



Cherry Creek Schools Parents' Council

Decoding PTO/PTCOs

The mission of Parents' Council is to promote the exchange of ideas among parent representatives of all schools in Cherry Creek, and to serve as a vehicle of communications within the District for parents, teachers, administrators, the Board of Education, and any interested persons.

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Every PTO in the Cherry Creek School District is a legal, nonprofit entity as classified by the State of Colorado and the Internal Revenue Service. The school PTOs are legal subsidiaries of our parent organization. Each subsidiary is a small business with its own recordkeeping, state and federal filings and legal ramifications in case of fraud (to any effect – direct thievery of funds, mishandling of funds according to the IRS granted nonprofit status, and non-filings.) Parents' Council oversees these subsidiaries as we are legally required to do – along with direct guidance from the Cherry Creek School District to ensure we are representing our district ethically and legally.

Non-compliance is not acceptable.

Every nonprofit is a transparent organization and is legally required to provide their recordkeeping (or books/financials) to outsiders when requested within a reasonable time period (usually several days.)

Presidents and Treasurers are **required** to attend trainings annually to ensure they understand their role in ensuring the PTOs compliance. Parents' Council is a unique and fantastic resource that guides and trains Executive Boards to run their small business so that they can provide for their school as it was intended while maintaining all of the paperwork necessary.

Relationship between Parents' Council and PTOs

Is Parents' Council in charge of our PTO operations?

No. Parents' Council is the 501(c)3 umbrella organization that allows PTOs to operate as non-profit entities. We're here to assist and guide PTOs to make sure you're operating within IRS and State guidelines for charitable organizations. It is each PTO's responsibility to operate within your own PTO bylaws, policies and procedures.

Do we need to have a Bylaws document?

Yes. The IRS requires all PTOs to have Bylaws.

Is Parents' Council responsible for writing and enforcing our PTO Bylaws?

No. You write and abide by your own Bylaws, always including the mandatory items stipulated by Parents' Council (which are required by law) and padding the rest with your own procedural policies and guidelines. A sample Bylaws document can be found on our website at www.ccparentscouncil.org

Do we HAVE to do the Affiliation Letter and why?

Yes, the Affiliation Letter is a mandatory IRS requirement. This letter allows PTOs to maintain their 501(c)3 status. The charter date for the majority of schools is July 1st, 1993. If your school was opened after that date, please refer to your previous year's affiliation letter to get the correct date or contact Parents' Council for the information.

Can you give us some tips on what to include in our Bylaws?

Remember Bylaws are legally binding; keep them general enough to comply with as an Executive Board but detailed enough to avoid misinterpretation. If you have set rules and requirements put them in your Bylaws document but if you want flexibility in terms of making changes (e.g. for fundraisers that you do each year, for your different committees, for board position job descriptions etc.) incorporate that into a rules and regulations document that is added as an addendum to your Bylaws.

Does Parents' Council check our PTO's tax filings and documentation for accuracy?

No, we do not review or check any documentation. Parents' Council simply collects and retains the required documentation from PTOs to ensure we are compliant within IRS and State guidelines.

Do we need to attend the Parents' Council Spring & Fall President's and Treasurer's Training Workshops every year?

Yes, this is a mandatory requirement. Regardless if you are a first time or returning President or Treasurer you must attend either the Spring or Fall Training Workshop.

How many officers do we need?

The minimum board shall consist of the President, Secretary, and Treasurer. In the event there is not enough officers to make a minimum board, the PTO shall be temporarily suspended. In this case, please contact the President of Parents' Council.

How do we elect our Executive Board?

For any operational matters such as:

How do we elect our Executive Board?

How do we change our Bylaws?

When can we change our Bylaws?

What positions can we elect to our Executive Board?

What are the responsibilities of the Executive Board members?

When are we supposed to do teacher grants?

PLEASE REFER TO YOUR OWN PTO BYLAWS.

Parents' Council is always happy to help but our first question to you will be, "What do your Bylaws say"?

More often than not, issues and questions can be answered by the rules and regulations set out in your own Bylaws.

Deadlines

What are the mandatory dues/documents that we have to provide to Parents' Council each year?

- Spring or Fall – Annual Workshop Attendance
- October 15 – Annual Dues
- October 15 – Affiliation Letter
- October 15 – Copy of approved budget for the current school year
- October 15 – Year-end financial statement for the previous school year
- October 15 – Most recent and up to date copy of your PTO Bylaws
 - ****NOTE:** if your bylaws are dated prior to September 2018, they need to be updated and submitted to Parents' Council.
- October 15 - Most recent and up to date copy of your Financial Policies (including your cash/check policy).
 - ****NOTE,** if your Financial Policies are dated prior to September 2018, they need to be amended and updated.
- November 15 – Federal Tax Return
- November 15 – Colorado Charitable Financial Statement
- November 15 – Annual year-end fiscal review for the previous school year
- January 20 – Sales Tax Due
- January 31 – 1099 Forms Due to IRS/State/Recipients
- Variable – Colorado Charitable Organization Registration – this is due on the registration renewal date.

****Please be aware that if you amend your bylaws at any time, a copy of the changes need to be submitted to the IRS on Schedule O with your next tax return****

Chartering Other Organizations

Should our PTO charter a Boy Scout Troop or another organization?

No. As of 2019 – Parents' Council has changed their bylaws and will no longer allow sub-organizations to be chartered under PTOs. Please see Article 7, Section 7 in Parents' Council bylaws.

Financial Records

How should our PTO be maintaining our financial records?

It is recommended that PTOs purchase financial software to maintain their financial records. QuickBooks and Quicken are two options that are readily available, however each PTO can decide what works best for their situation. Excel spreadsheets are not recommended as they can be easily manipulated and changed. In addition to that Excel spreadsheets can be misplaced in Treasurer hand-overs and as a result the PTO financial history is lost.

Do we need to record expenses?

Yes. All expenses must be recorded and separated to match income fundraiser categories.

Reimbursement forms and retention of original receipts are necessary. **Do not donate to other non-profits as your mission is the educational support of your school's students.**

Does our PTO need to have a Financial Policy?

Yes, it is a mandatory requirement for every PTO to have a Financial Policy that details rules and regulations around accepting and spending money via cash, check, credit cards and online. Please refer to the Sample Financial Policy which can be found on our website at www.ccparentscouncil.org

How many signers should we have on the PTO bank account?

It is recommended that there are at least TWO signatories on PTO bank accounts for the following reasons:

- Should one signer unexpectedly be unavailable, the second signer is able to continue with PTO business and pay bills and reimbursements.
- Should a signer submit a request for reimbursement, he/she cannot sign his/her own check.
- Many PTOs have a requirement in their financial policies that checks over a certain amount require two signatures. This is a good safeguard to avoid any fraudulent activity on the account.

How long should the PTO keep books and minutes of meetings on file?

Public charities must keep records for federal tax purposes for as long as they may be needed to document evidence of compliance with provisions of the Code. Generally, this means the organization must keep records that support an item of income or deduction on a return until the statute of limitations for that return runs. The statute of limitations has run when the organization can no longer amend its return and the IRS can no longer assess additional tax.

Generally, the statute of limitations runs three years after the date the return is due or filed, whichever is later.

An organization may need to retain records longer for other legal purposes such as court requirements, or for state or local tax purposes. Record Retention Periods vary depending on the types of records and returns.

Permanent Records – Some records should be kept permanently. These include:

- **Application for recognition of Tax-Exempt Status**
- **Determination letter recognizing tax-exempt status**
- **Organizing documents, such as:**
 - **Articles of Incorporation**
 - **Bylaws, with amendments**
 - **Board Minutes**

Records for Non-Tax Purposes – When records are no longer needed for tax purposes, an organization should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than the IRS requires.

To err on the side of caution, it is recommended that you keep financial records for seven years.

Money Matters

Can PTO money be used to pay for our Continuation Ceremony?

PTO money can be used for certain items for continuation. These items include anything “school-related” such as program printing and the ceremony. It should not be used for the party such as food, decorations, DJ etc. Funds for food and entertainment should come from parent donations that go directly to the school or the Continuation Committee and cannot be channeled through the PTO.

Can PTO money be used for teacher gifts?

No. The shared mission of the CCSD PTOs is for the direct education enhancement of our students. While we appreciate our teachers greatly, the IRS doesn't allow us to use our tax-exempt funds for anything other than our students per the mission created in 1993. In the spirit of supporting the students through our teachers – most of our school PTOs are very generous when financially able – and offer teacher grants to be expended within the IRS mission. This allows the teachers to expand their classroom budget and buy items with their grant to enhance their ability to educate which is a direct impact on our students.

The PTOs are not able to financially support the teachers or any person individually in any way – including using tax-exempt funds for gifts cards or money or other gifts. Those items must be handled like room parents handle classroom parties and activities – through a parent volunteer. The PTO may use their voice and communication means to spread the word on non-mission activities within their schools (always with the blessing of their principal.)

When utilizing the PTO voice, please ensure you have followed the 3 rules below – as well as reproduced the following in any email or posting:

1. This is not a PTO event.
2. The money given will not be tax deductible.
3. The PTO cannot deposit any funds into their account from this event.

Then direct them to the appropriate channels.

Please note: PTOs can support paraprofessionals and teacher assistants due to their status as an “at will” employee of the school district. This funding is never directed at an individual but granted to the school through the school district.

Can PTO help pay for a teacher’s salary?

No. PTOs may not help pay for a teacher’s salary. PTO funds may be used for the purpose of providing paraprofessional support to schools but may not be used to fund licensed staff positions. Yes, you can pay for paras but ONLY with the guidance and support of your Principal. Though PTOs have the power to fund, we do not have the power to hire, nor influence any part of the process involved in hiring. We can fund the account, nothing more.

Can PTO money be used for families that need help? Can PTO fundraise for families that need help?

No. The mission statement that provides us the 501(c)3 to allow tax deductible donations is that the benefit will be for the education of the student body. This legal fact alone means that it is not an allowable allocation request.

The PTO should never be a pass-through of funds – so we cannot collect funds on behalf of a person/ family and pass them on to another for use (we can’t raise money for someone, put the money in our bank and pass it on to them.) The receipts of our PTO expenses must meet the mission statement with the exception of organizational costs of running the PTO itself.

In terms of fundraising for families in need, your PTO can provide volunteers and help to advertise the fundraiser but cannot provide monetary support and none of the money raised can be channeled through the PTO account.

Can we give gift cards to teachers with Earning 4 Learning money?

No. No money (either in check/cash or gift cards) should be given directly to teachers. The money should be granted to the school and not directly to teachers. Keep your PTO away from schemes where teachers benefit from donations, give back programs or fundraising.

Licenses and Taxes

When do we need to file our tax return and which form do we use?

The annual **Federal Tax Return** is due **NO LATER** than November 15th each year.

- If the GROSS income of your PTO is usually \$50,000 or less in a financial year, a 990-N (epostcard) is filed.
- If the GROSS income is usually between \$50,000 and \$200,000 in a financial year, the form 990- EZ and all required schedules must be filed.
- If the GROSS income is usually more than \$200,000 in a financial year, a Form 990 and all required schedules must be filed. It is recommended that you hire a tax expert to submit your filings.

The **Colorado Charitable Organization Annual Financial Statement** is due **November 15th** each year and uses information from your Profit and Loss Statement and Balance Sheet if you have filed a 990-N, or information from your tax return if you have filed a 990-EZ or 990 Form.

The **Colorado Charitable Organization Registration** is due each year on the registration renewal date (this date varies for each PTO).

How do I get a new certificate?

Call the CO Department of Revenue. If the certificate was issued fairly recently, they might be able to send you a replacement. If that is not possible, fill out a form available on the Department of Revenue website and send your original determination letter along with an updated listing, a letter from the Parents' Council treasurer along with your request on school letterhead.

Vendors and 1099

Should our PTO be involved in negotiating and signing vendor contracts?

YES to negotiating contracts and **NO** to signing contracts. Your PTO will be involved on a negotiation and proposal level but all contracts **MUST** be signed by the Principal after getting District Risk Management approval of contracts.

When should PTOs get approval for vendors?

Every time a vendor is used and they are on school property, PTOs should have approval.

What do vendors need to be approved by the district?

1. Vendors must have principal approval.
2. Vendors need to meet the District's insurance requirements to provide services or come onto our property. They need \$1 million as the minimum amount of insurance.
3. Provide a Certificate of Insurance.
Vendors/Companies providing services or using District facilities must provide Proof of Insurance through a Certificate of Insurance as follows:
 - a. CERTIFICATE HOLDER:
CHERRY CREEK SCHOOL DISTRICT #5
ATTN: RISK MANAGEMENT
4850 SOUTH YOSEMITE STREET
GREENWOOD VILLAGE, CO 80111
 - b. The certificate must list Cherry Creek School District #5 as an ADDITIONAL INSURED with minimum liability limits of \$1,000,000 per occurrence.
4. The vendor is then put on a list at the district level (PTOs cannot see this list.) Office Managers can look at this list to see if vendors have current proof of insurance with CCSD.

All contracts need to be reviewed by the CCSD Legal Department. PTOs should submit contracts to the Principal who then submits to Legal. Legal will contact Risk Management if needed (so no need to submit to both departments.)

Sometimes vendors have boiler plate contracts. When working with a vendor, see if they have worked with CCSD in the past. If they have worked with

CCSD make sure they submit a CC negotiated contract and not their boiler plate. This will speed along the process to get approval.

Should the PTO send 1099-MISC Forms?

Any vendor that receives a cumulative payment of \$600 or more in a Calendar year (January through December) should receive a 1099-MISC. Vendors that are not a legal corporate entity (S-corporation or C-corporations are not required to receive 1099s which is 99% of the large vendor suppliers.) To determine if they are 1099-MISC eligible, please request a W-9 form (mandatory) from them. If they complete the W-9 as a Corporation, they do not get a 1099-MISC regardless of the dollar amount paid out. Any individual working as a sole proprietor receives the 1099.

Do we need to carry insurance for off-site events/activities?

Your PTO should carry its own insurance if you do not want to follow the rules and regulations of the district for an off-site event. Homeowners can host PTO related events, but the homeowner is responsible in the event of an accident and not the district.

Donations and Donation Acknowledgments

Does our PTO have to acknowledge donations and what is the timeline?

It is good practice to acknowledge donations made to your PTO however it is not mandatory. Donations of over \$250.00 per calendar year should be acknowledged.

Do we have to acknowledge non-cash donations?

In the case of an in-kind donation (non-cash) e.g. artwork, a signed football, gift basket etc. you are not required to send written acknowledgement but it is good practice to thank your donor(s). Please be aware that you are not required to put a monetary value on the item. Your only responsibility is to provide a description of the item and not a valuation.

Advertising/Sponsors

What is the difference between Advertising and Sponsorship?

Advertising contains language containing price information, dollar savings, dollar value, endorsements, and inducements to purchase or use products and services.

Sponsorship simply acknowledges a business name, logo, product line, service, and location or contact details. It's a good faith donation in exchange for no goods or services.

Are we allowed to sell advertising space in our School Directory?

Yes, but please be aware of the IRS rules around advertising. Advertising can constitute Unrelated Business Taxable Income (UBTI). If you collect more than \$1,000 of unrelated business income in a calendar year (January through December), a separate tax return (990-T) must be filed with the IRS. It is Parents' Council's recommendation to sell sponsorship space in your school directory rather than advertising as the UBTI rules do not apply to sponsorship.

Are we allowed to advertise our school restaurant nights?

Yes, but the same UBTI rules apply as explained in the question above. Rather than "advertising" your school restaurant night with flyers that detail the \$ value or the give back % that your school will earn, it is best to "promote" the event with general language such as, "Come and support our school at XXXXX Restaurant".

Sample Acceptable Flyer terms – Using no numbers is the key! Use language such as:

Come and support our school on XYZ Night at ABC
Restaurant.

A portion of the proceeds will directly support 123
School!

Parents' Council advises not using flyers provided by corporations. We advise making your own flyer with generic language and utilizing no data points such as dollars or percentages on it – or making a label over

any percentage part on a corporate flyer, and then copying the flyer.

Since word of mouth is not advertising you can shout from the rooftops that you get xxx% back as you hand flyers out.

We have a school parent who is a consultant with a Direct Marketing company and she would like to promote her business through the PTO and donate a portion of proceeds from sales back to the school?

There are many Direct Marketing companies out there ranging from kitchen supplies to clothing and facial cosmetics to cleaning products. We strongly advise PTOs not to get involved in this type of fundraising as it could lead to complications and disputes within the parent community.

Bingos and Raffles

Our PTO would like to organize a Bingo Event, is that allowed?

No. Not unless you have a Bingo License and a Certified Bingo Master to call the event.

Bingos and Raffles are classified as **gaming** in the State of Colorado and with the Internal Revenue Service (IRS). It is a very legal and governed niche of the codes. You must be legally licensed to perform the tasks with legally licensed masters to head the events. This is **not** a gray area. Funds must be handled in a **separate** legal bank account without any

co-mingling to comply. Questions: contact treasurer@ccparentscouncil.org

Schools must be at least 5 years or older. You may apply for a bingo license with the Colorado Secretary of State but be aware that there are stringent rules around how volunteers and finances are handled and reported. Schools must have a licensed bingo master and must send in quarterly reports regardless of events during the quarter. The best form of training or information gathering is to connect with a school that is licensed to hold bingo events.

Remember – Raffles are a pay to play thought process – if you pay to play and receive something with a monetary benefit or receive something of monetary value then it is a raffle.

Grants

What kind of grants should we give?

Grants must meet our mission – Educational Support. Holiday sponsorship isn't inclusive of the student body and cannot be a grant.

All grant checks should be made payable to: Cherry Creek School District

Not payable to the School

Our PTO granted some money to a project and not all of the money was used. What happens to the money? What is the procedure to reallocate money?

The excess funds must be returned to your PTO for reallocation. You can request an accounting and a check back from the school's bookkeeper at the end of the year for unused funds. Check your Bylaws but typically the money is returned to your general funds to be used in the next round of allocations or you can hold a PTO General Meeting and by a vote reallocate the money to another project.

Ask the school's bookkeeper to run the following reports to see amounts from the PTOs grants:

- Activity Budget vs. Actual Grants – Schools
- Grant Revenue & Expenditure Report

Should unused grants be returned to the PTO?

Yes, unused grants must be returned to the PTO unless an explanation is provided as to why it was not spent and why the school wishes to keep the money e.g. the order was submitted but is payable on receipt and the order was delayed or the item is not in stock but will be available in a month's time.

Do we need a written grant process and use grant request forms in order to allocate PTO funds?

Yes. All grants should be submitted in writing to your PTO. Make sure you approve grants according to your PTO bylaws and budget. There is a sample grant process on the Parents' Council website.

Can PTO grant funds to the preschool in their building?

Yes, as long as the preschool is chartered under the school and not a private entity. Many elementary schools have added preschools in their building. It has been jointly agreed upon by the district and Parents' Council that the preschool parents and projects be integrated into the elementary school PTO. These parents are a great resource to the PTO and their fundraising and community events are to be an integrated part of the community. Their parents should be invited to any other appropriate school activity. Their activities should be treated similar to 5th grade continuation or any club activities. Their finances must be treated just as any other PTO activity. Please contact the Parents' Council Treasurer if guidance is needed on bookkeeping, fundraising, etc.

How many times a year should we allocate grants?

Your school should have at least one grant cycle a year. Teacher grant requests should be submitted in accordance with your grant cycle deadlines. All grants for a particular cycle should be evaluated at the same time in order to prioritize limited funding.

Do we need to involve our Principal in our grant approval process?

It is advisable to involve your Principal in the grant process as he/she can help with prioritizing requests and can also advise whether he/she has funds already set aside or available for a particular grant request. Your Principal does not decide how or where your PTO money is spent.

Our Destination Imagination team has requested funds from PTO. Are we allowed to grant them money?

PTO funds can be used for registration fees only and not for any other costs, such as travel or food. Your PTO can help publicize the event but cannot channel any funds raised for the event through your PTO bank account.

How do we pay Custodians and Security Employees when they work for the PTO?

When PTO events include Custodians and Security, these employees must be paid through the district.

For this to happen, please follow these steps:

1. Ask the school's bookkeeper to have Facilities give the PTO an estimate of the amount for each custodian and security person. Please remember this is an estimate and may vary either lower or higher.
2. Once you have an estimate, PTO can give a grant to the general use account for the estimated amount.
 - a. FYI – Some PTOs may want to consider putting in an estimated amount into the general use account for custodians and security for the whole school year. This will make it easier if you have multiple events that use these employees.
3. After each event, check with the bookkeeper to make sure these employees have been paid and that there is enough in the account.

PTO Spending Policies

The mission statement of the PTO/PTCOs of the Cherry Creek School District is to support the education of our students. This means that money raised is to be used to enhance the education of our students. The IRS requires that all non-profits state their mission and use their tax-deductible donations for that mission. To do this, the following practices should be observed. For more detailed information, refer to the Parents' Council Procedures and Practices Manual available on the website www.ccparentscouncil.org

What are the spending guidelines for our PTO funds?

If you remember the following, you will be spending PTO funds in accordance with CCSD Parents' Council guidelines:

- Use funds for "educational support"
- Spend funds in a timely manner
- Spend funds for the purpose that they were donated
- Do not spend money to benefit individuals
- Do not carry over large reserves from one year to the next

Here are a few more items regarding spending:

- The majority of the tax-deductible funds raised by the PTO/PTCO are to be used for direct educational enhancement. Auxiliary items such as Hospitality and After Prom may be supplemented by the PTO/PTCOs but the amount should be

viewed in context of the percentage of the total budget and should not be the primary expenditure.

- Monies raised are to be spent in a timely manner to most benefit the students that attended the school during the fundraising efforts. Parent donors expect that the funds contributed should benefit their children.
- The IRS requires that the funds be spent for the purpose indicated when solicited. If PTOs solicit for specific funding goals, then recordkeeping will need to indicate any unused funds so that they can carry over to the next year for the same purpose.
- The IRS does not allow non-profits to accumulate “profits.” PTO/PTCOs should not carry balances unless a specific expenditure has been identified. The IRS does not allow “profits” to accumulate without potential taxation. The PTO may indicate that a reserve is required under the bylaws to cover expenses that will be due before funds are raised, (ie TA salaries) or money that has been earmarked for a specific purpose such as an ongoing fundraising for computers, playground equipment, etc. PTOs can also “prefund” their budget as long as their intent is clearly indicated in the minutes and has been approved by the general population annually. Once the approved reserve has been funded, any additional donations should be spent or any additional fundraisers should be limited until the funds have been allocated and spent.

- Grant Requests – Teachers and staff should be informed of funds available and encouraged to make grant requests under policies established by the PTO/PTCOs for items that would enhance the education of their students.
- PTO Grant Accounts held at the district – an accounting should be done annually to ensure that unexpended funds aren't being held year after year. Unused funds should be returned to the PTO for future allocation or released by the PTO to the Principal for expenditure.
- The IRS does not allow non-profits with the "Educational Support" mission to benefit individuals. Funds can be raised with PTO support for the occasional community needs BUT no funds can be deposited into the PTO account and then disbursed to a family or an individual. This includes "Thank You" gifts within certain guidelines outlined in our manual. Any funding solicitations for individual needs should indicate the alternative payee and include language that these donations are not tax deductible.

Mission

The mission of Cherry Creek Schools Parents' Council is to promote the exchange of ideas among parent representatives of all schools in Cherry Creek and to serve as a vehicle of communication within the District for parents, teachers, administrators, the Board of Education, and any interested persons.

Parents' Council is...

- The parent organization of each constituent PTO/PTCO within the district.
- A district-wide volunteer organization.
- A forum for the discussion of ideas.
- A source of unity, sharing, and direct contact.
- An information resource.
- A provider of training for PTO/PTCO board members.
- A non-profit, charitable organization.

And is NOT...

- A fundraising organization.
- An official part of a national or location parent-teacher group.
- A decision-making arm of the district administration.

Communication

- Administrators and members of the Board of Education attend the monthly Parents' Council general meetings.
- The Superintendent reports as the "District Communicator" at each general meeting, addressing district issues and successes.
- Board of Education members report through the year at Parents' Council general meetings.
- Parents' Council members sit on district committees.
- All Parents' Council members, administrators, and Board of Education members receive Parents' Council mailings.
- Informal social activities give Parents' Council members opportunities to visit with administrators and Board of Education members.
- Several Parents' Council workshops are held during the school year to help support the current needs and issues of PTO/PTCOs.

Roles and Positions

The Parents' Council Executive Board is made up of the following positions: President, Secretary, Treasurer, Document Review, Social Media, Hospitality and Communications. The officers serve a two-year term. The past president acts as an advisory to the Board.

- **President** – active executive officer and supervisor of the business of Parents' Council.

- **Secretary** – oversees all recording of minutes and correspondence.
- **Treasurer** – handles problems, questions, overall timetables, and training of treasurers.
- **Document Review** – oversees and coordinates the external record keeping functions.
- **Social Media** – oversees all internet-related items and serves as a resource for schools regarding social media issues.
- **Communications** – oversee the external marketing of Parents' Council events. Also serves as a resource for individual schools' PTOs with regards to communications-related issues.
- **Hospitality** – responsible for planning and bringing food for the monthly General meetings and any workshops.

Membership in Parents' Council includes PTO presidents, representatives from each school and any person interested in the Cherry Creek School District.

The monthly general meetings are attended by members, teachers, principals, administrators, and representatives from the Board of Education. These meetings provide a forum for shared information as well as for selected speakers and featured schools.

Parents' Council offers excellent training for the leadership of PTO Boards. Leadership workshops held during the year present board members with the skills necessary to carry out their responsibilities. The Leadership Workshop provides a time for PTO Presidents and Treasurers to meet and exchange information.

History

Founded by parents in the late 1960s as a means of sharing among schools in a rapidly growing district, Parents' Council was formally organized in the fall of 1970. There were 11 schools in the district at that time. Topics of interest centered on school financing and innovative changes in education.

In 1993, Parents' Council became an incorporated, non-profit, charitable organization. PTO/PTCO's have tax exempt status under Parents' Council guidelines.

All Cherry Creek Schools are represented in Parents' Council. The organizations' purpose has remained unchanged over the years. The District benefits greatly from our ability to communicate with each other effectively and frequently. Parents' Council has always been an organization that is supported by, but remains independent of, the Board of Education, the administration, and the teachers.

Meetings

Parents' Council typically has meetings six times a year: September, October, January, February, March, and April. Our meetings are located at the:

Fremont Building
14603 East Fremont Avenue
Centennial, CO 80112

Contact Us

President – president@ccparentscouncil.org

Secretary – secretary@ccparentscouncil.org

Treasurer – treasurer@ccparentscouncil.org

Document Review –

documents@ccparentscouncil.org

Social Media/Webmaster –

webmaster@ccparentscouncil.org

Communications –

communications@ccparentscouncil.org

Fundraising – fundraising@ccparentscouncil.org

Hospitality – hospitality@ccparentscouncil.org

www.ccparentscouncil.org