

# Bylaws of the Parent Teacher League of Our Savior Church School

*“Preparing and educating God’s children for life-long service to Christ”*

## **Article I: Name and Purpose**

The name, as established by the Constitution, shall be the Parent Teacher League. The purpose of the Our Savior Lutheran School (OSLS) PTL is to support the ministry and programs of the school by promoting partnership between the school and home, so parents and teachers can effectively work together in communicating, educating, and financially supporting the mission of OSLS. The PTL is not a policy-making body and falls under the authority of the Board of Education of Our Savior Lutheran Church School.

## **Article II: Requests for Funding**

All funding requests may be made to the PTL following the steps outlined below.

1. Funding Requests: The PTL will review any request for fund disbursement for school-related activities (clubs, events, field trips, etc) outside of the OSLS accepted annual budget, on a case-by-case basis.
  - a. The request for funds must include a justification and the activity must be open to the majority of school attendees for participation. Please use this [form](#) to submit your requests to the Treasurer, with at least 30 days notice. All requests will be reviewed at the next scheduled PTL Executive Board Meeting, following the submission, and decisions will be sent within 5 days following that review.
2. Reimbursement: For all approved-funding requests, please submit the reimbursement request using the PTL Reimbursement Form. All requests will be reviewed and submitted for payment within 30 days.

## **Article III: Volunteers**

Volunteers are a critical component to the success of our school and the development of the school community. All volunteers are required to fill out a volunteer form with OSLS, prior to any volunteer service. The volunteer form can be found [here](#).

1. General Volunteers: A request for volunteers will be sent prior to the start of the school year. Any interested parent, who submits a volunteer form, is eligible to state their interest at this time and/or on a rolling basis.
  - a. Any suggestions for specific volunteer roles or activities should be submitted by email to the PTL Activities Coordinator. Once submitted, the PTL will review the request at the next scheduled Executive Board Meeting and respond to the request within 5 days. All requests should include a purpose statement, number of volunteers needed, timeline, and student eligibility.
2. Classroom Parent Representatives (CPR): CPRs are the key link between the OSLS

teacher and the class. Being a CPR is a commitment of time, but an invaluable source of support to the school, to the teacher, and to other parents who want to be involved but aren't sure where to start. Please reference the CPR guide at the start of each school year.

- a. Any interested and eligible parent can submit their name for consideration to be a CPR.
- b. CPRs will serve a one-year tenure, not to be exceeded, unless there are no other volunteers available. CPRs may serve in non-consecutive roles (i.e. different children and/or every other year).