**PTL Committee Guidelines**

Good Shepherd Lutheran School has a wonderfully active and engaged Parent Teacher League (PTL) that support and enhances the ministries of our school.

In compliance with the Parent Teacher League (PTL) Handbook, Constitution and Bylaws, the Good Shepherd Lutheran School PTL Executive Officers wish to remind everyone of the function and operations of committees in order to mainstream communication and define expectations.

**GSLS PTL COMMITTEES** (from PTL Handbook)

Good Shepherd PTL hosts a variety of different activities and fundraisers throughout the year. We do not have standing committees outside of Fundraising\*; **committees are voted on and created according to need and activities chosen in any given year**.

**If you would like to serve as a committee chairperson….**

Let any PTL executive board member know which event you are interested in. Your name will then be considered by the PTL board for that position in regards to that event. After all names have been submitted, the PTL Executive board will then appoint the chair position. Please note that according to the PTL handbook, this needs to be done for each event annually as there are no standing committees.

**If you would like to serve as a committee member but not as chairperson…**

Give your name to any PTL executive board member along with the event that you are interested in helping with that year. The PTL executive board will appoint all committee members.

**Guidelines for Committees:**

* Per the PTL Bylaws, the current PTL president will be an ex-officio member of all committees.
* The committee chairperson is responsible to the PTL executive board.
* The committee chairperson will communicate regularly with the PTL executive board keeping them apprised of planning, progress, and funding.
* Funding requests for events must be made to the PTL executive board. The PTL executive board may approve up to $300 for funding of events. Amounts needed above $300 are to be approved by the voting body.

If you have served as a committee chairperson in the past, we THANK YOU for all of your time and talent you have donated. We look forward to future events.

\*The Fundraising committee is governed by the current PTL Executive board.