

DUNDEE PARENT GROUP COMMITTEE GUIDELINES

1. All committees must have at least two executive board members on the committee.
2. Committees must have a chairperson and/or a co-chair person.
 - a. As a sub-committee of the Dundee Parent Group (DPG), the chairperson and/or co-chair will be assigned by the DPG Executive Board.
 - b. The chairperson/co-chairman is responsible for calling meetings, facilitating meetings, communicating with committee members, follow-up on delegated tasks and reporting progress at the DPG meetings. These tasks may be delegated if the committee approves role delegation. These roles and the individuals filling them will be identified clearly.
 - c. Committee chairs or co-chairman positions will be revisited and assigned at the beginning of each school year.
3. Committee members present at the meetings will agree upon tasks.
 - a. A quorum (one more than half the membership of the committee) must be present in order for decisions to be made.
 - b. Any decisions made will be carried out as agreed upon.
 - c. If there are any changes, another meeting needs to be called to allow all members to participate in the changed decision. This does not need to be an in person meeting.
 - d. A quorum must be present in order to approve changes.
 - e. All decisions will be shared with the entire committee.
4. Each committee will have an annual budget approved by the DPG Executive Board. Set at the start of each school year and based on the previous year's expenses, the budget is recorded in writing and provided to the committee chair(s). This gives committees a clear spending framework and helps ensure resources are allocated consistently year to year.
 - a. The committee can spend up to the budgeted amount with only committee approval, with the exception of Long Term Projects and the single-expenditure limits described below.
 - b. "Long Term Projects" are defined as any project, purchase, or contract that spans more than one school year or exceeds \$40,000. Long Term Projects require advance written approval from the DPG Executive Board before any funds are committed.
 - c. Any single expenditure of \$250 or more requires advance approval from at least one Executive Board member serving on the committee, even when the expense is within the approved budget.

- d. All expenditures and reimbursement requests must be supported by an itemized receipt. Reimbursement requests must be submitted to the Treasurer within [30] days of the purchase.
 - e. Committees will report their expenditures to the Dundee Treasurer by the end of each month, using the standard DPG expense report form, with all income and expenses itemized, supporting receipts attached, and totals reconciled against the approved budget, for reporting at the next executive board meeting.
 - f. The committee chair(s) will maintain a running budget ledger showing the approved budget, expenditures, income, and remaining balance. This ledger will be kept in the committee's shared folder and accessible to the Executive Board at all times.
 - g. For any committee that collects cash or checks, funds must be counted and verified by two people, recorded on a deposit log signed by both, and delivered to the Treasurer within [5] business days.
 - h. Committees must get prior written approval of the DPG Executive Board to exceed their allocated budget.
 - i. Any unspent budget and any surplus funds raised by a committee remain the property of the DPG and return to the general fund at the end of the school year, unless the Executive Board approves a carryover.
5. Ownership of electronic documents, platforms, and systems is maintained by the DPG Executive Board.
- a. At least one of the executive board members serving on the committee must have Administrative rights to all systems at all times.

Violation of any of these guidelines may lead up to and including removal of committee position.

Committees that exist

Dolphin Dash

Hospitality

Auction

Committee Descriptions & Responsibilities

Dolphin Dash

The Dolphin Dash chair(s) are responsible for planning, organizing, and executing this fun-run event fundraiser. While the event itself takes place on a single day, the role extends across the entire school year, as pledge-based prizes are earned and awarded at multiple points throughout the year.

The chair(s) are responsible for:

- Setting an annual theme and designing an event logo.
- Managing the pledge and donation software.
- Working alongside the DPG Communications Officer on marketing and promotion.
- Communicating volunteer needs to the DPG Volunteer Coordinator.
- Ordering t-shirts for the entire student population, including collecting sizes and organizing distribution of shirts to classrooms.
- Setting fundraising goals and prize levels tied to dollar amounts.
- Seeing each prize through to completion across the school year, even though the event itself occurs on a single day.

Hospitality

The Hospitality chair(s) are responsible for fostering school spirit and a welcoming environment on behalf of the DPG, including seasonal decor, celebrations, and staff appreciation. The role is not limited to the examples below.

The chair(s) are responsible for:

- Coordinating holiday-themed decor and events throughout the school year.
- Organizing staff celebrations, such as Teacher Appreciation Week and Special Staff Events
- Arranging and organizing meals during teacher conferences.
- Supporting additional school-spirit and staff-appreciation efforts as they arise.
- Planning end of year decor for 5th grade graduation and last day of school.
- Organizing special student events.

Auction

The Auction chair(s) lead the planning and execution of the school's premier fundraising event. They are responsible for setting financial goals, recruiting sub-committee volunteers, procuring donations, managing the event timeline, and overseeing all event logistics to maximize funds for school programs.

The chair(s) are responsible for:

- Recruiting and managing sub-committee leads for areas such as silent/live auctions, sponsorships, marketing, logistics, and volunteers.

- Setting clear agendas and running productive committee meetings.
- Collaborating closely with school administration and the DPG board to align on goals, school calendar dates, and event policies.
- Spearheading the solicitation of goods, services, and experiences from local businesses and school families.
- Overseeing the creation and distribution of donation request letters and sponsorship packets.
- Tracking and organizing all donated items using a centralized database or event software.
- Securing and coordinating the event venue, catering, entertainment, and audio-visual needs.
- Determining auction formats (e.g., mobile bidding vs. paper silent auction sheets) and coordinating setup.
- Coordinating the design and production of event catalogs, signage, and presentation slides.
- Monitoring the event budget and reporting fundraising progress to the DPG board.
- Ensuring proper handling of cash, checks, and credit card payments in accordance with school/district financial guidelines.
- Overseeing the timely distribution of tax-deductible receipts and thank-you letters to donors and sponsors.