



PTL
HANDBOOK

Trinity Evangelical Lutheran School of Freistadt
Parent Teacher League
Freistadt, WI
2019-2020

The Parent Teacher League (PTL)

What is the PTL?

The Parent Teacher League (PTL) is a service organization that develops events and programs with educational, service (mission) or recreational purpose, maintaining a Christ centered focus while providing supplemental financial support to Trinity Evangelical Lutheran School of Freistadt. It is not intended to be directly involved with the school's day-to-day operations. PTL is intended to:

- In Christian spirit, provide support for teachers, parents, and students of the school.
- Promote a Christ-centered environment for families and their children.
- Lead and direct events and fundraisers during the school year.
- Serve as a source of communication within our school.

Who is the PTL?

The PTL is open to all parents, grandparents, and legal guardians of children attending Trinity Lutheran School. Any communicant members of Trinity Lutheran Church are also welcome to join.

Leadership Board

- President
- Vice President
- Secretary
- Treasurer
- School Principal
- Faculty Member

Room Parents

One to two individuals per classroom

Committee Chairpersons

Any person(s) who offer to lead a fellowship or fundraiser event as approved by the PTL.

Event Participants

Everyone! Many hands make light work! Contact the event leader for more information. Events and event leaders will be posted on the PTL bulletin board across from the school office.

General meetings will be held at least 8 times per calendar year. Please consider attending one of these meetings.

PTL Sponsored Events

The PTL sponsors a variety of activities and programs throughout the year. These events are governed by the beliefs and values of Trinity Lutheran Church and School and have been well received by families. Our goal is to interchange events from year to year to keep our families engaged and target all kinds of interests. We are always looking for new ideas! Watch Skyward, PTL Newsletter, Trinity TriTimes, and PTL bulletin board for the dates of these events. Be a part of these happenings - help plan and/or attend! Check out some of the annual events at our school:

Welcome Back Event

Each year we kick off the school year with a Welcome Back Event in early September. The event is a great way for returning families to reconnect and to meet new families coming to Trinity.

Grandparent/Special Friend Day

Every year we open our doors for a special day devoted to the Grandparents and Special Friends in our student's lives. PTL organize snacks and drinks for our special guests. Donated baked goods, drinks and extra volunteers to serve are always needed. You'll leave the event wondering who treasured it more - the grandparents or the grandchildren.

National Lutheran Schools Week (NLSW) Event (Talent Show or S.T.E.A.M)

PTL celebrates National Lutheran Schools Week by hosting one of two events - Talent Show or Science, Technology, Engineering, Art and Math (S.T.E.A.M). These events are alternated each year and are a huge hit with students, staff and families. Come enjoy the God-given talents of our students as we celebrate our Christian-based school environment! Whether it is music, art or technology - you will not be disappointed.

Family Events (i.e. Father/Daughter and Mother/Son Events)

PTL is happy to offer 2-3 special family driven events each year. Every other year we offer special events targeted for fathers and daughters and mothers and sons, which in the past have included Father/Daughter Dance and Mother/Son Bowling. Other family events have included a Family Dance, Trunk-or-Treat, Movie Night, Roller Skating and Snow Tubing. Every year is a bit different. There may be a small cost for these events.

Dine-Out Nights

Like a night off from cooking? Then come out and enjoy a meal with your Trinity family during one of our 2 or 3 dine-out nights during the school year. Watch for these fun evenings to be announced during the school year. Make sure to wear your Spirit Wear! It is a fun to promote school pride in the community while earning a percentage of the sales!

Teacher/Staff Appreciation Week

PTL is a proud supporter of our all the teachers and staff at Trinity. We dedicated the first week in May each year to celebrate them. We encourage our school families to recognize any teacher and staff that has left an impact on their children or family. In addition, we help provide special treats, raffle gifts and a teacher luncheon. We depend on our families to donate items, volunteer to serve food or watch a classroom for 1-hour that week in order for our teacher's to dine together on a home-cooked meal. |

Fundraisers

One key role of the PTL is to raise funds to support the school; enabling support beyond what is offered by tuition funds and support from Trinity Lutheran Church. There are many ways you can get involved - some with very little effort. Participation from each family results in more money for our school! All earnings are applied back to the school in some capacity and help keep tuition costs down. Here are some key fundraisers going on at Trinity:

Fall Fundraiser

Our biggest fundraiser of the year kicks off soon after the school year and includes students selling homemade pizzas and/or collecting free-will donations. The fundraiser has been a huge success due to the support of our school and church families. Incentives are set to encourage students to participate in the fundraiser, which have included monetary or gift card prizes in the past. Pizzas are made with love by numerous volunteers on one designated Saturday morning. Be alert for fundraising details! Earnings from the fall fundraiser have been used by PTL on school improvements (new water fountains, recycling bins, playground upgrades, etc.).



Box Tops for Education and Box Tops Classroom Competition

Your home and office contains numerous items that could help Trinity earn free cash! *Box Tops for Education* are small markings on various name brands (General Mills, Nature Valley, Ziploc, Annie's, etc). Each Box Top earns Trinity 10 cents and it adds up quick.

Save the Box Tops throughout the year and submit quarterly in the canister in your child's classroom. The classroom pairing that collects the greatest number of Box Tops each quarter wins the traveling Cookie Jar Trophy and a cookie treat on a select day. Engage family and friends in saving and we all win! Collection dates will be announced throughout the year.

Starting in 2019, *Box Tops for Education* is going digital. The old Box Tops found on products are being phased out and replaced with an electronic scan of your store receipts through its Box Tops app. You can still earn 10 cents, or more at times, for every Box Tops product you purchase. In order to earn credit to Trinity, you need to follow the following steps: 1) Download the Box Tops app to your phone; 2) Create a personalized login account; 3) Link your account to Trinity Lutheran School Mequon; and 4) scan any grocery or store receipt as instructed on the app. The scan will instantly tell you if you have earned any money for Trinity and directly link it to the school's account. Eventually, the Box Tops classroom competition will be phased out once there are no actual Box Tops to collect.



Loaves 4 Learning

Loaves 4 Learning is a regional program serving schools in the upper Midwest. Any UPC codes from Country Hearth or Village Hearth bread products equals 5 cents toward the school. To

participate, clip UPC codes off each bag of bread or buns purchased and submit in the brown cabinet located across from the elevators by the church office. Look for the label!



Amazon Smile

Are you a frequent shopper on Amazon? If so, you can now help the school earn money through its fundraising extension called AmazonSmile!!!

How does AmazonSmile work?

- Log on to smile.amazon.com with your normal Amazon account information and you will be prompted to select a charity of your choice.
- Search for Trinity Lutheran Church Mequon and click 'select.'
- Now shop until you drop!! AmazonSmile Foundation will then donate 0.5% of your eligible purchases back to Trinity.

You will need to go to smile.amazon.com every time you shop Amazon after this in order for your purchase to go towards Trinity. All products and prices are the same as you would find on the original Amazon site.

Scrip

Purchase gift cards for stores, gas stations, and restaurants you frequent and earn money for your child's tuition at Trinity or local high schools. Alternatively, you also provide support for the church. The savings add up quickly! Each vendor sells the gift cards at a discount, the discount is dispersed as follows (depending upon how elect to use your savings):

90% Trinity tuition/ 10% Trinity Lutheran

90% High School tuition/ 10% Trinity Lutheran

Your scrip savings are used as a reduction on tuition the following year.

Submit an order form prior to the start of school on Monday; gift cards are available at the end of the week. Order forms are located outside the school office. The submission box is located outside the 3K/4K classroom on top of the brown cabinet.

Spirit Wear

Show your school pride by purchasing Spirit Wear! PTL organizes two ordering events during the school year (once in the fall and again in the spring). The best part is you can shop online. In addition to our popular items, we rotate our selection of clothing items. You can find something for everyone as sizes run from Youth S to Adult XXXL. PTL also keeps a small inventory of items in stock. Please email PTL if you want to see what is available or check out items at our Back-to-School nights (August), Basketball Tournament (February) and Open House nights (March/April)

Communication

The PTL uses communication methods already in place to reach you! The most common methods of reaching you are listed below. In addition, expect that you might just get a tap on the shoulder or phone call asking for your involvement.

Email (Skyward & Constant Contact)

PTL enjoys the support of our school families and are always happy to hear from you as well. Please feel free to email us at ptl@trinityfreistadt.com. We also use the same messaging programs as the school - - Skyward and Constant Contact. Trinity families will receive emails from PTL at least once a month regarding events. These methods are the best and quickest way for us to share happenings, competition information, upcoming event sign-ups and volunteer needs.

PTL Newsletter

This monthly newsletter will be sent via email after each of our meetings as a way to update you of upcoming events, earnings from fundraisers and other special announcements.

TriTimes

Trinity TriTimes is sent from the school office via email and may at times include important PTL information and reminders for sign-up and volunteer opportunities.

Bulletin Board

The PTL has three (3) visible bulletin boards located in the following locations: 1) Outside the school office across from the bathrooms; 2) Elementary Wing and 3) Middle-School Wing. These boards are an important vehicle for keeping families and our congregation in the loop. Be sure to check the bulletin board frequently to stay tuned to the many events and volunteer opportunities happening at Trinity.

Classroom Flyers

Information is occasionally sent to you directly through your child. Take the time to read through this information and respond accordingly.

Trinity Evangelical Lutheran School of Freistadt
Parent-Teacher League
CONSTITUTION

I. Name

The name of the organization shall be:

Trinity Lutheran – Freistadt Parent Teacher League

II. Objectives

The objectives of the Trinity PTL are to honor the mission and vision of the church and school ministries. To that end, we will:

- a. In Christian spirit, provide support for teachers, parents, and students of Trinity Lutheran School.
- b. Promote a Christ centered environment for families and their children.
- c. Lead and direct events and fundraisers during the school year.
- d. Serve as a source of communication within our school.

III. Membership

- a. Any of the following persons may become a member of this organization by attending a regular meeting.
 1. Parents/grandparents/legal guardians of children attending Trinity Evangelical Lutheran School of Freistadt
 2. Trinity Evangelical Lutheran School of Freistadt principal, teachers, and staff.
 3. Any communicant member of Trinity Evangelical Lutheran Church of Freistadt.
- b. All members shall be entitled to participate in all the activities of this organization and shall have the right to vote.

IV. Leadership Board

- a. The Leadership Board will consist of elected PTL officers and faculty representative. School Administrator shall be an ex-officio member.

V. Officers

- a. The elected officers of this organization shall be: President, Vice President, Secretary, Treasurer.

VI. Committees

- a. Committees will be appointed as needed by the Leadership Board.

VII. Amendments

- a. This constitution or any of its by-laws may be amended by a two-thirds ($\frac{2}{3}$) majority of the members present at a regular meeting of the league, provided that the proposed amendments have been published in the TriTimes and the bulletin board for two (2) weeks preceding the vote.

VIII. Dissolution

- a. In the event this organization is dissolved, all assets shall become the property of Trinity Evangelical Lutheran School of Freistadt.

Trinity Evangelical Lutheran School of Freistadt
Parent-Teacher League
BY-LAWS

- I. Meetings
 - a. Regular meetings shall be held at least 8 months per calendar year as published in the PTL Newsletter, TriTimes and on the PTL bulletin board.
 - b. All meetings of this organization and Leadership board members shall, unless inconsistent with its constitution or by-laws, be governed by Roberts Rules of Order.
 - c. No action may be taken at a regular meeting of this organization unless a quorum of the officers are present. A quorum shall consist of a majority (51 %) of leadership board members.
- II. Membership
 - a. Any of the following persons may become a member of this organization by attending a regular meeting.
 - 1. Parents/grandparents/legal guardians of children attending Trinity Evangelical Lutheran School of Freistadt.
 - 2. Trinity Evangelical Lutheran School of Freistadt principal, teachers, and staff.
 - 3. Any communicant member of Trinity Evangelical Lutheran Church.
 - b. All members shall be entitled to participate in all the activities of this organization and shall have the right to vote.
- III. Duties of Leadership Board
 - a. The Leadership Board will consist of elected PTL officers and a faculty representative. School Administrator shall be an ex-officio member.
 - b. The leadership board shall prepare plans designed to achieve the purposes of the organization, shall make recommendations and suggestions to the organization regarding such plans, shall prepare an agenda for each meeting of the organization, shall approve all normal operating expenses, shall coordinate the activities of the various event committees/chairperson(s), and shall take such other actions as is necessary for the efficient operation of the organization.
 - c. Operating budget shall be approved annually by the membership.
- IV. Duties of Officers
 - a. The elected officers of this organization shall be President, Vice President, Secretary, Treasurer
 - i. President – The President shall preside at all meetings of the organization and the Leadership Board and shall perform such duties as usually pertain to that office which includes organizing all the meeting agendas and serve as spokesperson for the board.
 - ii. Vice President – The Vice President shall assist the president and shall perform the duties of the President in the latter’s absence.

- iii. Secretary – The Secretary shall record all minutes of the meeting of the organization and the Leadership board. The secretary also is to conduct the correspondence of the organization and perform such other duties as may be described by the board.
 - iv. Treasurer – The Treasurer shall receive all funds of the organization, shall deposit said funds into the organization’s bank account and shall submit a current financial report at each meeting. They shall preserve all vouchers, receipts, bank statements, and cancelled checks, and shall annually submit these items to be reviewed. Any operating expenses shall be authorized by the Leadership Board. All bills or reimbursements over \$500 must be reviewed and approved by the Treasurer and the President. All other expenditures of the League funds shall be authorized by a regular meeting of the organization, either specifically or by approval of League projects.
- V. Duties of Committees Chairpersons
 - a. Committees appointed by the Leadership Board or standing committees and shall have duties as deemed necessary.
- VI. Elections of Officers
 - a. Election of officers shall be held at the May meeting.
 - b. The President and Vice President shall be elected annually and shall serve a minimum of a three-year term. The Secretary and Treasurer shall be elected in the odd numbered years for a two-year term.
 - c. Members may make nominations at the April and May meeting. If there is more than one candidate for any office, voting shall be conducted by secret ballot.
 - d. In the event of a vacancy in the office of the President, the Vice President shall succeed to the office of President for the remainder of the term. In the event of a vacancy in any other office (including a vacancy in the office of Vice-President by reason of his succeeding to the Presidency), the vacancy shall be filled by election at the next regular meeting of the organization.
- VII. Request for Funding
 - a. Funding by PTL is designated to supplement financial support to Trinity Evangelical Lutheran Church of Freistadt. Requests for funding shall be submitted for formal approval to PTL by any individual or committee affiliated with Trinity.
 - b. Funding requests shall be beneficial to the mission and vision of the church and school ministries as listed in the PTL Constitution objectives.
 - c. Any individual or committee requesting funding from PTL shall:
 - i. Complete a Funding Request Form
 - ii. Provide additional information or financial breakdown for any request over \$500
 - iii. Submit completed Funding Request Form to the PTL Leadership team in the PTL mailbox at Trinity or via email at ptl@trinityfreistadt.com.
 - d. Requests coming from Trinity teachers or support staff shall be reviewed by the Principal before being submitted for review by PTL.

- e. Funding Request Forms received by the first day of the month will be reviewed at the next scheduled PTL meeting by the PTL Leadership Team and any other member in attendance.
 - f. Decision of whether to approve or deny the request will be determined by a two-thirds (2/3) majority members present at scheduled meeting of the PTL.
 - g. Funding Requests directly related to operational cost of school programs or consist of annual funding will be reviewed as listed above. If approved, the length of funding shall be determined by the PTL Leadership and its members at the meeting.
 - i. Length of funding shall be discussed and voted on at the same meeting. Funding shall be determined as one (1) year, two (2) year or three (3) years in length. At no point, shall operational cost of school programs or annual funding exceed a three (3) year commitment of funding.
 - ii. If approved, the amount of funding will be determined and tiered for its duration. First year funding will receive 100% of approved funding the first year, 75% of approved funding in year two and 50% of approved funding in year three.
 - iii. After the third year, all operational and annual commitments shall be nullified.
 - h. Individuals or committees requesting funds will be informed of PTL's decision via written notification within 10 days after the scheduled PTL meeting.
- VIII. Reimbursement of Expenses
- a. Any individual or committee requesting reimbursement of expenses from PTL shall submit receipts within 30 days of event in which they purchased items.
 - b. Receipts shall be labeled with the individual or committee's name and the event it is for. Receipts shall be turned into the PTL President, PTL Treasurer or the PTL mailbox at school.
 - c. Reimbursement will be made within 14 days of receiving the reimbursement receipts.
- IX. Audits
- a. The books and records of the Treasurer shall be examined annually by the Business Manager of Trinity Evangelical Lutheran Church and School of Freistadt or an auditing committee appointed by the board and approved by the membership.
- IX. Amendments
- a. The by-laws may be amended by a two-thirds ($\frac{2}{3}$) majority of the members present at a regular meeting of the league, provided that the proposed amendments have been published in the TriTimes and the bulletin board for two (2) weeks preceding the vote.
- X. Dissolution
- a. In the event this organization is dissolved, all assets shall become the property of Trinity Evangelical Lutheran School of Freistadt.