St. Joseph PTA Council Handbook

2026-2027

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St. Joseph
PTA Council
Pony Express Region

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St. Joseph PTA Council
1415 N. 26th St.
St. Joseph, MO 64506
sjptacouncil@gmail.com
www.stjoepta.org

Editor: *Sonia Hernandez*

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 as well as participation in Council activities are key factors in the success of Council!

Who We Are:

The St. Joseph PTA Council has member units that represent twelve elementary schools, four middle schools, two high schools and two early childhood centers 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.

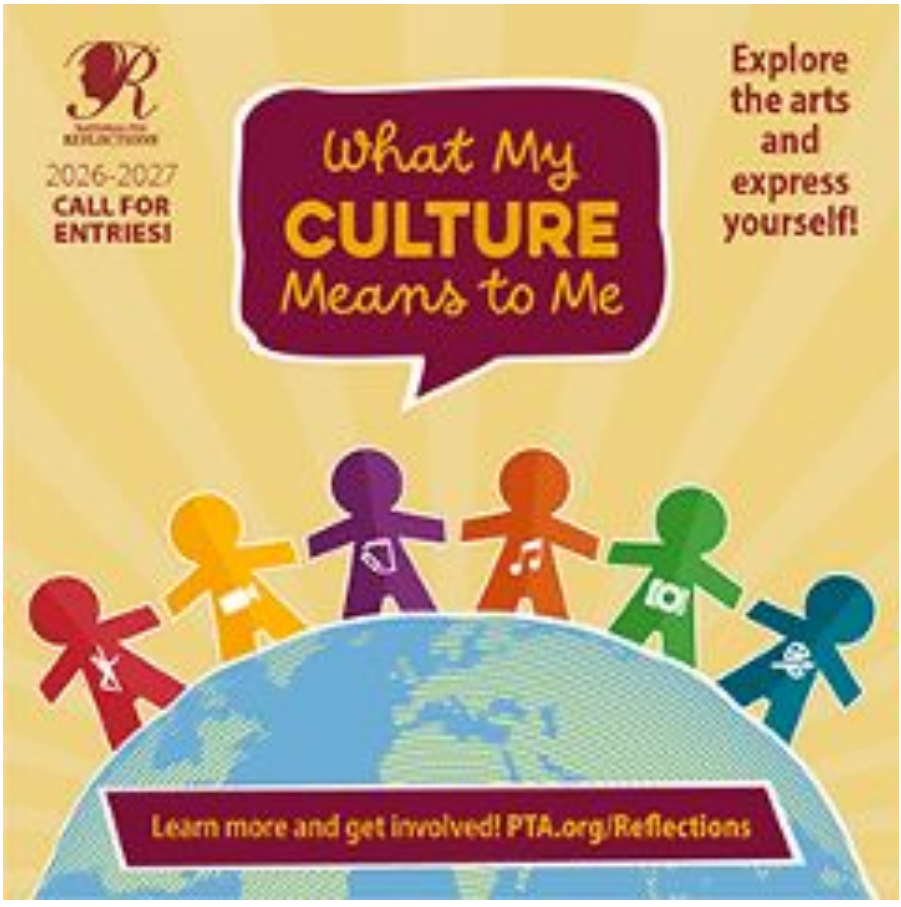
Our Purpose:

- 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.

2026-2027 Theme:
What My Culture Means To Me

Each year, the PTA Reflections program offers students a platform to express their unique perspectives and interpretation of a student-created theme. For the 2026-2027 school year, the theme is “What My Culture Means to Me”. 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.pta.org.



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 2026

The 110th 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! For more info go to mopta.org.

November 7th & 8th, 2026, in Columbia.

We always encourage units to have a representative attend and to have this on your budget to pay for one or two
people to attend this.

PTA Council Contacts

President, PTA University, Ways & Means, Dept. of Organization
Shawnda Embrey
sjembrey@yahoo.com

1st Vice President, Reflections & Ceremony, Dept of Council Projects
Liz Payne
elizabeth.payne@mymlc.com

2nd Vice President, Awards, Founders Day
Christy Horner
christyhorner.ch@gmail.com

3rd Vice President, Dept of Promotion Director, Bylaws, Legislation
Kacie Calhoun
kacie.spencer@yahoo.com

4th Vice President, Dept of Special Services
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Secretary, Social Media, Clippings Editor, Handbook & Website
Sonia Hernandez
soniahernandez@sjsd.k12.mo.us

Treasurer, Ways & Means
Lynn Jenkins
Lynnjenkins78@gmail.com

Sergeant-at-Arms
Melissa Bratton
mbratton1981@gmail.com

Salute To Schools
Erika Zubia
zubiad441@gmail.com

Spelling Bee
Karen Heyde Lipanovich

Character And Spiritual
sjptacouncil@gmail.com
We Will Forward Any Correspondence

Early Childhood

Health/ Wellness
Clarence J Carpenter Memorial Fund Board

Family/ Community Engagement
Destany Stocking

Special Education
Macey Combs
maceycombs@sjsd.k12.mo.us

Membership
William Rieck
williamrieck@sjsd.k12.mo.us

The Clarence J. Carpenter Memorial Fund



Helping St. Joseph Students See a Brighter Future

Providing help today for healthier, brighter tomorrows.



EYE EXAMS
Helping students see their best

MEDICAL ASSISTANCE
Support for hearing and medical needs

SUPPORT FOR STUDENTS IN NEED
Because every child deserves the best chance

ORGANIZATIONAL HISTORY

The Clarence J. Carpenter Memorial Fund was established in 1937 by the St. Joseph PTA in memory of Clarence J. Carpenter, former principal of Neely Elementary School and later principal of Bliss Junior High School.

- The fund is managed by a volunteer board of 13 members, 9 elected by the St. Joseph PTA Council.
- Board members also include the St. Joseph PTA Council President, the St. Joseph School District Coordinator of Health Services, and the Missouri PTA Regional Director.

Scan the QR code to access more information about the Clarence J. Carpenter Memorial Fund.

PURPOSE

To provide eye examinations and eyeglasses for students with a proven financial need after other means have been exhausted. Assistance is also given for hearing, dental, and other medical needs.

- Students from St. Joseph PTA Council member schools are referred to qualified medical professionals.
- These professionals provide services at reduced rates so more children can receive care.
- The fund provides health and eye care assistance to worthy students in our member schools.

The number of students assisted each year depends on the amount of money in the treasury.

GUIDELINES

Strict guidelines are followed in evaluating each request for financial aid.

Students are screened by their school nurse, and referrals are made through the principal and Coordinator of Health Services for the St. Joseph School District. Each case is considered on an individual basis, and records are kept in strict confidence.



FUNDING

The Clarence J. Carpenter Memorial Fund is supported by contributions from PTA and PTSA units, by memorial and honorary gifts, and by private donations from individuals, organizations, and business firms.

Each January, the "Help a Child to See" campaign is held in each School District building.

- We hope all full-time personnel will donate at least $1.
- If the building has a dollar average equal to 100% of full-time employees, a certificate of appreciation will be presented at the PTA Founders' Day Banquet.
- This is a separate school contribution from PTA unit donation gifts.

HOW TO CONTRIBUTE

MAIL DONATIONS TO:
Clarence J. Carpenter Memorial Fund
c/o Amber Albano
1415 N. 26th Street
St. Joseph, MO 64506

QUESTIONS OR PROVIDER INFORMATION:
Tamara Smith-Hinchey
(816) 671-4007

BOARD OF DIRECTORS
2026 – 2027

Chairman	Bekka Matthews
Vice Chairman	Liz Payne
Recording Secretary	Sarah Scott
Corresponding Secretary	Joyce Roberts
Treasurer	Amber Albano
Board Member	Gabrielle Flugrad
Board Member	Kacie Calhoun
Board Member	Jessica Proffit
Board Member	Cheryl Hale
PTA Council President	Shawnda Embrey
Health Services	Tamara Smith-Hinchey
Advisor	Dr. Ashly McGinnis

Honorary Trustees
Mrs. Sandy Frazer (2013)
Lori Prussman (2022)



Your contribution helps provide children with the gift of better health and a better future.

The Clarence J. Carpenter Memorial Fund is an associate board of the St. Joseph PTA Council • St. Joseph, Missouri



Facebook: Follow us on Facebook for information about meetings and upcoming events.

Visit www.facebook.com/stjoepta.

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.

Visit www.stjoepta.org.

Forms

These can all be found at **stjoepta.org/form** if the links don't work.

FORMS TO KEEP IN GOOD STANDING

- Unit in Good Standing Checklist
- PTA Council Dues Form
- End of Year/Annual review
- IRS Tax Link (990N)
- Financial review/audit
- Attachment A GASB # 39
- Officer list
- State PTA Membership Dues

GRANTS AND SCHOLARSHIPS

- PTA Council Grant submitted before Nov. 1st.
- Unmet Needs Grant submitted before Feb. 1st.
- Character and Spiritual Character Scholarship for High School

MISC.

- Founders Day Awards
- Become A Member of Council
- Form To Have The President & Superintendent to Buy a Membership to Your PTA
- Deposit Voucher

FOR COUNCIL

- Bylaws
- Standing Rules
- Guidelines for Council Officers and Chairs
- Sample Agenda
- Secretary Sample Minutes
- Sample Treasurer Report
- Reimbursement Form
- Motion Form

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:
sjptacouncil@gmail.com

SEPTEMBER 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 & Spiritual	**JANUARY** Founder's Day, Reflections, President's Report, Parent & Community Engagement, Regional Director Article And Character & Spiritual
OCTOBER Reflections, Bylaws, President's Report, Regional Director Article, Character & Spiritual And Parent & Community Engagement	**FEBRUARY** Bylaws, Membership, Salute The Schools Report, Nominating Committee Report, President's Report, Parent & Community Engagement, Regional Director Article And Character & Spiritual
NOVEMBER Character And Spiritual, President's Report, Parent & Community Engagement, Regional Director Article And Reflections	**MARCH** Ways And Means, Awards, Reflections Report, Spelling Bee Report, PTA University, President's Report, Parent & Community Engagement, Regional Director Article And Character & Spiritual
DECEMBER Founder's Day Awards, Bylaws, Membership, Salute The Schools, Spelling Bee, Legislation, President's Report, Parent & Community Engagement, Regional Director Article And Character & Spiritual	**APRIL** PTA University, Character And Spiritual, President's Report, Parent & Community Engagement, Regional Director Article
MAY Budget (Proposed), Ways And Means, Treasurer, Membership Report, President's Report, Parent & Community Engagement, Regional Director Article, Character & Spiritual	

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 2nd 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!

SEPTEMBER • Memberships to State Office • Attend PTA Council Meeting at TMC • Carpenter Board Meeting	**FEBRUARY** • Memberships to State Office • Spelling Bee • Founder's Day Celebration
OCTOBER • Memberships to State Office • Attend PTA Council Meeting at TMC • PTA Council Dues Deadline- $30 • Council President & Superintendent memberships due • Missouri State Convention	**MARCH** • Memberships to State Office • Attend PTA Council Meeting at TMC & BOE Candidate Forum • Election of Unit Officers
NOVEMBER • Memberships to State Office • Attend PTA Council Meeting at TMC • Deadline to file the 990N at IRS.GOV • Carpenter Board Meeting • Form a nominating committee	**APRIL** • Memberships to State Office • MOPTA Award Deadline • PTA University at Hillyard
DECEMBER • Memberships to State Office • Attend PTA Council Meeting at TMC • Financial Reports due to council & state • Form a nominating committee for elections	**MAY** • Memberships to State Office • Attend PTA Council Meeting at TMC • Teacher Appreciation Week • Carpenter Board Meeting
JANUARY • Memberships to State Office • Attend PTA Council Meeting at TMC • Salute to Schools Month • Carpenter Board Meeting • Awards Applications for Founder's Day are due	**JUNE** • National PTA Convention

SEPTEMBER

- Memberships to State Office - the following page has the form for submitting memberships to sate. 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 mopta.org.

- 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! Theses 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 irs.gov and complete the form digitally. There are no paper forms accepted. This must be completed online to by 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 council.

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.

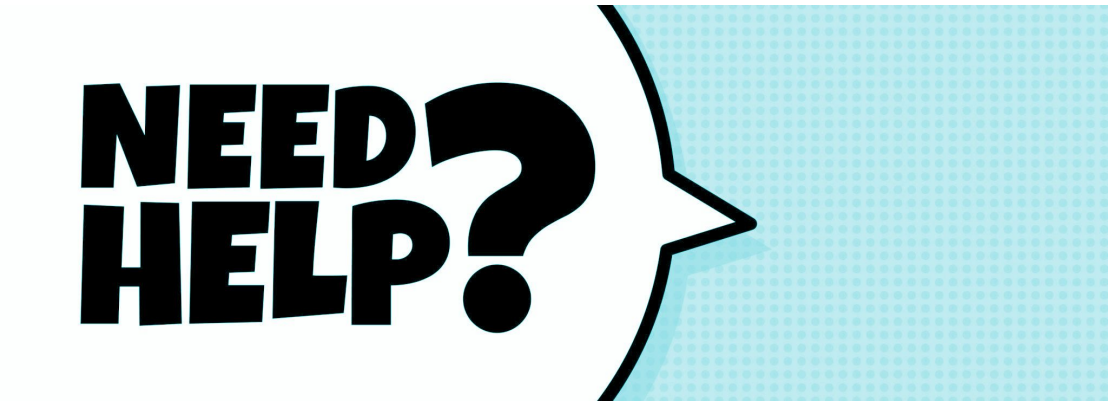
APRIL

- 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

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.*

- St. Joseph PTA Council
  stjoepta.org
- The PTA Local Leader Kit is a comprehensive digital guide designed to help you learn the basics of running your PTA unit.
  pta.org
- Tool Kits & Guides From MOPTA
  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

PTA Council Budget 2026-2027

INCOME	
Baskin Robbins Fundraiser	$ 300.00
Council Dues	$ 480.00
Founder’s Day RSVP's	$ 3,000.00
Major Saver	$ 17,000.00
TOTAL INCOME	**$ 20,780.00**
EXPENSES	
1. **Founder’s Day**	
Awards & Misc.	$ 2,000.00
Banquet & Facility	$ 6,000.00
National PTA Leadership Award	$ 250.00
	$ 8,250.00
2. Council Projects	
Anti-Bullying Program	$ 250.00
Grants (Fall)	$ 8,000.00
PTA University	$ 700.00
Salute-to-Schools	$ 600.00
Spelling Bee	$ 150.00
Unmet Needs Mini Grants	$ 5,000.00
	$ 14,700.00

3. Organization	
Character/Spiritual Scholarship	$ 1,000.00
Membership Incentives (monthly)	$ 1,600.00
Memberships to Local Units	$ 250.00
	$ 2,850.00
4. Officers	
President	$ 200.00
Secretary	$ 100.00
Sergeant-at-Arms	$ 320.00
Treasurer	$ 200.00
	$ 820.00
5. Supplies	
Postage	$ 50.00
Website fees	$ 200.00
	$ 250.00
6. Conventions	
MO PTA Conference	$ 3,000.00
	$ 3,000.00

7. Donations	
2nd Harvest (Backpack Buddies)	$ 300.00
Allied Arts (CAP)	$ 300.00
Carpenter Board Donation	$ 500.00
Misc. Contributions	$ 100.00
SJ Safety Council (Safety Town)	$ 100.00
Youth Alliance (Project Graduation)	$ 1,500.00
	$ 2,800.00
8. Other	
Accounting Costs	$ 100.00
Committee Meeting Dinners	$ 300.00
Council Dues to MOPTA	$ 25.00
Liability/Bond Insurance	$ 400.00
Miscellaneous	$ 500.00
Storage Unit	$ 1,000.00
	$ 2,325.00
TOTAL EXPENSES	**$ 34,995.00**

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 through the link below and the following pages has more info.

⇨ **stjoepta.Org/forms**

⇨ **mopta.org/forms-applications**

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

Unit in Good Standing Checklist

	Council	MO PTA	Complete
Financial Review	●	●	
Annual Report	●	●	
Tax Confirmation	●	●	
PTA Membership To State	●	●	
Current Bylaws	●	●	
Council Dues Paid	●		
Insurance Confirmation	●		
Unit Budget	●		
District Form/External Budget	●		
Officer List	●		

Good Standing Info

Financial Review For The Current School Year
Required for both state and council. Simply print and mail your audit to state and council.
mopta.org

Annual Report
Required for both state and council. Simply print and mail your audit to state and council.
stjoepta.org

IRS Form Filed
Required for both state and council. This is the 990n and is found at: ***Irs.Gov***
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)
You can submit memberships online or by mail. The form is found at: ***mopta.Org***

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. For MOPTA ***mopta.Org***
Form for Council ***stjoepta.org***

Council Dues Paid
$30 due annually to council. Print the form, complete it and mail it to council.
stjoepta.org

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 ***aim-companies.Com/***
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 ***stjoepta.Org*** : 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.

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

AIM ASSOCIATION INSURANCE MANAGEMENT INC

Parent Teacher Group Insurance Program
Description of Coverages

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

All policies run annually and are subject to underwriting approval. This is only a summary of policy coverage and in no way takes precedent over actual policy language. Your insurance policy, and not the information contained in this document, forms the contract between you and your insurance company. If there is a discrepancy or conflict between the information contained herein and your policy, your policy takes precedence.

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

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- The treasurer should never write a check to themselves for reimbursement.
- 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.

We Thank The St Joseph PTA 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. J.L. McMindes
1942-1943	Mrs. Arthur R Jaggers
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,
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-	Shawnda Embrey

Character and Spiritual Award Honorees

1999-2000	Jamie Hart	Benton		2014-2015	Webster Dryer	Central
2000-2001	Katie Ziesel	Benton		2015-2016	Alixandria Wilson	Central
2001-2002	Adam Brown	Benton		2016-2017	Abbee Livingston	Benton
2002-2003	Nathon Harness	Benton		2017-2018	Nicholas Ryan	Lafayette
2003-2004	Laura Depriest	Central		2018-2019	Madeline Arn	Benton
2004-2005	Allison Mathews	Lafayette		2019-2020	Angela Gastineau	Lafayette
2005-2006	Alex Dobyan	Central		2020-2021	Raeann Williams	Central
2006-2007	Victoria Carvell	Central		2021-2022	Allaina Mace	Lafayette
2007-2008	Heather Slawson	Central		2022-2023	Erinn Lotspeich	Lafayette
2008-2009	Paden Chambers	Benton		2023-2024	Brett Carter	Central
2009-2010	Shelby Hawkins	Benton		2024-2025	Keeleigh O'Callaghan	Lafayette
2010-2011	Jameison Welch	Central		2025-2026	Olivia Edwards	Central
2011-2012	Brady Burks	Lafayette		2026-2027	Magdalynn Adams	Central
2012-2013	Jacy Atkins	Central				
2013-2014	Mollie Siemens	Central				

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.

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

St. Joseph PTA Council
Bylaws & Standing Rules

To view these, you can go to stjoepta.org

