

# St. Joseph PTA Council Handbook 2025-2026



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St. Joseph  
PTA Council

Pony Express Region

# What's Inside This Handbook

- Policies Of PTA & Objectives Of Council
- Theme and Reflections
- Council Meeting Incentives & MO PTA Convention
- St Joseph PTA Council Officers, Chairs, Promotions & Special Services
- Clarence J Carpenter Memorial Fund Board Of Trustees
- Facebook & Clippings
- Council Clippings Article Assignments
- Calendar of Meetings
- Resources to Help Your Unit
- Budget Explanation
- Council Budget for 2025-2026
- How To Keep Your Unit In Good Standing
- Unit Insurance
- Building Use & Gifts
- Tips For Best Practices
- Founder's Day Celebration Awards Information
- Council Grants for PTA Units and High School Students
- Past PTA Council Presidents
- Character & Spiritual Award Honoree's
- Points of Information
- PTA Council Bylaws & Standing Rules
- Join the PTA Form
- PTA Officers Form
- St. Joseph PTA Council Dues Form
- MO PTA Membership Dues Form
- Membership Request Form
- Attachment "A" Form
- QR Codes for St. Joseph Council, MO PTA, National PTA
- School Principals and Executive PTA Officers

[www.stjoepa.org](http://www.stjoepa.org)



St. Joseph PTA Council

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# Policies Of PTA & Objectives Of Council

## *What is a Council? What does it do?*

The Council occupies a unique position in the PTA structure. Its membership is composed of local PTAs rather than individual parents and teachers. Therefore, the Council activities must be in direct relation to the needs of local units.

## *The Council's function in the PTA structure is:*

- To better inform the public of the purposes, plans, and power of the PTA.
- To encourage cooperation among the community's PTA Units.
- To promote an awareness of PTA through special Founders' Day celebrations.
- To encourage better relations with teachers.

A most important role of the Council is to promote better schools by working closely with the school administration. The council will help to establish better relations among parents, educators, and the general public.

**Please Remember—You can only get from the PTA Council what you put into it. Attendance at Council meetings and functions as well as participation in Council activities are key factors in the success of Council.**

The St. Joseph PTA Council has 22 member units that represent thirteen elementary schools, four middle schools, three high schools and two preschools of the St. Joseph School District.

The Council and all units are members of the National and the State Congress of Parents and Teachers. The Council is in the Pony Express Region of the Missouri PTA.

PTA, the largest volunteer child advocacy in the World, is an educational organization that seeks to unite the forces of home, school, and community on behalf of children and youth.

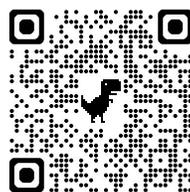
### *PTA's Purpose Is:*

- To promote the welfare of children and youth in the home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

# Theme & Reflections

## 2025-2026 Theme: *I Belong*

Each year, the PTA Reflections program offers students a platform to express their unique perspectives and interpretation of a student-created theme. For the 2025-2026 school year, the theme is “I Belong!” This concept was created by Ben Morgan from Boise, Idaho as part of the 2023 Reflections Theme Search Contest. More information can be found at [www.ptaourchildren.org](http://www.ptaourchildren.org) or the QR code below.



# Council Meeting Attendance Incentives

- Monthly drawings for \$100.00 for Units who attend the monthly meetings. Every person's name attending will go into a drawing at the conclusion of each meeting, a person's name will be drawn, they will win \$100.00 for their unit. *Remember that your officers are invited to attend PTA Council meetings. The more officers who show up the better your chance to win.*
- 10% over last year's numbers each unit would receive \$100.00. Awarded at the last meeting of the year in May.
- Unit with the highest percentage increase throughout the year would be \$200.00 (drawing if there is a tie--award in May). Awarded at the last meeting of the year in May.
- Attendance drawing \$200.00 to PTA Unit (Unit name goes into a drawing for every person attending Council meetings). Awarded at the last meeting of the year in May.
- Principal incentive: Two drawings for \$150.00 each to be used for school (Name entered in a drawing in May for every Council meeting attended throughout the school year).

## Missouri PTA Convention 2025

The 109<sup>th</sup> annual PTA Convention has a wide array of workshops for every skill level. Join us for a fun and inspirational day of learning and networking with fellow PTA members!

Saturday, November 8th, 2025, in Columbia.

We always encourage units to have a representative attend and to have this on your budget.



For more info scan the QR code.

**President, PTA University, Ways & Means,  
Dept. of Organization**

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Erika Zubia  
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**Spelling Bee**

Karen Heyde Lipanovich

**Clippings Editor**

Jennifer Kerns  
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**Character And Spiritual**

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We Will Forward Any Correspondence

**Early Childhood**

Dlo Duvall  
dloduvall@sjsd.k12.mo.us

**Health/ Wellness**

Clarence J Carpenter Memorial Fund Board

**Family/ Community Engagement**

Destany Stocking

**Special Education**

Macey Combs

**Membership – this could be you!**



**Facebook:** Follow us on Facebook for information about meetings and up coming events.

Scan the QR code to get to the Facebook page.

Or visit [www.facebook.com/stjoepta](http://www.facebook.com/stjoepta).



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**Clippings:** A monthly newsletter that is put out by the council every month. This is a great way to review important notes and upcoming events. Clippings is emailed to unit presidents monthly but is also available on the council website.

Scan the qr code to get to the clippings page.

Or visit [www.stjoepta.org](http://www.stjoepta.org).



# Council Clippings Article

## Assignments

(Digital Council Newsletter Emailed Out Monthly)

Below is a list of assignments for Council Clippings. All chairmen and officers should submit at least one article during the school year. Please have articles ready for print when you submit them. Please feel free to contribute as many articles as you like. Clippings are compiled the month before.

Examples: If you have an article due for the September issue then your article would be due on or before August 15. All "Plans of Work" presented by Chairman will be published in Council Clippings.

**ALL ARTICLES SHOULD BE EMAILED TO:**

<p><b>SEPTEMBER</b> Membership, Treasurer, National Convention, Ways And Means Report, President's Report, Council Award, Regional Director Article, Clarence J. Carpenter Memorial Fund Board Report (Annual), And Character &amp; Spiritual</p>	<p><b>JANUARY</b> Founder's Day, Reflections, President's Report, Parent &amp; Community Engagement, Regional Director Article And Character &amp; Spiritual</p>
<p><b>OCTOBER</b> Reflections, Bylaws, President's Report, Regional Director Article, Character &amp; Spiritual And Parent &amp; Community Engagement</p>	<p><b>FEBRUARY</b> Bylaws, Membership, Salute The Schools Report, Nominating Committee Report, President's Report, Parent &amp; Community Engagement, Regional Director Article And Character &amp; Spiritual</p>
<p><b>NOVEMBER</b> Character And Spiritual, President's Report, Parent &amp; Community Engagement, Regional Director Article And Reflections</p>	<p><b>MARCH</b> Ways And Means, Awards, Reflections Report, Spelling Bee Report, PTA University, President's Report, Parent &amp; Community Engagement, Regional Director Article And Character &amp; Spiritual</p>
<p><b>DECEMBER</b> Founder's Day Awards, Bylaws, Membership, Salute The Schools, Spelling Bee, Legislation, President's Report, Parent &amp; Community Engagement, Regional Director Article And Character &amp; Spiritual</p>	<p><b>APRIL</b> PTA University, Character And Spiritual, President's Report, Parent &amp; Community Engagement, Regional Director Article</p>
<p><b>MAY</b> Budget (Proposed), Ways And Means, Treasurer, Membership Report, President's Report, Parent &amp; Community Engagement, Regional Director Article, Character &amp; Spiritual</p>	

# Calendar Of Meetings:

- Each PTA Unit at each building should be holding monthly meetings. Here is an outline of objectives and goals to complete each month. Each unit will add additional task points to help better run their unit.
- PTA Council holds monthly meetings at TMC (3401 Renick). All units are encouraged to regularly attend general council meetings that begin at 7:00pm on the 2<sup>nd</sup> Thurs of every month. There should be a representative from each unit, in attendance, each month! There are attendance incentives, door prizes, and end of year awards for units who were represented at the most council meetings!

<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Attend PTA Council Meeting at TMC</li> <li>• Carpenter Board Meeting</li> </ul>	<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Spelling Bee</li> <li>• Founder's Day Celebration</li> </ul>
<p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Attend PTA Council Meeting at TMC</li> <li>• PTA Council Dues Deadline- \$30</li> <li>• Council President &amp; Superintendent memberships due</li> <li>• Missouri State Convention Monday October 19, 2024 in Independence, Missouri.</li> </ul>	<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Attend PTA Council Meeting at TMC &amp; BOE Candidate Forum</li> <li>• Election of Unit Officers</li> </ul>
<p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Attend PTA Council Meeting at TMC</li> <li>• Deadline to file the 990N at IRS.GOV</li> <li>• Carpenter Board Meeting</li> <li>• Form a nominating committee</li> </ul>	<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• MOPTA Award Deadline</li> <li>• PTA University at Hillyard</li> </ul>
<p><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Attend PTA Council Meeting at TMC</li> <li>• Financial Reports due to council &amp; state</li> <li>• Form a nominating committee for elections</li> </ul>	<p><b>MAY</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Attend PTA Council Meeting at TMC</li> <li>• Teacher Appreciation Week</li> <li>• Carpenter Board Meeting</li> </ul>
<p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li>• Memberships to State Office</li> <li>• Attend PTA Council Meeting at TMC</li> <li>• Salute to Schools Month</li> <li>• Carpenter Board Meeting</li> <li>• Awards Applications for Founder's Day are due</li> </ul>	<p><b>JUNE</b></p> <ul style="list-style-type: none"> <li>• National PTA Convention</li> </ul>

## SEPTEMBER

- Memberships to State Office - the following page has the form for submitting memberships to state. This is how the state tracks memberships and how we as the council determine membership growth percentages. Also each unit pays dues on each membership to state and national PTA. Here is the link to submit the form online. <https://mopta.org/membership-dues-submission/>
- Attend PTA Council Meeting at TMC - remember each unit is expected to send a representative monthly!

## OCTOBER

- PTA Council Dues Deadline- Each unit is expected to pay a \$30 Council Dues payment yearly. Failure to make the payment will result in the unit not being in good standing which disqualifies the unit from grants and awards handed out by council. The submission form is on the following pages.
- Council President & Superintendent memberships due- The St Joseph PTA Council and St Joseph School District Superintendent want to join your PTA! These are two easy memberships extended to each unit! Complete the following form and submit it to council. Council will purchase two memberships to your PTA unit!

## NOVEMBER

- Deadline to file the 990N\*at IRS.GOV - Each unit is considered a 501C3. Which is what qualifies the unit for their tax exempt status. This also means that each unit must complete the 990N yearly. This may have been a form the auditor completed for you. If not go to this website <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> and complete the form digitally. There are no paper forms accepted. This must be completed online to be in good standing with the council and to avoid financial dishonesty.
- Form a nominating committee- check your unit bylaws or council bylaws for more information. A nominating committee is formed to find perspective officers for the upcoming school year.

## DECEMBER

- Financial Reports due to council & state\* - Each unit is required to submit their financial audit documents to both council and state. Simply mail in or scan and email the auditors report to both council and state.
- Form a nominating committee for elections\*- per unit bylaws a nominating committee must be formed to create an officer slate for the following school year. Look to your unit bylaws for more information. If you don't have a copy of your bylaws please read out to

## JANUARY

- Salute to Schools Month - Each year PTA Council recognizes district employees who are not represented by a PTA Unit. This would be building such as Noyse Administration, Print Shop, and Maintenance- to name a few. Council treats these employees with a sweet treat and card!
- Awards Applications for Founder's Day- each unit is afforded the opportunity to recognize outstanding individuals. See applications at the end of this yearbook for more information! All units are required to complete/ nominate someone for each application!

## FEBRUARY

- Spelling Bee - Each building participates in a spelling bee. Often PTA units contribute to this. Check with your building principal for more information. Winners from each Spelling Bee complete at the district level.
- Founder's Day Celebration - instead of a regularly scheduled council meeting, PTA Council hosts a dinner banquet in recognition of Founder's Day. Invitations will be sent to each unit prior to the event. RSVP is required.

## MARCH

- Attend PTA Council Meeting at TMC & BOE Candidate Forum - on election years PTA Council hosts a forum where Board of Education Candidates are interviewed on important issues. Units are expected to send a representative to attend.
- Election of Unit Officers - Each unit is required to hold a general assembly meeting where the general assembly will vote on the nominated slate of officers for the upcoming school year. Check your bylaws for more information. Also Units are **REQUIRED** to send a list of officers and their contact information to both Council and State. Forms are on the following pages. The secretary is to send all officer information to state. Forms on the following page- but the best way is to submit it all online.

## APRIL

- MOPTA Award Deadline
- PTA University at Hillyard - Instead of a regularly scheduled council meeting in April, please plan on attending PTA University. Here the council hosts training sessions for new officers. Each unit is required to attend. There is also a vendor fair where units can pick up new fundraising ideas for the upcoming school year. Dinner is provided and RSVP is required.

# Resources To Help Your Unit

The PTA **Local Leader Kit** is a comprehensive digital guide designed to help you learn the basics of running your PTA unit. [www.pta.org/local-leader-kit](http://www.pta.org/local-leader-kit)

- *select and work with your board*
- *formulate your PTA calendar of programs and events*
- *navigate unique financial challenges of a 501(c)(3)*
- *grow your PTA membership*
- *choose and organize a PTA fundraiser*
- *communicate with your school community*
- *and more!*



These tools and templates, online resources and training courses will inform your work as you establish your PTA and volunteer roles and throughout the year, ensuring that your PTA stays on track to achieve the **PTA mission**: *to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*

**Tool Kits & Guides from [mopta.org](http://mopta.org)**



# Budget Explanation

- Expenses
  - Expenses used in day-to-day operations and projects of the Council
  - Founder's Day
    - Budget includes all expenses including books and awards.  
See standing rules for full details
- Contributions
  - Each donation to listed organizations
- Conventions
  - Second delegate to National Convention if funds are available, meaning that at least half of the next year's budget is held over; amount to be determined by using the State PTA Allotment as a basis
- Bonding for Treasurer
  - This bond will be paid as determined by the Bonding Company
- President's Expense
  - Reimbursement for expenses incurred by President due to position; \*according to Council Standing Rule #2: Receipts to be submitted to the treasurer.
- Miscellaneous
  - Unplanned Expenses

## St. Joseph PTA Council 2025-26 Budget

<u>INCOME</u>	FYE 2025/26	ACTUAL
All Day Skate	\$ 400.00	
Council Dues	\$ 480.00	
Founder's Day - RSVP's	\$ 3,000.00	
Major Saver	\$ 17,000.00	
Summer Skate	\$ 500.00	
<b>TOTAL INCOME</b>	<b>\$ 21,380.00</b>	
 <u>EXPENSES</u> 		
<b>1. Founder's Day</b>		
Awards & Misc.	\$ 2,000.00	
Banquet	\$ 4,200.00	
	<b>\$ 6,200.00</b>	
<b>2. Council Projects</b>		
Anti-Bullying Program	\$ 500.00	
Early Childhood	\$ 50.00	
Grants (Fall)	\$ 10,500.00	
PTA University	\$ 700.00	
Reflections	\$ 50.00	
Salute-to-Schools	\$ 600.00	
Special Education	\$ 50.00	
Spelling Bee	\$ 150.00	
Unmet Needs Mini Grants	\$ 3,000.00	
	<b>\$ 15,600.00</b>	
<b>3. Organization</b>		
Character/Spiritual Scholarship	\$ 1,000.00	
Membership Incentives (monthly)	\$ 1,600.00	
Memberships to Local Units	\$ 250.00	
	<b>\$ 2,850.00</b>	

<b>4. Officers</b>		
President	\$ 200.00	
Secretary	\$ 100.00	
Sergeant-At-Arms	\$ 320.00	
Treasurer	\$ 200.00	
	<b>\$ 820.00</b>	
<b>5. Supplies</b>		
Postage	\$ 50.00	
Website fees	\$ 200.00	
	<b>\$ 250.00</b>	
<b>6. Conventions</b>		
State/National PTA Conferences & Leadership St. Joseph	\$ 3,000.00	
	<b>\$ 3,000.00</b>	
<b>7. Donations</b>		
2nd Harvest (Backpack Buddies)	\$ 100.00	
Allied Arts (CAP)	\$ 500.00	
Carpenter Board (Summer Skate)	\$ 500.00	
Misc. Contributions	\$ 100.00	
SJ Safety Council (Safety Town)	\$ 100.00	
Youth Alliance (Project Graduation)	\$ 1,500.00	
	<b>\$ 2,800.00</b>	
<b>8. Other</b>		
Accounting Costs	\$ 100.00	
Committee Meeting Dinners	\$ 300.00	
Council Dues to MOPTA	\$ 25.00	
Liability/Bond Insurance	\$ 300.00	
Miscellaneous	\$ 300.00	
National PTA Life Achievement Award	\$ 200.00	
Storage Unit	\$ 1,000.00	
	<b>\$ 2,225.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 33,745.00</b>	
<b>Undesignated funds mailed to mopta 5/9/25</b>	\$ 2,000.00	

# How To Keep Your Unit In Good Standing

It is important to keep your unit in good standing for a few reasons. First it is necessary to be in good standing to keep your tax-exempt status as a 501c3 valid. Ensuring that the required documents are update allows for your tax-exempt status to stay current. Also, your PTA unit must be in good standing to qualify for council grants, awards, and carpenter fund benefits.

1. There are two categories to consider: state & council.
2. While some items overlap other items are specific to either state or council.
3. Each year these documents must be resubmitted.
4. On the following pages are forms you can complete digitally or print out and complete.
5. All forms are either mailed to council, emailed to council, emailed to state, mailed to state or turned into the district business office.
6. Most forms can be found at:

[www.stjoepta.Org/forms/](http://www.stjoepta.Org/forms/)



[www.mopta.org/forms-applications/](http://www.mopta.org/forms-applications/)



**Aside From Monthly Memberships To State Most Forms Can Be Submitted Together In August.**

# Unit in Good Standing Checklist

	<b>State PTA</b>	<b>Council</b>	<b>Complete</b>
<b>Financial review</b>	X	X	
<b>Annual report</b>	X	X	
<b>Tax confirmation</b>	X	X	
<b>PTA memberships to State PTA</b>	X	X	
<b>Current bylaws</b>	X	X	
<b>Council dues paid</b>		X	
<b>Insurance confirmation</b>		X	
<b>Unit budget</b>		X	
<b>District form/their external audit</b>		X	

## To keep your unit in good standing send these items to MOPTA!

### Financial Review For The Current School Year

Required for both state and council. Simply print and mail your audit to state and council

### Annual Report

Required for both state and council. Simply print and mail your audit to state and council

### IRS Form Filed

Required for both state and council. THIS IS THE 990N AND IS FOUND AT:  
<https://www.Irs.Gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>  
This may have been submitted by your auditor

### Memberships Submitted To State

Required for both state and council (Council monitors these numbers- you don't submit anything specific to Council)

Remember for each membership you pay \$3.25 to national PTA and \$2.00 to MOPTA.

You can submit memberships online or by mail. THE FORM IS FOUND AT:

<https://mopta.Org/membership-dues-submission/>

### Bylaws

Required for both state and council. Simply print and mail a copy to state and council. Your bylaws expire every three years. A committee must be formed to revise/edit/update bylaws then they must be approved by the general assembly.

### Current Officers

Required for both council and state. Fill out the form at

[https://mopta.Org/membership/faq/officers\\_](https://mopta.Org/membership/faq/officers_)

An officer form is provided in this yearbook. Send to Council & State.

***There are no state or national dues.***

All these forms can be found on  
our Council website  
<https://stjoepta.org/forms/>



### Financial Review For The 2025-2026 School Year

Required for both state and council. Simply print and mail your audit to state and council

### Annual Report

Required for both state and council. Simply print and mail your audit to state and council

### IRS Form Filed

Required for both state and council. This is the 990n and is found at:

<https://www.Irs.Gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

This may have been submitted by your auditor

### Memberships Submitted To State

Required for both state and council (well council monitors these numbers- you don't submit anything specific to council)

Remember for each membership you pay 3.25 to National PTA and \$2.00 to MOPTA. You can submit memberships online or by mail. The form is found at: <https://mopta.Org/membership-dues-submission/>

### Bylaws

Required for both state and council. Simply print and mail a copy to state and council. Your bylaws expire every three years. A committee must be formed to revise/edit/update bylaws then they must be approved by the general assembly. Questions, please contact Christy Horner at [christyhorner.Ch@gmail.com](mailto:christyhorner.Ch@gmail.com).

### Current Officers

Required for both council and state. Fill out the form at <https://mopta.Org/membership/faq/officers/> Also, an officer form is provided in this yearbook. Complete the form, print it out and mail it to council.

### Council Dues Paid

\$30 due annually to council. A form is provided in this yearbook. Print the form, complete it and mail it to council.

### Proof Of Insurance

Each unit is required to have at least bonding insurance. Some units also have liability insurance.

Most units get insurance through aim at <https://aim-companies.Com/group-insurance/>

INSRUANCE INFORMATION ON THE FOLLOWING PAGE HOWEVER ANY VALID INSURANCE IS ACCEPTED. Print and submit proof of insurance yearly to council.

### Unit Budget

A copy of each unit's budget is required to be submitted to council yearly. The budget must be approved by your general assembly before any money can be spent on the upcoming school year.

Print and mail a copy of your budget to council.

### District Form

This form is typically emailed to principals about March but is also included in this yearbook. It is also available on the council website here

[https://stjoepa.Org/wp-content/uploads/2018/03/gasb-39-form\\_2018.Pdf](https://stjoepa.Org/wp-content/uploads/2018/03/gasb-39-form_2018.Pdf) : Print and complete the form. It needs to be returned to the district's business office.



Every PTA unit must have insurance! To keep your unit in good standing, pay your insurance premium and send proof of insurance to PTA Council.

You can email your insurance agent and ask for an electronic copy of proof of insurance and forward that to [sjptacouncil@gmail.com](mailto:sjptacouncil@gmail.com).

A lot of units (including Council) use AIM Insurance.  
Additional information on the following page.

AIM offers a complete protection plan designed specifically for Parent Teacher Groups. To qualify for coverage under our program, potential insured's are defined as: Education and School related Associations operating as Parent Teacher Associations, Parent Teacher Organizations, Booster Clubs, or other foundations or approved non-profit Organizations and established solely to support educational and school activities. In addition, to be an acceptable risk, such PTA, PTO, Booster Club, or other non-profit Foundation or Organization must: (i) be formed exclusively for educational and school related purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code; (ii) be non-commercial, non sectarian, and non-partisan; and (iii) work directly with the applicable schools to provide quality education, promote the health and welfare of children.

## Event Insurance

Event Insurance (General Liability) protects you from lawsuits if someone was injured at one of your organization's activities and held you responsible. The liability limit for a lawsuit is \$1,000,000 or \$2,000,000, with no deductible. Some activities covered include skating parties, fall carnivals, bounce houses, dunking booths, fun runs, auctions and more. Injuries resulting from transportation are not covered.

General Liability coverage also has a separate component that gives insureds access to a minimum of \$5,000 in **medical payments even if no lawsuit has been filed** for injuries sustained at one of your organization's activities. A **Medical Payments** limit of \$5,000 is included in every General Liability Policy. Options for increased Medical Payments limit are \$10,000, \$25,000, and \$50,000, with no deductible.

**Media Liability**- We also offer Social Media Liability Coverage as a supplement to your General Liability policy. This coverage is designed to protect you from liability in the event you accidentally misuse or disclose information on your website or other social media site. This includes misuse of the logo, copyright, pictures, confidential information and other misrepresentations or misappropriations.

## Embezzlement Insurance

Embezzlement Insurance (Bond) protects your money. It covers anyone your organization trusts with money whether it's a President, Treasurer, board member, volunteer, or courier. If that person embezzles (runs off) with your money, this coverage would replace those missing funds. The bond limits are \$10,000, \$25,000, and \$50,000, with a \$250 deductible. (Higher limits are available, Contact AIM for pricing)

## Directors & Officers Liability

Directors & Officers (Professional) Liability coverage protects organizations from lawsuits for "wrongful acts". If someone sued the officers of your organization for mismanagement, misrepresentations, dissemination of false or misleading information, or inappropriate actions this coverage would pay to defend them against those actions. The coverage limit is \$1,000,000, with a \$1,500 deductible.

## Property Insurance

Business Personal Property (Inland Marine) Insurance protects your raffle merchandise, auction items and fundraising supplies while they are in your possession. This coverage also protects any personal property of your organization such as popcorn machines, snow cone makers, school store supplies, emergency relief supplies, and more. The Inland Marine coverage limits are \$10,000, \$25,000, and \$50,000, with a \$250 deductible. (Higher limits are available, Contact AIM for pricing)

Let us help you determine what coverage is right for your Parent Teacher Group!!

 **Get Started!** 

1-800-876-4044 | [aim-companies.com](http://aim-companies.com)

# School District Information

## **Building Use For PTA Meetings**

- There will be no charge to PTA units for the conducting of afternoon or evening meetings in the St. Joseph schools. Costs for operating the building and employing the custodian will be paid by the district. Should the general use of the kitchen and equipment be needed a cafeteria worker will be required and will have to be paid by the PTA unit.

## **Building Use For PTA Fundraising Projects**

- All fundraising by school organizations and by school related organizations on school property must have administrative approval prior to implementation. Plans will be submitted to the principal for approval. The principal must submit 1- copy of all plans to the business division. (Check with your principal for more information).

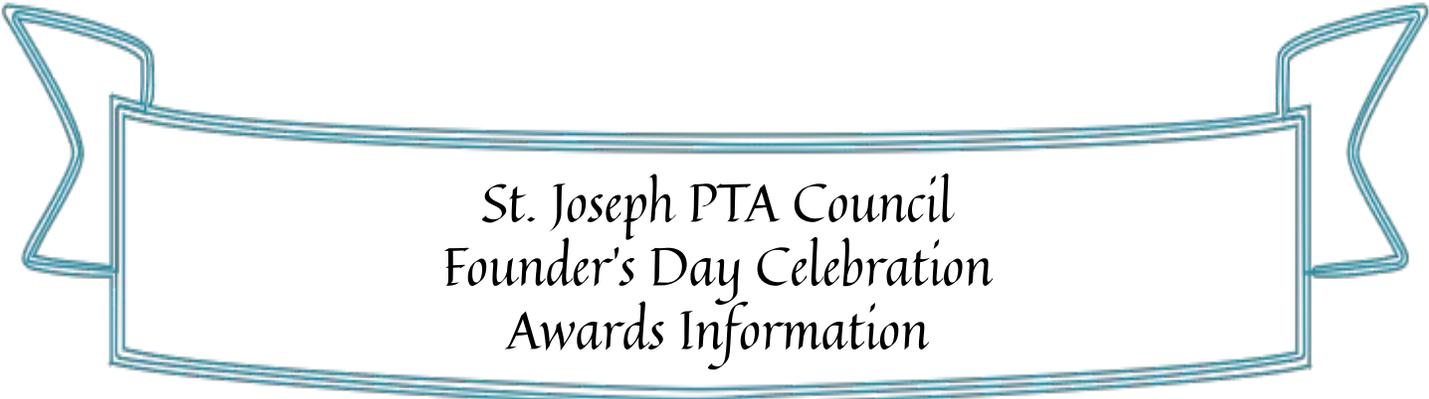
## **Gifts To The School District**

- PTA units have been extremely generous in giving gifts to the schools. The district certainly appreciates this. By board policy only the board of education can officially accept gifts. Any gift valued at \$10.00 and above must be approved by the board of education before being purchased. Any gifts do become the property of the school district and can be moved from building to building. Ordinarily, gifts will not be moved unless there is a valid reason.

# Tips For Best Practices

- Storing the checkbook → stays with the treasurer.  
Use of a debit card is strongly discouraged.
- Having principals as a signer is strongly discouraged.  
Have three signers on the signature card at the bank.  
Each check should be signed by two signers.  
People living in the same household cannot both be signers on checks.  
Always avoid every possibility of fraud!
- Using these motion forms, reimbursement forms and deposit vouchers provided on the following pages.
- A member who is not on the signature card needs to review and sign bank statements monthly. Also, the president and treasurer need to review and initial.

Form a budget committee at your march meeting. Check your bylaws or standing rules for exactly who needs to be on this committee. Have the committee draft a budget and present it to the executive board for review at the April meeting. Post the budget and officer slate for the following year after the executive board meets. It needs to be posted and available for the general assembly to review for 30 days prior to vote.



*St. Joseph PTA Council  
Founder's Day Celebration  
Awards Information*

**Please read the following important information!**

- Every unit is required to have an outstanding volunteer.
- Every unit is required to complete and return all award applications.
  - Please use additional paper to complete applications.
  - Applications can be done either through email or mailed:
    - Emailed to St Joseph PTA Council
    - Printed and mailed to St Joseph PTA Council
- Every unit is required to send an attendee.
- Every unit is awarded three books on behalf of St Joseph PTA Council President, St Joseph school board and in honor of the school's outstanding volunteer.

**All award applications need to be mailed/mailed to Council:**

1415 N. 26th St.  
St. Joseph, MO 64506  
sjptacouncil@gmail.com

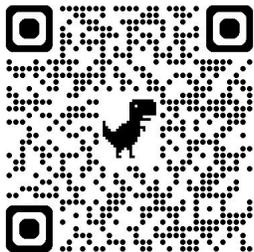
*The following page will have the awards that you can apply for and the QR code to access it.*



*St. Joseph PTA Council  
Founder's Day Celebration  
Awards*

**All of these awards descriptions and forms to submit can be found on our website or you can scan the QR code to get a direct link.**

- **Outstanding Principal Award**
- **Outstanding PTA Unit Award**
- **Lifetime PTA Leadership Award**
- **Davis-Langemach PTA Council Award Of Excellence**
- **Outstanding PTA Volunteer Award**
- **Caroline B Ullman Teacher Of The Year Award**
- **Support Staff Person Of The Year Per Building Award**



# Council Grants for PTA Units and High School Seniors

## **St Joseph PTA Council Character And Spiritual Leader Scholarship**

*The applicant has already been selected for the current school year. The following year's awardee will be selected in JUNE of next year.*

The St. Joseph PTA Council established this scholarship for high school seniors.

The amount of this scholarship is \$1,000.00. This scholarship is for a one-year term to the student.

Applications are due to your high school's guidance counselor's office by May 7th. Selection will be made in June. Forms can be found at on our website, or you can scan the QR code.

## **St. Joseph PTA Council Grant Request**

*Deadline to apply Nov. 1st.*

The executive committee of each PTA may apply for one grant up to the amount of \$400. Forms & more information can be found at <https://stjoepta.org/forms/> or you can scan the QR code.

## **St. Joseph PTA Council Unmet Needs Grant**

*Deadline to apply Jan. 15<sup>th</sup> and awarded at the Founders Day Celebration in Feb.*

The Council is happy to continue providing the Unmet Needs Grants. These funds will allow the Council to help supplement needs your Unit or students have that you can't quite pay for alone. We have a total budget of \$3000 to be divided up amongst schools that apply for the grant and will be voted on by Council. So, you may receive only a portion of what you are asking for depending on needs and how many schools apply. Forms and more information can be found at <https://stjoepta.org/forms/> or you can scan the QR code.



We Thank The St. Joseph P.A. Council Past  
Presidents  
 For Their Efforts And Support

1920-1921	Mrs. E.M. Platt
1921-1923	Mrs. W.A. Masters
1923-1924	Mrs. M.S. Gray
1924-1925	Mr. Jesse Cunningham
1925-1926	Mrs. W.H. Fellison
1926-1927	Mrs. Clifford Adams
1927-1928	Mrs. G.V. Esping
1928-1930	Mrs. Grace Osborn
1930-1931	Mrs. R.J. Teitz
1931-1932	Mrs. R. W. Heimburger
1932-1933	Mrs. Walter D Ladd
1933-1935	Mrs. M.L. Hartwell
1935-1937	Mrs. Eugene A. Phillips
1937-1939	Mrs. L.A. Hines
1939-1940	Mrs. G.B. Thomas
1940-1942	Mrs. I.L. McMIndes
1942-1943	Mrs. Arthur R Jagggers
1943-1945	Mrs. J.T. Dissmin
1945-1947	Mrs. John Ross
1947-1949	Mrs. A.B. Sewell
1949-1951	Mrs. Claude Martin

1951-1953	Mrs. K. S. Lawrence
1953-1955	Mrs. Norman Moore
1955-1957	Mrs. Vincent Ream
1957-1959	Mrs. John Ross
1959-1960	Mrs. Edward Ruth
1960-1962	Mrs. Vincent Ream
1962-1964	Mrs. James Seals
1964-1966	Mrs. Ernest Wilson
1966-1968	Mrs. Norman Burnett
1968-1970	Mrs. M.D. Waller
1970-1972	Mrs. Lee Powell, Jr.
1972-1973	Mrs. Gerald Haynes
1973-1975	Mrs. Donnie E. Meyer
1975-1977	Mrs. Bill D. Gann
1977-1979	Mrs. Ronald Zirkle
1979-1981	Mrs. Richard Bohanan
1981-1983	Mrs. Robert Trautman
1983-1985	Mrs. James Lux
1985-1987	Mrs. Dewayne Flint
1991-1992	Mrs. George Humleker, Sr.
1992-1994	Carol D. Leivan

1994-1996	Sharon Kosek
1996-1998	Lisa Little
1998-1999	Fran Brothers
1999-2001	Lori Prussman
2001-2003	Joyce Clibon
2003-2005	Kerry Funck
2005-2007	Deb Conrad
2007-2009	Peggy Wood
2009-2011	Lori Prussman
2011-2012	Lisa Little
2012-2013	Bridgette Lindstrom
2013-2015	Joyce Brewka
2015-2017	Nici Hayes
2017-2019	Tammi Gumm
2019-2020	David Cripe
2020-2021	Erica Capels
2021-2023	Jennifer Kerns
2023-2025	Liz Payne
2025-2026	Shawnda Embery

# Past Character and Spiritual Award Honorees

Jamie Hart	Benton Hs	1999-2 000	Jacy Atkins	Central Hs	2012- 2013
Katie Ziesel	Benton Hs	2000-2 001	Mollie Siemens	Central Hs	2013- 2014
Adam Brown	Benton Hs	2001-2 002	Webster Dryer	Central Hs	2014- 2015
Nathon Harness	Benton Hs	2002-2 003	Alixandria Wilson	Central Hs	2015- 2016
Laura Depriest	Central Hs	2003-2 004	Abbee Livingston	Benton Hs	2016- 2017
Allison Mathews	Lafayette Hs	2004-2 005	Nicholas Ryan	Lafayette Hs	2017- 2018
Alex Dobyhan	Central Hs	2005-2 006	Madeline Arn	Benton Hs	2018- 2019
Victoria Carvell	Central Hs	2006-2 007	Angela Gastineau	Lafayette Hs	2019- 2020
Heather Slawson	Central Hs	2007-2 008	Raeann Williams	Central Hs	2020- 2021
Paden Chambers	Benton Hs	2008-2 009	Allaina Mace	Lafayette Hs	2021- 2022
Shelby Hawkins	Benton Hs	2009-2 010	Erinn Lotspeich	Lafayette Hs	2022- 2023
Jameison Welch	Central Hs	2010-2 011	Brett Carter	Central Hs	2023- 2024
Brady Burks	Lafayette Hs	2011-2 012	Keeleigh O'Callaghan	Lafayette HS	2024- 2025
Olivia Edwards	Central HS	2025-2 026	Olivia Edwards	Central HS	2025- 2026

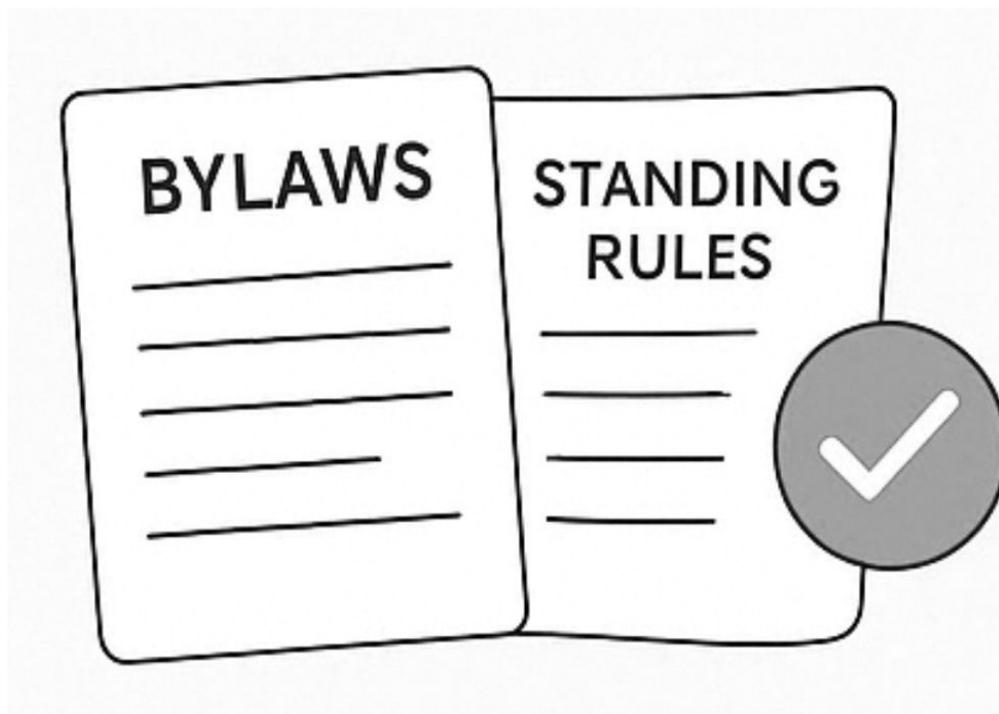
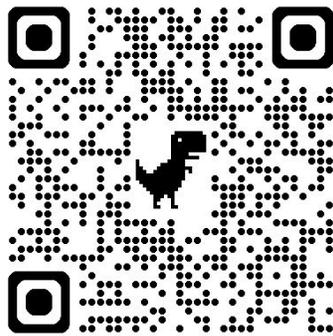
# Points Of Information

Here are some awards, subscriptions, dues, and reminders to make your year successful!  
Remember to pay membership dues on every member that joins your unit & make donations allowed for in the budget set forth by your unit

<b>NATIONAL</b> <a href="http://www.pta.org">www.pta.org</a>	
<b>National PTA life achievement award and pin</b> Awarded to council presidents at the end of their 2-year term Available for units to give to outstanding members	<b>\$135.00 (includes shipping)</b> 6 to 8 weeks order time
<b>Our children magazine (member)</b> Available for personal digital subscription at pta.org	<b>\$15.00</b>
<b>STATE</b> <a href="http://www.mopta.org">www.mopta.org</a>	
<b>Membership dues: annual \$2.00 to state + \$3.25 to national PTA</b>	<b>\$5.25 per unit membership</b>
<b>Founder's day (due by March 1)</b> February 17 is national PTA Founders Day Units can make donations Mark on monthly membership form	<b>Donations</b>
<b>Missouri PTA distinguished service award (includes pin) &amp; donations of \$100, name of unit added to plaque in Columbia</b> Awarded by the executive board at founder's day Available for units to give to outstanding members & principals	<b>\$50+shipping</b>
<b>Past president's pin and bar</b> Available at shoppta.com Units can award this to their presidents	<b>\$20 + shipping</b>
<b>LOCAL</b> <a href="http://www.stjoeppta.org">www.stjoeppta.org</a>	
<b>PTA dues → due October 15th each year</b> Make checks payable to: St Joseph PTA Council	<b>\$30</b>
<b>Clarence J Carpenter memorial fund suggested donations</b>	<b>\$75</b>

# St. Joseph PTA Council Bylaws & Standing Rules

To view these, you can go to [www.stjoepta.org/bylaws](http://www.stjoepta.org/bylaws)  
or scan the QR code below.



Join PTA Council



Are you interested in volunteering for St. Joseph PTA Council? Please fill out the following form and return to [sjptacouncil@gmail.com](mailto:sjptacouncil@gmail.com). Thank you for your interest!

Officers:

- |   |   |
|---|---|
| <input type="checkbox"/> President          | <input type="checkbox"/> 1st Vice President |
| <input type="checkbox"/> 2nd Vice President | <input type="checkbox"/> 3rd Vice President |
| <input type="checkbox"/> 4th Vice President | <input type="checkbox"/> Secretary          |
| <input type="checkbox"/> Treasurer          | <input type="checkbox"/> Sergeant-At-Arms   |

Chairs:

- |   |  |
|---|--|
| <input type="checkbox"/> Reflections              | <input type="checkbox"/> Reflections Ceremony        |
| <input type="checkbox"/> Spelling Bee             | <input type="checkbox"/> Founders Day                |
| <input type="checkbox"/> Membership               | <input type="checkbox"/> Salute the Schools          |
| <input type="checkbox"/> PTA University           | <input type="checkbox"/> Ways and Means:             |
| <input type="checkbox"/> Bylaws                   | <input type="checkbox"/> Clippings (Editor)          |
| <input type="checkbox"/> Legislation              | <input type="checkbox"/> Awards                      |
| <input type="checkbox"/> Special Events           | <input type="checkbox"/> Early Childhood             |
| <input type="checkbox"/> Health/Wellness & Safety | <input type="checkbox"/> Family/Community Engagement |
| <input type="checkbox"/> Special Education        |  |

Name:

Email:

Phone:

School Unit:

Previous volunteer experience:

# PTA Officers List

Send complete list to [sjptacouncil@gmail.com](mailto:sjptacouncil@gmail.com)

**This list will be used for St. Joseph PTA Council mailings.  
Do not use school address for President mailing address.  
Deadline March 31st**

**School Name:** \_\_\_\_\_

**President's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**1<sup>st</sup> Vice's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**2<sup>nd</sup> Vice's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Secretary's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

**Treasurer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

# PTA Council Dues Form

As a member unit of the St. Joseph PTA Council, you are required each school year to pay Council dues. The fee is \$30 and is due by **October 15<sup>th</sup>** of each year.

We want your unit to be successful! Please feel free to contact the PTA Council with questions. As always, thank you for all that you do.

Please fill out the form below with payment to:  
St. Joseph PTA Council  
1415 N. 26th St. (Admin building if doing inner school mail)  
St. Joseph MO 64506

**Unit Name:**

**Unit President:**

**Person Sending in Payment:**

**Date Sent:**

# MOPTA Membership Dues Submission

Go to [www.mopta.org/membership-dues-submission](http://www.mopta.org/membership-dues-submission) or use the QR Code to take you to the MOPTA website to give you directions on how to submit your membership dues. These are collected monthly on the 1<sup>st</sup> of every month. There is an option to send through the website or to mail them in.



**Effective July 1, 2025, National PTA dues portion will increase by \$1.00.  
And Missouri business membership portion will increase by \$3.00.**



# Membership Form for St Joseph PTA Council President and St. Joseph School District Superintendent of Schools

We want to be a member of your PTA/PTSA Unit!!!

The PTA Council President and the Superintendent of Schools want to become members of your unit. It is our goal to have memberships to all units no later than the October Council Meeting.

Please bring two PTA membership cards and this form to the September or October Council Meetings. We will have checks prepared to cover the cost of the memberships.

Help us meet our goal!!!

---

School Unit Name: \_\_\_\_\_

Unit President: \_\_\_\_\_

Cost For Two Individual Memberships: \$\_\_\_\_\_

For Council Use:

Date: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount Paid: \$\_\_\_\_\_

**Attachment A**  
***This information is needed no later than April 30, 2026***

GASB # 39 Annual Survey of Financial Support to SJSJSD from Organizations (e.g. PTA, PTO, Booster Clubs). The Governmental Accounting Standards Board (GASB) Statement # 39 requires school districts to consider the financial activities of all parent teacher organizations, booster clubs, foundations and other fundraising entities for inclusion in the district's financial statements. To determine whether financial information for these groups must be included, it is necessary to gather data regarding the financial activities of these organizations. The following information will enable school district officials and auditors to determine if financial activities of the organization must be included in the annual financial report. Keep in mind that our external auditors who prepare the district's audit may require additional information.

Name of PTA/Booster Club:

Name of School where the organization operates in:

1.) What is the activity of your organization (e.g. PTA, Booster Club)? (e.g. to support local schools by encouraging parental involvement)

2.) What is your organization's (e.g. PTA, Booster Club) Tax ID number?

3.) What is the date of your IRS Letter of Determination (attach a copy)? (e.g. September 1967)

4.) What is the total amount of funds in your organization's bank? As of what date?

5.) What is your organization's fiscal year end (Jan to Dec or other)? From to

6.) Does your organization's (e.g. PTA, Booster, Club) gross receipts normally exceed \$25,000 per year? (IRS defines "gross receipts" as all revenues generated before subtracting any expenses.)

(Circle one) Yes or No

a.) If yes to above, did you file a Form 990 and Schedule A with the IRS last year?

Yes or No                      Date filed:

b.) If no, were you exempt from filing this Form 990 and Schedule? Yes or No

7.) What are the total annual contributions to the school district and/or students? \$

8.) Return a copy of financial statements of the organization, and Form 990, if available.

\*\*\*I confirm that the information provided on this form is accurate to the best of my knowledge\*\*\*

Signature

Printed Name

Date

Position in organization

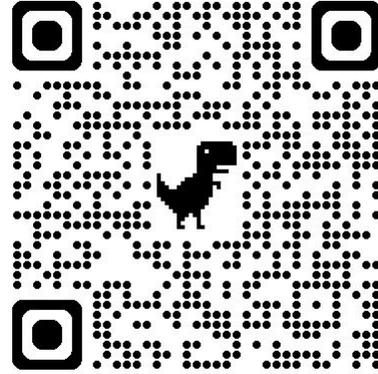
Phone Number

***Return to building Principal or Business Office***

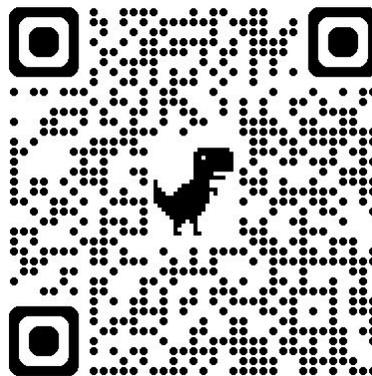
# 3 Websites To Bookmark For More Information And Forms



St. Joseph PTA Council



Missouri PTA



National PTA

We Are Here To Help!  
Reach Out To Any Council Officer With Questions!