

ST. NECTARIOS DAY SCHOOL PARENT ASSOCIATION GUIDELINES

NAME

The name of this association is the St. Nectarios Day School Parent Association (DSPA).

PURPOSE

The purpose of this association shall be to work in the interest of the students and to develop a connection between preschool and home by encouraging parent involvement through volunteer opportunities and financial support of the St. Nectarios Day School

MEMBERSHIP

1. Membership in the DSPA shall be open to all parents or guardians of students enrolled in the St. Nectarios Day School upon payment of annual dues per family unit. The Parent Leaders will set this amount each year.
2. The membership year shall be from August 1st through July 31st.
3. Only members of the association shall be eligible to vote at its meetings.
4. The Day School Director and Parish Council Liaison shall be automatically awarded membership in the DSPA.

PARENT LEADERS

1. The association will have 3 Parent Leaders. The Parent Leaders will be chosen at the April meeting. If there are more than 3 members that would like to be a Parent Leader an election will be held at the April meeting.
2. One of the Parent Leaders will be in charge of the finances for the association. The Parent Leader in charge of the finances will be required to keep an accurate record of receipts and disbursements.

COMMITTEES

1. Members will volunteer for Committees at the September Meeting.
2. Each Committee should keep a binder that will be given to the Parent Leaders at the end of the school year.
3. Committees will be determined by the Parent Leaders and Day School Director based on the needs of the Day School.

MEETINGS

1. The meetings shall be held once a month. The Parent Leaders will set the meeting time and day each year. Meeting times may vary to accommodate different schedules with 7 days notice given to the members. The December meeting will be optional.
2. The Parent Leaders will meet with the Day School Director and the Parish Council Liaison monthly.

FINANCIAL POLICIES

1. The fiscal year of the DSPA shall correspond to that of the Day School, which is August 1st to July 31st.
2. All funds shall be kept in the Day School Budget. The DSPA shall have a budget line for Income and for Expenses.
3. The Parent Leader in charge of finances will collect all income for the association.
4. All income collected by the association must be turned in to the Church Office Manager by the Parent Leader in charge of finances.
5. All expenses and check request(s) must be approved by the Parent Leader in charge of finances. Only the Parent Leader in charge of finances shall hand in check request(s) to the Church Office Manager. Monies owed to members shall be disbursed by the Parent Leader in charge of finances.
6. As the St. Nectarios Greek Orthodox Church is tax-exempt, no sales tax will be reimbursed.
7. If monies are earned for a specific purpose or project for the Day School they will be transferred to the Day School Donation Income Budget line to be disbursed by the Day School Director.
8. All donors should receive a thank you and documentation required to claim a tax deduction when donations are received. The documentation should be sent within 30 days of the event or by January 31st. This should be done by the Parent Leaders.

GENERAL POLICIES

1. The association shall be noncommercial, nonsectarian, and nonpartisan.
2. The association shall cooperate with the school to support its improvement in ways that will not interfere with the school administration and shall not seek control of school policies.
3. This association may cooperate with other organizations and agencies concerned with child welfare, but persons representing this association in such matters shall make no commitments that bind this association.
4. In the event of the dissolution of this association, its assets shall be distributed to the St. Nectarios Day School.

(September 23, 2017)