



pmc3.cca@gmail.com

## **COMET CO-CURRICULAR COMMITTEE (PMC3) POLICY GUIDE**

This policy guide is intended to be a comprehensive source of all operating policies and procedures governing the Comet Co-curricular Committee, also referred to as PMC3.

### **A. MISSION STATEMENT**

The Comet Co-Curricular Committee (PMC3) is dedicated to improving the co-curricular experience for Penn Manor students, coaches, and activity advisors. PMC3 is a non-profit committee led by parent volunteers and advised by school administrators. Our mission is to evaluate and grant funding requests from Penn Manor co-curricular activities, using funds allocated to PMC3 by the School Board, or funds raised directly by PMC3.

### **B. HISTORY**

In 2018, the Penn Manor School District entered into a marketing agreement with Market Street Sports. This agreement generates revenue for the district by selling sponsorship ad space at various locations on district campuses. The district administration, with School Board guidance and approval, decided to use a portion of that revenue to give back to Penn Manor's co-curricular activities (CCAs). In 2019, PMC3 was formed to administer the process of considering and awarding grant proposals from the various CCAs.

### **C. ORGANIZATION**

In accordance with our bylaws, PMC3 is administered by a Voting Board of 5-9 members. There are also four additional ex-officio Voting Board members that represent the School District and the School Board. These ex-officio members serve in an advisory capacity. The Voting Board staffs at least three committees: Finance, Policy, and Funding. The members of the Voting Board are elected (starting in 2020) by the General Membership at an annual meeting, held every May. Reference the "**Voting Board**" section of this document for more information.

The General Membership is comprised of representatives from each of the over 50 CCAs at Penn Manor. Each CCA may appoint one representative to the General Membership. Reference the "**General Membership**" section of this document for more information.

## **D. GENERAL MEMBERSHIP (GM)**

The General Membership (GM) of PMC3 will be comprised of one designated representative from each CCA. *PMC3 recommends that GMs be booster club officers or parents of CCA participants if no booster club exists.* This is because the Voting Board will be elected from the General Membership and PMC3 believes as a matter of policy that the Voting Board should not be made up of CCA coaches and advisors in order to avoid potential conflicts of interest.

CCA representatives to the PMC3 General Membership should be identified and appointed prior to the annual General Membership meeting. CCA representatives to the GM may only represent one CCA. PMC3 recommends that GM representatives serve their CCA for a period of not less than one year.

The General Membership will meet once per year in May. The GM meeting will be presided over by the Voting Board President or Vice President. At this meeting, the Voting Board will present a report to the GM containing a financial review and statistical analysis of the grant process. The GM will have an opportunity to ask questions and make suggestions. Finally, the GM will elect the Voting Board to serve during the upcoming fiscal year.

Notice of the annual GM meeting will be as early as possible, but no less than seven days in advance. Notice of this meeting will include attachments/links to the Grant Request Form and this PMC3 Policy Guide. An abbreviated Grant Request instruction sheet will also be provided. In addition, meeting notification will include a solicitation for volunteers to serve on the next Voting Board, to be elected at the GM meeting.

General Members (CCA reps) who desire to serve on the Voting Board must identify themselves to the Board, via email, at least seven days prior to the GM meeting so that a ballot may be constructed. At the GM meeting, all GM reps present will submit their completed voting ballots. Ballots will be counted by the Secretary, with Treasurer supervision. Winners will be elected by simple majority, with ties decided by the sitting Voting Board.

## **E. FUNDING and GRANTS**

The School Board determines the level of funding PMC3 receives as part of its budgeting process. The PMC3 Voting Board will then use that money to fund grant requests made by the CCAs. Grant requests will be considered and voted upon by the Voting Board at its annual meeting in June. The School Board allocation to PMC3 is expected to occur in July, allowing checks for granted funds to be released from PMC3 to the CCAs in August before the start of fall activities. See **Attachment 1** for a general and approximate timeline of the annual funding/grant process.

Additional rounds of grant funding may occur at the Voting Board's discretion. Current plans call for a second round to occur in the November/December time frame.

The Voting Board has sole discretion as to the percentage of available funds disbursed on any round of funding. Examples of reasons why the Board may decide to hold funds in reserve are: rainy-day reserves to cover forecast reduced School Board allocations, additional rounds of funding beyond the June round, and for pop-up funding.

Deadline for grant request submissions will be established and communicated at least 30 days prior to the deadline. Submissions will not be accepted post deadline, with the following exception. Pop-up requests outside of the normal funding process may be considered by the Voting Board in rare cases with extenuating circumstances. The Voting Board retains sole discretion to consider such requests.

Grant request forms will be accepted at our website (TBD), via email to [pmc3.cca@gmail.com](mailto:pmc3.cca@gmail.com), or via hard copy submission.

Grant requests will include a minimum of two quotes/estimates for all goods and services. If two quotes are not possible, a written explanation must accompany the grant request.

CCAs should ensure their grant requests are not frivolous in nature. Grants should enhance the co-curricular experience at a high level.

Grant requests should be written after coordination between the CCA General Membership representative and the Director/Advisor/Head Coach of the CCA. Request forms will require both signatures.

Multiple requests by one CCA are allowed.

Joint grant requests made by two or more CCAs will be considered, but only one form should be submitted after choosing one CCA to be the lead.

Supplemental documentation, explanations, or attachments to the request form are encouraged.

Previous grant history may be considered by the Board.

Grant requests that are denied may be resubmitted at the next round of funding.

Grant requests that seek reimbursement for past purchases will not be approved.

Additional information/clarification may be requested post-submission during the Funding Committee review process. Responses will be required within three days of positive contact/receipt of PMC3's questions.

After Voting Board approval, approved requests will be forwarded to the Penn Manor School Board for final expenditure approval.

CCAs are responsible for providing copies of all receipts within 14 days of using granted funds. Any grant funds remaining after purchase will be returned to PMC3 within 14 days. The Voting Board Treasurer will be responsible for tracking and storage of receipts

PMC3 is not responsible for upkeep, maintenance, or continuing costs of any purchase made with granted funds.

CCAs agree to provide documentation of the use of granted funds by photographic or video media. Written documentation will be accepted with approval of a Voting Board member. Example: granted funds are used to purchase a new piece of equipment for a CCA. The CCA must provide visual documentation of that equipment in use by its students.

CCAs agree to the use of said documentation to promote PMC3, the CCA community, and the school district via social media and other forms of communication as the Voting Board deems necessary. Individual requests to refrain from using a student's likeness will be honored.

Compliance with documentation requirement will be accomplished by the Voting Board secretary.

Questions from the CCAs can be submitted via email to [pmc3.cca@gmail.com](mailto:pmc3.cca@gmail.com). This is the preferred method of addressing questions so that a record of the question and answer is kept.

Voting Board decisions are final.

## **F. FINANCE**

PMC3 is a 501(c)(3) tax exempt, non-profit entity. Our fiscal year will match that of the School District, July 1<sup>st</sup> through June 30<sup>th</sup>.

PMC3 Finance Committee will work with the District to ensure all tax reporting and filing requirements are complied with.

The Treasurer will ensure that all financial records are held for a minimum of seven years. Physical copies will be kept by the Treasurer and all electronic copies will be kept in PMC3's Google Drive account. All records and documents will be available to any Voting Board member, and all financial reports will be made available to the public on the PMC3 website.

The Treasurer will maintain a PMC3 checking account with all Voting Board members as signatories. All checks written from this account must have the signature of two Voting Board members.

The Treasurer will develop and use a reimbursement form to be used when Board members make purchases on PMC3's behalf. Completed reimbursement forms will be kept along with other financial documentation.

Finance Committee will be responsible for complying with all reporting and analysis requirements. The PMC3 bylaws require us to submit semi-annual reports to the School Board. See "**Reports**" section of this document.

## **G. VOTING BOARD**

The Voting Board (other than the permanent ex-officio members), will consist of 5-9 members, elected by and from the General Membership at the annual GM meeting in May. The Voting Board will have four officers: President, Vice-President, Secretary, and Treasurer. The Officers will be elected at the Voting Board's annual meeting held in June each year. At least three other Voting Board meetings will be held throughout the year.

Four ex-officio (advisory and non-voting) members will also serve on the Voting Board. They include representatives from the District administration, the High School Principals, the School Board, and the Athletic Director.

At least three permanent committees will be maintained. The Policy Committee will establish PMC3 operating policy and procedure. The Finance Committee will ensure fiscal responsibility and compliance, as well as being responsible for most record keeping and reporting requirements. The Funding Committee will review grant requests prior to voting by the whole board. This review will identify any further information required from the grant requestor. The Funding Committee may also make voting recommendations to the Board.

Election of the four Voting Board officers will take place at the June annual Voting Board meeting. A nominating committee will be selected by the President at least one month prior to the June meeting. Current policy is for the Nominating Committee to be comprised of the following ex-officio members of the Voting Board. The Superintendent (or his designee), the High School Principal member, and the School Board member. Candidate consent must be obtained prior to nomination. Election will be by ballot, prepared and counted by the Nominating Committee, unless there is only one candidate for a position, in which case election will be by show of hands. Winners are elected by simple majority with ties decided by the Nominating Committee. Voting Board terms are July 1<sup>st</sup> through June 30<sup>th</sup>.

## H. REPORTING

PMC3 is required to file a *Financial Report* with the School Board twice per year. This report must include an accounting of all revenues and expenses. The Finance Committee will be responsible for all aspects of financial reporting compliance and statistical analysis. Statistical analysis includes but is not limited to: grant approval and denial with documented explanations for denial, distribution of grants between the three “A’s” (arts, athletics, and academics), distribution of grants by season, and totals of all monies granted.

The end-of-fiscal year finance report will be submitted to the mid-June School Board meeting annually. A second report will be submitted no later than the mid-January School Board meeting.

The Voting Board will submit a *Funding Decision Report* (FDR) to the School Board for final approval after each round of funding, and before funds are disbursed. The Funding Committee will be responsible for compiling the FDR. The FDR may be combined with and submitted along with the *Financial Report* if the timing allows.

At the May General Membership meeting, the Voting Board will present a year-to-date financial report as well as a statistical analysis of the grant process. Finance Committee retains responsibility. The Voting Board as a whole will assist in report compliance as necessary.

## I. RESPONSIBILITIES

<u>Policy Committee</u>	P, VP, S, Principal Rep
<u>Finance Committee</u>	VP, T, School Board Rep
<u>Funding Committee</u>	P, VP, T, Mr. Herman
<u>CCA Liaison and Contacts</u>	Mr. Herman, Principal Rep, Athletic Director
<u>Financial Reporting, Record Keeping, and Analysis</u>	Finance Committee
<u>Funding Decision Report</u>	Funding Committee
<u>Communications and Notices</u>	President, Secretary
<u>General Membership Meeting Agenda and Presentation</u>	President
<u>Meeting Minutes</u>	Secretary
<u>Grant Documentation Compliance</u>	Secretary
<u>Website/Social Media</u>	Mr. Fellenbaum

## **ATTACHMENT 1 – TIMELINE (approximate)**

- March - Market Street Sports revenue forecast received
  
- Mid April - General Membership annual Meeting Notice and Grant Request Forms available
  
- Early May - General Membership annual Meeting, next Voting Board elected (starting in 2020)
  
- Late May - Grant Request Forms due
  
- Mid June - School Board budget meeting, PMC3 funding level decided
  
- Late June - Voting Board annual Meeting, funding decisions and officer elections
  
- Mid July - Release of funds from District to PMC3
  
- Early August - Checks go out to CCAS for approved grants
  
- Early October - Round 2 Grant Request Forms Available
  
- Early November - Grant Request Forms due
  
- Mid November - Voting Board meeting, funding decisions
  
- Mid December - Round 2 checks go out to CCAs