Vice President of Schools - Enfield and Co-Vice President of Schools - Erdenheim, relative to the grade in which they are the Lead
- Regularly attend EEHSP General Meetings and provide updates on their Grade Level Event if needed; if either Grade Level Lead is unable to attend the General Meeting, an update on the details of their event is to be submitted to their Co-Vice President of Schools, Enfield or Erdenheim

Room Parents

The selection process for annual classroom Room Parents is overseen by EEHSP on behalf of the elementary schools of the SDST. Room Parents work collaboratively with their classroom teacher to perform a variety of duties including planning and running classroom parties and recruiting volunteers for events. As a representative of EEHSP, Room Parents will send communications on behalf of the organization as needed to your class, as well as encourage parents to be involved with classroom activities, EEHSP meetings, and events. Room parents also organize the collection of holiday and year end gifts for the teachers and school staff. Room Parents are defined as "[Position Volunteers](#)" per [The School District of Springfield Township](#), and are required to have Volunteer Clearances on file with the SDST.

Volunteer Clearance Requirements

The School District of Springfield Township values the unique contributions made by parents, guardians, and community volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures. EEHSP follows The School District of Springfield Township's volunteer requirements as of the 2025-2026 school year, as found [linked here](#) and shared below. As it relates to EEHSP, those requiring Volunteer Clearances are Position Volunteers and include Room Parents and EEHSP Board Members.

Per the SDST: A volunteer is defined as an adult, whose role is more than that of a visitor, who voluntarily offers a service to the district without receiving compensation from the district. A SDST student who would like to volunteer in SDST schools are not subject to these requirements. A volunteer need not be a parent/guardian of a student enrolled in the school district. There are two (2) classifications of volunteers:

1. Position Volunteer: an adult applying for or holding an unpaid position with a school or a program, activity, or service, as a person responsible for the child's welfare or having direct volunteer contact with children. Examples include but are not limited to:

- Field trip chaperones
- Supplemental assistance to student
- Volunteer Coach or Activity Advisor
- Room Parent
- Recess/lunch support

2. Guest Volunteer: an adult who voluntarily provides a service to the district, without compensation, who (1) works directly under the supervision and direction of a school administrator, a teacher, or other member of the school staff; and (2) does not have direct volunteer contact (care, supervision, guidance or control of children and routine interaction with children). Examples include but are not limited to:

- Assisting with classroom or building special events/celebrations, assemblies or concerts
- Mystery Reader
- Collecting tickets at events
- Working concession stands
- Participating in "Career Day"

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. All volunteers have specific requirements that need to be completed PRIOR to participating in any volunteer experience.

Please visit the School District of Springfield Township website for the most up to date requirements to obtain Volunteer Clearances: <https://www.sdst.org/community/volunteer-clearances>

Executive Board

Co-Presidents

- The Co-Presidents work with both schools to foster a positive relationship between EEHSP members, SDST administrators, and staff
- Meet with school administration before the beginning of each school year to discuss goals and partnership expectations and needs
- Oversee the planning of Board Meetings and General Meetings schedule for each school year
- Develop agendas, organize, and preside over Board Meetings and General Meetings
- Oversee the successful execution of EEHSP events, initiatives, and fundraisers in collaboration with all Board members and Chairs
- Draft communications to school administrators and staff regarding allocation of annual grant monies
- Develop the calendar of EEHSP events for the school year in conjunction with district events
- Coordinate activities with the Executive Board, Committee Chairs, School Principals, and District Officials
- Ensure EEHSP is represented at District School Board Meetings to give updates on the organization once a month
- Work with the Co-Treasurers to prepare the annual budget and review financial reports, including accuracy of the end-of-year report
- Work with the Co-Vice Presidents on the annual Room Parent selection process, in conjunction with the teachers and administrators at each school, ensuring fairness and equity amongst parent volunteers wishing to be involved, as much as possible
- Work with Co-Communications Directors to ensure regular communications are taking place (ie. EEHSP newsletter, event/fundraiser Emails etc.) and website content is consistent with up-to-date and accurate information
- Review organization communications (ie. EEHSP newsletter, flyers, Emails etc.) for accuracy and consistency with Co-Communications Directors
- Work with the Co-Vice Presidents of Fundraising to ensure that all fundraising event materials and announcements are consistent with EEHSP branding and effectively communicated to the school community as well as help them to meet fundraising goals
- Work with Volunteer Coordinator to fill open Board positions and Committee Chair positions. In the absence of a Chair, if a fundraiser/event is committed to, the Co-Presidents will serve as the interim Chair or will otherwise cancel the event/fundraiser
- Work with Spirit Wear Director to review and approve all new Spirit Wear items added to the Spirit Wear Store
- Work with the Recording Secretary to ensure all EEHSP documentation is accurate and up to date
- Assist other Board Members and Committee Chairs as needed to ensure successful execution of all programs.
- Represent EEHSP at the Kindergarten Round Up days at the requests of the Principals
- Participate in Back to School Nights at the request of the Principals
- Serve as a positive, welcoming representative of Springfield Township School District's elementary school community
- Oversee email account (presidents@eehsp.org) by regularly monitoring and professionally responding to messages
- Other responsibilities as needed

Co-Vice Presidents of Schools

- The Co-Vice Presidents of Schools each support a specific school (Enfield or Erdenheim) and preside over Grade Level Leads and Room Parents for their school
- Each Co-Vice President of Schools should be a parent or legal guardian of a student within the school for which they are the Vice President for at least one year of their two year term
- Work with Co-Presidents on the annual Room Parent selection process, in conjunction with the teachers and administrators at each school, ensuring fairness and equity amongst parent volunteers wishing to be involved, as much as possible
- Co-Vice President of Schools, Enfield, helps plan and execute the Kindergarten picnic for incoming Kindergarteners in the summer going into the new school year; as of 2025-2026, the Kindergarten Picnic takes place in August, at a mutually agreed upon date with administration and EESHP, at Enfield Elementary School
- Co-Vice President of Schools, Erdenheim, acts as a liaison to the Fifth Grade Committee, which produces the annual year-end events for the fifth grade class, including the Pretzel Friday sales fundraiser, yearbook production, end of year party, and off-site pool party, as of the 2025-2026 school year
- Work with Co-Presidents and School District to determine event schedules for the school year
- Maintain and update (as needed) the Grade Level Lead Guide and Room Parent Guide and ensure it has been provided to all volunteers in those roles
- Verify that all Room Parents have current volunteer clearances on file with SDST
- Perform the duties of Co-President in the event the office is vacated
- Regularly attend EEHSP Board and General Meetings
- Oversee email account (vicepresidents@eehsp.org) by regularly monitoring and professionally responding to messages
- Other responsibilities as needed

Co-Vice Presidents of Fundraising

- Preside over fundraising activities and schedules for the school year, in collaboration with fundraising event Chair(s)
- Work with Co-Treasurers to ensure fundraising activities meet the organization's budget requirements for each fundraising event or program
- Maintain annual corporate sponsorship outreach list and support fundraising event chairs in the solicitation of corporate sponsorships as needed
- Draft "thank you" letters and receipts throughout the year for corporate sponsors to be sent on behalf of Co-Presidents, Co-Vice Presidents of Fundraising, and relevant event Chair(s)
- Regularly attend EEHSP Board and General Meetings
- Oversee email account (vpfundraising@eehsp.org) by regularly monitoring and professionally responding to messages
- Other responsibilities as needed

Co-Treasurers (Accountant and Accounts Receivable/Payable)

- Work with the Co-Presidents to develop and organize the annual budget
- Maintain EEHSP QuickBooks
- Oversee the administration of and report on the status of the EEHSP budget at General Meetings and Board Meetings
- Work with Committee Chairs to ensure adherence to committee budgets
- Prepare monthly financial statements comparing budget to actual performance
- Work with the auditing committee to validate banking and financial records.
- Maintain online check request forms for both general check requests and SDST staff grant check requests
- Distribute reimbursement checks, handle bank deposits and withdrawals, and record transactions
- Maintain Square online store platform and coordinates monthly transfer of funds from Square to the bank account and tracks the funds appropriately in QuickBooks to corresponding committees who use the EEHSP Square system for sales
- Work with the outside accountant to prepare the annual tax return
- Oversee email account (treasurers@eehsp.org) by regularly monitoring and professionally responding to messages
- Regularly attend EEHSP Board and General Meetings
- Other responsibilities as needed

Co-Communications Directors

Communications – Messaging

- Coordinate with Executive Board Officers, Grade Level Leads, Committee Chairs, and school personnel, as needed, to stay up-to-date on all EEHSP activity
- Maintain internal marketing calendar including general EEHSP activity, Grade Level Events, Committees Event, and general school/community activities
- Email building principals weekly with EEHSP updates for inclusion in the weekly school newsletter
- Email SDST Superintendent monthly with EEHSP updates for inclusion in the monthly superintendent newsletter.
- Work with Communications – Webmaster to create content for monthly EEHSP newsletter
- Work with Committee Chairs to establish communications timelines and assist with communication needs, when applicable
- Create graphics (flyers, signage, web images, etc.) for general organizational needs
- Review organization communications (committee flyers, Emails etc.) for accuracy and consistency with Co-Presidents
- Coordinate with ELD professionals to establish translation needs and ensure that EEHSP graphics and printed flyers are provided in the languages requested
- Act as Facebook administrator along with Co-Presidents to maintain group rules, review membership requests, monitor posts and activity, respond to questions, comments, and messages and post about EEHSP events
- Oversee email account (communications@eehsp.org) by routinely monitoring and professionally responding to messages in coordination with Communications – Webmaster
- Assist and collaborate regularly with Communications Director – Webmaster
- Regularly attend EEHSP Board and General Meetings
- Other responsibilities as needed

Communications – Webmaster

- Manage EEHSP website:
 - Create graphics and event info pages
 - Add EEHSP newsletter to EEHSP website every month
 - Maintain accurate online calendars:
 - EEHSP Events (ensure that all known events are added/updated)
 - General Meetings (update graphic, text, links to reflect most recent schedule)
 - Official SDST Calendar (ensure the most recent version is linked)
 - Maintain all pages to ensure most up-to-date information is presented
 - Ensure design and content consistently meet EEHSP brand standards across the platform
- Coordinates with Co - Communications Director – Messaging, other Executive Board Officers, Grade Level Leads, and Committee Chairs to determine website needs
- Work with Co-Communications Director - Messaging to create content for monthly EEHSP newsletter
- Manage Email marketing platform (currently MailChimp) to create, send messages, and newsletters to the EEHSP database, when needed and as determined in conjunction with Communications – Messaging, Co-Presidents, and/or Committee Chairs
- Act as Facebook administrator along with Co-Presidents to maintain group rules, review membership requests, monitor posts and activity, respond to questions, comments, and messages, post about EEHSP events and other activity
- Oversee email account (communications@eehsp.org) by regularly monitoring and professionally responding to messages in coordination with Communications – Messaging
- Assist and maintain a close working relationship with Co-Communications Director – Messaging
- Regularly attend EEHSP Board and General Meetings
- Other responsibilities as needed

Volunteer Coordinator

- Maintain a volunteer database, as collected by any volunteer sign-ups at events or through the EEHSP.org website [volunteer signup form](#)
- Serve as the first point of contact for any interested volunteer to assess their areas of interest and involvement
- Communicate to Committee Chairs which volunteers express interest in their committee and make introductions
- Assist Committee Chairs with obtaining volunteers for events and activities, including working with affiliate groups at the middle and high school levels to support volunteer needs
- Assist Committee Chairs and elementary schools with creating Sign-Up Geniuses and publicizing events that need assistance (EEHSP has its own Sign-Up Genius account)
- Plan annual Volunteer Appreciation Event for Executive Board members, Committee Chairs, and Committee Members
- Oversee email account (volunteers@eehsp.org) by regularly monitoring and professionally responding to messages
- Regularly attend EEHSP Board and General Meetings
- Other responsibilities as needed

Spirit Wear Director

- Oversee the production of Spirit Wear for the EEHSP Spirit Wear store
- Obtain price quotes and research best pricing for all new inventory
- Oversee designs for new items for the Spirit Wear store
- Work with Co-Presidents on approval of all new inventory to be added to the store
- Oversee the annual production and distribution of Color Day T shirts; this includes partnering with the art teacher at Erdenheim to host an annual student-drawing competition for the new Color Day T shirt logo design each year
- Work with Co-Treasurers to maintain a budget and determine pricing for all new items in the store to ensure profitability
- Utilizes EEHSP's Square account to update Spirit Wear store with new items and run reports as needed to track sales
- Host "pop up shops" at EEHSP events, ie. Trunk or Treat, Talent Show, Back to School Nights, Kindergarten Picnic, and Carnival
- Oversee committee members to support activities (Volunteer Coordinator can assist in the recruitment of new committee members/volunteers)
- Oversee email account (spiritwear@eehsp.org) by regularly monitoring and professionally responding to messages
- Regularly attend EEHSP Board and General Meetings
- Other responsibilities as needed

Recording Secretary

- Take Meeting Minutes at all General Meetings and Board Meetings
- Distribute Board Meeting Minutes to all Board members and save them to the EEHSP Drive
- Work with the Co-Communications Directors to ensure Draft and Approved General Meeting Minutes are posted to the EEHSP website following each General Meeting
- Oversee email account (secretary@eehsp.org) by regularly monitoring and professionally responding to messages
- Regularly attend EEHSP Board and General Meetings
- Other responsibilities as needed.

COMMITTEES

Committee Members

Committees are made up of the Committee Chair or Co-Chairs and Volunteers who have expressed an interest in working on the committee.

Committee Chair Overview

- Committee Chairs and Co-Chairs are appointed by the EEHSP Executive Board. Committee Chairs are responsible for overseeing Committee Members and running their Committee according to the Committee Description. This can include running programs that take place behind the scenes, in-school programs, fundraising efforts, and fundraising special events.
- Committee Chairs are responsible for overseeing and adhering to the Budget for their Committee. Changes to the Budget must be approved by the Executive Board and voted on by the General Membership.
- Committee Chairs are encouraged to attend EEHSP General Meetings to give an update on the status of their program, event, etc.
- If a Committee Chair has a program coming up in the next 60 days, or has an urgent issue they wish to discuss with the Executive Board, they are encouraged to contact the Co-Presidents and request that their committee be added to agenda for the EEHSP Board Meeting.

EEHSP Committees (As of 2025-2026 School Year)

Arts in School

Several events fall under the purview of the Arts in School Committee, including the Square 1 Fundraiser at Enfield and the Artome Art Show at Erdenheim.

- o Square 1 Art - The Committee is responsible for coordinating and promoting the Square 1 Art Fundraiser in partnership with the Enfield art teacher and vendor. A piece of art for every Enfield student is submitted to Square 1 Art and families have the opportunity to shop for one-of-a-kind items featuring their artist's work.
- o Artome - The Committee is responsible for coordinating and promoting the Erdenheim Art Show in partnership with the Erdenheim art teacher, the vendor, and the Co-Presidents. A piece of art for every Erdenheim student will be professionally matted and framed by Artome and displayed during the show. Families will have the opportunity to purchase their artist's framed work.
- o MacFarland-Corrigan Speaker Series* - The MacFarland-Corrigan Speaker Series is a program in which a visiting author and/or artist may visit Enfield and Erdenheim during the school year. The Committee assists the art teachers and librarians at each school, as needed, in planning activities associated with the selected Artist-in-Residence and/or Visiting Author/Illustrator. For Artist-in-Residence, the Committee works with the schools to arrange for volunteers to assist students during art programs. For Visiting Author, the Committee may help the schools in the advertising of books written or illustrated by the author and coordinate requests for the author to sign the students' books.
**The MacFarland-Corrigan Speaker Series program is run through The School District of Springfield Township. Grant money for the program is submitted by the Philadelphia Foundation to EEHSP as a 501(C)(3) non-profit organization and then distributed by EEHSP to the SDST. Selection of the artist and/or author is handled by the School District of Springfield Township.*

Carnival

Our largest community event of the year, acting as both a fundraiser and community building event, the Carnival requires hundreds of volunteers. The Committee Chair(s) will work closely with the Co-Vice Presidents of Fundraising to secure sponsors and donations for the event. Committee members will help organize, plan, and execute the event, under the leadership of the Carnival Chair(s). Areas include ticketing, games, prizes, food, crafts, entertainment, promotions, sponsorship, and more.

Designer Bag Bingo

The Designer Bag Bingo Committee hosts an annual off-site community Bingo event that raises money for EEHSP initiatives. The Committee Chair(s) will work closely with the Co-Vice Presidents of Fundraising to secure sponsors and donations for the event. This Committee coordinates location, the purchase of bags, attendance ticket sales, raffle prizes, corporate sponsor outreach, and day-of event management.

Harlem Wizards

This Committee works together to plan and run the Harlem Wizards basketball game fundraiser. Committee members work under the leadership of the Chair(s) and tasks include ticketing, concessions, souvenirs, player recruitment, day-of management, and more. Chair(s) will work closely with the Co-Vice Presidents of Fundraising to secure sponsors and donations for the event. Dozens of day-of volunteers are needed to execute the event itself.

Ruby Bridges Walk to School Day

In collaboration with the Multicultural Parents Association, EEHSP helps organize events and education surrounding the national Ruby Bridges Walk to School Day, to celebrate diversity, inclusion and anti-bullying messages. Students at Enfield and Erdenheim participate in a school-wide walk around campus to commemorate and celebrate Ruby's historic steps.

Scholastic Book Fairs

The Scholastic Book Fairs, led by our Book Fair Chair(s) at Enfield and Erdenheim, need volunteers to help run them throughout the week. Volunteers are needed to set up the fairs, help children select books for their wish lists and fulfill orders (Enfield), sell merchandise, work family nights, and clean up the fairs.

School Supply Kits

This Committee is responsible for managing the annual Classroom School Supply Kit program that parents have the option of ordering each spring/summer for the following school year. Work includes communicating the sale with school administration, securing grade-level supply lists, providing them to the vendor, and creating marketing/communications materials for the sale, in conjunction with the Co-Communications Directors.

Spirit Wear

Under the leadership and guidance of the Spirit Wear Director (EEHSP Executive Board Officer), committee members help coordinate sale events, new product design/procurement, and help sell at events, process orders, and create marketing/communications materials on behalf of Spirit Wear. The Spirit Wear Committee manages the EEHSP Square account for all Spirit Wear sales and assists in processing orders for Pretzel Friday sales on behalf of the Pretzel Committee.

Staff Appreciation Week

Under the leadership of the Staff Appreciation Week Chair(s), committee members plan (at minimum) a luncheon at each elementary school during the week, currently taking place in May each year. The Chair(s) may also organize a dessert bar at each school and work with the Co-Vice Presidents of Fundraising to secure gift card raffles for the staff. The Chair(s) also coordinates with the Secondary Home & School Partnership to split the cost of the breakfasts/luncheons for the administrative building, maintenance, and transportation team.

Sustainability & Garden Committee (SGC)

The SGC works to provide educational information on sustainability topics and issues and to integrate “green” principles into school-sponsored events and classroom curriculum. The SGC’s goal is to inspire all members of our school community to take care of the planet and enhance the school environments. Three Focus Areas: Reducing Waste, Education, and Grounds & Greening. Work may include school garden maintenance, coordination with teachers and others for co-purposed educational plantings, planning family hikes, or other nature-themed experiences, etc.

Talent Show

Under the leadership of the Talent Show Chair(s), volunteers will support the annual production of the K-5 Talent Show, currently held in March each year at Erdenheim Elementary School. Committee members may help with auditions, rehearsals, stage crew, decor, set up, and any other need as directed by the Chair(s).

Trunk-or-Treat

Annual Halloween event held at Erdenheim Elementary School (as of 2025-2026). Committee members may help with overall planning of the event, raffle basket collection/assembly, trunk sign ups, day-of event management, and more. Chair(s) will work closely with the Co-Vice Presidents of Fundraising to secure sponsors and donations for the event.

Fifth Grade Committee Co-Chairs

The 5th Grade Committee Co-Chairs (recommended two) are the parents/guardians of 5th Grade students who oversee the sub committees which help plan activities for the graduating Erdenheim class. As of the 2025-2026 school year, the 5th Grade Committee Co-Chairs oversee the following sub committees:

- Pretzel Friday Fundraiser
- Yearbook
- End of Year Party (formerly known as the Glow Party)
- Pool Party

Responsibilities of the 5th Grade Committee Co-Chairs include, but are not limited to:

- Developing activity fee pricing, communication collection, and requests for disbursement to subcommittees as needed.
- Providing status updates to the Executive Board, financial reporting, and overseeing communication requests.
- Maintaining open lines of communication with EEHSP's Co-Vice President of Schools - Erdenheim
- Regularly attending EEHSP General Meetings and Board Meetings as needed.

Pretzel Friday Fundraiser Co-Chairs

The Pretzel Friday Fundraiser Co-Chairs (recommended two) are the parents/guardians of 5th Grade students who coordinate the sale of soft pretzels to students at both Erdenheim and Enfield with proceeds supporting other 5th Grade sub committees and initiatives.

Responsibilities of the Pretzel Friday Fundraiser Co-Chairs include, but are not limited to:

- Identifying and contracting with a local pretzel supplier
- Being the main point of contact for the pretzel vendor, 5th Grade Committee Co-Chairs, School Administration, and EEHSP Executive Board
- Selecting pretzel delivery dates and getting approval from school principals (no pretzels on half days)
- Developing pretzel pricing structure
- Creating graphics, marketing materials, and communication plans for the event
- Collecting pretzel orders and payment
- Ordering supplies for pretzel deliveries
- Aggregating orders for each school and printing class lists each week
- Picking up pretzels from the vendor each week and delivering them to both Enfield and Erdenheim
- Sorting and distributing pretzels inside of the schools
- Creating and maintaining volunteer sign up sheets (families to help pick up, sort and deliver pretzels each week)
- Providing status updates and financial reporting to the 5th Grade Committee Co-Chairs
- Attend EEHSP General Meetings as able/needed

5th Grade Yearbook Co-Chairs and Committee Members

The 5th Grade Yearbook Co-Chairs (recommended two) are the parents/guardians of 5th Grade students who coordinate the production of a yearbook to commemorate the completion of the elementary years for our 5th graders.

Responsibilities of the 5th Grade Yearbook Co-Chairs and Committee include, but are not limited to:

- Contracting with a yearbook vendor
- Providing a contract to the Co-Presidents for review and signature
- Submitting all costs and payment due dates to the Co-Presidents and Co-Treasurers to ensure that payments are processed in a timely manner
- Creating process and timelines for the collection of photos, info and student ad submissions from families
- Creating graphics, marketing materials, and communication plans for communicating timelines/deadline, photo needs, and student ad opportunities to families
- Using vendor program/app to collect photos from families and accept student ads
- Working with the 5th Grade Teacher Team to distribute student questionnaires to be used in the yearbook
- Working with administration and school picture vendor to collect individual photos and names as well as class photos from each elementary year
- Deciding on a theme, compiling submissions, and thoughtfully designing the yearbook (cover and interior sections)
- Ensuring that final product is proofread and edited for accuracy, spelling, and content
- Placing the order with vendor to include copies for all students (including partial year attendance), 5th grade teacher team, and other school personnel as designated
- Managing shipment and delivery of yearbooks
- Organizing a Yearbook Distribution Party (takes place on campus, during school hours), where students receive and sign classmates' yearbooks; may choose to provide a food treat (water ice has been done in the past), budget-dependent
- Providing status updates and financial reporting to the 5th Grade Committee Co-Chairs
- Attending EEHSP General Meetings as able/needed

5th Grade Party Co-Chairs / Committee Members

The 5th Grade Party Co-Chairs (recommended two) are the parents/guardians of 5th Grade students who coordinate a come-one, come-all event for the 5th grade class, offering students a phone-free opportunity to gather, dance, and socialize in a familiar setting. This parent-chaperoned event transforms the school gym into a party atmosphere and is typically funded by the 5th Grade Activity Fee Fund.

Responsibilities of the Co-Chairs and committee include but are not limited to:

- Selecting dates and getting approval from school principals and district facilities department
- Planning party details including decor, vendors, refreshments, games, glow giveaways (bracelets, necklaces, etc), and similar
- Creating graphics, marketing materials, and communication plans for event
- Developing 5th Grade Party registration/conduct agreement forms
- Printing, distribution, and collection of student registration forms
- Creating volunteer sign-up for event day
- Developing volunteer duties and expectations agreement
- Communicating with 5th Grade Teacher Team about the event
- Setting up and cleaning up space on event day
- Overseeing student arrival and departure process
- Acting as the main point of contact for vendors, volunteers, staff, and families on event day
- Providing status updates and financial reporting to 5th Grade Committee Co-Chairs
- Providing all vendor contracts to the Co-Presidents for review, signatures, and payments
- Attending EEHSP General Meetings as able/needed

Pool Party Co-Chairs and Committee Members

The 5th Grade Pool Party Co-Chairs (recommended two) are the parents/guardians of 5th Grade students who coordinate the final celebration for our rising middle schoolers (typically held after Moving Up Ceremony). A long standing EEHSP tradition, this committee will plan a pool party at one of our local swim clubs, offer food and refreshments, provide music, and gather as a community of Spartan families at the end of the elementary journey. The Pool Party is a separate fee paid by 5th grade families whose students wish to attend (attendance is optional). Any remaining balance from the 5th Grade Activity Fee Fund may be applied to the costs of Pool Party to offset the attendance fee.

Responsibilities of the chair(s) and committee include but are not limited to:

- Selecting dates and venue
- Providing a contract to the Co-Presidents for review and signature
- Planning party details including decor, vendors, refreshments, games, gifts, etc.
- Creating graphics, marketing materials, and communication plans for event
- Developing Pool Party registration, conduct agreement, and liability release forms
- Printing, distribution, and collection of all forms
- Setting up and cleaning up event space on day of event
- Overseeing student arrival and departure process
- Being main point of contact for vendors, staff, and families on event day
- Providing status updates and financial reporting to 5th Grade Committee Co-Chairs
- Attending EEHSP General Meetings as able/needed

Secondary Home & School Partnership

A parent-teacher group serving the School District of Springfield Township Middle School and High School, the Secondary Home & School Partnership (SHSP), sits as a committee within EEHSP and is lead by their own Co-Presidents. EEHSP serves only as the financial accounts receivable and payable support for the organization and is not involved in the operations of the group in any other way, unless related to liability concerns, such as the collection of Release of Liability forms from attendees for any offsite events hosted by the SHSP. As of the 2025-2026 school year, the SHSP utilizes Zeffy.com to collect any funds for their group, which are then deposited into EEHSP's bank account. SHSP submits check requests and handles any deposits under the same guidelines as all other Committees, as outlined in the Financial section of these SOPs. Traditionally, the SHSP splits the fees for the EEHSP Zoom account and, as of the 2025-2026 school year, the SHSP splits the cost of the administration building and transportation staff appreciation week lunches, and an agreed-upon annual contribution towards EEHSP's accounting fees.

Events & Fundraisers

Some Committees are responsible for planning events for the community. These events may be Fundraising Events, Community Building Events, or both.

Planning an Activity

- There are some things to consider when planning an activity:
 - Where will it be held? A Facility Request needs to be completed when using any school district property.
 - Check the date and time to be sure your activity does not conflict with any other activities on the school calendar. You can view the most up to date calendars on the School District website.
 - School District Calendar – SDST Calendar
- Who will be participating in your activity and how will you solicit the help you may need?
 - Creating a Sign-Up Genius to recruit Volunteers is the most effective tool. Contact the Volunteer Coordinator to request the creation of a SignUp Genius for your event.
- What supplies will be needed before or during the event? Always check the EEHSP closets for supplies before purchasing them. Keys for the EEHSP closets are held by the Enfield and Erdenheim office staff, the Co-Presidents, and the Spirit Wear Director.
- What communications will need to be sent about the event? Usually communication is via backpack mail flyer, eBlast, website update, and Facebook post. See the EEHSP Operating Procedures for information on how to submit communications requests or contact communications@eehsp.org for details.

Marketing Your Activity

See also the Communications section of this document for information on Flyers.

Below are some ways to market your event (use all that apply or are appropriate for your event):

- Contact the Co-Communications Directors so they can provide the event information to the Principals to be included in the weekly updates
- Backpack Mail Flyer
- Facebook Event (Post on the EEHSP Group Page, School Year Pages, Community Pages, etc.)
- EEHSP Emails and Newsletter
- Website Posting – www.eehsp.org
- Marketing to local Pre-Schools (with their approval)

Facility Requests

- A Facility Request needs to be submitted when using school district property.
- Contact the EEHSP Co-Presidents (presidents@eehsp.org) for assistance submitting a Facilities Request

Contracting a Supplier

- The EEHSP should only enter into written (not verbal) contracts
- Contracts are valid only when signed by either one of the Co-Presidents (any other person signing a contract can be held personally liable for the full amount of the contract.)
- For significant purchases (over \$2,000), at least three (3) price quotes should be obtained to help ensure that the EEHSP is receiving the best value. Once a vendor has been deemed as the 'best value', that vendor may be added as an EEHSP Preferred Vendor. If a vendor is a Preferred Vendor, the bid process does not need to be repeated for additional purchases made during that fiscal year.
- Any potential contracts with persons or companies related to an EEHSP Board Member or Committee Chair(s) must receive special review to ensure that no conflict of interest exists. After exercising due diligence, the EEHSP officers shall determine whether the EEHSP could obtain a more advantageous transaction or arrangement with reasonable efforts from an unrelated person or entity that would not give rise to the appearance of a conflict of interest.
- Contracts should contain the following, at a minimum:
 - o Name of Event (to include Enfield-Erdenheim Home & School Partnership)
 - o Dates of any events or services
 - o Detailed description of the type and method of service(s) to be provided
 - o Cancellation terms for both parties. Contracts containing liquidated damages provisions (where EEHSP would be required to pay a set amount for not performing its contractual obligations) are to be avoided
 - o Financial schedule including all detailed costs and a fixed amount that the contract will not exceed
 - o Commitment by the vendor to undertake and pay for background checks for all vendor personnel where required by the school district
 - o Confirmation from the vendor that they carry Liability insurance (with a reasonable amount of coverage for the service being provided and associated risk) and will provide a certificate naming 'Springfield Elementary Home & School Partnership' as a named covered Party on or prior to the date of services for the event
- Independent contractors earning above \$600 per year must supply a signed W-9 form providing their street address and social security number or EIN # for IRS purposes. These vendors should use Form W-9, available at www.irs.gov or request a copy from the Treasurer. This completed form must be supplied prior to any payment being distributed.

Supplies

- Supplies are kept in the EEHSP closets. There is a closet at Enfield and a closet at Erdenheim. Supplies may be in either closet. The keys may be obtained from the Enfield or Erdenheim school office staff or the Co-Presidents.
- To keep costs down, please check the closets first to see if what you need is in storage.
- The EEHSP may have several basic supplies on hand for your use:
 - o Paper products (plates, napkins, cups, utensils)
 - o Office supplies (makers, tape, scissors, etc.)
- Your purchases may be tax-exempt. Please use the Tax Exempt Form when you make your purchase.

Finances

- Please review the Standard Operating Procedures for details on the procedure for cash handling and submitting requests for reimbursements.
- Your performer or vendor may require a check on the day services are provided. Give yourself enough time beforehand to get a check from the Co-Treasurers.
- Please submit your bills and reimbursement requests within three (3) weeks of your event.
- With at least a week's advance notice, the Co-Treasurers can provide you with a cash box, and change, if you plan to collect money at your event

Create an Archive of Your Activity

- As you work on your committee, make notes and compile them in a folder. You should include:
 - o Where are the materials for your Committee kept? At the Chair's home? In the closets?
 - o Your budget for the year: how much did you start out with – how much did you spend – and what would you recommend for next year?
 - o Samples of flyers and letters that you sent out this year
 - o Given your experience this year, how would you do it differently next time? What would you change, omit, add, to make your activity run better?
 - o Lists and contact information of any associated vendors

- Once you've completed your event, please post your archive notes on the EEHSP Drive in your designated Committee folder

Fundraising, Soliciting & Receiving Donations

Certain committees may have a need to solicit donations in the community, in the form of cash or in-kind contributions. As a Federally tax-exempt 501(c)(3) organization, EEHSP has certain responsibilities to donors.

- Committee Chair(s) will work closely with the Co-Vice Presidents of Fundraising to secure sponsors and donations for the event
- Donation requests should be submitted to potential donors on EEHSP letterhead
- Any donor who requests documentation of the EEHSP's tax exempt status should be provided with our IRS tax exempt 'determination letter.' A copy of this letter is available from the Co-Treasurers. A donor can also be directed to the IRS's official website of non-profit organizations.
- Report any donations received to the Co-Presidents in a prompt manner with the following information:
 - o Name of the Donor
 - o Date of the Donation
 - o Donation Form – Cash, Check, In-Kind Donation, etc and anything given to the donor in return for their donation
- Committees who solicit donations are also responsible for producing thank you notes to donors. Depending on the type of donation, certain wording to satisfy IRS requirements may be necessary; check with the Co-Treasurers. All thank you notes should be signed by the EEHSP Co-Presidents (in addition to the Committee Chair who solicited the donation).
- Copies of thank you notes can be submitted to the Co-Treasurers to satisfy the reporting requirement noted above.

COMMUNICATIONS

Flyers

Printed information provided to students and/or staff. To control expenses and promote environmentally friendly practices, production of flyers should be limited as much as possible. Committee chairs who choose to use an outside vendor (such as Staples) for copies should include those costs in their program budgets.

Flyer Development & Approvals

Committee Chair(s) are responsible for developing their own flyers for EEHSP Sponsored Events. The draft flyer should be submitted to presidents@eehsp.org for initial review to ensure accuracy and consistency.

Flyers regarding fundraising activities should include the following information:

- Sponsored by 'Enfield-Erdenheim Home and School Partnership' or 'EEHSP'
- Committee Name of Activity or Event Description
- Date, Time, and Location Including Address if Needed
- Email Address to contact with any for Questions
- If Requesting Payment, Instruction for Checks to be made payable to EEHSP (or other vendor if required)
- Instructions for Delivery of Forms and Payments (usually return in an envelope marked EEHSP / Event Name)
- Instructions for checks to be made payable to the EEHSP or other vendor identified by the Committee Chair
- Any Deadlines or Due Dates

***NOTE – The Committee Chair(s) should provide the School Main Office(s) with a file folder or manila envelope clearly labeled with the name of the event to be maintained in the EEHSP mailbox for collection of returned payments and flyer forms.

All final flyers must be emailed to the EESHSP Co-Presidents (presidents@eehsp.org) and Co-Communications Directors (communications@eehsp.org.) The Co-Communications Directors will provide translations as needed and forward flyers for inclusion in the Principals' weekly updates.

Flyer Production & Distribution

Committee Chair(s) are responsible for creating and printing their own flyers for distribution. Printing may be done in partnership with either elementary school. All flyers for distribution should be in minimal color or black and white. They may be on colored paper or white paper.

Please plan accordingly – it can take up to a week for the copies to come home in backpack mail. Depending on where the event is taking place, please kindly send an Email request to the following Office Administrators for their help in printing and distributing the backpack mail copies:

Erdenheim

- o Aimee Samtmann – aimee_samtmann@sdst.org
- o Cheryl Luxton – cheryl_luxton@sdst.org

Enfield

- o Judith (Judy) Jones – judith_jones@sdst.org
- o Laura Million - laura_million@sdst.org

EEHSP Email Database

An electronic version of a flyer which provides highlights, reminders, links and/or volunteer sign-ups for EEHSP sponsored activities or events may be sent to those that have subscribed to the EEHSP email list via our current digital mail system, MailChimp.

Please keep your copy brief and succinct. Make sure to include all crucial information like what, why, where, when, how much, and how parents are to respond to your request. Be aware that text may be subject to edits/corrections.

Requesting an eBlast:

- Please request all eBlasts at least one (1) week in advance of release date and time. Please specify the date you would like the eBlast sent.
- Submit a Word version of the text and any graphics for the eBlast to the Co-Communications Directors at communications@eehsp.org
- If you want to use an approved flyer as an eBlast, please send the image/flyer to the Co-Communications Directors
- Like flyers, all eBlasts must be approved by the EEHSP Co-Presidents and Co-Communications Directors

Website

www.eehsp.org

The purpose of the EEHSP website is to provide current organizational information and resources, including the annual budget, SOP's and By-Laws, the annual EEHSP calendar of events, and detailed information regarding EEHSP sponsored events.

The following procedure should be followed to make updates to the site:

- Requests to post information on the website should be sent to the Co-Communications Directors (communications@eehsp.org) with a copy to the Co-Presidents (presidents@eehsp.org) for review and approval.
- All website content should be sent to the Co-Communications Directors with any graphics
- The following information should be included in the request:
 - Location on the website for the information to be posted
 - Date/Time information should be posted. (Please allow at least 5 business days.)

Social Media

Facebook (www.facebook.com/groups/EEHSP)

- The Co-Communications Directors and Co-Presidents are the Admins for this page. They may assign other Admins at their discretion.
- Admins will review group membership requests and posts as needed
- All posts are available to all members of the group
- Membership to the page is open to all adult members of the EEHSP
- Any post deemed inconsistent with the purpose of the EEHSP may be removed by the Admin
- The EEHSP will not post members' personal information without consent
- From time to time photos of events may be posted to the group page. Requests to remove the photos should be directed to the Admin
- Additional rules for member posts are listed on the Facebook page

EEHSP TEAM DRIVE

EEHSP maintains a 'team drive' on a Google drive. The team drive is to be used as a central location for the storage of EEHSP documents that are required to maintain our status as a non-profit organization and documents that are needed to assist members of EEHSP in executing their required duties.

Access

- All information stored in the EEHSP Team Drive is proprietary to EEHSP
- Access to the EEHSP Team Drive will be granted to EEHSP members as needed to assist with their assigned tasks
- Access to the EEHSP Team Drive will reflect the needs of the member (i.e. Executive Board, Committee Chair(s), Committee Members, Grade Level Leads)
- If you do not already have access to the EEHSP Team Drive, please contact the Co-Presidents (presidents@eehsp.org) to be added
- Once a member leaves the organization, their access to the EEHSP Team Drive will be revoked

Storing Files

- It is the responsibility of the Board Members and Committee Chair(s) to keep their folders up to date
- Please do not delete old files; create a 'school year' folder or 'archive' folder and move them there
- Do not store personal information on the Team Drive
- Do not save files 'anywhere.' Make sure they are in a designated location that makes sense. You may create any folders within the Committee or Board files in order to organize your information.
- Refrain from saving duplicate copies of the same document
- Make sure all files are named and easily identifiable

Creating an Archive File

- As you work on your committee, make notes and compile them in a folder. You should include:
 - o Where are the materials for your Committee stored?
 - o Your budget for the year
 - o Samples of flyers and letters that you sent out this year.
 - o Given your experience this year, how would you do it differently next time? What would you change, omit, add, to make your activity run better?
 - o Lists and contact information of any associated vendors.
- Once you've completed your event, please post your archive notes on the EEHSP Team Drive in your designated Committee folder.

From time to time, the Co-Presidents or Co-Communications Directors may review the information on the Team Drive in an effort to keep it up to date.

EEHSP MEETINGS

As of the 2025-2026 school year, the EEHSP holds four General Meetings per year (September, November, February, May), and a Board Meeting in the other months (October, January, March, June). There is no meeting held in December or April.

General Meetings

- General Meetings are open to all EEHSP Members as defined in our By-Laws. EEHSP members are any parent, guardian, or other adult standing in loco parentis for a student in, or any staff member employed by, the elementary schools of Springfield Township is automatically a member of EEHSP.
- The meeting schedule for General Meetings is to be posted publicly as soon as possible in the beginning of the school year
 - Schedule will be posted on:
 - EEHSP.org website
 - EEHSP Facebook Group
 - School newsletters
 - SDST.org website
- The Agenda for each General Meeting is to be posted publicly one (1) week prior to the scheduled meeting. The Agenda will be posted on EEHSP.org.
- Minutes are to be taken at the General Meeting and posted as directed in the Meeting Records section of this document.

Board Meetings

- Board Meetings are open to Executive Board Members
- Committee Chairs, Grade Level Leads, and Administrators may be requested by the Executive Board to attend based on the Event/Committee activity
- The meeting schedule for Board Meetings is to be posted to those invited as soon as possible in the beginning of the school year (or summer prior.)
- Minutes are to be taken at the Board Meeting and posted as directed in the Meeting Records section of this document

Parliamentary Procedure

- Per the EEHSP By-Laws, Robert's Rules of Order shall govern all EEHSP meetings and will be the authority on all questions of Parliamentary procedures, except where they may conflict with the By-Laws, in which case the By-Laws control.
- See Quick Reference Sheet in Attachments section of this document.

MEETING RECORDS

Meeting Minutes will be taken at all EEHSP Executive Board Meetings and General Meeting in order to capture general discussions, action items, and updates. The Meeting Minutes shall be taken by the Recording Secretary; if the Recording Secretary is unable to attend a meeting, another Board Member will be required to take Meeting Minutes.

Meeting Minutes

Board Meeting Minutes

- It is the responsibility of the Recording Secretary to take Meeting Minutes at all Board Meeting
- Minutes should include all attendees present at the Board Meeting
- Any items voted on at the Board Meeting should include how all Board members voted
- Minutes will be presented to Executive Board members via email within three days of the meeting
- Board members will review and revise as needed so the meeting minutes can be approved
- Final, approved Board Meeting Minutes will be saved in the EEHSP Google Team Drive
- Board Meeting minutes are not posted publicly.

General Meeting Minutes

- It is the responsibility of the Recording Secretary to take Meeting Minutes at all General Meetings
- Minutes should include all Board Members, Committee Members, and Staff and Faculty members present at the General Meeting
- General Meeting Minutes will be presented to Executive Board members via email within three (3) days of the meeting
- Board members will review and revise as needed so the Draft Meeting Minutes can be approve
- Draft General Meeting Minutes should be posted to the EEHSP website within ten (10) days of the meeting. Minutes may also be posted to the EEHSP social media sites.
- The Draft General Meeting Minutes will be presented at the next EEHSP General Meeting and reviewed and revised as needed and approved by the General Membership
- Approved General Meeting Minutes should be posted to the EEHSP website within seven (7) days of the meeting, replacing the Draft version
- Final, approved General Meeting Minutes will be saved in the EEHSP shared Google Drive

FINANCIAL POLICIES

EEHSP funds are intended to benefit the SDST elementary school students and staff through the enhancement of school programs and activities. The EEHSP Officers are the guardians of these funds and have an obligation to see that they are protected and used wisely. It is very important that everyone follow these financial policies.

EEHSP's fiscal year closes on June 30, when all budgeted accounts revert to the general purposes of the EEHSP. All requests for payments, checks, and reimbursements must be in the hands of the Treasurer by June 1st to allow adequate time for processing. The only exceptions are end-of-year parties and other June events, which are due by the last day of school.

All financial forms are available in the Attachments section of this document, the EEHSP folder at either school, or online at: <http://www.eehsp.org/home/importantdocs.html> .

Tax Exemption

- EEHSP is a non-profit organization and as such is not subject to taxation.
- Our exempt number is: 75-541356.
- A copy of our Tax Exemption Certificate should be presented to vendors prior to purchase to avoid being charged sales tax. Copies of the Tax Exemption Certificate are available from the Co-Treasurers.
- A copy of our Federal Tax Exemption paperwork is kept by the Co-Treasurers. If additional copies are needed or if a specialized letter is needed, please contact the Co-Treasurers.

Budgetary Changes

- Committee Chair(s) responsible for a Budget Item should contact the Co-Presidents and Co-Treasurers as soon as possible with any budget over-runs or increase requests.
- All budgetary increases must be approved by the EEHSP Executive Board.
- If the increase is deemed significant (increase by more than 10% of original budget) the change must also be approved by the general membership.
- Such changes must be approved prior to any money being spent.

Spartans Care Fund

- EEHSP's Spartans Care Fund directly supports the work of the SDST elementary school Social Workers.
- Funds collected may go towards the SDST's Holiday Kindness Campaign, School Photos, Book Fairs, 5th Grade Activities, Friday Pretzels, Carnival wristbands, Color Day t-shirts, or any other EEHSP sponsored program or event.
- All events and programs executed by EEHSP should incorporate budgeted funds for all students in financial need, as identified by the elementary school Social Workers.

Payment & Reimbursement

Payment and Reimbursement Guidelines

- Whenever possible, purchases and invoices should be paid directly by approved EEHSP Executive Board Officers (Co-Treasurers or Co-Presidents.) In circumstances where reimbursements are necessary, costs, items and services purchased for use at an EEHSP sponsored event may be submitted for reimbursement by the Committee Chair(s), Enfield or Erdenheim staff, or event volunteers.
- Reimbursements are subject to approval by the EEHSP Co-Presidents and Co-Treasurers and may be disallowed if they were not previously discussed and approved.
- Blank signed checks will not be issued for any reason.
- All payments and reimbursements require a receipt. There can be no reimbursement of expenses without the actual receipt or invoice. Copies or scans of receipts are also acceptable.
- Please do not 'eat' expenses. Budgets and fundraising is planned based on historical information and prior years' experience; if volunteers do not submit expenses, costs can be under-reported and cause inaccurate budgeting for

future years. If someone wishes to donate items they have purchased, please contact the Co-Treasurers to ensure that the donation is correctly accounted for.

- The Committee Chair(s) is responsible for ensuring all financial policies and procedures are followed by all committee members. The Committee Chair(s) or Board Member(s) responsible for the budget line item involved must provide approval before funds will be disbursed.
- EEHSP's insurance policy requires that all checks have two signatures, so it may take some time to process payment requests. As a general rule, please allow two (2) weeks for processing of a reimbursement request or check or debit card payment request. If the request is more time critical, contact a Co-Treasurer by phone or email.

Requesting Payment via Visa Debit Card

- Complete the online 'Check Request Form'. Please include all required information and approvals.
- Submit the completed form along with a corresponding invoice. Debit card payments will not be made without a corresponding vendor contract, invoice, or order receipt.
- All debit card payments are subject to Committee Chair, Co-President, and Co-Treasurer approval.
- Allow two weeks for processing of a debit card payment. If the request is more time critical, contact the Co-Treasurers.
- The requestor will be notified once the payment is completed.

Check Requests

- Complete the online 'Check Request Form'. Please include all required information and approvals.
- Submit the completed form along with an original receipt or invoice. Checks will not be issued without a corresponding vendor contract, invoice or order receipt.
- Please allow two weeks for processing of a check. If the request is more time critical, contact the Co-Treasurer by phone or email.
- The completed check will be delivered to the requestor or payee as described in the comments section.

Reimbursement Requests

- Complete the online 'Check Request Form'. Please include all required information and approvals.
- Be sure to include as much detail as possible.
- Submit the completed form along with an original vendor invoice or receipt.
- Please allow two weeks for processing of a reimbursement. If the request is more time critical, contact the Co-Treasurer by phone or email.
- The completed check will be delivered to the requestor.

Money Handling

Money Handling Guidelines

Event Chairs, Executive Board Members, or other members of the EEHSP who collect money associated with the organization must adhere to the following guidelines:

- All monies collected should be given to a Co-Treasurer or a Co-President within three (3) business days of collection unless other arrangements are made.
- All monies for deposit must be organized and presented with a completed online '[Deposit Notice](#)'.
- There should always be at least two (2) people present when money is being counted. Both should sign a receipt verifying the amount.
- Communication flyers regarding fundraising activities should include the following information:
 - Instructions for checks to be made payable to EEHSP or another vendor as identified by the Event Chair
 - Instructions for delivery of forms and payments. (Typically: Send all to the EEHSP mailbox C/O the School Main Office.)
 - A deadline or due date for forms and payments. Sufficient time should be allotted in order to process order forms, payment and sales information prior to event or organization closing date. (Suggested time frame: 2 weeks.)
- Committee Chair(s) or Committee Member should provide the Main Office with a file folder or manila envelope in the EEHSP mailbox, clearly labeled with the name of the event and names of authorized committee members, for collection of forms and payments.
- Committee Chair(s) should make every attempt to pick up payments, order forms, invoices etc. on a regular basis (2-3 times a week depending on the size of the event) from the file/folder in the Main Office in order to process them in a timely manner and avoid lost funds.
- Committee Chair(s) should keep appropriate bookkeeping records of funds, such as order slips, spreadsheets, invoice copies, etc. to document and have record of sales/payments coming in and items fulfilled or delivered.

Collection of Funds

All committees involved in fundraising or events handling money should have designated volunteers to manage the monies. The procedures outlined below must be followed.

As a best practice, for any event or fundraiser requesting pre-payment, cash payments should be discouraged since they cannot be safeguarded or tracked as they move through the school and office.

- For Events with Cash:
 - Before the Event
 - Cash Box Requests must be submitted to the Co-Treasurers or Co-Presidents at least one week before an event. The EEHSP has a number of cash boxes available for use. Cash boxes are located in the EEHSP closets.
 - An online [Cash Box Request Form](#) will be required requesting the amount needed for the cash boxes.
 - A Co-Treasurer or Co-President will take the money out of the bank to provide to the Committee Chair.
 - At Event
 - Never leave the cash box/money alone at any time.
 - At End of Event
 - All funds received in cash must be counted by two (2) people, with one of the two being an EEHSP Committee Chair or Board Member. Fill out and sign the "EEHSP Event Cash Box Receipt."
 - Fill out the online [Deposit Form](#).
 - Please log the number of checks and total value on the online 'Deposit Notice' form.
 - The 'EEHSP Event Cash Box Receipt', signed by counters, and the money, must be given to the Treasurer within one week of the event. Contact the Co-Treasurers or Co-Presidents to make arrangements to transfer funds.

- For Events with Checks
 - Deposits must be given to a Co-Treasurer or Co-President within three (3) days of receiving checks. The exception to this is for classes or events that require a minimum number of persons. Please wait until the minimum number has been received and we know that the event will be held.
 - It is important to get checks to a Co-Treasurer or Co-President quickly so that if any checks bounce, we have enough time to recover funds before distribution of merchandise or before an event has been held and so as to avoid inquiries from the check creator as to why the check has not yet been cashed.

Finance Administration

The Co-Treasurers are the primary custodian and administrator of all funds generated by fundraising activities of the EEHSP organization. Standard, accepted financial procedures must be used when keeping records so that proper audits can be conducted.

EEHSP Checks

- Checks must be issued from an approved EEHSP bank. (Currently WSFS Bank in Flourtown)
- Only the Co-Treasurers may be in possession of the EEHSP check books.
- Two (2) signatures are needed on all checks for payment. Checks for payments should be signed by at least one Co-President and one Co-Treasurer. Both Co-Treasurers may sign checks if circumstances require this.

Check Acceptance Policy

- All checks should be made payable to 'EEHSP'
- If an individual's check is returned, for non-sufficient funds, it may be represented electronically, and the individual will be assessed a processing fee of \$20-\$30 or the maximum amount allowed by law. The check writer is also responsible for all other check recovery costs, including all attorney's fees, court costs and taxes.
- If an individual has two checks returned for non-sufficient funds, checks will no longer be accepted from that individual. The Co-Treasurers will maintain a list of those individuals whose checks are not accepted and must pay by cash.
- If a check is returned for any other reason, such as a stopped check, the individual should be contacted and asked for reimbursement of the check and processing fees in cash. If the request is denied and there is not an acceptable reason for the returned check, the individual should be placed on the 'No checks' list.

Bank Deposits

- All monies must be deposited in a bank approved by the EEHSP Executive Board in the name of 'Springfield Elementary Home & School Partnership' or 'Enfield -Erdenheim Home and School Partnership.' Currently that bank is WSFS Bank in Flourtown.
- All deposits will be recorded in the monthly financial reports and should be reviewed by the Executive Board for accuracy.

Bank Withdrawals

- Only the Co-Treasurers or the Co-Presidents may withdraw money from the EEHSP account.
- No Committee Chairs or Officers (other than the Co-Treasurers or Co-Presidents) may withdraw funds directly from the EEHSP Bank Account under any circumstances.

Record Keeping:

- It is very important that certain financial records be retained. See Attachments for Records Retention and Review Guidelines.

Finance Reports

- The Co-Treasurers are responsible for generating reports regarding EEHSP budget, expenditures, and incomes on a monthly basis. These reports shall be reviewed by the Co-Presidents prior to the monthly Board or General Meetings for accuracy and then presented at the meetings by the Co-Treasurers.

Annual Tax Returns

- Tax returns must be submitted annually by October / November. A third party firm may be contracted to prepare the IRS tax returns. Failure to submit in a timely manner will result in fines to our organization.

Semi-Annual Reviews

- In accordance with the EEHSP By-Laws, financial records and statements shall be reviewed by an independent third party to ensure accurate records are being maintained.

Security & Passwords

- Passwords for financial institutions and payment systems should be changed annually or anytime an Officer(s) that has had access to those systems leaves EEHSP.

EXECUTIVE BOARD OFFICERS ELECTIONS

- Elections for the Executive Board Officers will be held at the last annual EEHSP General Meeting of the year, usually taking place in May.
- A nomination form for Officer positions should be created and distributed with sufficient notice to the EEHSP membership community to help garner nominees for positions. The nomination form should close ten (10) days prior to the final General Meeting. [EEHSP Executive Board Officers nomination Google form](#)
- The slate of Officer nominees for election will be included as part of the agenda for the final General Meeting of the school year and posted one (1) week in advance of the General Meeting.
- Nominations may also be taken from the floor immediately preceding the elections.
- Voting shall be by voice vote if the slate presented consists of only one candidate for each office. If more than one person is running for an office, a paper ballot vote may be taken; attendees via Zoom may submit their ballot vote via a private chat within the Zoom. Candidates will be elected by a simple majority (51%) of those in attendance.
- Votes cast in person or on Zoom will be counted. There is no absentee or Email voting for Officer elections.
- Executive Board members must have volunteer clearances on file with the School District of Springfield Township.
- Candidates for the office of Co-Presidents must have one (1) full term of prior service on the Executive Board, unless no other nominee exists.

Executive Board Officers Terms

- Officers are elected for a two year term, with the option to run for an additional one (1) year term, as expressed in the EEHSP By-Laws.
- An Officer may not hold the same position for more than two consecutive terms.
- Each person elected shall hold only one office at a time.
- Each co-officer has all the powers of the other, and in the event one officer cannot fulfill their term, their co-officer will act on an interim basis until the vacant position has been filled.
- Vacancies occurring in any office shall be filled by appointment of the Executive Board, if fewer than five months of the school year remain. The appointed Officer shall serve the remainder of the year and will be eligible for election to the position for the following school year, during regular elections at the last General Meeting of the current school year. If five or more months of the current school year remain, a vote will be held at the next General Meeting to elect a nominee or the appointee as an Officer of the Executive Board.

- Officers can be removed from office for failure to fulfill duties, unethical behavior, or conduct detrimental to EEHSP, by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given. The officer shall be given the opportunity to speak before a final vote is taken.
- An officer may resign at any time by providing written notice to the Executive Board. The resignation shall take effect upon receipt of the notice, unless a later date is specified. The Executive Board shall acknowledge and document all resignations in the meeting minutes.
- If an Officer needs to take a temporary leave of absence, they must notify the Executive Board in writing. The Executive Board may appoint an interim officer to carry out the duties during the absence.

Executive Board Transition

- Newly elected Executive Board Officers shall begin training with current officers immediately following elections through the last day of school in June.
- Outgoing Officers will provide newly elected Officers with all necessary information, log in/passwords and other operational documents in order to fulfill their role.
- Newly elected Officers will assume full duties at the start of the new fiscal year on July 1.
- Outgoing Officers shall remain in an advisory position and accessible to newly elected officers through the date of the first EEHSP meeting of the elected school year.

ATTACHMENT A Committee Administration Guidelines

- Your Committee is made up of:
 - You (and your co-chairs, if any)
 - Volunteers who have expressed an interest in working on your committee.
 - You are expected to reach out to anyone who has expressed an interest in working on the committee. People want to be involved, and even if you do not have a need for assistance at that moment, part of your job is to nurture new members and help them understand what the committee does, and how they can be of service. Find a way to bring people in and get them involved!
- You are also a member of the EEHSP General Membership.
 - We encourage all Committee Chair(s) to come to General Meetings. If you have information you need to share at a meeting which you cannot attend, please email the Co-Presidents (presidents@eehsp.org) with your committee report to be presented on your behalf.
- Budget
 - The EEHSP budget may include money for your Committee.
 - As you plan your activities, please reach out to the Co-Treasurers to discuss your budget. Please keep in mind the amount of money set aside in the budget.
 - Most vendors, speakers and performers are willing to share their fees and costs with you ahead of time.
 - Changes to the budget must be approved by the Executive Board and by a majority vote from the General Membership, as indicated in these SOPs.
- What to consider when planning an activity:
 - Where will it be held? A Facility Request needs to be completed when using any school district property.
 - Check the date and time to be sure your activity does not conflict with any other activities on the school calendar. You can view the most up to date calendars on the School District website.
 - School District Calendar – <https://www.sdst.org/site/default.aspx?PageID=2#calendar1>
 - Facilities Community Use – <https://www.communityuse.com/default.asp?acctnum=572409007>
 - Who will be participating in your activity and how will you solicit the help you may need?
 - Creating a Sign-Up Genius to recruit Volunteers is the most effective tool. Our Volunteer Coordinator can assist with this process.
 - What supplies will be needed before or during the event? Always check the EEHSP closets for supplies before purchasing them.
 - What communications will need to be sent about the event? Usually communication is via backpack mail flyers, EEHSP email distribution, Principals weekly school newsletters, website updates and Facebook posts. See the EEHSP Operating Procedures for information on how to submit communications requests or contact communications@eehsp.org for details.
- Supplies:
 - To keep costs down, please check the EEHSP closets first to see if what you need is in storage.
 - The EEHSP may have several basic supplies on hand for your use:
 - Paper products (plates, napkins, cups, utensils) and office supplies (makers, tape, scissors, etc.)
 - Supplies are kept in the EEHSP closets at Enfield and a closet at Erdenheim. Supplies may be in either closet. The keys may be obtained from the school office or the President.
 - EEHSP is a tax-exempt 501c3 non-profit so any purchases you make may be tax-exempt. Please provide the Tax Exemption number: 75-541356 when you make your purchase. If you need a copy of the certificate, you can obtain this from our Co-Treasurers.
- Finances:
 - Please review the Standard Operating Procedures for details on the procedure for cash handling and submitting requests for reimbursements.
 - Your performer or vendor may require a check on the day services are provided. Give yourself enough time beforehand to get a check from the Treasurer.
 - Please submit your bills and reimbursement requests within three (3) weeks.
 - With at least a week's advance notice, the Treasurer can provide you with change for your Cash Box if you plan to collect money at your event

- Creating an archive of your activity.
 - As you work on your committee, make notes and compile them in a folder. You should include:
 - Where are the materials for your Committee kept? At the Chair's home? In the closets?
 - Your budget for the year: how much did you start out with – how much did you spend – and what would you recommend for next year?
 - Samples of flyers and letters that you sent out this year.
 - Given your experience this year, how would you do it differently next time? What would you change, omit, add, to make your activity run better?
 - Lists and contact information of any associated vendors.
 - Once you've completed your event, please post your archive notes on the EEHSP Team Drive in your designated Committee folder.

ATTACHMENT B

Committee Financial Guidelines

Your committee has been allocated a budget of \$_____.

All expenses accumulated for the purpose of your committee must fall within this designated budget. If you anticipate that your expenses may exceed this amount, you must provide a written request to the EEHSP Executive Board and receive approval prior to any purchase.

Tax Exemption

We are a tax exempt organization. Our exempt number is: 75-541356. You should present our tax exempt form prior to purchase to avoid being charged tax.

Payments & Reimbursements

Purchases may be made with the EEHSP debit card. For these purchases, provide an invoice along with submitting the online '[Check Request](#)' form to the Treasurer. When purchasing items yourself, please follow this reimbursement procedure:

- Research the best price and get quotes if using vendors.
- If this is a sub-committee, make sure to obtain pre-approval from the lead committee chair.
- Purchase the item. *Note* If an item is being shipped to the school, please provide a notification to the school Office Administrator so they can expect it.
 - o Erdenheim
 - Aimee Samtmann – aimee_samtmann@sdst.org
 - Cheryl Luxton – Cheryl_luxton@sdst.org
 - o Enfield
 - Judith Jones - judith_jones@sdst.org
 - Laura Million - laura_million@sdst.org
- Retain your original receipt or invoice.
- Complete and submit the '[Check Request](#)' form, along with all receipts.
- The EEHSP Co-Treasurers will receive your submission and your reimbursement should be processed in up to two (2) weeks.

Cash Boxes & Money Collection

Contact the Treasurer at least one (1) week prior to the event to request change for a [cash box](#). For safety and security, at least two (2) people must be present at all times when handling money at any event. All monies collected must be submitted to the EEHSP Co-Treasurers for deposit within one (1) week of the close of the event. Please complete the online '[Deposit Form](#)' and include this document along with all cash and checks.

Any questions regarding finance procedures can be directed to the EEHSP Co-Treasurers.

ATTACHMENT C
Roberts Rules of Order – Quick Reference

Robert's RULES 101

Steps to keep meetings on track.



ATTACHMENT D
Records Retention Guidelines

Accounts payable records	7 years
Semi-Annual audit reports	Permanently
Bank reconciliations	1 year after completion of Bi-Annual audit
Bylaws, including all amendments	Permanently
Cash receipt records	7 years
Checks (canceled) (see exception, next line)	7 years
Checks (canceled) for important payments, i.e., taxes, special contracts, etc. (checks should be filed with the papers pertaining to the transaction)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Permanently
Correspondence with customers or vendors	1 year
Correspondence (legal)	Permanently
Correspondence (Finance)	1 year after completion of Bi-Annual audit
Duplicate deposit slips	1 year after completion of Bi-Annual audit
Equipment owned by EEHSP	Permanently
Financial statements (year-end) and budgets	10 years
Grant award letters of agreement	10 years
Insurance records, accident reports, claims, policies, certificates	Permanently
Invoices	7 years