

**NORTH RALEIGH CHRISTIAN ACADEMY
PARENT VOLUNTEER ASSOCIATION
HANDBOOK**

ARTICLE I. NAME

The name of the organization shall be Parent Volunteer Association (PVA) of North Raleigh Christian Academy.

ARTICLE II. AUTHORITY STRUCTURE

The Parent Volunteer Association shall operate under the guidelines set forth by the Board of Governors under the authority of the Superintendent.

The Superintendent has assigned Administration's Designees and the Parent and Alumni Services Director in the following roles as they relate to PVA:

Section 1. Administration's Designees

The Administration's Designees will be the Elementary Principal and the Middle School Principal, who will serve in an advisory capacity as voting members of the Executive Committee.

Section 2. Parent and Alumni Services Director

The Parent and Alumni Services Director will serve as a single point of contact for PVA with regard to all daily operations and supervision. The Parent and Alumni Services Director will be a non-voting member of the Executive Committee and will coordinate PVA matters with Administration and other NRCA volunteer organizations as well as provide general counsel.

ARTICLE III. MISSION STATEMENT

PVA shall exist to coordinate and provide parent volunteer services that serve the school community for the purpose of Kingdom education.

ARTICLE IV. POLICIES

Section 1.

The PVA shall be noncommercial, interdenominational and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

Section 2.

Upon the dissolution of this fellowship, after paying or adequately providing for the debts and obligations of the PVA, the remaining assets shall be distributed to North Raleigh Christian Academy.

ARTICLE V. MEMBERSHIP

The membership of this association shall include all parents and/or legal guardians having children in North Raleigh Christian Academy.

ARTICLE VI. OFFICERS AND APPOINTMENTS

Section 1.

Each officer of this association shall be a parent or legal guardian of a current student at NRCA.

Section 2. Officers and their Appointment

a. The officers of this association shall consist of the President, two Vice-Presidents (a Vice-President for Middle and High School and a Vice-President for Elementary School), Secretary, and Treasurer. The term of office shall be from July 1 to June 30.

b. The PVA Executive Officers shall serve a one year term. A person shall be eligible to serve up to two consecutive terms in the same office. See Article **XIV** for the appointment process. During time of service, an Officer may not serve as a committee chair and/or grade level coordinator.

Section 3. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term. The President may recommend a candidate to the Executive Committee who will be asked to approve this interim appointment.

Section 4. Removal from Office

Officers may be removed from office for failure to perform duties or conduct inappropriate for leadership. An officer may be removed by recommendation and/or approval of the Superintendent.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. President

The President shall:

a. Preside over all PVA meetings and conduct the affairs of the PVA and the Executive Committee in a manner consistent with the authority and responsibility pertaining to this office.

- b. Serve as the PVA liaison to the general membership for the Parent and Alumni Services Director and the Superintendent.
- c. The President shall be responsible for providing an annual report at the PVA Spring Meeting (see Article XII, section 1) on the affairs, accomplishments and financial standing of the PVA to the general membership, Superintendent, and the Parent and Alumni Services Director.
- d. Schedule, give notice, prepare agenda and preside over all PVA general meetings, Executive Officers' meetings, and Executive Committee meetings.
- e. Oversee the officers and their responsibilities.
- f. Oversee committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.
- g. Appoint a financial review committee each spring as stated in Article XIII, Section 2.

Section 2. Vice President (Vice President for Elementary and Vice President for Middle/High)

The Vice President (Elementary and Middle/High) shall:

- a. Preside at all meetings in the absence of the President and assume duties delegated by the President.
- b. Oversee committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.

Section 3. Secretary

The Secretary shall:

- a. Record accurate minutes of the PVA general meetings, Executive Committee meetings, or other PVA meetings as requested. The Secretary is responsible for obtaining minutes and charged with retaining all recorded minutes for permanent retention. Copies of the minutes shall be submitted to the Parent and Alumni Services Director. Copies of the Executive Committee meetings shall be submitted to NRCA's Business Manager at close of the school year for auditing purposes. The minutes shall be open to public review by the general membership.
- b. Keep a current copy of the Bylaws for reference and present annually for amendment.

c. Oversee committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.

Section 4. Treasurer

The Treasurer shall:

- a. Maintain all association financial records and ensure integrity of the accounting systems through an annual financial review committee each spring as stated in Article XIII, Section 2.
- b. Receive all the monies of the association keeping an accurate record of all receipts, expenditures, returned checks, and authorizing payment of funds only as approved by the Executive Officers and in cooperation with the financial guidelines provided by NRCA's Business Manager. All returned checks received by the association will result in a returned check charge that is consistent with the financial guidelines provided by NRCA's Business Manager and/or Administration.
- c. Prepare and present a financial report at each meeting of the Executive Committee and at other times when requested. A monthly and annual financial report shall be provided to the Business Manager and Parent and Alumni Services Director.
- d. Oversee committees indicated in the attached organizational chart, (See Attachment I), by making contact at the beginning of the year with the appropriate committee chairs, introducing yourself and informing them you are the contact person for their committee.

ARTICLE VIII. STANDING COMMITTEES, SPECIAL COMMITTEES, GRADE LEVEL COORDINATORS

Section 1. Standing Committees, Special Committees, Grade Level Coordinators and their Appointments

- a. The PVA Executive Officers may create such standing committees as deemed necessary to promote the objectives and carry on the work of the association.
- b. Standing committee chairpersons shall be appointed by the Executive Officers with approval from the Administration's Designees.
- c. Special committees may be chaired by individual chairpersons who will be appointed by the PVA Executive Officers. Since a special committee is created and appointed for specific purposes, it automatically goes out of existence when its work is completed and its final report is received.

d. Standing and special committee chairpersons are appointed for a one year term and are eligible to serve up to two consecutive terms in the same position. In the event a new chairperson is not appointed for the subsequent school year, the existing chairperson is eligible to be appointed for an additional term as stated forth in these guidelines.

e. Grade Level Coordinators are appointed for a one year term and are eligible to serve up to two consecutive terms in the same grade level position. In the event a new grade level coordinator is not appointed for the subsequent school year, the grade level coordinator is eligible to be appointed for an additional term as stated forth in these guidelines.

Section 2.

Each committee shall have one Executive Officer serve in an ex-officio capacity.

Section 3.

Any member in good standing with the PVA may volunteer to serve on a standing or special committee. The chairperson of that committee will solicit volunteers for service.

Section 4. Vacancies

Executive Officers, with the approval of the Administration's Designees, shall appoint a committee chairperson in the event of a vacancy during the unexpired term.

Section 5.

Any Chairperson may be removed for failure to perform duties or conduct inappropriate for leadership. A chairperson may be removed by the PVA Executive Officers and the Administration's Designees with approval from the Superintendent.

ARTICLE IX. DUTIES OF STANDING AND SPECIAL COMMITTEES

See Attachment II

ARTICLE X. PVA EXECUTIVE OFFICERS

Section 1.

The PVA Executive Officers shall consist of the President, Vice President for Middle and High School, Vice President for Elementary School, Secretary, and Treasurer.

Section 2.

Meetings of the Executive Officers shall be held when deemed necessary by the President, or by a majority of the members of the committee.

Section 3.

A majority of the Executive Officers shall constitute a quorum.

ARTICLE XI. PVA EXECUTIVE COMMITTEE

Section 1.

The PVA Executive Committee shall consist of the PVA Executive Officers, the Administration's Designees, and the Parent and Alumni Services Director (in a non-voting capacity) as defined in Article II. Although the Administration's Designees and the Parent and Alumni Services Director are not PVA Executive Officers, they are required to provide input on an as needed basis to the PVA Officers to assist with the vision and future direction of the PVA.

Section 2. Duties

a. The PVA Executive Committee shall assess the needs of the school by priority and feasibility and maintain a list of project proposals to be financed with PVA funds. It shall make decisions about ongoing functions of Committees, and help plan general PVA meetings.

b. All members of the PVA Executive Committee are required to attend meetings unless excused in advance by the President.

Section 3. Meetings

Meetings of the PVA Executive Committee will be called by the President or by any member of the Executive Officers. There shall be no less than 2 meetings per semester. Once per semester, the PVA Committee Chairpersons shall be invited to attend in a non-voting capacity.

Section 4. Quorum

A quorum shall consist of 51% of the PVA Committee members.

ARTICLE XII. MEETINGS OF THE GENERAL MEMBERSHIP

Section 1. Bi-Annual Meetings

The PVA shall hold two general meetings each year: a Fall Meeting and a Spring Meeting. The purpose of the Fall Meeting is to introduce new programs approved by the Executive committee and have additional sign-ups for new and existing committees. The purpose of the Spring Meeting is to present annual reports, present new Officers, and solicit volunteers to serve on committees for the following year.

Section 2. Special Meetings

With prior notice, special meetings may be called at the discretion of the President or PVA Executive Committee.

Section 3. Voting

Voting shall be by simple majority of those in attendance.

ARTICLE XIII. FISCAL POLICIES

Section 1. Fiscal Year

The fiscal year shall be from July 1 to June 30.

Section 2. Review

The association's financial records shall be examined annually by a reviewing committee of not less than two members in addition to any executive officers present as well as the business manager. The reviewing committee will examine the records for accuracy, supporting documentation, and compliance to standard accounting practices. If the review is in compliance, the review committee shall sign and submit a statement of compliance. If the review has findings, then a mitigation plan must be submitted outlining the findings and the specific dated plan for bringing the findings into compliance. Once the mitigation plan has been satisfied, then the review committee shall sign and submit a statement of compliance.

The review committee shall be appointed by the President. They shall complete their review at least 2 weeks prior to the spring PVA general meeting. The review committee, as well as the Treasurer, shall work in full cooperation with the Chief Financial Officer of North Raleigh Christian Academy, adhering to and in respect of financial policies and guidelines defined by the finance department.

Section 3. Disbursements of Funds

- a. Expenditures of PVA funds and reimbursements shall be set forth in an annual budget. This budget shall be approved by the Superintendent. As PVA is not a fundraising organization, there shall be no more than \$5,000 remaining in the PVA account at the end of each fiscal year, with overages disbursed to NRCA programs that will be determined at the final Executive Committee Meeting of each school year. Requests for all operational disbursements shall be approved by the President. Requests for operational reimbursements shall be submitted to the Treasurer on Attachment VI – PVA Request for Reimbursement form.
- b. When a need arises for the PVA to disburse funds for non-operational purposes, the following process shall be followed.
 - 1) Requestors research necessary information and complete the “PVA Funding Request” form with justification for funds, and deliver the request to the appropriate Administration Designee. (See Attachment III – PVA Funding Request form)
 - 2) The “PVA Funding Request” form, with justification for funds, should be submitted by the Administrative Designee to the PVA Executive Committee for review and approval.

- 3) The PVA Executive Committee will meet to review these requests. The appropriate Administrative Designee of these funds will present the justification for the request to the committee members. The committee will review the request based on alignment of the request to the PVA mission and the availability of funds.
- 4) If approved by the Executive Committee, the request is then forwarded to the School Superintendent for approval. If approved by the Superintendent, the request is then forwarded to the PVA President to be fulfilled. If not approved by the Superintendent, reasons for disapproval will be communicated to Parent and Alumni Services Director, the President of the PVA, and the appropriate Administrative Designee. The President shall inform the PVA Executive Committee of the final decision at the next PVA Executive Committee Meeting.

c. All checks require at least two of the following signatures: Treasurer, President, Vice-President for Middle and High School, Vice-President for Elementary School, or Secretary.

d. Daily operational expenditures will be handled in accordance with the current PVA budget through standard accounting methods and practices under the direction of the PVA Executive Officers.

ARTICLE XIV. PVA EXECUTIVE OFFICER, COMMITTEE CHAIRS, GRADE LEVEL COORDINATORS NOMINATION AND ELECTION

PVA Executive Officers shall consist of the President, Vice Presidents of Elementary, Middle and High School, Secretary and Treasurer. A request will be sent out by the first week in February to the general membership requesting volunteers for PVA Executive Officers, Committee Chairs, and Grade Level Coordinators. The PVA Executive Committee shall review the names received and submit the list to the Superintendent for approval and/or additional recommendations. The PVA Executive Committee will vote on the nominees and extend an invitation to serve.

In order to be eligible for nomination, a person shall be:

- a member as defined in Article V
- a member who demonstrates qualities of spiritual maturity
- a member who demonstrates a concern for the success of the Parent Volunteer Association at NRCA
- a member who is in agreement with and support of the philosophy, doctrine, and administrative structure of the school
- a member who has given their consent and desire to serve if an invitation is extended.

- a member who has actively served in any volunteer capacity for at least one year. This includes, but is not limited to, serving as a room parent, grade level coordinator, and/or committee chair.

ARTICLE XV. AMENDMENTS OF BYLAWS AND ATTACHMENTS

Section 1.

Amendments to the Bylaws and Attachments may be made by a vote at any Executive Committee meeting. Prior to a vote, all proposed amendment changes must be reviewed and approved by the Superintendent.

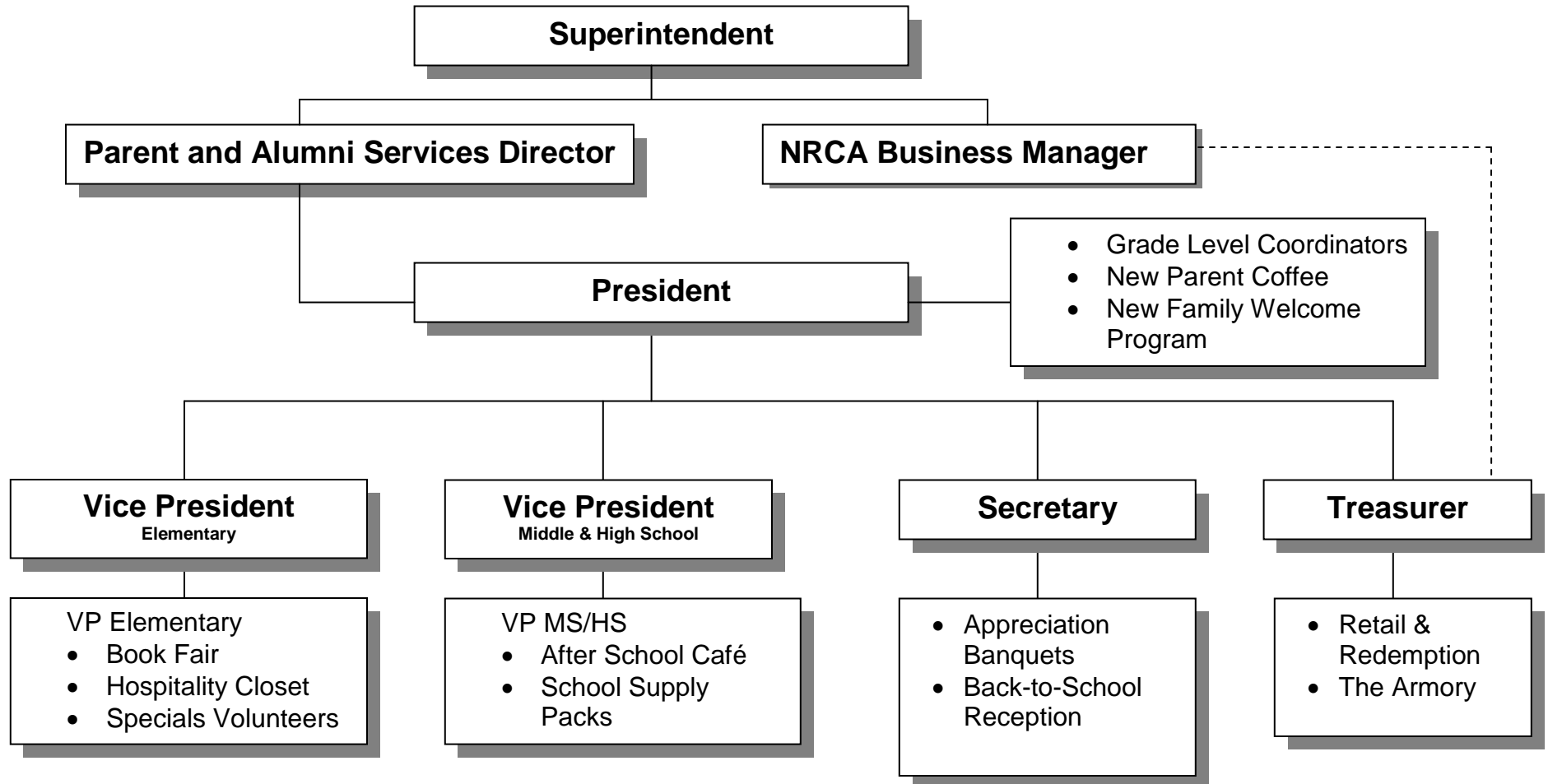
Section 2.

Robert's Rules of Orders, Newly Revised shall be the parliamentary authority for all matters requiring a vote.

ARTICLE XVI. ACTIVITY GUIDELINES

PVA will provide various student activities in accordance with the guidelines set forth in Attachments V and VI.

Attachment I PVA Organizational Chart



ATTACHMENT II

DUTIES OF STANDING AND SPECIAL COMMITTEE CHAIRS

Section 1. After School Café Chair

The After School Café Chair shall oversee the staffing of volunteers who will supervise students, the purchase of goods, and the reconciliation of funds. This chair shall report to the appropriate PVA Officer as indicated in the PVA Organizational Chart.

Section 2. Armory Chair

The Armory Chair shall be responsible for overseeing the daily operation of the school store, including coordination of staffing volunteers to open and close the store daily, maintaining the stock, setup at some of the home NRCA varsity football games, and assisting the PVA Treasurer with reconciliation of daily sales. This chair shall recruit, train, and schedule the volunteers. This chair shall report to the appropriate PVA Officer as indicated on the PVA Organizational Chart.

Section 3. Back to School Reception Chair

The Back to School Reception Chair shall be responsible for the food table at the receptions held during Kindergarten Parent Orientation, Elementary Open House, and Middle and High School Open House. This includes planning and purchasing the food, drinks and paper products as well as decorating the food table. This chair shall report to the appropriate PVA Officer as indicated on the PVA Organizational Chart.

Section 4. Book Fair Chair

The Book Fair Chair shall work in cooperation with the Media Specialist in overseeing volunteers and staffing of the School Book Fair. The Media Specialist shall select a vendor and work with the PVA & Alumni Services Director to schedule the date of operation. Tasks may include, but are not limited to, coordinating setup, helping students with selection, and assisting with the sale and fulfillment of orders. The Book Fair chair shall report to the appropriate PVA officer as indicated in the PVA Organizational Chart.

Section 5. Grade Level Coordinators

The Grade Level Coordinator is the primary liaison between the PVA and the grade level lead teachers. The coordinator will distribute PVA and other pertinent grade level information to the Middle School and High School parents directly and the Elementary parents via the room parents. The coordinator shall report to the appropriate PVA Officer as indicated in the PVA Organizational Chart.

Section 6. Hospitality Closet Chair

The Hospitality Closet Chair maintains the supplies needed for receptions and school events. This chair will receive and fill requests and be responsible for ensuring that borrowed items are returned in the appropriate time and in proper condition. This chair shall report to the appropriate PVA Officer as indicated in the PVA Organizational Chart.

Section 7. New Family Welcome Chair

The New Family Welcome Program Chair shall be responsible for organizing this program as a way of welcoming new students and their families to North Raleigh Christian Academy. The chair shall work with the Principals in the development of the program at each grade level and shall report to the appropriate PVA officer as indicated on the PVA Organizational Chart.

Section 8. New Parent Coffee Chair

This New Parent Coffee Chair shall be responsible for organizing the refreshments and decorations for a spring coffee for parents of students newly accepted at NRCA. This chair shall work with the Parent and Alumni Services Director in regards to the invitations for the new families and shall report to the appropriate PVA officer as indicated in the PVA Organizational Chart.

Section 9. Retail and Redemption Chair

The Retail and Redemption Chair shall be responsible to the NRCA community for the publicity and management of the Retail and Redemption Programs, including, but not limited to, grocery store links, box tops, and Target cards. This chair shall report to the appropriate PVA officer as indicated on the PVA Organizational Chart.

Section 10. Staff Appreciation Buffet Chair

The Staff Appreciation Buffet Chair shall organize the events, make arrangements for food and decorations, and the preparation and distribution of invitations. The chair shall assign volunteer duties and supervise the event, making sure service runs smoothly. The chair shall be responsible for all setup and cleanup. This chair shall report to the appropriate PVA officer as indicated on the PVA Organizational Chart.

Section 11. Supply Packs Chair

The Supply Packs Chair is responsible for coordinating grade level supply lists from lead teachers for administrative approval, distributing and collecting order forms for grades 1-8, reconciling orders and submitting final order to vendor. This chair shall report to the appropriate PVA officer as indicated on the PVA Organizational Chart.

Section 12. Specials Volunteers

The Specials Volunteers is a list of parent volunteers collected at the Back-to-School Reception to assist teachers with special one-time events, projects, and/or tasks throughout the school year. The appropriate PVA Officer will be the liaison between the teachers requesting help and the Special Volunteers. The Specials Volunteers shall report to the appropriate PVA officer as indicated on the PVA Organization Chart.

ATTACHMENT III

PVA Funding Request Form

Requestor Name: _____ Date Submitted: _____

School: ___ Elementary ___ Middle School ___ High School Date Needed: _____

Specific grade or group that will benefit from this request: _____

Number of students served by this request: _____

Item requested (only one item per form): _____

Description/Justification for this request (attach any additional info as required):

List information on the various price quotes you have received for this request (attach additional information as needed):

	<u>Supplier/Vendor</u>	<u>Cost</u>	<u>Comments</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

Has this item already been ordered or bought? ___ Yes ___ No

Is this purchase a replacement for a current item? ___ Yes ___ No

What is the projected useful life for the requested item? ___ Years

Rank the importance of this item to your program on a scale of 1 through 3 (1 being the most important) 1 2 3

Approvals

Requestor: _____

PVA Exec. Committee: _____

Parent and Alumni Services Director: _____

Superintendent: _____

ATTACHMENT IV

PVA Check Number _____

NORTH RALEIGH CHRISTIAN ACADEMY
PARENT VOLUNTEER ASSOCIATION

Request for Reimbursement Form

Person to be Reimbursed _____

Phone Number _____

Reason for Expenditure _____

Amount to be Reimbursed \$ _____

COPY OF RECEIPT SHOULD BE ATTACHED

Signature of Requestor _____

Approval Signature _____
(Current NRCA Executive Officer/Position)

Date Paid _____
(Current NRCA-PVA Treasurer Sign & Date)

ATTACHMENT IV
(continued)

Instructions for Request for Reimbursement Form

The Request for Reimbursement Form may be filled out electronically or printed and submitted as a hard copy. If filling out the form electronically, please save the form using a file name including your last name and the date of the request. For example, if Judy Jones is requesting reimbursement on January 10, 2012, the file name would be Jones01102012.pdf.

PVA Check Number:

To be filled out by the PVA Treasurer with the Check Number used for reimbursement.

Person to be Reimbursed:

Enter the name of the person to be reimbursed.

Phone Number:

Enter the phone number of the person to be reimbursed. This information enables the PVA Executive Officers to contact you regarding questions.

Reason for Expenditure:

Enter a short explanation of the reason for the request.

Amount to be Reimbursed:

Enter the amount to be reimbursed. This amount must be fully supported by receipts.

COPY OF RECEIPT SHOULD BE ATTACHED:

If the Request for Reimbursement form is being submitted via email, there are two options for attaching copies of receipts:

- 1) The receipts may be scanned and attached as a separate document.
- 2) The receipts may be placed in the PVA Treasurer's folder in an envelope with the requestor's name and file name on the outside.

The PVA Treasurer will match receipts to the submitted Request for Reimbursement Form.

Signature of Requestor:

Requestor must sign the reimbursement form before the request can be processed. Typing your name in the highlighted field will serve as your digital signature.

Approval Signature:

Once all receipt(s) and the Request for Reimbursement Form from the requestor have been submitted to the PVA Treasurer, the PVA Treasurer will email the PVA Executive Officers to obtain a signature.

Date Paid:

PVA Treasurer will finalize request by signing and dating the Request for Reimbursement Form and notify original requestor when the reimbursement check is available for pick up from school.

ATTACHMENT V

Kindergarten-5th Grade Guidelines for Youth Activities On and Off Campus

1. Activities should be during the calendar school year, one per semester.
2. At least one faculty member per class should be present.
3. There should be at least one chaperone for every 6 students.
4. Dress code should be appropriate for the activity. School dress code should be followed unless the activity has a pre-approved change in dress code by the respective principal.
5. All youth activities should be submitted to the Lead Teacher for initial evaluation. If accepted, the lead teacher will submit to the Elementary Principal for final approval.
6. Upon approval, a facility request should be filed by the lead teacher two weeks in advance through their respective principal (On Campus ONLY).
7. Transportation is the responsibility of the student/parent to and from these after-school events.
8. Activities should not be planned on Sundays or Wednesday nights.
9. Youth activities may not be swim parties or dances.
10. Music should be pre-approved by the grade level teacher if used at an activity. Music should be in accordance with the philosophy of North Raleigh Christian Academy.
11. Students should know the pick-up time for an activity. Faculty or chaperones must remain until all students have gone home.
12. Faculty and chaperones should have students under their supervision at all times. Students should not be allowed to come and go.
13. Steps to take for planning an activity: (1) Determine the type of activity and tentative dates, (2) The elementary grade level lead teacher will secure approval by the principal for the activity and any use of facilities. Upon approval, on-campus events are placed weekly on the school master calendar. (3) To communicate your grade-level activity, contact the Parent and Alumni Services Director.

ATTACHMENT VI

6th-12th Grade Guidelines for Graded Youth Activities On or Off Campus

1. Activities should be during the calendar school year, one per semester.
2. At least two faculty members should be present.
3. There should be at least one chaperone for every 10 students.
4. Dress code should be appropriate for the activity. School dress code should be followed unless the activity has a pre-approved change in dress code by the respective principal.
5. All youth activities should be submitted to the Student Life Director for initial evaluation. If accepted, the Student Life Director will submit to the Middle School or High School Principal for final approval.
6. Upon approval, a facility request should be filed two weeks in advance by the Student Life Director (On Campus ONLY).
7. Transportation is the responsibility of the student/parent to and from these after-school events.
8. Activities should not be planned on Sundays or Wednesday nights.
9. Youth activities may not be swim parties or dances.
10. Music should be pre-approved by the Student Life Director if used at an activity. Music should be in accordance with the philosophy of North Raleigh Christian Academy.
11. Students should know the pick-up time for an activity. Faculty or chaperones must remain until all students have gone home.
12. Faculty and chaperones should have students under their supervision at all times. Students should not be allowed to come and go.
13. Steps to take for planning an activity: (1) Determine the type of activity and tentative dates, (2) The Student Life Director will secure approval from the Superintendent for the activity and any use of facilities. Upon approval, on-campus events are placed weekly on the school master calendar. (3) To communicate your grade-level activity, contact the Parent and Alumni Services Director.