



# Parents' Association & Volunteer Handbook

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The Parents' Association (PA) is comprised of Council groups for the Primary, Middle, and Upper Schools and an all-school Parents' Association Board. ALL meetings are open to the entire Holland Hall community, and we encourage you to attend all meetings. The Parents' Association is responsible for several school fundraisers and events throughout the year.

## Responsibilities of a Parents' Association Board Member

- Attend and prepare for meetings;
- Attend school functions designated by the Head of School or Parents' Association;
- Act as an advocate and ambassador for the school;
- Support other board members;
- Be alert for opportunities to advance the mission of the school.

Please visit [www.hollandhall.org/parents-association](http://www.hollandhall.org/parents-association) under the "Parent Portal" (upper right hand "Parents" link on [www.hollandhall.org](http://www.hollandhall.org)) to learn more about the PA, meeting dates/times, volunteer opportunities, and events, and to view the PA board and branch Council rosters.

## Financial Policies

The School charges a Student Activity fee to each student. Part of this fee (\$17 per student) is allocated to the Parents' Association for activities that further the mission of the Parents' Association and the School. These funds are to be used in a fiscally responsible manner. The Parents' Association funds cover grade-level parties and events that are organized with the help of the Parents' Association and not covered by the School's portion of the fee.

The School is required by IRS regulations to be responsible for all the financial record keeping related to School funds.

The School will pay for Parents' Association expenses and will provide vendor information, purchasing cards, etc. to facilitate purchases. Store credit cards (e.g. Walmart, Hobby Lobby, Office Depot, etc.) may be obtained through the Institutional Advancement Office. All charges and requests for reimbursement require appropriate backup, i.e. invoice, receipt, etc. Receipts must be itemized so that they clearly show each item purchased, a credit card receipt with only a total amount will not be accepted and is not reimbursable by the School. Receipts should also have the event or reason for purchase written on the receipt. Expenses over \$50 require the approval of the PA President.

Reimbursement for purchases will be processed through the Branch Council Vice Presidents and the Parents' Association President. All receipts must be turned in no later than 2 weeks after an event or activity. Any receipt turned in after May 31st will not be reimbursed due to the end of Holland Hall's fiscal year. Signed and approved reimbursement request forms will be turned into the Business Office by the Branch Council Vice President or Parents' Association President. Reimbursements will be made within two weeks.

Gifts for teachers or volunteers, including gift cards, may not be purchased using Parents' Association funds and will not be reimbursed by the school. These funds are designated for activities and events related to students and faculty and as such should be spent as intended by the Parents' Association mission and budget. Funds left over at the end of the school year are not to be spent without the approval of the PA President. Modest gift giving from individual families is acceptable.



## Tax Exemption

Holland Hall School is a 501(c)(3) organization. As such, most purchases are tax-exempt. The School does NOT reimburse for sales tax. For any school-authorized purchase, an Oklahoma Sales Tax Exemption Permit form may be obtained from the Parents' Association President or Branch Council Vice Presidents as well as from Branch offices. Please make sure you present the tax exemption permit form when making purchases.

## Vendor Information

Contracts for services related to events should be submitted to the Institutional Advancement Office for approval and signatures. **No vendors, including caterers, should be brought on campus without permission from the Institutional Advancement Office and the Business Office.** A W-9 should be completed by the vendor and turned in to the Institutional Advancement Office. All vendors must name Holland Hall as additionally insured and have \$1 million of liability insurance and carry Workers Compensation coverage to be on campus. Verification should be obtained before committing to a vendor AND vendor verification must be on file with the Facilities Coordinator at least two weeks before the event.

If using a new vendor with whom the School does not have an existing account, the vendor must be provided our tax-exempt certificate to avoid sales tax. The School will NOT reimburse for sales tax.

## Physical Plant and Facility Use

For volunteer meetings and events requiring room reservations or set-up, Nikki Johnson (ext. 4730) should be the primary contact with the School's Physical Plant and Facilities Department. Facility Use forms should be submitted to Nikki well in advance of any planned meeting or event to assure room availability and maintenance support. Special arrangements should be discussed with the Institutional Advancement Office. Please remember, event requests must be submitted at least two weeks prior to the event.

## Fundraising Policy

Holland Hall's mission statement says, "We seek to foster in each student a strong moral foundation and a deep sense of social responsibility." Service learning opportunities designed by faculty and built around curricular goals afford students the chance to deepen their understanding and awareness of needs within and outside of the Holland Hall community. Because our mission is to unite the Holland Hall community in purpose and achieve the greatest good possible, individual fundraising and service projects must have the **advance approval** of the appropriate Branch Head and the Director of Institutional Advancement. Consideration for approval is based on, among other factors, juxtaposition to other school-related fundraisers, appropriateness of endeavor with respect to the school's mission and educational goals, and lead time for consideration. Well-intentioned students or faculty with worthy projects may not be approved due to circumstances such as timing, the number of projects proposed and/or other institutional priorities.

Students at Holland Hall are asked not to sell products such as candy, wrapping paper, magazines, etc. Student clubs raise money at the annual Field Day event and by various other means, as approved by the Branch Heads. No other fundraising is approved.

## Harassment

Holland Hall strictly prohibits any form of sexual or any other harassment. Harassment shall include but is not limited to, displays of derogatory or offensive materials, words, jokes, comments or physical conduct based on an individual's sex, race, color, national origin, age, religion, handicap or other legally protected characteristics. This prohibition of harassment extends to employees, volunteers, suppliers, service providers and patrons of the School. This policy applies anywhere employees/volunteers are functioning on behalf of the School regardless of whether it is at a School facility or in a different location. Volunteers who believe they have experienced or observed harassment are to report the incident to the Head of School or Associate Head of School.

## Child Abuse

Title 10 7102-7105 of the Oklahoma Statutes defines child abuse and neglect as "harm or threatened harm to child's health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse/exploitation or negligent treatment or abandonment." Every person in Oklahoma who has reason to believe that a child under 18 has been abused is mandated by law to report suspected abuse. Failure to report is a misdemeanor. A volunteer who believes that a Holland Hall parent, student or employee has committed child abuse must report this belief to the Head of School or Associate Head of School.

## Whistleblower Policy

Holland Hall (the "School") requires Board of Trustees members, Administration, other employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the School must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Each Board Member, volunteer, and employee of the School has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) instances where one suspects that employees and representatives of the School did not practice honesty and integrity or comply with all applicable laws and regulations.

Should a volunteer have a concern or complaint regarding the accounting, auditing or reporting of, or the internal controls practices and procedures relating to, School funds, they should report it to the Head of School. If the complaint involves the Head of School, contact the Chair of the Board of Trustees. Upon receipt of the complaint, an investigation will be conducted to assess its nature, legitimacy and significance.

Other concerns and complaints not relating to the accounting, auditing or reporting of, or the internal controls, practices and procedures should be made to the Associate Hed for Finance and Operations. These concerns will be handled pursuant to the current policies and procedures applicable to such matters. The School shall take all appropriate steps to prevent retaliation by the School or its trustees, officers, employees, volunteers or agents, against any person submitting a complaint on account of that submission. This Whistleblower Policy is intended to encourage and enable Trustees, Administration, and employees to raise concerns within the organization for investigation and appropriate action. With this goal in mind, no one who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences.

## Communications

The Communication Department is responsible for the production of all non-classroom communications materials (e.g. brochures, event fliers, invitations, signage, promotional items, etc.) Any communication that is sent out to more than one person on behalf of the school must be approved by the Communications Department. Requests for communications or marketing assistance must be made through the Communications Department.

### Logo

The Holland Hall logo cannot be altered in proportion, color, or structure. When using the Holland Hall logo, the color should be PMS 1797 or C:0 M:100 Y:100 K:20, black, or white unless otherwise been approved by the Communications Department.

### Emails

Emails to Holland Hall parents on behalf of the school must go through the Communications Department. Please contact Erin Yancy to facilitate emails with Communications.

### The Dutch Weekly

The Dutch Weekly e-newsletter will be available each Friday and will contain information and announcements for the upcoming week. If a parent or volunteer wants to submit information to be included in the Dutch Weekly, it should be emailed to the related Branch office or department for approval and submission OR submitted via the Dutch Weekly Submission form at **[www.hollandhall.org/dutch-weekly-submissions](http://www.hollandhall.org/dutch-weekly-submissions)**. All entries require administrative approval. The Communications Department may edit announcements as needed. The deadline is 3pm on the Thursday prior to the issue date.

### The Marquee

Only Holland Hall-sponsored programs, events or activities will be posted on the marquee. To request a marquee posting, please contact the Communications Department. Holland Hall reserves the right to refuse any requested posting.

### Signage

Banners, yard signs, or other types of temporary signs must be approved by the Communications Department.

## Volunteer Opportunities

Please visit **[www.hollandhall.org/volunteer](http://www.hollandhall.org/volunteer)** to learn more.

## Special Events

Please visit **[www.hollandhall.org/events](http://www.hollandhall.org/events)** to learn more.

## Contact

### Erin Yancy

*Special Events Coordinator and Parent Liaison*

[eyancy@hollandhall.org](mailto:eyancy@hollandhall.org) or (918) 879-4738