

Saint James White Oak Website Procedures and Guidelines

- The PTO Website will be located directly on the Saint James School Website.
- All content posted on the website will directly relate to a PTO function, committee, event, or activity. All information to be posted, changed or deleted on the Saint James website must be submitted in writing for approval to the PTO President and Vice President.
- All content must be approved by the President and Vice President. Disputes or requests for clarification of content will be handled through contact with the President or Vice President.
- The President and Vice President will be responsible for maintenance, supervision, and administration of the website and will work in conjunction with the school technology staff to facilitate maintenance and revision of the website.
- The website will have a pre-approved budget that is intended to support the mission and objectives of the St. James PTO; any expenditures and or potential deviations from pre-budgeted and approved activities must be cleared in advance and in writing by the PTO Board.
- Any and all website related support from non school administrative staff will be voluntary and all volunteers will serve in this capacity at the behest of the President and Vice President.