



**NAPER HOME & SCHOOL ASSOCIATION  
BYLAWS**

**ARTICLE I  
NAME**

The name of this organization shall be the Naper Home & School Association (hereinafter referred to as “the Association”), a division of the Naperville District 203 General Home & School Association (hereinafter referred to as the “General Home & School”).

**ARTICLE II  
PURPOSE/MISSION STATEMENT**

The Naper Home and School Association is here to support and supplement the education of the children of Naper Elementary School. This organization also strives to facilitate the exchange of information and help to develop a sense of community between the children, the parents, and the staff at Naper Elementary School. The Association is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

**ARTICLE III  
MEMBERSHIP**

All parents and/or guardians of children attending Naper School, faculty, and staff are members of the Association and of the General Home & School Association.

**ARTICLE IV  
REVIEW OF BYLAWS**

A review of the Association’s Bylaws, in conjunction with a review of the General Home & School Bylaws, shall take place annually, or at any time more frequent if deemed necessary by the Executive Board. An Executive Board officer shall conduct the initial review of the Bylaws, amending where appropriate. Once revisions, if any, are made revised Bylaws shall be published (for example, posted in a central location at Naper or placed on Naper’s website) for the Association’s review for a period of at least one week prior to voting. Notice to the Association may be given electronically, via the Naper Week at a Glance email (hereinafter referred to as “the WAG”) or by other means deemed appropriate. Thereafter, Bylaws shall be voted on as set forth in ARTICLE VII, SECTION 2.

**ARTICLE V  
MANAGEMENT**

**SECTION 1: EXECUTIVE BOARD MEMBERSHIP**

The elected officers of the Association shall be the President, Vice President, Secretary, and Treasurer. These elected officers, along with the Principal of Naper School, shall constitute the Naper Executive Board (hereinafter referred to as “the Executive Board.”) Any of these elected offices may be shared by no more than two (2) persons

unless otherwise agreed upon, and will be designated as “Co-[insert office.]”

## **SECTION 2: BOARD MEMBERSHIP**

The Executive Board together with the Chairperson(s) of each of the Standing Committees and a teacher representative shall constitute the Naper Home & School Board (hereinafter referred to as “the Board.”)

## **SECTION 3: STANDING COMMITTEES**

A job description and list of duties of all Standing Committees will be attached to, but shall not become a part of, these Bylaws as Addendum 1. Standing Committees may include, but are not limited to, the committees as described in Addendum 1. The Chairperson(s) of each such committee listed on Addendum 1 shall, on at least a yearly basis, review the description and job duties as set forth on the Addendum for their particular committee. Any changes to the Addendum shall be submitted by the Chairperson(s) to the President of the Association, together with any documentation regarding their committees no later than the end of the school year. The Chairperson(s) of each Standing Committee shall be responsible for passing along any and all pertinent information, including, but not limited to, a timeline of actions required, approved budget amounts and approved expenses concerning their respective Committees on the Naper Home & School Board. This shall be done annually by each Standing Committee Chairperson no later than the end of each school year. The Standing Committees are to be reviewed on an annual basis and may be changed by a simple majority vote of the Board in attendance at any Board meeting. The procedure for filling Standing Committee Chair vacancies is set forth in ARTICLE VIII, SECTION 3, herein.

## **ARTICLE VI MANAGEMENT DUTIES**

### **SECTION 1: DUTIES OF THE PRESIDENT**

The President or designated representative thereof shall preside at all the meetings of the Association and Executive Board. The President shall have general supervision over all the activities of the Association. He/She shall be an ex-officio member of all committees. The President shall work with the Executive Board on the annual budget proposal for the coming school year and participate in the nominations process as set forth in ARTICLE VIII. The President, along with the Executive Board, shall meet monthly with the Principal to plan the monthly Board meeting agenda. Other duties of the President may be designated by the Executive Board. The President is a member of the Board of Managers of the Naperville Community School District 203 General Home & School Association and serves on its Board. If possible, the outgoing President shall serve as advisor the year following his/her last term.

The President shall pay out money in the absence of the Treasurer consistent with the Treasurer’s duties set forth in SECTION 4 herein.

### **SECTION 2: DUTIES OF THE VICE PRESIDENT**

In the absence of the President, the Vice President shall preside over meetings and assume all the duties of the President. At the beginning of each school year, the Vice President shall coordinate the current year’s Volunteer Sign Up Process in order to identify volunteers for the school year. The Vice President shall thereafter designate all classroom volunteers, including, but not limited to, Classroom Representatives, Classroom Party Coordinators and Classroom Yearbook Representatives, in an unbiased and objective manner (every effort shall be made to secure participation for all Naper School volunteers). It shall also be the duty of the Vice President to communicate with all other volunteers and/or their respective committee chairs, in a timely manner to ensure maximum participation of Naper School volunteers. The Vice President shall also coordinate the end of year picnic for Naper students.

### **SECTION 3: DUTIES OF THE SECRETARY**

The Secretary shall have custody of all records and documents and keep an accurate record of all meetings of the Board and of the Executive Board. The Secretary shall distribute monthly meeting minutes to all Board members and Executive Board Members, respectively, in advance of the following month's meeting. The Secretary shall upload General Board meeting minutes on Naper Home & School Googledocs account, as well as send an electronic copy of said meeting minutes to the Naper School website administrator. The Secretary shall maintain a complete copy of the current school year's minutes and electronically submit said minutes to the General Home & School Secretary no later than 2 weeks following the last Naper Home & School Board meeting of the calendar year.

### **SECTION 4: DUTIES OF THE TREASURER**

The Treasurer shall receive, deposit, and disperse all Association funds and keep an accurate record of all accounts. The Treasurer is empowered to pay budgeted expenses submitted by Check Request form, including 10% above any approved expense. All disbursements made directly to the Treasurer must have the written consent of another Executive Board Member. The Treasurer will present a financial report to the Association on or before each meeting of the Board.

The Executive Board may approve non-budgeted expenditures in advance up to \$200 by majority vote. Said vote may be taken by telephone or via electronic mail or at an Executive Board meeting. Non-budgeted expenditures over \$200 must be approved in advance by majority vote of all voting members of the Board in accordance with the procedures set forth in Article VII, section 2.

The Treasurer, in cooperation with the Executive Board and Standing Committee Chairpersons, shall prepare a budget proposal for the following fiscal year in accordance with the following timetable: A proposed budget shall be presented at or before the March Executive Board Meeting. After discussion and review by the Executive Board, the proposed budget, including any revisions made at the Executive Board Meeting, shall be presented to the entire Board at or before the March Board Meeting for discussion and review. The Executive Board shall then finalize the budget at or before the April Executive Board Meeting and then present the finalized budget to the entire Board at or before the April Board Meeting for approval, which shall be done by a majority vote of all voting members of the Board present at the April Board Meeting.

The Treasurer shall adhere to all requirements and guidelines of the General Home & School Board of Managers, including, but not limited to, submission of yearly audit documents and reports. The Treasurer shall clearly communicate General and Naper Home & School Treasurer Policies and Procedures to Executive Board Members and Standing Committee Chairpersons.

The Treasurer shall provide budget and expenditure information to any Association members upon request.

The Treasurer shall ensure that a minimum balance in the amount of \$7,500 is maintained to provide funds for expenditures occurring in the following school year. This balance does not include any designated funds.

The dues are determined by the General Home & School Association and will be paid annually by the Association's Treasurer.

### **SECTION 5: CONTRACTS**

No Board member shall act as an agent for the Association in procuring goods and/or services for said Association without the prior approval of the Executive Board. All vendors and contracts must have Executive Board approval and/or approval of the Principal before contracts are executed. Written contracts must always be signed by the President. A copy of all executed contracts must be kept with the President, Treasurer, and the Committee Chair(s).

## **SECTION 6: OUTSTANDING CHECKS**

Checks that are still outstanding after 180 days (approximately 6 months) will be voided. A check may be reissued if the receiver wishes to cash the check after it has been voided.

Any check that is outstanding after 3 years will need to be sent to the State of Illinois as unclaimed funds. The Treasurer should contact the General Home & School Treasurer for instructions.

## **ARTICLE VII MEETINGS**

### **SECTION 1: BOARD MEETINGS**

Executive Board meetings and meetings of the full Board shall be scheduled by the President and the Principal prior to the beginning of the school year. Meetings shall be held approximately once a month. Members of the Association shall be notified of pending meetings via the WAG, the Naper Elementary website or via electronic mail.

### **SECTION 2: VOTING**

Voting members of the Association are the Vice President, Secretary, Treasurer and the Chairperson of each Standing Committee. In cases where committees have Co-Chairpersons, or there are Co-Officers, each individual person shall count as only one vote. In situations where an individual holds more than one chairperson position or both an officer and chairperson position, said individual will only get to cast one vote. An individual shall not be permitted to cast two votes. The President/Co-Presidents will vote in case of a tie. A majority vote of those present at the meeting or replying electronically by the due date is required to pass a motion.

Voting may occur electronically, on matters the Executive Board deems appropriate, if the matter requires a vote of the full Board prior to the next full Board meeting. A motion shall pass upon a majority vote of all voting members of the Association as defined in this Section 2.

In the event that an electronic vote is required, the following procedures will be followed:

- 1) Secretary shall issue requests for electronic votes to all voting members of the Association as defined in this Section 2.
- 2) Secretary shall tabulate votes at the end of the deadline given and record decision in meeting minutes as if an actual Board meeting had been held.

Voting on any non-budgeted expenditure \$500 or over requires submission of Exhibit C in accordance with the rules set forth on said Exhibit. Additionally, voting on a non-budgeted expenditure \$500 or over will require a ballot vote, as will wish list items (Exhibit D).

### **SECTION 3: EXCEPTION TO VOTING MEMBERS OF THE ASSOCIATION**

Voting members of the Association are defined as set forth in Article VII, Section 2, except when voting on the slate for the Executive Board Officers. In this case, all members of the Association but the President/Co-President shall be entitled to cast a vote. Article VII, Section 2, will govern in cases where the Executive Board slate is not approved by a majority vote or in cases of a tie.

### **SECTION 4: ATTENDANCE**

Chairpersons of each committee, or designated representatives, shall make every effort to attend monthly Board meetings throughout the year and shall provide reports concerning the activities and functioning of their committees when deemed appropriate.

## **SECTION 5: SPECIAL EXECUTIVE BOARD MEETINGS**

Special Executive Board meetings may be convened by the President at the request of any Board member, or a vote may be taken via electronic mail to address specific issues that may arise during the year. A majority vote of the Executive Board is required to pass any motion arisen during the Special Executive Board meeting.

## **SECTION 6: WISH LIST ITEMS**

Wish list items may be purchased with Home & School monies at the request of Naper teachers and/or staff in accordance with a vote pursuant to Article VII Section 2, including a ballot vote (Exhibit D). Prior to a vote, the Principal and Executive Board Officers shall discuss possible wish list items. Upon Executive Board approval, the wish list items shall be presented to the Board prior to the meeting at which the wish list is to be reviewed discussed and voted on.

## **ARTICLE VIII NOMINATIONS and ELECTIONS**

### **SECTION 1: FORMATION OF NOMINATING COMMITTEE**

By January 15 of each school year, the President of the Association shall appoint a Chairperson for the Nominating Committee, who shall be an existing Board member of the Association.

The Nominating Committee shall consist of its chairperson and up to three (3) additional members currently serving on the Board. The Principal shall serve as ex-officio member of the Nominating Committee. No member of the Nominating Committee shall be eligible to run for elected office.

The manner in which the Nominating Committee shall be selected shall be as follows: Each January, at the Association's monthly Board meeting, the Nominating Committee Chairperson shall request names of those interested in serving on the Nominating Committee. In the event more than the required number of persons is interested in serving on the Nominating Committee, the positions will be filled by a random drawing by the Nominating Committee Chairperson before the end of the January meeting.

The Nominating Committee shall be responsible for overseeing the election of officers to the Executive Board and the appointment of Standing Committee Chairpersons of the Association.

### **SECTION 2: ELECTION OF OFFICERS**

No later than February 1<sup>st</sup> of each school year, the Nominating Committee shall meet to fill the Executive Board Slate. The Nominations Committee Chairperson shall ask the current Executive Board members if they are interested in returning to their current position and determine eligibility for return. If not returning, recommendations and/or nominations should be accepted for vacant elected positions. Nominations or recommendations for open Executive Board positions shall be made in writing to the Nominations Committee Chairperson no later than January 25<sup>th</sup> (or the Friday closest to 1/25 should 1/25 fall on a weekend). All nominations shall be kept confidential. Nominations for shared or "Co" positions shall be accepted for any elected position. Any person nominated for an elected office must have served as a member of the Board during the preceding school year, unless otherwise agreed upon by the Board. Any person nominated for President must have served as a member of the Executive Board during the preceding school year, unless otherwise agreed upon by the Board. The Nominating Committee shall contact all persons nominated to ask whether or not they wish to pursue the position for which they were nominated. The Nominations Committee shall be responsible for selecting the slate of candidates to fill available Executive Board positions based on the qualifications of those interested in the open elected office position. In the event that there is more than one person interested in an open Executive Board position, the Nominations Chairperson, along with the President and Principal, and nominating committee, shall select the most qualified candidate for each elected office so that a slate may be posted in accordance with the timing outlined above.

The Nominating Committee shall then do the following: 1) compile a slate of nominees who have met eligibility requirements for their office and 2) distribute written notification of the slate of nominees to the Association, which shall also include the date, time and location of the election, via the WAG, or any other manner for communicating with each member of the Association, by no later than the Friday prior to the Spring Parent/Teacher Conferences. The Nominating Committee shall also post the slate of nominees at Naper School in a prominent place near the Naper School Office by no later than the Monday prior to the Spring Parent/Teacher Conferences.

The election of officers shall be conducted by secret ballot, which must be cast in person in the School office during Spring conferences. Each member of the Association is entitled to a vote of "yea" or "nay" to the proposed slate. All members of the Association shall make every effort to vote. Within 5 days of the last day of conferences, at least two members of the Nominating Committee shall meet to count the votes. The slate of nominees shall be the officers provided that they receive an affirmative majority of the votes cast. There is no minimum number of votes that must be cast; a majority of the ballots cast is sufficient. In the event that the proposed slate receives a majority of "nay" votes, the Nominations Committee shall notify the President and reconvene in accordance with the procedures outlined above. In the event of a tie vote, a majority vote of the voting members of the Association as defined in ARTICLE VII Section 2 shall decide the issue. The results of the election will be announced at the next regularly scheduled Board meeting and subsequently communicated to all members of the Association.

All Executive Board officers shall be eligible for re-election to the same office for two additional one-year terms. No member shall serve more than three consecutive terms in the same office, excluding any training period. Should a training period be required, an Executive Board officer shall be allowed to remain in office for a period of one additional year as a co-officer with the trainee.

New officers shall take office immediately after the last Board meeting of the school year, with the exception of the Treasurer, whose term will coincide with the fiscal year (July 1 through June 30).

Any vacancy in office shall be filled by appointment by the Executive Board.

### **SECTION 3: SELECTION OF STANDING COMMITTEE CHAIRS**

No later than February 10 of each school year, the Nominating Committee Chairperson shall contact all current Standing Committee Chairpersons to determine if they intend to return to their position for the following school year.

In the event a Standing Committee Chairperson will not be returning to Chair a particular committee the following year, the Nominating Committee Chairperson shall seek to fill that position by notifying all members of the Association in writing, via the WAG, or any other manner for communicating with each member of the Association, that there is a vacant Standing Committee Chair position to be filled. Such notice shall be made no later than January 25<sup>th</sup>, and shall request that anyone interested should contact the Nominating Committee, in writing or via email, within 1 week of the notice. If no one volunteers for the position, the Nominating Committee shall meet with the Executive Board to determine the best way to fill the position.

In the event more than one member of the Association volunteers to be a Standing Committee Chairperson, the Nominating Committee, together with the Executive Board, shall fill the position by creating an application and/or interview process for each nominee, culminating in a secret ballot to choose the new Standing Committee Chair.

Should a standing Committee Chairperson be unable to fulfill their annual duties, the Executive Board will be responsible for filling the position.

The Nominating Committee shall recommend a three (3) year term limit for Standing Committee Chair positions.

**ARTICLE VIII  
SOCIAL MEDIA**

**SECTION 1: AUTHORIZATION**

Only authorized individuals shall be allowed to access the administrative features of any social media sites utilized. Authorized individuals include the designated site administrator/owner, designated Executive Board members and the Communications Chair/Co-Chairs.

**SECTION 2: PURPOSE**

The purpose or intent of using social media sites is to raise awareness, increase visibility and promote Naper School events, as well as disseminate general information related to school happenings to the Association at large.

**SECTION 3: RESPONSIBILITIES**

The designated Executive Board member(s) and, where appropriate the Communications Chair or Co-Chairs, shall be responsible for maintaining all social networking sites (including, but not limited to, the Association's Facebook or Twitter Accounts). Maintaining said sites includes updating and posting information pertaining to school sanctioned events and/or involving Naper Elementary staff, students and/or members of the Association. The designated Executive Board member(s) are authorized to post photographs of the student body at large, but no identifiable individual photographs of children shall be posted. In situations where access is expressly granted by said Executive Board member(s) to the Communications Chair or Co-Chairs, he/she/they may also post photographs under the above specifications. Social media shall not be used for interpersonal or one to one communications.

**ARTICLE X  
PARLIMENTARY AUTHORITY**

Roberts Revised Rules of Order, in its most recently revised edition, shall be the parliamentary authority governing the meetings of the Association and its Board, in so far as they do not conflict with the provisions outlined above.

**ADDENDUM 1**

**NAPER HOME & SCHOOL ASSOCIATION**  
**STANDING COMMITTEE DESCRIPTION & DUTIES**

The Standing Committees of the Association shall be: Art Awareness, Auction, Communications, Sweetheart Event, Fun Fair, Fun Run, General Fundraising, Health & Safety, Mini Courses, VIP Sport Night, Naper Nation, Teacher Representative, Yearbook, and School Family Community Partnership ("SFCP"). All Standing Committee Chair positions are year-by-year appointments with approval of the Executive Board and Nominating Committee, and are voting positions. All Standing Committee Chairpersons are responsible for reporting to the Board before and after their events pursuant to the "Home & School Committee Chair Responsibilities" (attached to this Addendum as Exhibit A). All proposals for new events or events requesting funding not included in the current school year's Home & School budget shall be made in accordance with the "Naper Home & School/SFCP Planning Guide and Request for Funds" (attached to this Addendum as Exhibit B) and presented to the Executive Board.

The following is a brief description of the duties associated with each committee and its Chairperson:

**Art Awareness** - shall recruit and schedule volunteers to present works of art to each classroom monthly and shall oversee and select new works of art.

**Auction Fundraiser** - shall be a bi-annual co-chaired committee, unless otherwise approved by the Executive Board. The chairpersons shall be responsible for planning all aspects of the Auction, including, but not limited to, forming a committee, soliciting and securing donations for the auction, choosing and coordinating all aspects of off-site venue, as well as managing/coordinating all communications pertaining to the Auction.

**Communications** - shall be responsible for internal and external communications of the Naper Home & School Board from teachers to Board, Board to parents, and Naper School to the community, including, but not limited to, the WAG, social media and school directory.

**Sweetheart Dance** - shall be responsible for forming a committee to help plan and be responsible for all aspects of the annual Sweetheart Dance at Naper School, including, but not limited to, coordinating volunteers, set up and clean up, as well as organizing the dance itself.

**Fun Fair** - shall be responsible for all aspects of the Fun Fair event, including but not limited to organizing carnival booths, volunteers and ticket sales.

**Fun Run** - shall be responsible for all aspects of the Fun Run event.

**General Fundraising** - shall not encompass any fundraising by another Standing Committee. All fundraising activities require majority approval of the Naper Home & School Board. General Fundraising shall conduct all fund raising activities, including, but not limited to: Direct Donation Drives, Eat n' Earns/Shop n' Earns, and co-ventures (i.e., Amazon Smiles).

**Health/Safety Chair** - shall assist the Principal and Health Technician in carrying out health and safety related activities, for example: vision and hearing screening, helping hands, safety calendars, Walk/Bike to School Day, traffic flow assistance/communications. Shall also be responsible for all aspects of the organization related to activities that promote a healthy lifestyle (options include indoor gym day). The chair(s) shall also coordinate the elective before and/or after school programming as it relates to Naper Home & School Association.

**Mini Courses** - shall be responsible for all aspects of the Mini Courses day, including, but not limited to, the coordinating of educational and extracurricular classes offered, placement of students in said classes, and coordinating volunteers.

**VIP Sport Night** - shall be responsible for forming a committee to help plan all aspects of the annual Mother Son event.



**Naper Nation** - shall be responsible for staff support/staff appreciation throughout the school year, for example, Teacher and Staff Appreciation Week, Nurse's Day, Secretary's Day and Support Services Day. Shall also assist in ensuring the functionality of the Watch DOGS program.

**Teacher Representative** - shall be appointed by the Principal, and shall be the liaison between the faculty and Naper Home & School Association.

**Yearbook** - shall collect and organize items for a commemorative book of school events and shall be responsible for all aspects associated with the production and distribution of the school yearbook.

**School Family Community Partnership (SFCP)** - The mission of SFCP is to enhance Naper students' learning and development by being a proactive resource in promoting, strengthening, and celebrating the partnership that exists between Naper School, its families and the Naperville Community. SFCP will work to develop custom programs within the six types of involvement described by District 203 Guidelines (Parenting, Communication, Volunteering, Learning at Home, Decision Making, and Collaborating) to help achieve Naper's specific school improvement goals and provide opportunities for parents and community members to become active partners in the education of their children at each grade level. The following programs fall under the broader scope of SFCP: Science Fair, International Night/Ice Cream Social, Community Service Outreach (Make A Difference Day in partnership with MAD Club), Learning Connections (options include, but are not limited to, Reading Programs, Screen Free Week, and Parent Education Night), Newcomers Committee, Directory Art Contest and Family Connections. Family Connections includes Naper Needs, the Winter Clothing Share and the Book Share.

The following procedure shall be followed for all SFCP sponsored activities:

It shall be the responsibility of the SFCP Chairperson(s) to organize and facilitate all SFCP sponsored programs at Naper and/or to appoint Sub-Committee Chairpersons where deemed necessary. Any proposals for activities that fall under the umbrella of SFCP shall be made in accordance with District 203 Guidelines for proposed SFCP activities, including, but not limited to, the completion of the "Naper Home & School/SFCP Planning Guide and Request for Funds" a form of which is attached hereto as Exhibit "B" for guideline purposes only. Any person with a proposed SFCP activity shall first present his or her idea to the SFCP Chairperson(s) and then work along with the SFCP Chairperson(s) to complete the Planning Guide and submit the activity to the Principal for approval. The SFCP Chairperson(s) may then present the activity to the Board for informational purposes only. If funding is requested from Home & School for the proposed activity, the event shall be presented to the Board for approval.

Exhibit A



Committee Chair Responsibilities

Committee: \_\_\_\_\_

Chairperson(s): \_\_\_\_\_

Event Date: \_\_\_\_\_

Approved Budget: \_\_\_\_\_

Approved Expenses: \_\_\_\_\_

Welcome to the Naper Elementary H&S Board! We are thrilled to have you involved! Volunteers are truly our lifeline, and we thank you in advance for your hard work and dedication. Below you will find some procedural descriptions for your committee.

**Presentation to the Naper Board:**

Please be prepared a minimum of three months prior to your event (sooner if necessary) to present your event plan to the Naper Home & Board Executive and/or Full Board. This could include a very brief timeline of events, status on meetings or general overview of the plans for the event.

**Budget:**

The budgets are developed and approved based on Committee Chair input and must be adhered to as best as possible. No outside expenses (those not approved with the final budget) should be made without prior Board approval nor should any money above the pre-approved budget be spent without prior Full Board and/or Executive Board approval.

**Recap:**

After your event, please be prepared to give an expense and profit recap, number of attendees where applicable, ideas for improvement for next year, and simply comment on how the event went and how it was received by the Naper community.

Thank you again for all of your hard work! The Naper community benefits from each and every event we host!

Thank you!

The Naper Home & School Executive Board





**EXHIBIT B**

**NAPER HOME & SCHOOL/SFCP PLANNING GUIDE  
AND REQUEST FOR FUNDS**

Complete the following for both Home & School and SFCP events\*\*:

**DATE OF YOUR EVENT\*:** \_\_\_\_\_

<b>Committee Chair</b> (Name, title, phone and email address)	
<b>Name of Program/Activity</b>	
<b>Goal of this Program/Activity</b> What do you want to accomplish by developing this initiative?	
<b>Target</b> Who are you trying to involve or reach in this program (does not have to be entire school)	
<b>Key Elements</b> A brief outline of the program	
<b>Timing</b> Specific dates or frequency of occurrence	
<b>Budget</b> How much money is needed and what is the source of funds	
<b>Evaluation Tool</b> What will you measure to determine if you achieved your goal?	

\*Upon submission, please allow 4-6 weeks for approval of your request, as each request needs to be approved/discussed by the Naper Home & School Executive Board and, when necessary, the full Board. Please contact any member of the Executive Board if you have any questions! Thank you.

\*\*For Home & School events, briefly explain on back how this event falls within the Naper Home & School Mission Statement.

\*\*For SFCP events, briefly explain on back which of Epstein's Type of Involvement this event promotes.



**Exhibit C:**

**Proposal for a Purchase or Increased to Budget of \$500 or greater**

**Directions:**

- 1) Please fill out and submit the below proposal to the Executive Board sixty days prior to the purchase and by the first of the month, in accordance with the Executive Board meeting schedule. This proposal will be reviewed at the Naper Home & School Executive Board meeting and, upon approval, it will be released to the General Home & School Board two days prior to that months General Board meeting for their review.
- 2) It is the responsibility of the committee or individual proposing the expense to copy, cut and bring ballots in Exhibit D to the General Home & School meeting for voting.
- 3) This proposal may either be voted on by the General Board at the upcoming meeting or the General Board may vote to delay the vote because revisions are needed.

**Example Proposal:**

<p><b>Proposed Expenditure and committee name or individual's name:</b></p> <p><i>(ex. Inflatable Obstacle Course for Fun Fair, proposed by Katie Minott)</i></p>	<p><b>Expenditure Description:</b> please list item, description and identify company:</p> <p><i>40 Inflatable Obstacle-this is a 40 foot course complete with tunnels and slide. Two people can "run" the course simultaneously. Sold by: Bounce House Now.</i></p> <p><i>Rainforest Run-this is a 30 foot 360 degree obstacle course complete with a long, nearly vertical slide. Includes 1 tunnel and a climbing wall. Rainforest theme. Sold by Blast Zone</i></p> <p><i>Air Drop: same as the Rainforest Run but no theme...the inflatable is mostly gray and blue. Sold by Blast Zone</i></p>	<p><b>Sellers:</b> please include at least 2 and no more than 4 places that sell the item and the cost:</p> <p><i>Seller is Bounce House Now: 40 Inflatable Obstacle \$4,795.00 (free shipping)</i></p> <p><i>Seller is Blast Zone: Rainforest Run Commercial \$3,699.99 (free shipping)</i></p> <p><i>Seller is Blast Zone: Air Drop Commercial \$3,699.99 (free shipping)</i></p>
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## Proposal for an Expenditure \$500 or greater

<p><b>Proposed Expenditure and committee or individual's name:</b></p>	<p><b>Expenditure Description:</b> please list item, description and identify company.</p>	<p><b>Sellers:</b> please include at least 2 and no more than 4 places that sell the item and the cost.</p>
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**Exhibit D**  
**NAPER HOME & SCHOOL BALLOT**  
**(to be utilized when voting on items \$500 or more)**

**Naper Home and School Ballot**

Date:

Please Circle One:

In Favor/Yea

Not In Favor/Nay

**Naper Home and School Ballot**

Date:

Please Circle One:

In Favor

Not In Favor

**Naper Home and School Ballot**

Date:

Please Circle One:

In Favor

Not In Favor