**Below are the protocols that have to be followed for fundraising, procuring funds for purchases, and communication.**

1. **Fundraising Protocols**
2. All fundraising requests must be approved by administration.
3. Fundraising requests must be submitted to Mrs. Frierman **1 month** in advance and must include the following:
4. Type of fundraiser (i.e., cashola, car wash, etc.)
5. Place of business involved
6. Contact name and number of business
7. Details of fundraiser:
8. Percent being given to Ed Rising
9. If product being sold
10. What product
11. What is the retail cost
12. What is Ed Rising’s net profit
13. What is the cost (car washes, candy guesses, etc)
14. Dates of fundraiser
15. Schedule of when students need to be present
16. List of materials and approximate costs for advertising.
17. List of materials and approximate costs for products (if applicable)
18. **Purchasing Requisition Protocols**
19. All purchase requisition requests must be submitted to Mrs. Frierman no later than 2 weeks prior to the date of need.
20. Purchase Requisition request must include the following:
21. Person making request
22. Reason for request
23. Date all materials are needed by
24. List of all materials needed, approximate costs, and where you shopped the costs. (See approved vendor list.)
25. **Communication Protocols**
26. All communication to, by, from, and between members about Virginia Teachers for Tomorrow and/or Educators Rising business must go through Mrs. Frierman as it pertains to events and activities directly related to these entities.
27. ***Remind*** is to be the primary means of communication. As it has a private chat feature, texting will only be used in extreme emergency cases, such as a last minute illness that requires absence from internship.
28. All students must subscribe to the following ***Remind*** accounts:

@edrisingfc

@fchsvtft

1. All Educators Rising executive board members must subscribe to the following ***Remind*** account: @fcedriseb
2. All VTfT 1 students must subscribe to the following ***Remind*** account:

@fchsvtft1

1. All VTfT 2 students must subscribe to the following ***Remind*** account:

@fchsvtft2

1. **Grievance Protocols**
2. These protocols are to be followed if you wish to file a grievance due to a conflict with a member of the organization.
3. Contact Mrs. Frierman via Remind chat feature or in person to request an appointment to discuss your concerns.
4. Write your concerns down on paper so that you can give an accurate accounting of all details.
5. During the meeting:
6. You will discuss your concerns and respond to questions.
7. Possible solutions will be provided. These may include but are not limited to:
8. A mediation meeting with the other party.
9. A mediation meeting with an administrator that may or may not include the other party.
10. A mediation meeting with all parties, and administrator, and parents.
11. **Removal from Position**
12. If at any time an officer or committee chairperson is found to not being fulfilling his/her job duties, he or she can be removed from their position. The following items constitute removal from position:
13. Excessive/continued absences from executive board meetings
14. Excessive/continued absences from general meetings
15. Excessive/continued absences from organization events
16. Inappropriate and/or non-adherence to communication protocols listed above
17. The following procedures will be followed when infractions occur prior to removal of office:
18. First offense: Sponsor will meet with member to administer verbal warning
19. Second offense: Sponsor will meet with member and call home to administer warning; Written warning will be filed in organizations files
20. Third offense: Sponsor will meet with member to administer a second written warning. Member will have opportunity to step down.
21. Fourth offense: Member will be removed from position