

Standing Rules for Jefferson PTA of Everett (Local PTA 7.3.25)

Approved September 20, 2021

1. Name and Identity

The name of this PTA is Jefferson PTA of Everett. Its National PTA number is 00023325.

2. PTA Purpose and Community

This PTA serves the children in the Jefferson Elementary school community, which includes the residences and businesses in the Jefferson Elementary school enrollment area.

3. Incorporation

This PTA was incorporated on November 13, 1979 and assigned UBI 601 866 136. The treasurer is responsible for filing the annual corporation report. The registered agent for this corporation is Washington State PTA. The Employer Identification Number (EIN) is kept in the legal document notebooks in the custody of the PTA president and secretary.

4. Charitable Solicitations

This PTA is registered under the Charitable Solicitations Act, registration number 2360. The treasurer is responsible for filing the annual registration by May 31 to avoid penalties.

5. Tax-exempt Status

This PTA was granted tax exempt status under section 501(c)(3) of the Internal Revenue Code on June 17, 1983. A copy of the letter of determination is filed in the legal document notebooks maintained by the president, treasurer, and secretary.

6. IRS Filing

The treasurer is responsible for filing the appropriate federal informational return prior to November 15 and providing a copy to the board of directors no later than December 1. Copies of the current and past years' returns are kept in the legal document notebooks maintained by the president, treasurer, and secretary.

7. Registered Agent

This PTA has designated Washington State PTA as its registered agent with the Washington Secretary of State's office, the Washington Department of Revenue, and the Internal Revenue Service. Copies of the signed documents making such designation are available in the legal document notebooks maintained by the president and secretary.

8. Standards of Affiliation

Per the *Washington State PTA Uniform Bylaws*, this PTA will annually complete the *Washington State PTA Standards of Affiliation* agreement in its entirety, and we agree to abide by all requirements and to uphold the ethics, policies, and principles of PTA.

9. Membership

Membership in Jefferson PTA of Everett shall be open to all people without discrimination. Membership is open to all parents, teachers, staff, grandparents, guardians, students, community members, and any other persons that support and encourage the purposes of PTA.

10. Membership Dues and Council Fees

The dues for Jefferson PTA of Everett shall not exceed \$20 for double adult membership, \$12 per individual adult membership, and \$10 per staff membership. All paid members may make motions, participate in debate, and vote at PTA membership meetings.

From these membership fees, eight dollars (\$8.00) shall go to the National/State PTA, and fifty cents (\$0.50) shall go to the Everett PTA Council. The remaining funds shall stay in the Jefferson PTA of Everett's general fund.

The students of Jefferson Elementary are recognized as honorary members with no voice, no vote, and no privileges of holding office.

11. Membership Meetings and Quorum

Adoption of the budget, adoption of standing rules, election of the nominating committee, report of the financial review committee, and election of officers shall take place at membership meetings.

A calendar of membership meetings adequate to accomplish the business of the association shall be determined by the board of directors.

Each member will receive notice of the place, date, and time of the meetings not less than seven nor more than fifty days prior to the date of the meeting. A quorum of at least 10 members must be present to conduct business at general meetings.

12. Board of Director Meetings

The executive committee shall set a calendar of regular board meeting dates and times. Special meetings of the board of directors may be called by the president or upon written request of the majority of members of the board of directors. Notification of place, date, time, and purpose of the meeting shall be delivered to each member of the board of directors via email at least five days prior to the special meeting. Quorum for board meetings is a majority of the sitting board.



The right to make motions, participate in debate, and vote at PTA board of directors' meetings shall be limited to members of the board of directors, unless a motion to suspend the rules is approved by a two-thirds vote.

13. Elected officers, co-officers, standards of affiliation, and training requirements

The elected officers of this PTA shall be: president, vice president of communications, vice president of membership and volunteers, treasurer, and secretary.

Any elected position may be held jointly by two people. Each co-position holder shall be entitled to make motions, participate in debate, and vote at a meeting of the executive committee or board of directors. In the event of co-treasurers, one of the treasurers may not be a signer on the bank account.

This PTA will review the WSPTA Standards of Affiliation yearly. The President is responsible for filing required documentation.

This PTA will ensure that each executive committee member attends a minimum of one WSPTA-approved training during the fiscal year. At least one member of the executive committee will attend PTA and the Law during the fiscal year.

14. Board of Directors

The board of directors of this PTA shall consist of the elected officers and the chairs of the following standing committees: the membership and Reflections committee.

15. Officer election process

Voting for officers or nominating committees may take place at a general meeting, by mail, or by electronic transmission on or before the end of June each year. If voting takes place by mail or electronic transmission the Jefferson PTA of Everett election policy and procedure will be followed. In all cases, a majority of all votes cast is necessary to elect.

Officers shall assume their official duties on July 1 of each year and shall serve for a term of one year.

The nominating committee shall nominate at least one eligible person for each office to be filled and report their nominees at least fifteen days prior to the general meeting scheduled for election of officers at which time additional nominations may be made from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to office.

If a vacancy occurs in an office, the executive board may elect an acting officer to serve until the next general meeting, where nominations shall be taken from the floor with the consent of the nominee.

16. Committees

The executive committee shall establish the following ad hoc/special committees: Awards, Backpack Program, Staff Appreciation, and Yearbook committees.

Committee chairpersons shall be appointed by the president and approved by the executive committee for a term of one year. All committee chairpersons must be current members of this PTA.

A committee chair may be removed from their position by a vote of the board of directors.

17. Awards

Golden Acorn, Outstanding Advocate, Outstanding Student Advocate, and Outstanding Educator Award(s) may be awarded annually. The president shall appoint the awards committee, with the approval of the executive committee. The awards committee will determine the number of award recipients and whether other awards will be considered on an annual basis, based on the yearly awards budget.

18. Budget and Monthly Financial Reports

This PTA shall approve an annual operating budget at the final general membership meeting of the current school year or at the first meeting of the new school year. The board of directors has the authority to reallocate funds budgeted for one purpose to another purpose.

The treasurer shall have the authority to pay all budgeted expenses. All non-budgeted expenses shall be brought before the executive board for approval.

The treasurer will submit a monthly financial report to the board of directors.

The treasurer shall have the authority to pay all budgeted expenses. All non-budgeted expenses shall be brought before the executive board for approval.

The Jefferson PTA of Everett agrees to keep \$10,000 in Reserves to cover 6 months of operating costs for unforeseen events.

Funds not allocated or spent at the end of the fiscal year will be carried over to the next year's budget.

19. Legal Documents

The PTA shall maintain a locked and secure storage unit. The original copy of any legal document shall be filed and kept in the storage unit. Copies are to be made for the president and secretary and kept in legal document notebooks. All elected officers shall have access to the contents of the storage unit.

20. Financial Review

A financial review committee with a minimum of three members appointed by the president will review the financial records of this PTA twice a year. The report of the committee will be presented at the regularly scheduled membership meeting immediately following the review.

Members of this committee shall not include the treasurer, or any person authorized to sign on the PTA bank accounts for the period that is being reviewed, or any individuals living in their households.

21. Bank Account

This PTA shall establish one or more accounts in financial institutions as determined by the board of directors. Any such account shall require the signatures of at least two elected officers to make a withdrawal.

22. Bank Account Signers

The board of directors shall determine which officers shall have signing authority on the PTA bank accounts.

In the event of co-treasurers, one will be a signer on the account and the other will have access to online banking for review. If there is one treasurer, another board member that is not a signer may be assigned to do the online banking review.

23. Independent Review of Bank Statements

The PTA's monthly bank account statements shall be provided to a board member who are not signers for the account. This person will be appointed by the board at the beginning of the fiscal year and shall not be a signer on the account. The reviewer shall promptly report to the executive committee any concerns or discrepancies identified in the review. If no concerns or discrepancies are seen, the reviewer shall initial and date the account statements and provide them to the treasurer.

24. Payments and Reimbursements

All payment and reimbursement requests shall include an invoice or a receipt and should be submitted to the treasurer within 60 days of expenditure. Any requests for reimbursement not submitted prior to the date determined by the treasurer prior to the end of the school year, will be considered a donation to the general fund of this PTA.

Two authorized signers must sign all PTA checks.

25. NSF Checks

Should the PTA receive an NSF check, a service fee in the amount of \$10.00 will be charged, in addition to any fees imposed by the PTA's bank. If the NSF check is not paid by June 1, the PTA will not accept any checks from this individual in the future. If more than two NSF checks are

received from the same individual during the fiscal year, the PTA will not accept further checks from the individual responsible.

26. Gambling Activities

Students of Jefferson Elementary shall be considered honorary members of Jefferson PTA of Everett without voice, vote, or the privilege of holding office, to participate in gambling activities.

Note: This clause does not grant the privileges of making motions, participating in debate, voting, or any other benefits of PTA membership. It is necessary to conduct any gaming activities where students will be involved.

27. Voting Delegates

This PTA may send as many voting delegates to the WSPTA Convention as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the President.

This PTA may send as many voting delegates to the WSPTA Legislative Assembly as allowed by the *WSPTA Uniform Bylaws*. All delegates shall be selected by the President.

28. Policy Review

PTA policies shall be reviewed and approved yearly by the board of directors. These policies shall reside with the secretary.

29. Collaboration with Other Organizations

This PTA may collaborate with non-PTA organizations. The PTA will handle only PTA funds and will have in place a signed contract with the other organization to clearly establish whether it is a PTA activity or the other organization's activity.

30. Code of Conduct and Social Media Use

Elected officers of this PTA shall follow a board code of conduct. Officers, chairpersons, and volunteers shall adhere to the Jefferson Elementary Volunteer Handbook policies.

Members of this PTA shall not use their own personal social media platforms to cyberbully, insult, embarrass, target, or post threats of physical or verbal abuse towards any individuals, including school board officials, school administrators, teachers, PTA members, volunteers, or other individuals that are associated with Jefferson Elementary.

The Facebook page and website will be administered in compliance with the guidelines suggested by State PTA and there will be at least two administrators to update and monitor the site. At least one of the administrators will be a board member.

All online account passwords must be maintained by the treasurer in a spreadsheet and filed in all legal binders and the PTA Shared Drive. These passwords should be changed by the incoming board.



Any flyers sent on behalf of the Jefferson PTA of Everett shall be approved by the President and Principal prior to duplication and distribution.

31. Standing Rules

The standing rules of this PTA shall be adopted annually by majority vote at the first membership meeting of the school year. These standing rules may not conflict with the *WSPTA Uniform Bylaws* or with *National PTA Bylaws*. The standing rules may be amended at a membership meeting by majority vote if previous notice of the meeting was given. If no previous notice was given, then a two-thirds (2/3) vote is required.

Mail, Email and Electronic Voting Policy for Jefferson PTA of Everett

Approved September 20, 2021

1. Policy Purpose

While in-person voting and participation in meetings is preferred, situations may arise (weather, distance) that prevent a PTA from reaching quorum and conducting essential business.

The decision to allow mail, email, or electronic voting should be made at the time a PTA sets its goals for the upcoming PTA year (July – June). This allows for completion of the preliminary work of amending the standing rules, adjusting the budget, and collecting relevant membership information.

2. Reference

Washington State PTA Uniform Bylaws [Article 5, Local PTAs and Councils; Section 4, information about absentee, mail or electronic voting].

3. Implementation of mail, email, or electronic voting

To implement mail, email, or electronic voting a PTA or council must:

- Amend their association's standing rules
- Update their membership form
- Amend the association's budget

4. Amending the Standing Rules

- Standing rules shall specify whether voting by mail, email, or electronic transmission is a regular practice or only to be used in certain circumstances.
- Standing rules shall include specific instructions on voting by mail and electronic transmission, or shall refer to a policy document containing specific instructions.
- Standing rules shall be approved by the PTA membership prior to soliciting voter information on the membership form.
- Refer to the sample standing rules on the WSPTA website for suggested wording.

5. Updating the Membership Registration Form

- The membership form should collect both a physical mailing address and email address for each member, and must note that this information may be used for voting purposes.
- Each member must supply a unique email address.
- Washington State PTA supports appropriate use of public resources. Taxpayer-funded email address, such as those ending in .gov or .edu should not be used for voting.

- Provide members with the choice to opt out of mail, email, or electronic voting.

6. Amending the Budget

The budget must be amended to include any costs associated with mail, email, or electronic voting, including (but not limited to): postage, paper and printing, mailing labels, envelopes, and the cost of online voting tools.

7. Tellers Committee

The president shall appoint a board member to count the votes. The tellers committee will need to exercise extra care concerning the confidentiality of electronic votes.

If possible, ballots should be mailed in an unmarked envelope inside a mailing envelope, thereby ensuring the voter's privacy. For electronic voting, the ballot itself will include the voter's email address.

- WSPTA recommends that tellers sign a non-disclosure agreement stating that they will keep all details of voting confidential, except for the final report provided to the president.
- The tellers committee must verify that each ballot is from a paid member.
- Tellers must count votes and must also confirm quorum.
 - Each completed ballot counts toward quorum.
 - Blank ballots may count toward quorum. A blank ballot is similar to an abstaining vote.
 - If a ballot is unreadable, or is in any way ambiguous, it may count toward quorum but not as a vote.
- The tellers report will be added to the minutes of the membership meeting at which the election was initiated. The meeting will officially adjourn upon receipt of this report.
- Once minutes of the election have been approved, all ballots shall be destroyed by the tellers committee, and all electronic member communications containing ballots shall be permanently deleted.

8. Electing a Nominating Committee or Officers

It is recommended that PTAs hold a meeting to elect a nominating committee or officers. If elections are held by mail, email, or electronic voting, a two-step process is required.

- **Step 1:** A notice to self-declare candidacy must go out to all members, with a clear deadline for submission. For an officer election, this notice shall be sent after the nominating committee report is posted, and the report shall be included with this notice.
- **Step 2:** A ballot is sent to all members that includes the nominating committee report (for officer elections) and the names of all self-declared nominees that meet eligibility requirements.

9. Adoption of Budget, Standing Rules, and Motions

For the approval of a budget or amendments to the budget, standing rules or amendments to standing rules, or other motions, the following must be included with the ballot:

- The full text of a motion must be included with the ballot. This motion should come from the board of directors or the appropriate committee. Example: “The Merrywood PTA budget committee moves the adoption of the 2019-2020 budget as presented.”
- If the motion refers to a document, the full text and content of the document to be approved, with any notes or rationale, should be sent with the ballot. If the ballot is sent electronically, the document must be in a format that is easily accessed from most computers or mobile devices. (PDF is one example.)

There is no opportunity to amend a motion or a document when voting by mail, email, or electronic tools. Voting instructions must be included with the ballot, clearly stating what constitutes a valid vote and what does not. Votes that stipulate changes be made to the motion or document shall be declared invalid, although they may be used to establish quorum.

10. Voting by Mail

Ballots returned by mail shall utilize a return envelope, provided by the PTA, that is stamped, addressed, and which contains the member identification number on the outside of the envelope, rather than on the ballot. Ballots not returned in the provided envelope are unverifiable and shall be disqualified.

All PTA members in good standing shall be mailed a paper ballot, unless the member opted out. The ballot shall include a stamped, addressed return envelope, and the ballot deadline shall be clearly identified. Only one ballot may be returned per envelope.

When voting by mail (may also include voting at a physical polling place/meeting):

- The notice of election must include:
 - Date, time, and place of meeting.
 - Announcement of all voting methods being utilized.
 - Date that ballots will be mailed to members in good standing.
 - Deadline for return of ballots.
- The same paper ballot shall be utilized at both the polling place (meeting) and by mail.
- All ballots mailed to members in good standing shall include a brief description of the voting procedure and the ballot return deadline.
- For election of nominating committee or officers (two-step process): the first mailing includes the full nominating committee report (for officer elections) and/or provides the opportunity for self-declared nominations. This mailing shall also include eligibility requirements for election. The second mailing includes the full list of nominees, including all self-declared nominees who meet eligibility requirements, and the ballot.

- A record of all members casting a ballot at the physical polling place (meeting) shall be established by the tellers committee and kept as part of the record of election.
- The tellers committee shall tally and record the total votes cast at the physical polling place (meeting).
 - Ballot results are confidential until all voting concludes and a final tally is reported.
 - All ballots shall be retained until election minutes are approved.
- The tellers committee shall review each ballot returned by mail to ascertain:
 - The ballot was cast by a member in good standing.
 - Voter intent is clearly recognized and understood.
 - Spoiled or unreadable ballots are disqualified (but may be counted for the purpose of determining quorum).
 - Under votes (where no candidate is selected) are counted toward quorum.
 - Over votes (ballots with more than the valid number of candidates selected for a position) are disqualified (but are counted toward quorum).
 - The ballot was received by the voting deadline. Ballots should be date-stamped when received.
- Ballots received after the postmark deadline shall not be counted nor used to establish quorum.
- The tellers committee shall create a record of all members casting a ballot by mail: a. This record shall be compared to the record of all members casting a ballot at the physical polling place (voting in person at a meeting).
- Ballots received by mail from members who are on record as having voted in person shall be disqualified and not counted for purposes of the election or used to establish quorum.

11. Voting by Email

Email ballot notices shall be delivered to each PTA member in good standing who has consented to electronic voting and provided a unique email address. Members who have not provided written consent shall not be sent an email ballot.

When voting by email (may also include voting at a physical polling place/meeting):

- The notice of election must include:
 - Date, time, and place of meeting.
 - Announcement of all voting methods being utilized.
 - Date that by email ballots will be sent to members in good standing.
 - Deadline for the return of ballots.
- A comparable ballot shall be utilized at both the polling place (meeting) and by email.

- All ballots and information emailed to members in good standing shall include a brief description of the voting procedure and ballot return deadline.
- For election of nominating committee or officers (two-step process): the first mailing includes the full nominating committee report (for officer elections) and/or provides the opportunity for self-declared nominations. This mailing shall also include eligibility requirements for election. The second mailing includes the full list of nominees, including all self-declared nominees who meet eligibility requirements, and the ballot.
- A record of all members casting a ballot at the physical polling place (meeting) shall be established by the tellers committee and kept as part of the record.
- The tellers committee shall tally and record the total votes cast at the physical polling place (meeting).
 - Ballot results shall not be announced until all voting concludes and a final tally can be reported.
 - All ballots shall be retained until all votes have been counted and the tellers committee has presented a report.
 - Email messages containing member ballots shall not be forwarded under any circumstances. Paper copies of electronic balloting messages created by the tellers committee must be destroyed.
- The tellers committee shall review each ballot returned by email to ascertain:
 - a. The ballot was cast by a member in good standing.
 - b. The ballot is returned from the member email address on record (has not been forwarded).
 - c. Voter intent is clearly recognized/understood.
 - The email message containing the ballot was received by the specified voting deadline.
- Ballots received via email after the announced deadline shall not be counted nor used to establish quorum.
- The tellers committee shall create a record of all members casting a ballot by email:
 - This record shall be compared to the record of all members casting a ballot at the physical polling place (voting in person if balloting was also conducted at a membership meeting).
- Ballots received by email from members who are on record as having voted in person shall be disqualified and not counted for purposes of election to office or meeting quorum.
- Ballots distributed via email must be returned via email to the specified email address included in the original notice.

12. Online Voting Tools



Online voting tools may be used in the same circumstances for which mail and email voting are allowed. There are tools specifically written for voting, and many intended for surveys that are adequate for this purpose.

Ideally, your PTA will select a tool at the time it approves changes to its standing rules. Costs vary, so your PTA will want to choose a tool that best fits its needs and budget. If the cost of an online tool is an obstacle, PTAs in a council may consider asking the council to make an annual investment, so that all PTAs may use it. WSPTA does not recommend using a survey tool owned by the school district.

Online voting tools are managed similarly to email voting. Send your survey link to the email addresses provided by members for voting purposes. If your tool won't show you the email address used to send the response, you can have the survey include the email address of the voter as a required question in the survey.

13. Resources

- **Washington State Non-Profit Corporation law:**
<http://apps.leg.wa.gov/RCW/default.aspx?cite=24.03>
 - o RCW 24.03.080: Notice of members' meetings.
 - o RCW 24.03.085: Voting.
 - o RCW 24.03.009: Notice by electronic transmission; Consent required, when effective. Robert's
- **Rules of Order:** <http://www.rulesonline.com/rror-08.htm>
- **Washington State PTA:** www.wastatepta.org

Money Handling Policy for Jefferson PTA of Everett

Approved September 20, 2021

1. Policy Purpose

All members of this PTA agree to handle funds according to the policy provided in this document.

2. Banking and Reporting

- PTA funds will be deposited as soon as practically possible; no PTA funds will be stored in a private home.
- All deposits containing more than \$500 in cash will be deposited by two PTA members.
- PTA funds shall be deposited only into authorized PTA bank accounts.
- A PTA member who is not a signer on the account shall be designated by the board of directors to review, sign and date the bank statements each month. Signed statements will be filed with the monthly financial reports.
- A specified number of signers (at least two) shall be designated from the executive committee, in accordance with the PTA's standing rules.
- Bank accounts shall be reconciled monthly by the 14th of the following month.
- All financial reports shall be generated on reconciled accounts.
- The treasurer will present a financial report monthly. In months where there is no meeting, a report will be distributed to all board members via email.
- An annual financial report will be presented by the treasurer on reconciled accounts within 30 days of the end of the fiscal year.
- A mid-year financial review shall be completed by a financial review committee appointed by the president.
- A year-end financial review shall be completed by a financial review committee appointed by the president by August 31.

3. Passwords, Keys, and Online Access

- All PTA banking and other account passwords will be changed at the beginning of the fiscal year.
- Logins and passwords shall be tracked by the Treasurer.
- In case of a change in account signers, all passwords shall be changed.
- All users will have unique logins and passwords; whenever feasible, logins and passwords will not be shared. In cases where a unique login is not possible, the email used for the account will belong to the PTA and all individuals logging in to the account will also have access to the email account. In case any individual using that account changes, the passwords for both the account and the email associated with that account will be changed immediately.

- Online account access will be provided to authorized account signers as designated in the PTAs standing rules.
- Banking transactions shall be reviewed monthly by at least one check signer who is not the treasurer.
- Access to the PTA safe is by key. The Treasurer will keep the master key, and duplicates, if any, will be given to other check signers. If at any time a key is missing or not returned, the lock on the safe will be changed.

4. Funds Received

- Only members of this PTA over the age of 18 may handle PTA funds.
- Money shall always be counted by at least two PTA members over the age of 18. A money count sheet shall be completed and signed by both members.
- When requested by the donor, receipts will be provided for cash received by the PTA
- In the case of payment made by check, the cancelled check shall serve as a receipt unless required by IRS regulations, or in the case a receipt is requested.
- In the case of payment made by credit card or online, the transaction confirmation shall serve as a receipt, unless required by IRS regulations, or in the case a receipt is requested.
- A list of all checks and cash included in each deposit shall be made on a deposit register and kept with the deposit receipt.
- Persons submitting NSF checks will be responsible for paying all bank charges related to the NSF check, per the PTA's standing rules. The PTA will not accept checks from persons who have submitted two NSF checks.

5. Funds Spent

- No PTA checks shall be signed without the payee and amount filled in.
- All PTA checks and contracts shall be signed by two elected officers (not of the same household), as designated in the PTA's standing rules.
- All PTA expenditures will align with the approved budget. No reimbursements will be made for expenses that are not part of the approved budget.
- All requests for payment or reimbursement must be submitted to the Treasurer on a PTA Request for Payment/Reimbursement form.
- Requests for reimbursement must be approved by the Treasurer, or if the reimbursement is for Treasurer, by another elected officer, prior to fulfillment.
- All committee expenses must be part of a board-approved committee plan of action. Submitted committee expenses that were not part of an approved committee plan of action are subject to board approval prior to payment or reimbursement.
- All PTA expenditures must be documented with a receipt or invoice. Requests for reimbursement that do not include a receipt, invoice, or clear documentation of the expense will not be fulfilled. Individuals applying for reimbursement or payment must include a completed "Invoice/Reimbursement Request."

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- Cash shall never be used for expenditures.
 - Debit cards, credit cards, and ATM cards are prohibited by WSPTA bylaws, and shall not be used by this PTA to pay expenses. In the event a card is provided by the bank, it shall be immediately returned to the bank.

6. Handling Cash Equivalents

- Cash equivalents (e.g.: scrip, gift cards) shall always be counted/inventoried by at least two PTA members over the age of 18. A money count sheet shall be completed and signed by both counters. This sheet will act as a starting inventory.
- An accurate inventory of cash equivalent items on hand (e.g.: scrip, gift cards) will be kept by the Treasurer and accounted for in the monthly financial reports.
- All cash-equivalents distributed by the PTA will have a duplicate cash receipt signed by the person receiving the cash-equivalent. These will be filed with the original inventory.
- Cash equivalents will be stored only in the PTA lockbox. They are never to be kept in the school office or kept at a private home.