

July, 2014

Dear Belleview PTCO Committee Chairs,

Welcome new and returning members of Belleview's PTCO. We are looking forward to an outstanding 2014- 2015 school year at Belleview. Our school is very fortunate to have such dedicated parents, and we thank you for your time, energy and talent which elevate our school's exceptional learning environment.

We have many exciting events and programs planned for 2014- 2015 which will support the fundamental efforts of making our classrooms the most literate, technologically advanced, equitable environments for all students. We also encourage building a strong, caring, fun- loving yet focused Belleview Community.

We would like to thank you for volunteering to chair a committee and want to offer our help and support. Each of you has a PTCO folder in the file cabinet in the copy room. Some of our PTCO positions have job descriptions, others do not. Even with documentation, questions can arise from year to year because of changing circumstances. Please feel free to contact us or the previous chair for your committee with any questions regarding your position.

This handbook serves as a general guide to 'all things PTCO.' It is a working document, so please feel free to give us ideas, suggestions, comments, etc. on how to make it better. The handbook will be updated each year to provide the most current information for every committee chair.

The PTCO handbook is divided into 14 sections:

- o **PTCO Policies**
- o **Working with Belleview's Staff**
- o **Events & Meetings/Calendar**
- o **Slate**
- o **Fundraising Guidelines**
- o **Sales Tax Exemption Cert.**
- o **Risk Management Approved**
- o **Vendors**
- o **Logistics**
- o **Communications**
- o **Projected Income & Expenditures**
- o **Cash Management Policies**
- o **Tipping Policy**
- o **Reimbursement Request Form**
- o **Facilities Management**
- o **Instructions**

We hope this handbook serves as a centralized guide and makes volunteering easier.

A few key dates to keep in mind:

- Registration Packet Flyers Due Tuesday, August 5th
- Registration Packet Stuffing Tuesday, August 12th

- Registration Thursday, August 14th
- The Teacher Meet & Greet is Friday, August 15th
- School starts Monday, August 18th
- Kindergarten classes start on Wednesday, August 20th
- ***Committee Chair Meeting, Thursday August 28th at 9:05 a.m.***

Thank you again for volunteering to be part of the **Belleview PTCO team**.

Kelly Pisciotta, Co- President
 kellypisciotta@icloud.com
303- 903- 4676

Missy Scully, Co- President
 mmcguinn@hotmail.com
303- 478- 6955

1.PTCO Policies

To keep the Executive Board informed, please e- mail Lillian Marsh, Vice President Fundraising at lillianmarsh13@gmail.com, Kelly Pisciotta, Co- President at kellypisciotta@icloud.com, and Missy Scully, Co- President at mmcguinn@hotmail.com the dates and times of your committee meetings and other pertinent information.

Principal Tiffany Kophs will assist committees with final decisions and input. You can email Tiffany at tkophs@cherrycreekschools.org or schedule an appointment to meet with Tiffany through Annette Couch 720- 554- 3100 or acouch8@cherrycreekschools.org.

Use of the School for Events/Programs

Permission Form

When you need a room for your event, either follow the step- by- step web instructions attached hereto, or ask Amy Hawthorne, Belleview’s Office Assistant, for the permission form and have the teacher whose room you will be using sign it. On the form, list the room, event, dates and times. Be aware that during “non- contact” days or the week of Parent/Teacher conferences some normally available rooms may be unavailable.

Camp Belleview uses many rooms throughout the building after school. Additionally, they need to account for Camp Belleview participants after school. Many Camp Belleview attendees participate in Enrichment Programs. ***It is important to notify Camp Belleview of the dates, rooms and times of your programs by giving Jen Smith a copy of the signed permission form.***

Contracts

All activities that would use the school before 7 am and after 4 pm need a signed contract for school use; fees apply. The fees are roughly \$200 per contract, roughly \$50 per hour per classroom, roughly \$50 per hour for the cafeteria and roughly \$50 per hour for the gym. The security and cleaning fee are \$50 each roughly. Please see Annette regarding contracts.

Safety

The safety of our children is of utmost importance.

If you are hiring paid or volunteered Vendors for an event on School property, you must make sure that the vendor is an “Approved Vendor” for the Cherry Creek School District (current list attached hereto, Annette Couch can get you the latest list). When your class/activity is over, it is the responsibility of the person supervising the activity to insure that all children have been picked up and are not left in the parking lot waiting for a ride.

Please obtain “contact” information for the students participating in a non-school hour activity. This should include names and phone numbers of who to call if the child is not picked up.

When necessary, please make the appropriate phone calls to insure the child is picked up. The Office Staff is not obligated to help after 4:30 pm as their work day is over.

During and after school hours, all exterior doors must be locked and closed. Propping the front door open is a violation of your contract and will void your contract for school use. You can post a cell phone number on the door to allow people who show up late or come early to call you for entry.

Please do not allow people to enter areas that are locked such as the Front Office, classrooms, and wings. Additionally, leave the room in the condition that you found it and shut off the lights.

Canceling After- School Programs on Short Notice

If you need to cancel a scheduled class/after school program on short notice, call Annette at the Front Desk so that an announcement can be made.

Additionally, please contact the parents directly by phone. If they don't know, a child may arrive home on the bus and not have a parent there to greet them or worse yet be locked out of the home until the parent returns. If you need help making phone calls, call Kelly and Missy. Making phone calls is not the front office's responsibility.

2. Logistics

PTCO Cabinet in Hallway next to Nurses Office

This unlocked cabinet contains napkins, cups, disposable plates and silverware for PTCO use. After an event, place extras in this cabinet. PTCO also maintains a cabinet in the cafeteria, on the back wall, closest to the gym. Please check both of these cabinets for supplies before purchasing additional items.

Collecting and Submitting Checks for Deposit

Whenever there are cash and/or checks to be counted, there must be 2 members of either the Counting Committee or the Executive Board present to double-count the money. Once money has entered Belleview, it cannot leave the premises until deposit. A copy of the detailed policy will be available in your PTCO folder or from the treasurers, Rachel Advincula and Ami Baron.

Project File Folders

Every committee has a project file folder which is carried over from year-to-year. Please reference these files when working on your project and add notes/documents based on your experience. When not in use, these files are kept in the second drawer of the file cabinet in the copy room.

Labels

Amy can provide you with labels with student names, teachers and grades.

Mail

You have a file for receiving information and mail in the top drawer of the file cabinet in the copy room. US Postal Service mail received for the PTCO will be sorted and placed in the appropriate file folders.

Map of School With Room Numbers and Teachers' Names

Amy has a copy. Also, there is one in the Buzz Book.

PTCO Office Supplies

PTCO office supplies are stored on the shelf in the copy room, in a plastic tote labeled "PTCO".

Receipts for Reimbursement

Please look at the Projected Expenses section to determine how much money has been budgeted for your event. If your event is not a money maker, you can

only be reimbursed for the amount listed under Projected Expenses. If you do have an overrun, ask Executive Board for approval for payment.

All costs requiring reimbursement from PTCO MUST be submitted with the original receipts and a signed "Request for Reimbursement" form. These forms can be found in the Treasurer Folder in the file cabinet in the copy room. Place the receipts and completed form in that folder to be reimbursed.

Storage

Please do not store items or boxes on top of the cabinets in the cafeteria. This is a fire hazard. If you need to store large items, contact Kelly and Missy.

3. Working with the Outstanding Belleview Staff

Working With Teachers

Please be respectful of class time. Remember to ask permission to use classrooms. Ensure that your programs are not a distraction to the learning process.

Working With Mrs. Tiffany Kophs, Principal

Many things can be handled by e-mail (tkophs@cherrycreekschools.org). If you would like to speak with her, you can call or make an appointment through Annette Couch 720-554-3100 or acouch8@cherrycreekschools.org.

Working With Mrs. Amy Hawthorne, Office Assistant

Amy works for the school, not the PTCO. When she offers to do something for us, it is out of courtesy. The best times to speak with Amy are after 9:30am when the late children have checked in for school. Her email is ahawthorne3@cherrycreekschools.org.

Working With Van DeVries, Building Engineer

Prior to your event, contact Van to discuss your set-up needs. Please put all requests in writing and hand directly to Van with plenty of notice. If you need coffee for your event, Van can make it.

4. Communications

The more methods you use to communicate your event/program with everyone involved adds to its potential success. Your electronic communication avenues include the website managed by Juliet Newell, school-wide e-mail updates ("This Week at Belleview") and PTO Today site-based software managed by Liz Smith and Tani Stone. Additionally, you can communicate through Flyers, the

Belleview Newsletter, daily morning announcements for students, posters, the PTCO bulletin board, and orientation packets.

Website

Our website is www.belleviewptco.org. If you would like to put information on the website, e-mail the information, preferably as a PDF, to either Tani Stone at taniw@aol.com.

E-mail Updates/Belleview EBlasts

At the beginning of the school year, we will ask parents if they would like to receive e-mail updates on PTCO events. The communications co-chairs maintain this list. If you would like to send the information out via e-mail, send your blurb and e-mail a copy of your flyer (if you have one) to Tani Stone at taniw@aol.com by Thursday before the Sunday it goes out. You need to write it up exactly as you want it to appear, as you know your event/information better than we do, but we may need to edit to include more or less information. Also, the purpose of the weekly updates is to remind people of what should already have been put in the newsletter. Anything you send should only be a few sentences long. There are times (ie Field Day, Spring Event) where more information is needed, and we can work with you on that.

Belleview Newsletter

To place information in the monthly Belleview Newsletter, e-mail the text to Liz Smith and Tani Stone. The deadline to submit “news” items is the **Wednesday before the week it will go out.**

PTO Manager Software

We plan to use this software for volunteers and email communication. Tani Stone and Liz Smith can help you learn how this system to make your job easier.

Flyers

Flyers are to be distributed in Wednesday Folders, ideally with the monthly Newsletter. In most cases, one paper flyer can go out advertising your event, but we would like to have flyers posted on the website well in advance and they can be included in “*This Week at Belleview*” for 2-3 weeks leading up to your event.

Have your copies made and counted by Youngest In Family (YIF)/grade/teacher. Give to Amy by the ***Friday before the Wednesday newsletters go out.*** Amy will put the flyers in the teachers’ mail boxes.

In general, flyers should be one page. Half pages tend to get lost. If you are sending out a perforated page – please make sure the title of the event is on both sections of the flyer. If you have a form for parents to return, make sure you state where to return. It is usually the Front Office. ***Also notify Amy when you have a form that will be returned.*** She will collect it in an envelope in a secure drawer for you to pick up.

Make enough copies based on Youngest in Family (YIF) with ten extras for Annette. The YIF system sends the flyer home only with the youngest in family, saving paper. Annette has the most current YIF list. It is also posted in the copy room.

The flyers should be grouped by grade starting with Kindergarten, and by teacher alphabetically within that grade. Use the YIF list as a guide. Paper clip together and place a Post-It on the group with the teacher's name and the number of copies.

Copies can be made in the copy room between 3:00- 3:30 p.m. as of now, the available hours may change. We'll inform everyone if that happens. If you need to make copies at a different time, please ask Amy and Annette for permission to use the copy machine in the Front Office. ***The PTCO code for the copy machine is 3030.***

To better serve the Front Office, we need to **color code** the flyers. Please talk with Amy about what colors have been used and which are still available for the Wednesday folder.

Daily Morning Student Announcements

The students read the daily announcements first thing in the morning. If you have an announcement, complete the blue forms on the wall, to the right of the teachers' mailboxes, marked "Blank Forms for Announcements". Place the completed form in the envelope marked "Announcements for Tomorrow's Channel 64 News". Announcements can be placed the same morning they are read.

Posters

Posters should be put up and taken down in a timely manner.

Bulletin Board

The bulletin board is for PTCO use and usually changes monthly. The master calendar is attached at the end of this document. It is your responsibility to design and post on the bulletin board. You or the next person can take it down. We are allowed to use the rolls of paper in the 3rd/4th grade wing for

background. You can make “letters” in the copy room. Past committee chairs may have past items, such as lettering, for your use.

Orientation Packets

At the beginning of the school year, an Orientation Packet is given out at Registration. This is an opportunity to get information about your event/committee in the parents’ hands. Amy will need an original of your flyer to make copies. You may e- mail it to her or drop- off a copy, preferably by no later than August 6th. Her e- mail is ahawthorne3@cherrycreekschools.org. Please note that the school office has summer hours, 8 a.m. to 3 p.m. beginning until June 21st. The office then closes until Friday, August 1st.

Committees with Information Previously included in the Packet

- School Store
- Pledge Drive
- Buzz Book – Permission to include name, address, etc.
- Buzz Book Order Form
- Fitness Festival
- Run4Funds
- Family Dine Outs
- 5th Grade Fundraiser Books
- Muffins with Mom/Donuts with Dad
- King Soopers reloadable cards
- Newcomer/Kindergarten Welcome
- Scrips Gift Cards
- Philanthropy
- Community Advertising – Buzz Book advertising
- Communications – E- mail updates permission slip
- Kids’ Night Out
- Any PTCO committee that has something to include, but not listed above

5. Events and Meetings

PTCO Events and General Meeting Dates and Times

The PTCO meetings are for anyone interested in Belleview education. If you have an item for the general meetings, please let us know in advance and it can be placed on the agenda. The meetings take place in the cafeteria. The start time will be published in the Bulletin or EBLAST.

PTCO Calendar of Events for 2014-2015 (Dates May Change)

2014 PTCO Kickoff Meeting	Wednesday, May 28
Registration Packet Stuffing	Tuesday, August 12

Registration/Buffalo Stampede Kick off	Thursday, August 14
Teacher Meet and Greet	Friday, August 15
School Starts- Grades 1-5	Monday, August 18
5th Grade Fundraiser Sales	First Weeks of School
First Day of Kindergarten	Wednesday, August 20
Newcomer Welcome	Wednesday, August 20
Back to School Night K-2	Monday, August 25
Back to School Night 3-5	Tuesday, August 26
Fitness Festival Training	Tues-Thurs, 8/26-9/5
Committee Chair Meeting	Thursday, August 28
Family Dining Events	Dates TBD
Muffins With Mom	Wednesday, Sep 3
PTCO Meeting	Wednesday, Sep 3
Donuts with Dad	Friday, Sep 12
Stampede School Assembly	Wednesday, Sep 10, 9:20am
Stampede Day	Thursday, Sep 18
Stampede Accounting Day	Tuesday, Sep 23
Stampede Prize Day	Friday, October 17
Square One Art Kick Off	Tuesday, Sep 30
Boys Night Out	Fri, Nov 7
Girls Night Out	Friday, Oct 10
Red Ribbon Week	Mon-Fri, Oct 13-17
PTCO Meeting	Wednesday, Nov 12
Vision and Hearing Screenings, K-2	Wednesday, Sep 24
Holiday Shopping Fundraiser	Date TBD
Special Persons Day	Monday, Nov 24-25
Book Fair	Monday, Nov 24-25
PTCO Holiday Party	Thursday, Dec 4
Vision and Hearing Screenings, 3&5	Monday, Oct 20
Spellbound Kickoff	Tuesday, Jan 20
Hearing ReChecks	Monday, Jan 26
PTCO Meeting	Wednesday, Feb 11
Auction	Friday, March 20
PTCO Meeting	Wednesday, April 8
Shakespeare Players	Wednesday, April 22 day/evening Thurs- Fri, April 23-24- dinner theater
Shakespeare Apprentices	Tuesday, April 28
Family Spring Event	Thursday, May 7
Teacher Appreciation Week	Mon-Fri, May 5-9
PTCO Meeting/Volunteer Appreciation	Wednesday, May 13
Committee KickOff	Wednesday, May 20
Field Day Kindies	Friday, May 15
Field Day Grades 1-5	Friday, May 22
School Ends	Tuesday, June 3

Executive Board Meeting Dates and Times

These meetings are for the Executive Board. However, if you have a topic or agenda item that needs to be reviewed at the board level, please contact Kelly Pisciotta and Missy Scully. The Executive Board meetings are in the cafeteria at 9 am sharp. 8/28, 10/2, 11/6, 12/4, 1/8, 2/5, 3/5, 3/26, and 4/30.

6. PROJECTED INCOME & EXPENDITURES 2014-2015

<u>Event</u>	<u>Revenue</u>	<u>Expenses</u>	
Buffalo Stampede	35000	5000	30000
Auction	26500	6500	20000
Teacher Assistant Funds		55000	-55000
Teacher Discretionary Funds		6000	-6000
King Soopers	11000	300	10700
Spellbound	6300	300	6000
Family Event Spring	7000	3000	4000
Buzz Book Sponsorship and Book Sales	3000	300	2700
Family Dining Events	1000		1000
Box Tops	1000		1000
Square 1 Art	2100		2100
Art Department Funding		1700	-1700
Additional Fundraisers	500	100	400
School Supplies	1000	50	950
School Store	3000	2500	500
Scrip	20000	19000	1000
Yearbook	7000	7000	0
Boys Night Out	500	500	0
Girls Night Out	500	500	0
Safe Playground		300	-300
Resources and School Programs		4000	-4000
Red Ribbon		700	-700
Fitness Festival		250	-250
Field Day		1200	-1200
Muffins with Mom		250	-250
Donuts with Dad		250	-250
Staff Appreciation		600	-600
PTCO Gifts		500	-500
PTCO hospitality		150	-150
Meet and Greet		75	-75
Newcomer		125	-125

School Parties	1800	-1800
New Teacher Classroom \$	300	-300
PTCO Speakers	200	-200
Health & Safety & Healthfair	300	-300
Scholarships	200	-200
Special Persons Day	500	-500
5th Grade Continuation	500	-500
Climbing Wall Inspection	300	-300
PTCO administration	1800	-1800
Dues	300	-300
	125400	122350
		3050

7. 2014-2015 Slate of Board Positions

Co- Presidents - Kelly Pisciotta, Missy Scully

Co- Presidents Elect -Cindy Finigan, Kate Smith

Vice President Fundraising – Lillian Marsh

Corresponding Secretary – Liz Smith

Recording Secretary – Kathy Egan

Treasurer/Co- Treasurer – Ami Baron, Rachel Advincula

Parliamentarian- Susan Barker, Sarah Holder

Buzz Book – Bianca Becker

Cash Management- Ami Baron, Jane Colwell, Rachel Advincula, Missy Scully, Kelly Pisciotta, Lillian Marsh

Communications Coordinators –Liz Smith, Tani Stone

Buffalo Stampede: Buffs For Buck\$ – Cindy Finigan, Jackie Stolze

Donuts With Dad – Lori Hayutin, Barbara Dick, Debbie Strouse, Sarah Wideman

Muffins With Mom – Bianca Becker, Barbara Dick, Lori Hayutin

Girls' Night Out – Sandy Kane, Betsy Burns, Teri Castledine

Boys' Night Out – Brigitte Denning, Jackie Stolze

Spring Family Event – Emily Rissmiller, Sarah Wideman

Fitness Festival Training Days – Kerri Assell, Brigitte Denning, Chris Muhle

Book Fair – Nancy Schwartz, Jill Spiegelman, Amber Hays, Barbara Dick, Nadia Saindon

Spellbound – Erin Hirstine, Nadia Saindon, Sarah Wideman

Enrichment Program Coordinators – Jen Kritzik, Jacinda Nicklas

Programs & Resources Coordinators – Heather Scott

Room Parent Coordinators – Erin Hirstine, Brooke McCallum, Emily Rissmiller

Website Coordinator – Juliet Newell

Building Assets/Red Ribbon Week Chairs – Bianca Becker, PJ Winkleman

Square One Art Chairs – Jen Lace, Liz Smith

Field Day Coordinators – Ashley Hasdedt, Emily Rissmiller, Nicole Day
School Supplies Chairs – Betsy Burns, Teri Castledine
Nominating Committee Chairs – Brooke McCallum, Liz Smith
Community Sponsorship/Buzz Book Chair – Mitch Rothman
PIN Representative – Melissa Kravetz
Legislative Representative – Nadia Saindon, Ilana Spiegel
Belleview/CMS Liaison- Lori Hayutin
Friends of the Arts Chair – Nadia Saindon, Jen Lace
Volunteer/PTO Manager Coordinator – Tani Stone
Vision and Hearing Screening Chairs- Priscilla Hawkinson, Brigitte Denning
Media Center Chair – Juliet Newell
Staff Appreciation/Hospitality Chairs –Jen Lace, Suzi Marchiol, Jackie Stolze, Sarah Holder
Box Tops for Education/Campbell’s Soup Labels Chairs – Susie Guthrie
King Soopers Coordinators – Erin Hirstine, Emily Rissmiller
Scripts Coordinators – Wendy Forman, Priscilla Hawkinson
Newcomer/Kindergarten Welcome Chairs – Brooke McCallum, Valerie Smith, Jeannie Smith
Philanthropy Chairs – Wendy Forman, Priscilla Hawkinson
Family Dine Out Night Chairs – Ann Kelly
School Store Chairs –Kari Schaefer
5th Grade Continuation Chairs –Kathy Egan, Melissa Kravetz, Teri Castledine, Michelle Hamilton, Kristin Markey, Jill Spiegleman, Rash Pulmilia, Suzi Marchiol, Ann Stern, Ann Egan
Yearbook Chairs – Kathy Hepola, Abby Goldsmith

8. Belleview Elementary PTCO Cash/Check/Credit Card Management Policy

These policies are intended to document Belleview Elementary School PTCO policies and procedures regarding using and receiving cash, checks and credit cards (to meet the requirements of the Parents’ Council,) as well as outline general financial policies and processes used by the PTCO to ensure appropriate fiscal management.

Registration Forms/Events

Cash/payments are only to be handled by the Counting Committee, according to Cherry Creek School District’s cash management policies.

For payment and forms returned to school:

- Annette will collect at Front Office in a manila folder.

- Two members of the Counting Committee will collect the forms, sort them and verify payment accuracy. They will then pass the forms to Event Chairs.
- Event Chairs should not collect forms from the front office. However, the Event Chairs should notify the Treasurer of your form deadlines so that the Counting Committee can get information to you in a timely manner.
- A Treasurer will deposit checks and cash and process any credit card payments.
- Verified forms will be put in the Event Chair's file folder in the copy room file drawer weekly, or according to the schedule the Event Chair and cash management representative determine.
- Mathematical discrepancies and incomplete forms are the responsibility of the Event Chairs. Note: the Treasurer does not keep copies of forms. The Counting Committee will note the amount of check or cash received on each form before passing the forms on to the Event Chair.
- The Treasurer will provide an event summary once all revenues have been collected and expenses processed.

Cash Collected at an Event

- Request cash for the cash boxes from the Treasurer prior to the event.
- Collect and store cash by event specific categories if possible (e.g., ticket sales, food sales, raffle sales, etc)
- All cash must be counted by 2 members of the Counting Committee and or a member of the Executive Board.
- Cash must be deposited in the PTCO safe in an envelope stating the event, total deposited, and applicable category.
- NO CASH MAY LEAVE THE BUILDING.
- When cash cannot be deposited in the safe (e.g., the event is off- site or cafeteria is locked), the cash must be placed in zippered bank deposit bag. One member of the Counting Committee will take the deposit bag and another member will take the key.

Returned Check Policy

When a check is returned by the bank, a Treasurer will:

- Create a debit entry in QuickBooks against the category the original deposit was made to.
- Send out the approved Returned Check letter requesting payment for the goods or services ordered.
- Request information from the event chair to determine if the goods/services have been distributed.

- If the goods/services have not been distributed, request the event chairs to hold them until discrepancies in payment have been resolved.

Out of Pocket Expenses

- A Request- for- Reimbursement Form is available in the Treasurer's folder in the PTCO file cabinet.
- This form **must** be completed and submitted along with ORIGINAL receipts, and placed in the Treasurer's folder for processing.
- Reimbursement checks will be placed in the corresponding file folder unless they need to be mailed directly to a vendor.

Tax ID #: Our Federal Tax ID # is 84- 1245664. Our Sales Tax Exempt # is 98014110.

9. FUNDRAISING / COMMUNITY EVENT GUIDELINES

- Committee should appoint a chairperson to be the point person for communication, records (i.e. flyers, attendance, etc.) and expense tracking of event. The committee chair will be responsible for making sure the event stays on budget.
- Please plan on inviting the VP of Fundraising to all of your budget discussion meetings and ask if they would like to be cc'd on any of your communications.
- Prior to planning for your event, please make certain to verify your budget with the VP of Fundraising and/or the Treasurer. *You must submit a budget for approval in order to receive your reimbursement.* This amount should include food, crafts, DJ and special entertainment. If you need to spend more than the allotted amount, you must get approval from either the VP of Fundraising or the Co- Presidents.
- In order to avoid confusion you will need to have the Treasurer approve your flyer prior to distribution.
- All large scale donated items must be approved by the VP of Fundraising or the Co- Presidents. No self- advertising of business, etc. will be permitted.

- Any questions or concerns should be referred to the VP of Fundraising.

10. TIPPING POLICY BELLEVIEW ELEMENTARY

There are not any District or regulated guidelines for tipping for school functions or fundraising events. Based upon discussions with the Cherry Creek Schools Parents Council we have come up with the following tipping policy:

1. All tips are to be given by the treasurers present at the event.
2. Please do not take it upon yourselves to decide the tipping amount or who should be tipped. If you have questions please contact the treasurers prior to the time of the event.
3. Pizza or food delivery tips should be no more than 10% of the total cost of the food items to be delivered. IE: if pizza is to be delivered for \$100.00 tip no more than \$10.00
4. For Security Guards, Custodians, Food Service Helpers please tip them only \$25.00 per person. Please discuss the amount of people to be tipped with the treasurers prior to the day/night of the event.
5. If special circumstances where a committee feels that a tip or gratuity needs to be given to other than those listed above please contact the treasurers prior to the event.

CERTIFICATE OF EXEMPTION FOR STATE SALES/USE TAX ONLY

**THIS LICENSE IS
NOT TRANSFERABLE**

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION		ISSUE DATE
	98014110	A	010100



CHERRY CREEK SCHOOL DISTRICT PARENT
TEACHER COMMUN
ATTN: BELLEVIEW ELEMENTARY SCHOOL PTCO
4851 S DAYTON ST
GREENWOOD VLG CO 80111-1303



Executive Director
Department of Revenue

▲ DETACH HERE ▲

GENERAL INFORMATION



The following services are available at www.Colorado.gov/RevenueOnline under **Business**.

Sales:

- Verify a Sales Tax License
- View Local Sales Tax Rates
- View Business Location Rates
- Find Local Taxes by Address
- View Sales Tax Rate Charts



Try Revenue Online today!

www.Colorado.gov/RevenueOnline

Scan this code with your smartphone or tablet to
access Revenue Online

Attend our free sales tax classes. Live classes, online CPE and Webinars are available. To sign up, visit www.TaxSeminars.state.co.us

BELLEVUE PTO REIMBURSEMENT REQUEST
Sales Tax Exempt # 98014110

Date: _____

ITEM PURCHASED	BUDGET CATEGORY	AMOUNT
Total Requested		

***** RECEIPTS MUST BE ATTACHED BEFORE PAYMENT CAN BE MADE ******
CHECK IS TO BE:

Left at school in your box/folder _____ left in treasurer’s folder _____ Mailed to address below _____

Check Payable to: _____

Address (if check is to be mailed): _____ Zip _____

Signature: _____

For Treasurer’s Use Only

Paid by check # _____

Date Paid _____

Account _____

Most importantly thank you for your commitment to
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Bellevue and our kids.
 We could not do this without you!
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