Founders Day Chair Description

1. Founders Day committee consists of Founders Day chair, 1st Vice President, Secretary, Treasurer and Clippings Editor.
2. Present a plan of work to the Executive Board. Send a copy to Clippings editor for publication. Keep a copy for this procedure book.
3. Set a date for Founders Day dinner. Check the school district calendar to make sure there is no conflict.
4. Set meeting dates to pick venue, caterer and meal.
5. Determine theme for Founders Day dinner.
6. Make arrangements for invitation printing and mailing, program printing, certificate printing, stickers for books presented, order awards and books, purchase frames for certificates, purchase small gifts for past council presidents, invite Pastor for invocation, contact HS JROTC to do Presentation of Colors, entertainment is you choose, contact a guest speaker, etc.
7. Submit articles regarding Founders Day; including invitation by Dec. 5th to Clippings for publication.
8. Keep accurate accounting of unit reservations and guest reservations to have a count for the caterer.
9. Keep the procedure book up to date.
10. When the project has been completed please submit an annual report to be placed in this procedure book to pass along to your successor.
11. All receipts along with the reimbursement form must be presented to the treasurer for reimbursement.
12. Perform other duties pertaining to this position.

Standing Rule #4.

A. The Founder's Day committee shall consist of: Founders' Day Chairman, Secretary, the First Vice President, Treasurer and the Clippings Editor.
B. This committee may select person(s) as recipient of the Honorary Missouri Distinguished Service Award (formally known as MO Life Membership), if they so choose. Application to be sent to MO PTA along with $50.00 fee plus shipping. Honoree will receive a certificate and lapel pin.
C. Caroline B. Ullman Honoree: this is given to the Teacher of the Year. This honoree is presented with a framed certificate and a donation of $100 is made in their honor to the MO State PTA.
D. MO PTA Building Fund Honoree: this is given to the Support Person of the Year. This honoree is presented with a framed certificate and a donation of $100 is made in their honor to the MO State PTA.

E. Clarence J. Carpenter Memorial Fund Board Honoree: this honoree is selected by the Clarence J. Carpenter Memorial Fund Board. They are presented with a framed certificate. A $100 donation is made from Council to the Carpenter Board in their honor.
F. Help a Child to See: this is an award given to each school who have participated in the Clarence J. Carpenter Memorial Fund Board “Help a Child to See” campaign. Each school is presented a certificate for participation. Each school must have a donation equal to or above their total staff to be eligible for this award.
G. A volunteer of the St. Joseph School District will be honored with the St. Joseph PTA Council Outstanding Volunteer Honoree Award at the annual PTA Council Founder’s Day Banquet (TBA) to recognize a PTA member for their contribution of making a difference in their school. There will be one (1) honoree per member unit. Nominations must be made by the school principals. Each honoree will receive a certificate, lapel pin and a book will be donated to their school library.
H. The Executive Board will choose an Outstanding PTA Unit. This PTA Unit will be awarded a traveling trophy which will be replaced by a plaque the following year.
I. The Council will create a committee to choose the Principal of the Year Award Honoree. The committee will be composed of the awards chairperson, third vice president, previous principal of the year award winner, president of PTA Council, and Clippings editor. This honoree will receive a framed certificate and a gift of $500 to be used at their own discretion. First year principals are not eligible for this award.
J. Davis- Langamach Honoree: this award is given to one individual per year at Founder’s Day dinner. This honoree is recognized for making a difference in a child’s life. The committee will consist of Council Awards Chair, 2nd Vice President, 3rd Vice President, and Secretary. The honoree will be presented a framed certificate, a small keepsake and a book will be donated to their school library.
K. St. Joseph PTA Council Lifetime PTA Leadership Award: to recognize a PTA leader for lifetime commitment. The committee for this award is the St. Joseph PTA Council Awards Chair and the St. Joseph PTA Council Executive Board. The honoree will receive a framed certificate and a donation of $250 is made in their honor to the National PTA Foundation.

Founders Day being an invitation only event; invitations will be extended to PTA Council Officers and Chairman, Past Council Presidents/Past Preschool PTA Council presidents, Clarence J. Carpenter Memorial Fund Board, Downtown Administration Personnel, current/elected School Board members, School Principals, Unit Presidents, Unit Officers, the St. Joseph PTA Council Outstanding Volunteer award winners (1 per member unit) and State Representatives (State PTA President, Regional Director, etc.). This may extend to others such as the Mayor, City Council members or local dignitaries. Invitees may bring a guest at their own expense.