

## O. Henry Middle School PTA - Tips & Gratuities Policy

*There are times when tipping is appropriate and we ask that the following policy be followed. It is also important that these costs be considered when budgeting.*

### **Restaurant/Caterer Delivery**

- Restaurants and Caterers who deliver generally provide a delivery fee for the business, however it is standard practice to also tip the delivery person for his/her service. Given this, we suggest adding the tip to the final bill for tracking. When placing the order, please ask if you can add a tip for the delivery person or if you can do so with the credit card when signing the ticket. If you cannot, please write on the receipt the amount of cash tip you provided so you are reimbursed. These guidelines for tipping for delivery should be followed:
- For orders up to \$10: at least \$1 should be provided
- For orders up to \$250: up to 10% of the order should be provided
- For orders over \$250: please provide no more than \$25
- Caterer Delivery & Set-Up: For some events, the catering company will set-up & prep food onsite, deliver ice and/or work extra than simply delivering items. In this situation, please provide no more than 10% of the order as a tip.

### **School Events:**

- There are events, such as Round-Up, when the PTA requests custodians & other staff to work & we pay them for this service. Their ability to help during these times helps the PTA to be successful at these events, therefore we feel a cash tip is important to show our appreciation. In this situation, the Texas PTA asks that we provide detailed tracking of cash. Past Event Chairs should be consulted regarding amounts to tip. The following steps should be followed:
1. The Event Chair should get cash from his/her own checking account and on the bank receipt write "Cash Tips for Round Up" or whatever the event is at that time.
  2. When giving the tip to each employee, the Event Chair must have the recipient sign the "Cash Tips" document. If different amount of tips are given, please use discretion and use more than one "Cash Tips" document for those receiving different tip amounts.
  3. After tips have been handed out, the "Cash Tips" document must be signed by the Treasurer and turned in with the Reimbursement Form & Bank Receipt for Reimbursement.

**O. Henry Middle School PTA  
Cash Tips**

Event:

Date:

Provided to:

1. Amount: Recipient: Given by:

Signatures:

2. Amount: Recipient: Given by:

Signatures:

3. Amount: Recipient: Given by:

Signatures:

4. Amount: Recipient: Given by:

Signatures:

5. Amount: Recipient: Given by:

Signatures:

6. Amount: Recipient: Given by:

Signatures:

7. Amount: Recipient: Given by:

Signatures:

PTA Treasurer Approval: