

## Hinsdale Middle School PTO Executive Board Guidelines for Gift Giving to HMS Staff

At our October PTO meeting we had a discussion regarding how the HMS PTO Executive Board acknowledges special occasions for HMS Staff. We (Annette and Janet) reviewed our financial records from the past five years to determine the history of gift giving at HMS. Based on our findings we identified a lack of consistency in what was given to HMS Staff. This prompted concern and a need for a written document that all Executive Boards can follow over the years to come. Our purpose is to treat each HMS member equally based upon on the reason for a gift. With this being said we created three specific categories that describe events that warrant gift giving. In each of these areas we defined guidelines for gift giving and who is responsible for the task. At this time money has been used from a variety of line items for purchasing gifts, giving donations and buying cards, stamps etc... For that reason we will need to clarify what line item is used for what purpose (i.e., the Gifts Given Budget vs. the Administration Budget). Redefining our PTO guidelines, creating a purpose for how we are spending and adjusting our budget will simplify the act of gift giving and will establish consistency on how we acknowledge special occasions for HMS Staff.

## **HINSDALE MIDDLE SCHOOL PTO EXECUTIVE BOARD** **Guidelines for Gifts and Special Occasion Acknowledgements**

### **Introduction**

The HMS PTO Executive Board has established guidelines to acknowledge special events and occasions for the HMS Staff Members and Community. Three separate categories cover; Family related occasions, School related awards and expressions of appreciation and Appreciation Days.

### **FAMILY RELATED OCCASIONS**

Funds are included in the Budget under Gifts Given.

#### **Births and Adoptions**

The Corresponding Secretary will send a congratulatory greeting card on behalf of the HMS PTO Executive Board to the HMS Staff Member.

#### **Marriage**

The Corresponding Secretary will send a congratulatory greeting card on behalf of the HMS PTO Executive Board to the HMS Staff Member.

#### **Bereavement**

In the unfortunate event of the death of an HMS Staff Member or a member of their immediate family (spouse, mother, father or child), the Corresponding Secretary will send an appropriate greeting card on behalf of the HMS PTO Executive Board to the HMS Staff Member or their family.

#### **Illness**

In the event of a serious illness or disability of an HMS Staff Member the Corresponding Secretary will send an appropriate greeting card on behalf of the HMS PTO Executive Committee to the HMS Staff Member.

**Note** Cards can be placed in the staff member's mailbox in the school office. If this is not possible it should be given to one of the secretaries with the recipients name and a stamp on the envelope. The secretary will complete the address and place in the mail.

### **SCHOOL RELATED AWARDS AND EXPRESSIONS OF APPRECIATION**

#### **Principals**

A \$50 donation to District 181 Foundation in the name of the honorees will be made each year in the Spring. The Presidents complete the paperwork. Funds are included in the Budget under Administration.

#### **Retiring Teachers**

A \$50 donation to District 181 Foundation in the name of the honoree will be made in the Spring. The Presidents complete the paperwork.

Funds are included in the Budget under Administration.

#### **Professional Awards**

The PTO may wish to congratulate Staff Members who have received an award from a professional organization by sending an appropriate greeting card to the honoree and by making a \$50 donation to District 181 Foundation in the name of the honoree in the Spring. The Presidents complete the paperwork.

Funds are included in the Budget under Administration.

#### **Staff Stipends**

Recipients are defined in a separate document and funds are budgeted under Educational Supplement. This is coordinated at the beginning of the school year by the Corresponding Secretary with assistance from the Treasurer.

Funds are included in the Budget under Educational Supplement

### **APPRECIATION DAYS**

Funds are budgeted under Staff Appreciation

#### **Principal Appreciation Day**

Held in October and organized by the Staff Appreciation Committee.

#### **Staff Appreciation Week**

Staff Appreciation Week is organized by the Staff Appreciation Committee.

#### **Secretaries Day**

Organized by the Executive Committee. Flowers or a small gift are given to: the Secretary to the Principal, Main Office Secretary, Student Services Secretary and School Nurse.

#### **Administrative Assistance Day**

Held in April and organized by the Executive Committee. Flowers or a small gift are given to: the Secretary to the Principal, Main Office Secretary, Student Services Secretary and School Nurse.

### **Staff**

For the purpose of this discussion a "Staff Member" is defined as any paid employee of the Hinsdale Middle School.

Other recognitions to the wider HMS Community who are not Staff Members (eg. HMS student or immediate family, police or firefighters) can be always be approved at the discretion of the PTO Executive Board.