

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH
PTA/PTO/PTG OR OTHER
PARENT ORGANIZATIONS

ADOPTED: April 14, 2014

REVISED: May 11, 2015

	<p style="text-align: center;">915.1 RELATIONS WITH PTA/PTO/PTG OR OTHER PARENT ORGANIZATIONS</p> <p>1. Purpose PTA/PTO/PTG or other parent organizations for the Southern Lehigh School District are uniquely important to the continuation of excellence in instructional and extracurricular activities for district students. The purpose of PTA/PTO/PTG or other parent organizations is to provide positive support to the students, the program, and the personnel in a particular area or activity. PTA/PTO/PTG or other parent organizations shall comply with Board policies, established guidelines and administrative rules and with the review and revision of the guidelines and administrative rules, as charged to the Superintendent. The following shall be implemented by each PTA/PTO/PTG or other parent organization.</p> <p>2. Authority The Board agrees that approved PTA/PTO/PTG or other parent organizations may provide services in conjunction with and subject to the approval of the Superintendent or designee subject to the following guidelines.</p> <p>3. Definitions A PTA/PTO/PTG or other parent organization is an organization comprised of parents/guardians, educators, students and community members who choose to support the educational programs and extracurricular activities of the district.</p> <p style="text-align: center;"><u>Initiation Of PTA/PTO/PTG or other Parent Organization</u></p> <p>4. Guidelines To initiate a PTA/PTO/PTG or other parent organization, the following process must be followed:</p> <ol style="list-style-type: none"> 1. Parents/Guardians shall discuss their intent with the building principal. 2. If approved by the building principal, a formal written request shall be submitted by the PTA/PTO or other parent organization to the Superintendent or designee for approval. 3. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.
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General Guidelines That All PTA/PTO/PTG or Other Parent Organizations Must Follow

Bylaws must be completed and submitted to the Superintendent or designee before engaging in any organization activities.

The bylaws shall be compliant with the philosophy, mission, and policies of the district.

Violation of Board policy or guidelines could result in the revocation of the PTA/PTO/PTG organization's function and participation in district activities.

Finances

The district does not assume any financial responsibility for a PTA/PTO/PTG or other parent organization and excludes itself from any liability that a PTA/PTO/PTG or other parent organization may incur.

Accounting Procedure –

The Treasurer of the organization shall handle all funds.

A bank account shall be established for each organization.

All funds shall be deposited into the authorized bank account.

Two (2) signatures shall be required on all checks.

School employees may not be authorized signers.

Two (2) people shall count any funds earned or received and provide the Treasurer with a signed proceeds receipt.

Sale slips, receipts, invoices, or any other document pertaining to expenditures shall be retained for a minimum of seven (7) years.

All accounts shall institute a dual control. On a monthly basis, one (1) individual shall reconcile each bank statement/account and a second individual shall review each reconciliation.

A copy of the budget shall be provided to the Superintendent or designee, and the building principal or designee at the beginning of each school year.

An end of school year Treasurer's Report must be turned into the Superintendent or designee, within twelve (12) weeks of the school year ending.

There shall be a maximum limit on carry over money and any amount over the maximum should have a written plan identifying the projected use thereof, i.e. long-term projects, etc., attached to the Treasurer's Report. The limit shall be determined by the Director of Business Services and in compliance with state and local regulations.

Report –

An annual examination of financial records shall occur.

The examination shall be conducted by a committee or a qualified accountant.

If the organization chooses to utilize a committee, its members shall not include the signers on the checking account.

The results of the examination shall be reported and filed with the Superintendent or designee.

PTA/PTO/PTG or other parent organizations shall not use the district tax-free number for purchases. Organizations should strongly consider filing with the Commission on Charitable Organizations, Pennsylvania Department of State, as a charitable nonprofit organization.

Fundraising

PTA/PTO/PTG or other parent organization fundraising activities must have pre-approval by the building principal or designee.

Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or district.

The district requires that activities and programs initiated and supported by PTA/PTO/PTG or other parent organizations shall not violate Pennsylvania small games of chance guidelines, i.e., 50/50, bingo, etc.

Students are not to be involved in fundraising activities during school hours.

Any door-to-door sales should be under the supervision of an adult.

The PTA/PTO/PTG or other parent organizations cannot restrict the participation of any student in the activities or the benefits of the Organization (i.e., assemblies, field trips) if that student/family does not achieve a certain fundraising goal.

<p>34 CFR Sec. 106.41</p>	<p><u>Contributions</u></p> <p>The district supports contributions to schools which shall be made with the advice and approval of the Superintendent or designee, and in accordance with all district policies.</p> <p>Any gifts or equipment which would require installation, storage or maintenance shall require a formal acceptance by the Board. Any such equipment donated shall become property of the district.</p> <p><u>Miscellaneous</u></p> <p>The district shall not be held responsible for any equipment supplied by the PTA/PTO/PTG or other parent organization, which is lost, stolen or damaged.</p> <p>Use of a school or the district's name, logo or mascot is revocable and contingent upon complying with Board policies.</p> <p>All PTA/PTO/PTG or other parent organization websites/links shall follow district acceptable use policies.</p> <p>All PTA/PTO/PTG or other parent organizations shall familiarize themselves and comply with all Board policies. The administration shall inform the organizations of all applicable policies and/or proposed policy revisions.</p> <p><u>Small Games of Chance/Lotteries</u></p> <p>Small games of chance or lotteries shall be permitted, as expressly outlined below, and as permitted by Act 2 of 2012. Act 2 of 2012, which became effective March 3, 2012, amended the Pennsylvania Local Option Small Games of Chance Act.</p> <p>In order for a PTA/PTO/PTG or other parent organization to conduct small games of chance, the following must occur:</p> <ol style="list-style-type: none">1. The PTA/PTO/PTG or other parent organization must be recognized by the board of School Directors. In order to achieve such recognition, the PTA/PTO/PTG or other parent organization must be in full compliance with all the provisions of this policy.2. The SLSD requires that activities and programs initiated and supported by PTA/PTO/PTG or other parent organizations shall not violate PA State Gambling Guidelines i.e. 50/50, bingo etc. Information on obtaining a license can be found at the following website:
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	<p>http://www.revenue.pa.gov/FormsandPublications/Pages/default.aspx#.VSU4kJTF</p> <p>3. The organization must file a copy of the appropriate permit at the Business Office before small games of chance/lotteries activities commence.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 216, 510, 511</p>
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