

Mechanicsburg Area School District



Operation Wildcat Policy Manual

Meeting the needs of All Students in our District

Effective August, 2020

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I. MISSION STATEMENT

Operation Wildcat's mission is to pool the resources in our community to help district students, families and staff in need.

II. BYLAWS

ARTICLE I NAME

The name of this organization shall be the "Operation Wildcat", herein after referred to as "Operation Wildcat" or "OW".

ARTICLE II PURPOSES AND POWERS

The purpose of the Operation Wildcat is to pool the resources of the community to help school district students, families and staff in need. It is not Operation Wildcat's purpose to assume financial obligations, which generally are accepted to be the responsibility of the school district. The specific objectives of Operation Wildcat are to:

1. Work to fulfill the requests of the guidance department and nurses to meet the needs of all students and their families in the Mechanicsburg Area School District.
2. Be one resource available to our students and families in need in the Mechanicsburg Area School District.

ARTICLE III MEMBERSHIP

Membership shall consist of those persons who have students in the Mechanicsburg Area School District or interested individuals who reside within the Mechanicsburg Area School District.

ARTICLE IV GOVERNING BODY

Operation Wildcat shall be governed by an Executive Board, which shall consist of the elected officers. Elected officers must be members of Operation Wildcat. Officers shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, one (1) member-at-large, and School District Liaison.

A. President

1. Preside over the executive board.
2. Serve as spokesperson/communicator for Operation Wildcat with the school district and community.
3. Prepare an agenda for each board meeting and general meeting.
4. Appoint standing and ad hoc committees.
5. In emergency situations act on behalf of the executive board.

B. Vice President

1. Serve on the executive board.
2. In the absence of the president, preside over the executive board and any meetings.
3. Coordinate the activities of the standing and ad hoc committees.
4. Carry out the functions, duties and responsibilities as assigned by the president.

C. Recording Secretary

1. Serve on the executive board.
2. Record, duplicate and distribute to all board and general members the proceedings of all board and other meetings as assigned.

D. Corresponding Secretary

1. Serve on the executive board.
2. Take responsibility for all written communication, as the president requests.
3. Maintain permanent record files for Operation Wildcat.
4. Purchase gift cards.

E. Treasurer

1. Serve on the executive board.
2. Keep accurate financial records and prepare reports as requested.
3. Make timely reports of the financial affairs of Operation Wildcat.
4. Carry on routine financial activities, which include the paying and receiving of money through the MASD Central Treasury.

F. Member - at - Large

1. Serve on the executive board.
2. Provide support to Board and committees as needed.
3. Assume other duties and responsibilities as requested.

G. School District Liaison

1. Serve on the executive board in ex-officio capacity (non-voting).
2. Provide guidance to the Board and Operation Wildcat from the school district perspective.

ARTICLE V COMMITTEES

Operation Wildcat's projects shall serve as its standing committees and shall be created or dissolved by the Operation Wildcat as recommended by the executive board. Committees may be created to promote the objectives and interests of the organization.

The chairpersons of all standing committees shall work closely with the president, keeping him/her informed of their plans and activities.

Committee chairpersons are encouraged to keep records of their committee to ensure a continuous and smooth year-to-year transition if someone else should assume their responsibilities.

In addition, Ad hoc committees may be established for specific purposes as designed by the President.

ARTICLE VI MEETINGS

General meetings shall be conducted to handle the regular or special issues of Operation Wildcat. There shall be at least two general meetings a year, held during the 1st and 3rd marking periods of the school year.

Operation Wildcat Executive Board members shall meet at least quarterly to handle regular or special issues. The months for Board meetings will be February, May, August, and November.

There will be additional meetings as needed or as designated by the executive board.

Committees shall meet when necessary on dates designated by the committee chairperson.

ARTICLE VII ELECTION OF OFFICERS

Officers will be elected at the 3rd marking period general meeting.

1. Nominees shall be submitted prior to the 3rd marking period general meeting and from the floor prior to the election at the meeting.
2. Elections shall be by a simple majority of those members present and voting at the general meeting.
3. Newly elected officers shall assume their office at the end of the school year following his/her election at the general meeting, unless otherwise designated at the meeting.

ARTICLE VIII FISCAL YEAR

Operation Wildcat's fiscal year will be July 1 - June 30.

ARTICLE IX ISSUES

All issues brought before the membership shall be approved by a voting of the simple majority of those members present and voting.

ARTICLE X AMENDMENTS

Proposed amendments to the by-laws must be presented to any member of the executive board for discussion.

Should the board recommend the amendment, a simple majority of the members present at a regularly scheduled meeting must vote for proposed amendment to have it adopted.

III. ARTICLES OF INCORPORATION

Operation Wildcat has applied for non-profit corporation status to be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code. The application is currently pending.

IV. OVERVIEW OF SERVICES

Operation Wildcat provides confidential support to students and families of the Mechanicsburg Area School District who have been identified as in need by district teachers, school counselors or school nurses. Families with at least one child in the Mechanicsburg Area School District can receive assistance from Operation Wildcat. Operation Wildcat has 17 projects that provide non-monetary items to support identified families. A district counselor forwards requests for assistance to the appropriate Operation Wildcat project chairperson who follows the standard operating procedures of the specific project in order to meet the identified needs of the student and/or family.

V. OPERATION WILDCAT PROJECT DESCRIPTIONS

PROJECT BACK TO SCHOOL

Project Back to School provides children of the Mechanicsburg Area School District with necessary back to school items to ensure that children whose families cannot afford these items will have a positive start to their school year. Back to school items provided through this project include backpacks, school supplies, personal hygiene items, flash drives, ear buds and more. Every spring, the Director of Students Services for grades K-12 provides back to school lists which are used to make the prefill lists by grade. The Operation Wildcat School District Liaison also provides a list of “needs” for this project annually from the school district. Collection bins are placed in Mechanicsburg Area School District buildings and local participating businesses for donations to the project. Volunteers fill backpacks with the back to school items requested by the school counselors, to be distributed to students prior to the start of the school year. Computer Ministry also provides limited supplies of laptops and desktops to Operation Wildcat at a low cost to students. Calculators are provided to the middle school and high school libraries for loan to students.

PROJECT BIKES

The goal of this project is to collect new and gently used bikes to be distributed to students. Operation Wildcat’s Project Bikes restores and repairs used bikes for distribution to students in need. A healthy, active lifestyle is important for all students because it promotes academic achievement. These bikes provide transportation and exercise for students who might not otherwise be able to purchase a bike.

PROJECT BOO

The goal of this project is to provide children of the district with new and gently used Halloween costumes and materials. An open house is held annually in October for families to select donated costumes. This will help ensure that families who cannot afford such amenities can still provide their children with enjoyable and lasting Halloween memories.

PROJECT BOOKS

The goal of this project is to work with school libraries and the community to promote the distribution of diverse books that reflect racial and ethnic diversity to students in all district schools, and to enable teachers access to books for their students who may not be able to afford their own books. Donations are sorted by reading level on shelves in the Mechanicsburg Middle School basement which teachers can access to collect books for their classrooms. Books are received from donations, yard sales, and Library Sale leftovers. Project Books also participates in community events and outreach by supplying books to the Upper Allen Woman’s Club for kindergarten backpacks, sponsoring a booth at the annual Literacy Night event, and giving books to other community groups to disperse to kids to foster a love of reading. Project Books also accepts monetary donations from the community to purchase new books for use with Project Legacy.

PROJECT CLEAT BANK

The purpose of Project Cleat Bank is to collect donations of used athletic cleats to be distributed to students in the Mechanicsburg Area School District. The Cleat Bank is housed at Mechanicsburg Brethren in Christ Church who donates the space. Several open houses are held to distribute the donated cleats to students in the community.

PROJECT CLOTHING

The purpose of Project Clothing is to supply clothing items for students and families in need. Donations are accepted via collection bins year-round at all school district buildings and stored in the Operation Wildcat room in the lower level of the Mechanicsburg Middle School. Operation Wildcat holds periodic open houses in its space in the MMS basement for any MASD family that needs assistance. Clothing is made available to families. Only those who sign up in advance are admitted. Names are kept confidential.

PROJECT ENRICHMENT

This project's goal is to help the Mechanicsburg Area School District and its Recreation Department fund recreational activity scholarships for Mechanicsburg Area School District students. This fund is established to support student participation in recreational activities so that no child is excluded from community recreation opportunities because of financial limitations. The Recreation Scholarship Fund was established within the Agency Fund of the Mechanicsburg Area School District and is overseen by the school district. People may contribute to the Recreation Scholarship Fund when signing up for a program through the Rec Department and when purchasing pool passes. Participants must submit a Scholarship Request Form to the Recreation Office. Scholarship amounts are based on program fees and student needs. Each family is required to contribute toward the program fees with payment plans or volunteer hours available. The Recreation Office contacts families with the amount due to register for the program.

PROJECT FURNITURE

The purpose of Project Furniture is to supply furniture, bedding and household items for district families in need. Donated furniture is stored at the Operation Wildcat warehouse. Operation Wildcat maintains a truck for transporting furniture and other items.

PROJECT GIFT BOX

The goal of Project Gift Box is to make the holidays a little brighter for others. All gifts are distributed from Mechanicsburg Middle School, including gifts for high school students. This enables all families to "shop" for back to school items, books, and clothing during the Gift Box Distribution. Participating students will receive one \$25 gift. Families of elementary and middle school students may select either a gift or gift card for their child. Families of high school students may select a gift card for their child.

PROJECT GLAM

The goal of this project is to offer dresses and suits for formal events (i.e. prom, homecoming, weddings) to anyone interested. Project Glam also accepts dressy shoes, accessories, and other items that will help students looking for attire for formal events.

PROJECT LEGACY

Project Legacy's goal is to involve the community and local business community to provide families with a little more during the holidays in addition to gifts. Participating families are designated by the school counselors as most in need of additional assistance. If a family received assistance from Legacy the prior year, they are ineligible to receive assistance from Project Legacy the current year. Such families may still receive holiday gifts for their children from Project Gift Box. Project Legacy provides clothing, bedding, coats, housewares, furniture and more, in addition to toys to participating families.

PROJECT PENNIES FOR PIES (PART OF PROJECT THANKSGIVING)

The goal of this project is to collect pennies and other coins in order to purchase pies for Operation Wildcat's Thanksgiving baskets. These Thanksgiving baskets provide a complete delicious Thanksgiving meal to families in our Wildcat community.

PROJECT SMILE

The goal of this project is to provide children and families in the district with dental hygiene items, including toothbrushes and toothpaste, year-round.

PROJECT SPRING FOR SOCKS

The goal of this project is to provide students in the Mechanicsburg Area School District with new socks and underwear. An annual sock and underwear drive is held each Spring in collaboration with Mechanicsburg Area School District.

PROJECT TANNENBAUM

This goal of Project Tannenbaum is to collect holiday items to be given out to families during the holiday season including donated live trees from local service organizations and businesses. Project Tannenbaum collects donated artificial Christmas trees, tree stands, ornaments, tree lights, tree toppers, tree skirts, Christmas stockings and wreaths. A family may receive a lifetime maximum of one artificial tree from Project Tannenbaum. Families may receive coupons for live trees and ornaments more than once.

PROJECT THANKSGIVING

The purpose of Project Thanksgiving is to provide the items needed for a complete Thanksgiving meal for Mechanicsburg Area School District families in need.

PROJECT YARD SALE 'N MORE

Donations are accepted year-round and stored at the Operation Wildcat warehouse to be sold at the two yard sale events held each year at the Mechanicsburg Brethren in Christ Church. Money raised at the Spring and Fall yard sales is turned into gift cards to be used for local students and families in need. Proceeds help fund the Operation Wildcat Projects and have also funded the following:

- Mechanicsburg Recreation Board to fund scholarships and after school activities
- Grocery store gift cards for families in need within the district
- College scholarships to 3 Mechanicsburg Area School District students
- Snacks and supplies for students
- Household supplies (sheets, towels, bedding, mattresses, and much more!) to families in need
- Mechanicsburg Music Alliance (MMA) scholarships for students to participate in music activities
- Purchase of a truck for use by Operation Wildcat to collect and distribute furniture to families in need
- Donations to the Mechanicsburg Middle School and Mechanicsburg Area Senior High School food pantries

OPERATION WILDCAT OPEN HOUSES

Operation Wildcat holds periodic open houses in its space in the MMS basement for any MASD family that needs assistance. Clothing, school supplies, personal hygiene items, and books are made available to families. Only those who sign up in advance are admitted. Names are kept confidential.

OPERATION WILDCAT SCHOLARSHIP FUND

In honor of its 10th Anniversary, Operation Wildcat established a scholarship fund to award a graduating senior in the Mechanicsburg Area School District a \$1000/year scholarship for up to 4 years. The scholarship is awarded yearly to a senior who best exemplifies the core principle of Operation Wildcat – service to others. The scholarship application is open to any student enrolled in the Mechanicsburg Area School District, planning on attending a 4 year school, 2 year school or trade school post high school graduation, full time, having a minimum 2.5 GPA, involved in community service, and demonstrates a financial need.

COMMITTEE MEMBER RESPONSIBILITIES

Operation Wildcat is an all-volunteer organization. Each committee member is required to:

1. Keep volunteer clearances up to date as required by school district. Exception: if a committee member is not going into the schools, s/he is exempted from the clearances.
2. Sign up to volunteer with at least one project.
3. Assist with Fall Yard Sale and Spring Yard Sale.
4. Attend at least one general meeting per year.
5. Promote Operation Wildcat and its mission.
6. Communicate any issues to an Operation Wildcat board member.

EMERGENCY/DISASTER ASSISTANCE

In the event a district family suffers an emergency (i.e. fire) and needs immediate assistance, OW board members, project chairs and committee members shall follow these procedures:

1. Contact President and/or Vice President who shall inform each other and Director of Student Services.
2. Director of Student Services will notify the appropriate school counselor.
3. If OW project chair/committee members need access to the building to pull clothing, etc., during off hours, Director of Student Services will authorize the building to be opened. There are custodians at the schools until 11 p.m. during the school year. During the summer months, custodians are in the schools Monday through Thursday, 7 a.m. to 5 p.m.
4. In the event of emergency, the Director of Student Services or the school counselor will contact the affected family to determine short term and long-term needs.
5. After immediate needs are identified, all efforts will be directed through the school counselors.
6. All requests for items should go under the umbrella of Operation Wildcat on behalf of Operation Wildcat. The need will be posted on the Operation Wildcat Facebook page and can then be shared through personal lists.

OPERATION WILDCAT COMMUNICATIONS

Operation Wildcat utilizes a variety of diverse communications platforms to ensure visibility within the Mechanicsburg Area School District and throughout the community. The Operation Wildcat website provides a comprehensive overview of the organization, a description of the projects, and contact information for board members and committee chairpersons. The website is located at: <http://www.operationwildcat.org>.

An Operation Wildcat newsletter is written regularly by the President and distributed by the Mechanicsburg Area School District to district parents and staff. The President also distributes the newsletter via email to community contacts.

Operation Wildcat has a strong presence on Facebook, using the platform to share communications and event photographs both before and after events, and to recruit volunteers to assist with various projects and needs.

Starting in January 2020, Twitter has also been incorporated into the Operation Wildcat social media plan. Much like the Facebook page, the Twitter page is used to share communications and information regarding upcoming projects and events, as well as to recruit volunteers. The Operation Wildcat Twitter handle is @MASD_OW. Some of the hashtags used on Operation Wildcat tweets include “#operationwildcat” and “#MASDproud”.

Posters are used to promote upcoming events within the school buildings, throughout the community, and electronically online and via email. A trifold brochure with Operation Wildcat information is updated annually and distributed to school district buildings. Donation collection bins labeled “Operation Wildcat” are located in each district building lobby and in certain participating businesses within the community.

Operation Wildcat produces a yearly video which highlights the success of the various projects and events and provides an overview of organizational goals met. Operation Wildcat leadership members attend a district board meeting every spring to present the video to the school board. The video is also used to promote the organization at other events and activities.

Time to Sign Up Sheets are frequently used to recruit and manage volunteer assignments for various Operation Wildcat events. Time to Sign Up Sheets allow volunteers to sign up for volunteer assignments electronically and provide reminder notifications to volunteers for their upcoming assignments.

CODE OF CONDUCT AND CONFIDENTIALITY

Volunteer committee members are required to abide by the Operation Wildcat Code of Conduct and Confidentiality as follows:

Personal Responsibility

- Be dependable, recognizing the commitment and responsibility to volunteer assignments.
- Accept assignments consistent with interest, abilities and available time.
- Avoid conflict of interest situations and refrain from actions that may be perceived as such. Reveal any potential or actual conflicts of interest as soon as they arise to a Board member.
- Not accept payments in any form for volunteer work (may accept donations to OW).
- Address ethical concerns by speaking directly with colleague(s), and when necessary, report such to the Project Chair or OW board member.

Respect

- Treat all individuals with a sense of dignity, respect and worth, including district families and OW volunteers.
- Make a personal commitment to be nonjudgmental about cultural differences, living conditions and the lifestyle of others.

- Avoid profane and abusive language and disruptive behavior that is dangerous to self and others.
- Not preach to anyone or pressure anyone to accept personal political, cultural or religious beliefs.
- Comply with mandated reporting in cases of suspected child and vulnerable adult abuse or neglect.

Confidentiality

- Respect ALL confidential information. Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while serving as a volunteer, whether this information involves a staff member, volunteer, student, family or other persons
- Confidential information includes names, addresses or any other identifying information.
- OW committee members shall not discuss individual students and/or families with other OW committee members unless pertinent and necessary to immediate assistance being provided.
- OW committee members shall not disclose confidential information belonging to, or obtained through their affiliation with OW, to any person, including their relatives, friends, and business and professional associates, unless OW has authorized the disclosure or is pertinent and necessary to assistance being provided. This policy is not intended to prevent disclosure where disclosure is required by law.
- OW committee members are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information.
- Upon separation from, or at the end of committee member's involvement with OW, s/he shall return all documents, papers, and other materials, that may contain confidential information.

Failure to abide by the Code of Conduct may result in termination of service to Operation Wildcat, or other corrective action by Operation Wildcat.

JOB DESCRIPTIONS

PRESIDENT

The Board President will support and sustain the work of Operation Wildcat, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

- Being a trusted advisor to the implementation of Operation Wildcat's mission
- Developing and managing relationships and communicating with committee members, volunteers, partners, donors, and other stakeholders
- Presiding over the executive board
- Serving as spokesperson for Operation Wildcat
- Preparing an agenda for each board meeting and general meeting; forwarding approved board minutes to committee members
- Planning, presiding over, and facilitating board and committee meetings using Robert's Rules of Order
- Partnering with board members to ensure that board resolutions are carried out
- Appointing standing and ad hoc committees
- Acting on behalf of the executive board in emergency situations

- Maintaining Operation Wildcat website and calendar
- Creating and distributing Operation Wildcat newsletter and trifold brochure
- As a board member, approving Operation Wildcat's annual budget, audit reports, and material operating decisions; being informed of, and meeting all, legal and fiduciary responsibilities
- Reviewing outcomes created by Operation Wildcat for evaluating its impact, and regularly measuring its performance and effectiveness
- Assisting in recruiting committee members and volunteers
- Periodically consulting with committee members on their roles and helping them assess their performance
- Acting as an ambassador for the organization
- Ensuring Operation Wildcat's commitment to a diverse board and membership that reflects the community it serves
- In collaboration with committee members, generating annual revenue and fostering Operation Wildcat's overall financial health
- Identifying, qualifying, cultivating, soliciting, and stewarding individual donors, corporate donors, and/or gifts

VICE-PRESIDENT

The Board President will support and sustain the work of Operation Wildcat, and provide governance leadership and strategic fundraising support. Specific responsibilities include:

- Being a trusted advisor to the implementation of Operation Wildcat's mission
- Developing and managing relationships and communicating with committee members, volunteers, partners, donors, and other stakeholders
- Serving on the executive board
- In the absence of the president, presiding over the executive board and any meetings
- Coordinating the activities of the standing and ad hoc committees
- Carrying out the functions, duties and responsibilities as assigned by the president
- Partnering with board members to ensure that board resolutions are carried out
- Assisting with coordination of fundraisers and other community events
- Acting as an ambassador for the organization
- Ensuring Operation Wildcat's commitment to a diverse board and membership that reflects the community it serves
- In collaboration with committee members, generating annual revenue and fostering Operation Wildcat's overall financial health
- Identifying, qualifying, cultivating, soliciting, and stewarding individual donors, corporate donors, and/or gifts

RECORDING SECRETARY

The Recording Secretary will support and sustain the work of Operation Wildcat, and provide governance leadership and strategic procedural support. Specific responsibilities include:

- Being a trusted advisor to the implementation of Operation Wildcat's mission

- Developing and managing relationships and communicating with committee members, volunteers, partners, donors, and other stakeholders
- Serving on the executive board
- Recording, duplicating and distributing to all board and general members the proceedings of all board and other meetings as assigned
- In collaboration with committee members, fostering Operation Wildcat's overall financial health

CORRESPONDING SECRETARY

- Being a trusted advisor to the implementation of Operation Wildcat's mission
- Developing and managing relationships and communicating with committee members, volunteers, partners, donors, and other stakeholders
- Serving on the executive board
- Taking responsibility for written communications, including thank you notes, as the president requests
- Maintaining permanent record files for Operation Wildcat
- Purchasing gift cards
- In collaboration with committee members, fostering Operation Wildcat's overall financial health

TREASURER

The Treasurer will support and sustain the work of Operation Wildcat, and provide fiscal leadership and strategic support. Specific responsibilities include:

- Being a trusted advisor to the implementation of Operation Wildcat's mission
- Developing and managing relationships and communicating with committee members, volunteers, partners, donors, and other stakeholders
- Serving on the executive board
- Keeping accurate financial records and preparing reports as requested
- Making timely reports of the financial affairs of Operation Wildcat
- Carrying out routine financial activities, including paying and receiving money
- Depositing money, drafts, and checks in the name of and to the credit of Operation Wildcat in the banks and depositories designated by the board
- Endorsing for deposit notes, checks, and drafts received by Operation Wildcat as directed by the board, ensuring proper vouchers for the deposit
- Oversee the submission of reimbursement/payment vouchers and receipts from committee members to reimburse and disburse funds. Issue checks and drafts in the name of Operation Wildcat as directed by the executive board
- Upon request, providing an account of transactions by the Treasurer and of the financial condition of the organization
- In collaboration with committee members, fostering Operation Wildcat's overall financial health

MEMBER-AT-LARGE

- Being a trusted advisor to the implementation of Operation Wildcat's mission
- Developing and managing relationships and communicating with committee members, volunteers, partners, donors, and other stakeholders
- Serving on the executive board
- Providing support to Board and committees as needed
- Assuming other duties and responsibilities as requested

SCHOOL DISTRICT LIAISON

- Being a trusted advisor to the implementation of Operation Wildcat's mission
- Developing and managing relationships and communications between committee members, district employees, and volunteers
- Coordinating district staff/facilities for Operation Wildcat events
- Removing barriers and enhancing communication between Operation Wildcat and Mechanicsburg Area School District staff to improve access to Operation Wildcat resources for identified families
- Serving on the executive board in ex-officio capacity (non-voting)
- Providing guidance to the Board and Operation Wildcat from the school district perspective

NONDISCRIMINATION POLICY

The officers, directors, committee members, volunteers, and persons served by Operation Wildcat shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Operation Wildcat not to discriminate based on race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

FINANCIAL POLICIES AND PROCEDURES

I. Collection of Funds:

- Project Chairs are required to forward all money collected to the Operation Wildcat Treasurer. Cash totals **must** be verified by two people before submission to the Treasurer and labeled to indicate which event the money is from.
- Deposits must be given directly to the Treasurer, in person. Cash may not be left in the Middle School mailbox.
- Project Chairs and committee persons may not receive reimbursement from funds they have collected. All funds must be delivered to the Treasurer, and then reimbursement requested.

- If a Project Chair or committee person is unable to front the money for an Operation Wildcat expenditure, arrangements can be made to have a gift card issued for said purchase. However, receipts for expenditures using gift cards must be turned in to the Treasurer within one week.
- Checks should be made payable to “Operation Wildcat”.

II. Expense Reimbursement:

- Expenses will be reimbursed within the budget set forth for each Project or area per fiscal year. Before incurring additional expenses, a written request must be submitted for approval to the Board. Once approved, expenses may be submitted to the Treasurer for reimbursement.
- Reimbursements are processed by the Treasurer every two weeks.
- Reimbursements are requested by submitting a Reimbursement Request Form with original receipts attached. The entire form must be completed except signature lines “Board Signature” and bottom portion labeled “Treasurer Use Only”.
 - Exception: Project Thanksgiving can request a check in advance if the supplier requires payment upon delivery (i.e. rolls)

III. Gift Card Procedures:

- All gift cards donated to OW must be turned in to the Treasurer and follow the same disbursement and accountability procedures as cash.
 - Exception: gift cards total do not have to be verified by a second person.
- Gift cards should be given directly to the Treasurer, in person, or left at District Office. Gift cards may not be left in the Middle School mailbox.
- Project Chairs (or committee members) are NOT to use donated gift cards for purchases with the following exceptions:
 - Project Thanksgiving can receive supermarket gift cards to be disbursed to families for Thanksgiving baskets. Project Thanksgiving chair shall keep an accurate accounting of gift cards received and disbursed to families and shall provide this accounting to Treasurer within 30 days after Thanksgiving baskets are disbursed to families.
 - Project Gift Box can receive gift cards to be disbursed to students as part of the student’s gift. If Project Gift Box chair uses a donated gift card to purchase gift for student, Project Gift Box chair shall keep an accurate accounting of the use of such gift cards received and provide this accounting to Treasurer within 30 days after gifts are disbursed to families.
 - Project Legacy can receive gift cards to be disbursed to families as part of the family’s Legacy disbursement. If Project Legacy chair uses a donated gift card to purchase gifts for a family, Project Legacy chair shall keep an accurate accounting of the use of such gift cards received and provide this accounting to Treasurer within 30 days after gifts are disbursed to families.

- All gift cards are maintained and tracked by the District Office. They are to be used by Mechanicsburg Area School District counselors or social workers **ONLY**. The distribution of gift cards is tracked by school, counselor, amount and purpose.
- District Office shall provide to the Treasurer and Board member responsible for purchasing gift cards a monthly statement of gift cards.
- Gift cards are **only** to be used by Project Chairs for individual project use if approved ahead of time by the Treasurer and one other Board member. The District Office will not release gift cards to anyone other than a MASD school counselor or social worker, without prior approval by two Board members.
- If a Project Chair takes a gift card for use for purchase of project related items, s/he must submit receipt within 1 week documenting the purchase.

IV. Cash Advances:

- Cash advances may be requested to set up a cash box for sales and advanced purchases needed. A note must be written and attached to a Voucher Request Form.
- Submit Voucher Request Forms to the Treasurer by mail at the address listed on the form.

Completion of Payment Voucher Request Form

On the top section complete the “**Payable to, Address, City, State, and Zip**” lines, and check preference under “Remittance.” The Treasurer will complete the remainder of the form, including Voucher Number, Date, Account Number(s), Amount(s), Total, and Signature. Do **NOT** sign the top section.

- Fill out the bottom section completely, with the exception of Voucher Number. **Sign bottom section of form only**, NOT the top.