

Eagle_Fund_Tickler_Calendar_2006_2007.xls

4/26/2007

Item #	July	August	September	October	November	December	January	February	March	April	May	June	Description of Task	Responsibility
1	x												Produce year-end financial reports and e-mail to Board of Directors	Prev yr Treasurer
2	x												Transfer organization's accounting books from previous Treasurer to new Treasurer	Prev yr Treasurer
3	x												Establish new signature cards for check signers	Pres, VP, Secretary
4	x												Change address of bank statements to home of Financial Secretary	Pres, VP, or Secretary
5	x												Transfer the 2 keys to P.O. Box to new President and new Financial Secretary	Prev Pres, Prev Fin. Sec
6	x												Audit books for January 1 - June 30, due Sept 15 to SRVEF	Auditor
8	x	x											Revise Eagle pages on SRVEF website with new officer names and Bricks chair name	Pres, VP, or Bricks chair
9	x	x											Create new CD of historical minutes and documents. Create copies for all directors	* Prev yr Sec, Secretary
10	x	x											Prepare information packets for new directors: hist. minutes, By-Laws, budget, MOU, etc.	* Secretary
11		x											Install Bricks in Bricks prior to start of school year	Bricks chair
12		x											Executive Board meets to prepare for school year. Reviews tickler, draft annual report, procedures	Pres, VP, Treas, Sec
13		x											Eagle Board members assist with GAP (and Corporate Match) and eScrip tables at registration	Board of Directors
14		x											Joint PTA/ Eagle volunteer training on procedures and policies - <i>date?</i>	Pres, Treas, VP
15		x											Principal provides list of teachers / grade levels, indicates new teachers and new to grade level	Principal
16			x										First Eagle Board meeting of year - Sept 6. Review MOU, budget, prior year annual report.	Board of Directors
17			x										Distribute Teacher grants for supplies w assoc letter stating receipt policy, create spreadsheet	* Financial Secretary
18			x	x									Auditor presents audit to Board at Eagle meeting	Auditor
19			x										Submit Gazette articles - deadline is <i>date (Sept 21)</i>	Comm. Chair, volunteers
20			x										Gift Wrap fund raiser - <i>Sept 9 - 23</i>	Gift Wrap chair(s).
21			x										Golf tournament - <i>Sept 25</i>	Golf tournament chair(s)
22			x										SRVEF affiliates meeting - <i>September 24</i>	SRVEF liaison
23			x										Give financial information to Tax Preparer	Treasurer
24			x										* Begin work on Annual Report for current fiscal year due next year	Pres, SRVEF Liaison
25				x									Eagle Board meeting - <i>October 4</i>	Board of Directors
26				x									(memo - non Eagle item) SRVEF holds Primos Run - <i>October 8</i>	n/a
27				x									SRVEF affiliates meeting - <i>October 19.</i>	SRVEF liaison
28				x									Submit Gazette articles - deadline is <i>date (October 19)</i>	Comm. Chair, volunteers
29				x									Renew D&O insurance policy (<i>check which month</i>)	Treasurer
30				x									Disburse donation to Rainbow Project (<i>check which month</i>)	Treasurer
31			x	x									Establish committee to review / recommend By-Laws changes (every other year)	Board of Directors
32				x									Submit to SRVEF - Financial statements covering period January 1 through June 30 - due <i>October 15</i>	Treasurer
33				x									Submit to SRVEF - Copy of audit covering period January 1 through June 30 - due <i>October 15</i>	Treasurer
34				x									Submit to SRVEF - A current copy of a bank statement for all accounts - due <i>October 15</i>	Treasurer
35				x									Submit to SRVEF - Annual Report of previous school year - due <i>October 15</i>	Treasurer
36				x									Submit to SRVEF - Copies of all marketing and fundraising materials - due <i>October 15</i>	Marketing Committee
37					x								Eagle Board meeting - <i>November 1.</i>	Board of Directors
38					x								Submit Gazette articles - deadline is <i>date (November 16)</i>	Comm. Chair, volunteers

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39					X								File Federal tax return (IRS 990) and State Tax returns (199) due <i>November 15</i> .	Treasurer or Tax Prep.
40					X								File RRF-1 with State of California Registry of Charitable Trusts. See www.ag.ca.gov .	Treasurer or Tax Prep.
41					X								SRVEF affiliates meeting - <i>November ??</i>	SRVEF liaison
42						X							(memo - No Eagle Meeting this month)	n/a
43						X							(memo - No SRVEF affiliate meeting this month)	SRVEF liaison
44							X						(memo - No Eagle Meeting this month)	n/a
45							X						SRVEF provides to affiliates Letter of Authorization to Bank w/ new SRVEF Board names. Eagle prints on Eagle letterhead, signs, and returns to SRVEF	Secr. and SRVEF Liaison
46							X						Submit to SRVEF - Copies of Annual Tax Returns (990, 199 & RRF-1) - due <i>January 15</i>	Treasurer or Tax Prep.
47							X						Produce mid year financial reports and e-mail to Board of Directors	Treasurer
48							X						Audit books for July - December	Auditor
49							X						Submit Gazette articles - deadline is <i>date</i>	Comm. Chair, volunteers
50							X						SRVEF affiliates meeting - <i>January 18</i>	SRVEF liaison
51							X						Mail acknowledgement letters to donors for Tax Purposes by Jan. 31	* Financial Secretary
52							X						Create / deliver 1099s for Student Council teachers that received stipends from Eagle Fund in prev yr	Treasurer
53							X						Create / deliver additional 1099s, if any	Treasurer
54								X					SRVEF offers mini-grants to schools & indiv. in district. Greenbrook teachers notified by SRVEF	Grants chair.
55								X					Eagle Board meeting - February 1	Board of Directors
56								X					Pay SRVEF for liability insurance (SRVEF will be billing each affiliate)	Treasurer
57								X					Establish Nomination committee	Board of Directors
58								X					Submit Gazette articles - deadline is <i>date</i>	Comm. Chair, volunteers
59								X					(memo - non Eagle item) Rainbow Project runs Cookie Dough fund raiser - Confirm <i>start date</i>	n/a
60								X	X				By-Laws committee presents recommended changes to Board. Board reviews / approves (alternate	By-Laws Com., BOD
61								X					Eagle Fund donates \$500 to purchase table at SAFE benefit dinner (<i>check on whether we are</i>	Treasurer
62								X					Develop GAP letter to Kindergarten parents to be included in Kindergarten Orientation	Pres, Princ, GAP chairs
63								X	X	X			March - May Gazettes carry Eagle Nomination form and information	Nomination committee
64									X				Submit to SRVEF - Financial statements covering period July 1 through December 31 - due <i>March 15</i>	Treas and SRVEF
65									X				Submit to SRVEF - Copy of audit covering period July 1 through December 31 - due <i>March 15</i>	Treas and SRVEF
66									X				Submit to SRVEF - Proof of General Insurance Payment - due ?? Will be advised by SRVEF	Treas and SRVEF
67									X				School gives next year salary commitment letters to President	Principal
68									X				Review salary commitment letters against prior year's hours and salaries. Notes potential budget	Pres, Treas
69									X				Prepare proposed budget for next school year	Treas, Pres, VP
70									X				Eagle Board meeting - <i>March 7</i> . Auditor presents July-Dec audit presented to Board	Board of Directors
71									X				Pay Student Council teachers' stipends (<i>check which month</i>)	Treasurer
72									X				Auction and Dinner Dance - <i>March 24</i>	Auction chairs
73									X				Submit Gazette articles - deadline is <i>date</i>	Comm. Chair, volunteers
74									X				(memo - SRVEF Benefit dinner at Bridges restaurant - <i>Date</i>)	n/a

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75										x			(memo - SAFE benefit dinner) (<i>check which month</i>)	n/a
76										x			Send out proposed budget in advance of Board meeting	Treasurer
77										x			Eagle Board meeting - <i>April 4</i> . Review/amend/and finalize budget	Board of Directors
78										x			Submit Gazette articles - deadline is <i>date</i>	Comm. Chair, volunteers
79										x			President signs salary commitment letters to district and returns them to school	President
80										x			Last day to notify school staff of changes in employment (45 days prior to end of school year) - <i>date</i>	Board of Directors
81										x			SRVEF affiliates meeting - <i>April 18</i>	SRVEF liaison
82											x		Eagle Board meeting - <i>May 3 (Review and approved MOU)</i>	Board of Directors
83											x		Kitchen and Garden Tour - May 6	House/Garden chairs
84											x		Joint PTA/Eagle annual meeting and election - May 16	Pres, VP, Nomination
85											x		Receipts due from teachers for Teacher Grants - May 1	* Financial Secretary
86											x		Negotiate contract for next year's Auction location	Auction chairs
87											x		Negotiate contract for next year's Golf tournament location	Golf tournament chair(s)
88											X		Update Marketing Materials for coming year	Marketing Committee
89											x		Notify chairpersons to review last year's registration articles/materials and to prepare for next	President or VP
90												x	Eagle Board meeting - <i>June 7</i> / end of year celebration. Election of new officers	Board of Directors
91												x	Submit to SRVEF letter authorizing SRVEF access to bank accounts w/ new Eagle check signers <i>June</i>	Secr. and SRVEF
92												x	Submit to SRVEF - signed copy of MOU for upcoming school year - due <i>June 15</i>	Secr. and SRVEF
93												x	Submit to SRVEF - Annual Budget for upcoming school year - due <i>June 15</i>	Secr. and SRVEF
94												x	Submit to SRVEF - Eagle Fund Board of Directors roster for upcoming school year - due <i>June 15</i>	Secr. and SRVEF
95												x	Submit to SRVEF - current copy of Bylaws - due <i>June 15</i>	Secr. and SRVEF
96												x	Submit to SRVEF - Proof of Bonding Insurance (copy of certificate) - due <i>June 15</i>	Secr. and SRVEF
97												x	Submit to SRVEF - List of Eagle Board meeting dates and times for upcoming school year - due <i>June</i>	Secr. and SRVEF
98												x	Remove Auction income from next year's budget if no chairpersons have volunteered	Board of Directors
99												x	Submit articles for Registration gazette: Escrip, Corporate Match, GAP, etc	Fundraiser chairs, Pres
100												x	AuctionPay and WebPay contracts automatically renew (need 75 days advance notice to cancel)	President
101												x	Place Walk of Fame Bricks orders with Fund Raisers, Ltd.	Bricks chair.
102												x	Assign responsibility of backing up files on PTA computer. President to retain backup.	President or VP
103												x	Fundraiser chairpersons of Auction, Golf, House/Garden tour meet to discuss donor solicitation	President or VP
104												x	Mail acknowledgement letters to donors for Kitchen and Garden Tour for Tax Purposes	* Financial Secretary

Shark Fund Monthly Tasks

September

Vice-President - File current budget, year-end audit, year-end financials, and annual report with Ed Foundation by September 15

President, Vice-President, & Treasure – Attend Ed Foundation Meeting

Parent Donation & Publicity – Plan conference week publicity

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

Publicity – Begin Primo's preparation

Adverting – Collect directory ads

Website Coordinator – Update email for correspondence & update website with current information

October

Parent Donation & Publicity – Carry-out conference week publicity

Publicity – Assist with Primo's Run

Corporate Match – Contact people regarding match

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

November

Tax Preparer – File tax return by November 15

Vice-President – File Marketing Materials with Ed Foundation by November 15

Advertising – Collect Shark Alert Ads

President – Submit Shark Alert article

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

December

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

January

President & Publicity – Begin Spring Campaign – including donation amount & registration process

Auditor – Audit period of 7/1 – 12/31

President & Vice-President – Attend Ed Foundation meeting

Advertising – Collect Shark Alert Ads

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

February

Parent Donation & Publicity – Plan conference week publicity

President – Finalize donation amount

Graphics – Begin Brochure

President – Get Shark Fund info in kindergarten packets

President or Vice-President - Attend Kindergarten Orientation meeting

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

March

Vice-President – File Mid-year financials & mid-year audit with Ed Foundation by 3/15

Parent Donation & Publicity – Carry-out conference week publicity

President or Vice-President - Attend Kindergarten Orientation meeting

Advertising – Collect Shark Alert Ads

President – Submit Shark Alert article

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

April

President - Finalize spring campaign & letter to go with brochure

Graphics – Finalize brochure

Advertising – Finalize flyer for registration packets

President & Vice-President – Recruit new members & officers

Parent Donations – Registration sign-ups

President & Vice-President – Attend Ed Foundation meeting

Parent Donations – Plan for open house advertising

Publicity – Secure printer for brochure

Financial Secretary, Escrip, Corporate Match & Treasure – Monthly reports

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

May

Advertising – Collect Shark Alert Ads

President – Submit Shark Alert article

Publicity – Mail spring campaign

Parent Donations – Registration sign-ups

President, Vice-President, Escrip, & Advertising – Finalize registration packet & non-payer letter

President – Elections for new officers

Secretary – Update roster

Financial Secretary, Escrip, Corporate & Treasure – Monthly reports

Financial Secretary – Update tracking spreadsheet for the new year donations

Treasure – Make new binders for the new year

Secretary – Type minutes, distribute, and file in office

Corporate Match – Contact people regarding match

June

Vice-President – File bylaws, MOU, Board List, Liability Ins. Premium, Proof of Bonding, Letter of auth. to bank, and meeting dates with Ed Foundation by June 15.

President & Vice-President – Transition meeting with new members & officers

Publicity – Discuss summer mailing

Auditor – Gather information for 6/30 audit

Summer

Auditor – Complete 6/30 audit

Publicity – Complete summer mailer

Parent Donations – Finalize registration volunteers

August

President – Make donation receipt

President, Vice-President & Financial Secretary – Attach receipt & registration form to packets of people who have paid

Escrip – Mark packets of those who are enrolled in escript

Vice-President – Finalize and copy letters to non-payers

Parent Donations – Finalize packet pick-up and registration staffing

Financial Secretary – Collect, deposit, and record parent donations

Corporate Match – Begin corporate match process

Escrip – Input and update escript subscribers

President, Vice-President, Secretary, Financial Secretary & Treasure – Update account signers with bank

Advertising – Collect directory ads

Publicity – Plan bank to school publicity