

Torrance Council of PTAs Spring Training Workshops 2021

New Presidents

What to do Now

Please feel free to contact Torrance Council of PTAs
for questions or assistance

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Important information can be found in your unit bylaws, and at
Torrance Council of PTAs website: www.torrancecouncilofptas.org
California State PTA website: www.CAPTA.org
CAPTA PTA Toolkit: www.toolkit.capta.org

First tasks for new PTA officers and chairmen

The president-elect should confer with the school principal and call meetings of the board-elect (elected officers and principal) soon after election.

At the first of these meetings ratify appointed officers, fill any vacant offices and make plans for the coming year. Strive for a balance of experienced and new members, keeping in mind that all areas of the community should be represented. When appointed officers are ratified, they become part of the board-elect and are included in planning for the upcoming term.

Consider a membership survey to be returned prior to the end of the school year where past unit activities are reviewed and suggestions for new activities are solicited.

Use input from survey for brainstorming session(s) with the board-elect to establish board goals. Set realistic goals and prioritize projects.

Set a calendar for the upcoming year and provide membership campaign materials to the school for any summer mailings they may be planning.

Request the outgoing president's and officers' procedure books prior to taking office. Review them along with all other material received.

Become familiar with the duties of each chairman by reviewing the *California State PTA Toolkit*. Share job descriptions and materials as noted with the chairmen and help them to secure procedure books and materials from their predecessors.

- If they fail to receive procedure books, assist them in setting up their own.

Consider reviewing the PTA bylaws with the entire board (even if they are newer than three years). The bylaws contain many job responsibilities and timelines/due dates. Reviewing them together gets everyone on same page with the same expectations.

Encourage every board member to attend trainings, either at convention or those offered by council or district PTA.

Prepare a preliminary budget and present it for adoption at the last association meeting of the year.

Verify with outgoing board that the year-end Annual Financial Report has been completed after the books are closed, that arrangements have been made for the annual year-end financial report, the year-end audit, and that documents have been compiled for ease in preparing tax filings.

Coordinate with treasurer-elect to have the signature cards for bank accounts updated with new officers (as indicated in the unit bylaws) and submitted to the bank at the beginning of the new term (after June 30th).

Provide names and addresses of additional board members to council and/or district PTA for their respective directories.

- Make sure each of your board members knows how to contact their counterpart at district (or council) to get questions answered.

Spring/Year End Checklist

	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action (Motion needed)	Association Action Due	Council	Action Due to Council
SPRING: President & Board Elect (Next Fiscal Year)	Appointed Board Members (Corr. Sec. & Parliamentarian)	Find volunteers & confirm willingness to take on the job.	Make Appointments	Ratify appointments	ASAP (preferably by last mtg)	None required		Turn in names & contact info	April 10th
	Fill vacant offices (if any after election)	Find volunteers & confirm willingness to take on the job.		ELECT person(s) to fill any vacant offices (majority vote of all officers w/10 day notice or 2/3 vote with no notice)	ASAP (preferably by last mtg)	None required		Turn in names & contact info for officers	April 10th (or as soon as filled)
	Committee Chairs	Find volunteers & confirm willingness to serve. Chairs can recommend successors.	Appoint Chairs	Ratify appointments	ASAP (preferably by last mtg)	None required		Turn in names & contact info for Council directory	June (check council deadline)
	Audit Committee & Reviewer of Monthly Bank Reconciliation			Appoint	Last or first meeting	Ratify appointment	No later than 1st mtg		
	Proposed Programs and/or Calendar of Activities	Gather input from chairs and board, meet with principal to plan dates	Make Calendar; meet with principal	Approve	before last Association meeting	Approve programs for coming year	By Last Meeting		
	Proposed Budget for Fall	Treasurer to hold budget meeting w/president and committee; principal, board members, comm. chairs may be included	Participate in budget review	Approve proposed budget and recommend adoption by association	before last Association meeting	Approve proposed budget (Approve again at first meeting in Fall)	By Last Meeting	Turn in to Council	June or after approval
	Approval of Fundraisers	Ways & Means VP to review vendors for Fall fundraiser and make recommendation; have contracts prepared	Review contract with VP/Chair of fundraising	Review and make recommendation to Association to approve fundraiser(s) & contract(s)	before last Association meeting	Approve fundraiser(s) & contract(s) as needed (post for viewing)	By Last Meeting or BEFORE fundraiser begins		
	Signing of Contracts	All contracts must be approved by the Association, then signed by president and board member	Signed AFTER approval by Association	Approve	Before the contract is signed and the activity undertaken	Approve	Before the contract is signed and the activity undertaken		
	Release of Funds	Determine which funds are needed in summer and early fall;		Approve and recommend release of funds to association		Approve release of funds for summer & Fall approved programs & budget items (list)	Spring or year end Meeting		
	Change of check signers	List outgoing and incoming check signers as per bylaws				Note that check signers will be changed as per bylaws. Record in minutes with names.	Spring or year end Meeting		
Council PTA Training	Financial team & president-elect attend	attendance required	Board members attend training as applicable	June (dates tba)					

Quorum is the number of members required to conduct any business/vote on anything at a meeting. Check your bylaws for your quorums.

Spring/Year End Checklist

	Item Description	Preliminary Work	President action	Board Action	Board Action Due	Association Action (Motion needed)	Association Action Due	Council	Action Due to Council
SPRING: For current fiscal year	Budget Review	Treasurer to hold budget meeting with financial team, president, principal invited	Participate in budget review	Review & approve revised budget (if any) & recommend adoption by association (MOTION to approve)	before last Association meeting	Approve revised budget (if any) (MOTION to approve)	By Last Meeting	Turn in any revised budgets to Council	June or as approved
	Gift to School (GTS)	GTS Chair & Committee to discuss needs of the school; make recommendations to board for allocation of excess funds. Amount tbd by financial team.	Appoint committee; participate in meeting; complete fiduciary agreement w/treasurer and principal	Review & approve GTS recommendation, including amounts and purpose (MOTION to approve and recommend to association)	before last Association meeting	Approve GTS recommendation including amounts and purpose (MOTION to approve)	By Last Meeting		
	Minutes	Recording Secretary ensure that minutes have been recorded and presented for each meeting. Minutes for the fiscal year are to be glue bound and stored in PTA permanent files.	Review all minutes; ensure that there are minutes for all executive board and association meetings.	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion required)	Minutes for all meetings approved by last meeting	Presented & Corrections Made. Minutes stand approved as presented or corrected. (No motion required)	Minutes for all meetings approved by last meeting	Turn in to Council at the next meeting after approval.	All minutes by end of year
	Treasurer, Financial Secretary & Budget to Actual Reports	Prepared by Treasurer/ Fin. Secretary for Board monthly; Prepared for Association for period between meetings. General ledger kept in permanent files.	Review and ensure that financial reports are presented at each board and association meeting	Presented & Corrections Made. Reports are filed for audit. (No motion required)	Financial reports are presented at each meeting	Presented by Treasurer & Corrections Made. Reports are filed for audit. (No motion to approve required)	Presented at each meeting	Turn in to Council at the next meeting after approval.	All reports by end of year
	Approval of Checks for Payment	Payment authorizations are prepared by Treasurer, signed by President; Following approval by the Board, Recording Secretary is to sign all payment authorizations & record in the minutes	Review & Sign all payment authorizations & checks (two signatures are required -- by treasurer & president or 3rd signer as per bylaws)	Approve check #s and amounts with descriptions; Ratify check #s and amount of checks written. MOTION to pay bills and MOTION to ratify checks.	Meeting the payments are made. This is done at each meeting.	Approve checks for bills that need to be paid currently. Ratify check #s and amounts that have been paid between meetings. MOTION to ratify.	At each meeting		
	Approval bills to be paid			MOTION to continue paying bills until the next meeting.	At each meeting	MOTION to continue paying bills until the next mtg.	At each meeting		
	Year End Financials & Taxes	Close out books by end of June; all checks must be written for this year. Treasurer to prepare Annual Report & give books to Auditor for review; Complete Taxes and Charitable Trust	Assure that records are passed on as appropriate; Taxes are prepared	turn in all warrants/ check requests					
	Auditor's Report	Auditor & Committee reviews records of treasurer and prepares audit report. Copies given to president, treasurer, recording secretary and council	Review	Auditor presents report and makes MOTION to recommend adoption by the association.	Meeting after audit completed (for periods ending January, June)	Presented and Adopted. MOTION to adopt the audit report needed.	Meeting following completion (Spring, Fall)	Turn in after completion, plus minutes showing adoption	Following adoption
	Bylaws Adoption (if needed)	If bylaws revisions submitted and approved by CAPTA, 30 day notice of any changes must be given prior to vote by Association	Ensure notice is given to members 30 days prior to meeting of vote; Sign after adoption	Approve changes prior to sending to council	After bylaws committee review	Adopted with 30 day prior notice of changes	Mtg 30 days after return from CAPTA	Return completed signature page after adoption	

Unit Bylaws Information Summary

INSTRUCTIONS: Use your bylaws to fill in the blanks and create your own quick reference guide.

Unit Legal Name: _____

PTA Council: _____ **District:** _____

PTA Organization Date: _____ Fiscal Year Starts: _____ Fiscal Year Ends: _____

National PTA ID #: _____ California PTA ID #: _____ EI #: _____

FTB #: _____ CT #: _____ Incorporated Unit - Corporation #: _____

Membership Dues: \$_____ per member | \$2.25 National PTA | \$2.00 California State PTA
\$_____ District | \$_____ Council | \$_____ (This amount remains in unit.)

Officers: President, Secretary, Treasurer, Parliamentarian, Historian & (check all your board positions):

Executive Vice President | EVP serves notice of president's vacancy? Yes No

VPs - How many? _____ Corresponding Secretary Financial Secretary Auditor

Nominating Committee: # of members: _____ # of alternates: _____

Date officers assume duties (month/day - e.g. July 1): _____

Association Meetings (week/day - e.g. 3rd Monday): _____

Months: _____

Months: _____

Annual Meeting/Election Month: _____ | Quorum: _____

Special Meetings called at written request of _____ (number) of board members

Board Meetings (week/day - e.g. 1st Tuesday): _____

Amount authorized for unbudgeted items between association meetings: \$_____

Special Meetings called at written request of _____ (number) of board members | Quorum: _____

Council Membership: Council Assessment (if any): _____ Due to council on: _____

additional delegates for regular meeting: _____ Elected OR Appointed in (month): _____

Length of term: _____ year(s) | # of additional delegates for Annual Meeting: _____

Vice Presidents: (Add title/role for VPs- e.g. 'Programs Chairperson')

1st Vice President serves as _____

2nd Vice President serves as _____

3rd Vice President serves as _____

4th Vice President serves as _____

5th Vice President serves as _____

6th Vice President serves as _____

Due Dates - Send to council/district:

Board Roster _____

Annual Budget _____

PTA Insurance _____

Annual Financial Report _____

Adopted Audits _____

Gov't Filings: IRS 990 _____

FTB 199 _____

AG RRF-1 _____

Additional Check Signer: (Elected officer not residing in the same household as president, treasurer, financial secretary, or auditor. Also, cannot be the secretary or auditor): President, Treasurer and _____

Standing Committees (List committees that function all year):

Membership Programs Fundraising Safety Hospitality Family Engagement

_____ _____ _____ _____ _____ _____



SAMPLE PTA AGENDA – WITH MOTIONS AND PHRASES TO USE

<u>[Name of Your Unit – PTA Association Meeting]</u> <u>[Meeting Date, Time, Location]</u>	
CALL TO ORDER ○ Call meeting to order ○ Start on time with quorum met	<ul style="list-style-type: none"> • “The meeting will please come to order.”
OPENING CEREMONIES ○ Pledge of Allegiance	<ul style="list-style-type: none"> • “_____ will lead us in the Pledge of Allegiance. Please stand.”
APPROVAL OF MINUTES ○ Distribute Minutes before meeting or post at meeting ○ No motion needed	<ul style="list-style-type: none"> • “The Minutes of the meeting on _____ [date] were distributed/ posted. Are there any corrections?” • “The minutes are approved as presented.” OR “The minutes are approved as corrected.”
FINANCIAL REPORTS ○ Treasurer’s Report ○ No motion needed	<ul style="list-style-type: none"> • “_____ will present the treasurer’s report.” • “You have heard the report of the treasurer. Any questions?” • “The treasurer’s report will be filed for audit.”
AUDIT REPORT ○ Presented semi-annually ○ Motion to adopt	<ul style="list-style-type: none"> • “_____ will present the auditor’s report.” • “You have heard the report of the auditor. Any questions?” [MOTION TO ADOPT] • “It has been moved and seconded that the audit report be adopted.” [Follow steps for a motion]
PRESENTATION OF BILLS ○ Motion to pay bills	<ul style="list-style-type: none"> • “The treasurer will read the bills.” [MOTION TO ADOPT] • “It has been moved and seconded that the bills be paid.” [Follow steps for a motion]
EXECUTIVE BOARD REPORT ○ Summary of board actions and recommendations ○ Motion to approve each recommendation	<ul style="list-style-type: none"> • “The secretary will present the executive board report.” [MOTION(S) TO ADOPT – For each recommendation e.g. to approve programs, budget, calendar, fundraising, signed contracts] • “Since the motion comes from the board, a second is not needed. It has been moved that” [Follow steps for a motion]
COMMITTEE REPORTS ○ Motion to approve each recommendation ○ Include reports from principal, teacher representative and student representative	<ul style="list-style-type: none"> • “_____ will present the report of the _____ committee.” • “Thank you. Are there any questions?” • [IF NO MOTIONS] “The report will be filed.” OR [MOTION TO ADOPT] • “Since the motion comes from a committee, a second is not required. It has been moved that ...” [Follow steps for a motion]
UNFINISHED BUSINESS ○ President presents items from last meeting’s Minutes	<ul style="list-style-type: none"> • “The first item of unfinished business is _____.”
NEW BUSINESS ○ Motion needed on action item before discussion and vote	<ul style="list-style-type: none"> • “The first item of new business is _____.” [IF ACTION ITEM, MOTION TO ADOPT] • “Is there a second? It has been moved and seconded that” [Follow steps for a motion]
PROGRAM (Optional) ○ Introduce program presenter	<ul style="list-style-type: none"> • “_____ will present the program.”
ANNOUNCEMENTS ○ Include dates for upcoming meetings and activities	<ul style="list-style-type: none"> • “The next meeting is scheduled for _____.” • “Thank you for joining us.”
ADJOURNMENT ○ No motion needed	<ul style="list-style-type: none"> • “The meeting is adjourned.”

Fig. R-2 Sample Agenda and Meeting Planner

EIGHT STEPS TO A MOTION

1. Obtain Floor	Member – Rises or raises his/her hand and waits to be recognized before speaking further.
2. Recognition By Chair	Chair – Grants member right to speak by a nod or by saying the member’s name.
3. Make Motion	Member – States the motion, ‘I move ...’ <ul style="list-style-type: none"> • Motions are always in the affirmative. • Chair has the right to request that the motion be in writing, unless the rules indicate otherwise.
4. Motion Seconded	Another member says, ‘I second the motion’ or simply, ‘Second!’ <ul style="list-style-type: none"> • Indicates that more than 1 person wishes to consider the subject. • If there is no second, chair says, ‘Motion fails for lack of a second.’ • Motions coming from a committee do not need a second.
5. Chair Restates Motion	Chair – Repeats motion, ‘It has been moved and seconded that...’ <ul style="list-style-type: none"> • Only the chair can formally place a motion before the assembly. • The motion is now pending. Once stated by the chair, it cannot be changed or withdrawn without consent of the members.
6. Debate Discussion	Chair – Asks, ‘Is there discussion?’ <ul style="list-style-type: none"> • Maker of the motion has the right to speak first. • Discussion must remain relevant to the pending question. • Chair should endeavor to alternate pro and con speakers. • Maker of the motion may vote against it, but may not speak against it.
7. Putting The Question: The Vote	Chair – When discussion appears to be concluded asks, ‘Are you ready for the question?’ <ul style="list-style-type: none"> • If discussion has been long or amendments made, chair restates motion as it presently stands by saying: ‘The question is on the adoption of the motion that ...’ Chair – Calls for a vote by saying, ‘All those in favor of the motion say Aye’ and pauses for response. “All those opposed say No.’ <ul style="list-style-type: none"> • Always call for the negative vote, no matter how unanimous the affirmative vote may appear.
8. Chair Announces Result	Chair – Says, ‘The ayes have it and the motion is adopted.’ or. ‘The nos have it and the motion is defeated.’ <ul style="list-style-type: none"> • In a counted vote, chair should first announce the count, then the result of the vote. The chair then states the effect of the vote. • No motion is complete until the chair announces result of the vote.

Checklist for a Healthy PTA

Each board member is responsible for ensuring that a PTA stays healthy and remains in good standing. If the answer is 'yes' to the following, your PTA will continue to thrive.

Bylaws

- Are bylaws reviewed yearly and updated (sent through channels for approval) every five years?
- Does the PTA understand and follow PTA bylaws, policies and procedures?
- Is a nominating committee elected each year at least 60 days before the PTA election?

Membership Enrollment

- Is an initial membership campaign held toward the beginning of the school year?
- Are continuing opportunities provided for parents and staff to join? (Membership is year-round.)
- Is membership growing each year?
- Is membership per capita sent through channels at least monthly and by deadlines?

Minutes

- Are minutes and an attendance record kept for all meetings?
- Are all action items recorded as motions, including approval of the proposed programs for the year, the budget, all fundraising activities and all expenses?

Annual Reports

- Are volunteer hours being recorded? At meetings? At events?
- Are annual historian reports, with the number of volunteer hours for the year, filed by the deadline?

Leadership

- Do members of the executive board work well together?
- Does the PTA attract qualified candidates and encourage/mentor new leaders?
- Do leaders attend council/district PTA meetings and take advantage of training opportunities?
- Do leaders communicate effectively with members?

Financial Procedures

- Are financial procedures in accordance with recommended PTA policies and procedures?
- Is a member, who is not a check signer, appointed to review the monthly bank reconciliation?
- Are blank checks never signed and two people always count cash?
- Is the budget approved and actual revenues and expenditures compared at least quarterly?
- Is the insurance premium and the workers' comp form/remittance sent in by deadline?
- Are all checks signed by two authorized officers? And are all expenditures properly authorized?
- Is a Year-End Financial Report prepared after the end of the fiscal year to assist in preparing of tax filings?
- Are tax filings – an RRF-1 and some form of a 990 and a 199 – submitted in a timely manner?

Treasurer's Reports

- Are written reports presented/ filed monthly? Are balances, receipts and disbursements recorded in the minutes each month? Are questions welcomed and replied to with sufficient detail to assure transparency?
- Are receipts provided for each check before the expense is approved/ratified and listed?
- Are the reports presented at both executive board and association meetings?

Audits

- Are audits conducted at least twice a year? And whenever there is a change in check signers?
- Are audits prepared and adopted in accordance with the bylaws and PTA financial procedures?
- Is the audit report, the audit checklist and any recommendations/findings submitted to the district PTA?

Items to be Approved

9/28/2020

(These items MUST be recorded in the minutes of the appropriate meeting - include name of maker of motion, wording and result)

	Executive Board	Association	President	Committee	Timeline
PROGRAMS/ACTIVITIES/FUNDRAISERS					
Programs/ Activities/ Fundraisers	Approve & Recommend Program to Association. Approve Committee Program Plan of Action.	Approve Program/Activity	Participate in committees ex-officio. Assists/guides	Recommend plan of action including budget to Board. Carry out work approved. Report to Board.	Spring and/or First Meeting of year
Committees & Chairs	Ratify Chairs/Committees. Appoint Audit Committee & Bank Reconciliation Reviewer	Ratify appointments of audit committee & Bank Rec Reviewer	Appoint Chairs/ Committees		Spring or First Meeting; As needed
Contracts	Approve & Recommend approval of contract to Assoc.	Approve contracts for programs	Sign contract w/another officer, include titles to avoid liability		Prior to signing, As needed
FINANCIAL					
Budget	Approve & recommend to Association	Approve Budget	Appoint committee, Serves ex-officio	Chaired by Treasurer, Prepares budget	Spring meeting AND First meeting of year
	Approve & recommend revisions to budget	Approve revisions to budget	Ensure current budget is approved by Association	Review/recommend changes to budget	As needed
Release funds	Recommend release of funds	Releases funds for programs	Ensure funds are released		Prior to expenditures
Expenditures	Authorize payments. Approve bills to be paid. Ratify checks.	Authorize payments and/or Ratify checks. "Approve pay bills until next meeting."	Sign checks w/treasurer & payment authorizations w/secretary		Each Meeting
Audit	Approve Audit	Adopt Audits (July-Dec and Jan-June)		Audit Committee reviews. Auditor presents audit.	Mid-Year, Beg of year
Financial Reports	Review & Receive	Review & Receive	No Motion Needed "Any Questions? The report will be filed for Audit"	Treasurer & Financial Secretary prepare & present reports for each meeting	Each Meeting
ADMINISTRATIVE					
Minutes	Review, Correct & Approve minutes of Board	Review, Correct & Approve minutes of Association	No Motion Needed "Any Corrections? The minutes are approved as presented/corrected."	President can appoint committee to review minutes	Each Meeting
Bylaws	Approve any changes to bylaws prior to sending to council	Adopt Bylaws after approved by CAPTA	Appoint bylaws committee; serve ex-officio; Give 30 day notice of meeting & post changes; sign adopted bylaws w/secretary	Bylaws committee chaired by Parliamentarian recommends changes to Board; return signed copy to Council Parliamentarian	At least every 5 years, or as needed
REPRESENTATION					
Nominating Committee	Parliamentarian to convene nominating committee	Elect Nominating Committee	DOES NOT serve ex-officio	Prepares a slate of officers; Post slate 28 days prior to election	At least 60 days prior to election meeting
Elected Officers	Elect officers to fill any vacancies after election	Elect Officers at Annual Election meeting	Give 30 day notice of mtg. Ensure slate is posted 28 days prior		Check bylaws for election month
Council Delegs.		Appoint/elect Council delegates	Give names to Council Parliam.		September
Conv. Delegs.	Consider candidates	Elect addl.Convention delegates	President-elect is delegate		Prior to May

Running an Event AND other Insurance and Legal Aspects of PTA

Torrance Council of PTAs Training Workshops, January 2019

Event Planning (and Budgeting) Worksheet (Fillable Form from TCPTA)

See www.CAPTA.org Toolkit, Or www.TorranceCouncilofPTAs.com Council Fillable form

Fiduciary Agreement (www.TorranceCouncilofPTAs.org) to use with donations to schools;

Donation checks should be written to/delivered to TUSD, NEVER made out to your school.
PTAs may pay for school staff via a donation to TUSD, earmarked for identified school staff.

TUSD Requirements; available at www.TUSD.org, AND www.TorranceCouncilofPTAs.org

- Facilities Use permit
- Banner permit
- Food trucks – procedure & list
- Flyer approval process
- TB Screening Form and procedures
- Volunteer form w/Code of Conduct
- **Depts/Nutritional Services**
- Wellness Policy/Nutrition Standards

PTA Insurance (www.capta.org and www.TorranceCouncilofPTAs.org)

Provided through CAPTA: Comprehensive General Liability with Extended Medical Payments, Professional Liability (Directors & Officers Liability), Fidelity Bond:

PTA Insurance Broker: **Changes in insurance; In effect as of 1/5/2019**

AIM Association Insurance Management, Inc.

8144 Walnut Hill Lane Suite 900 Dallas Texas 75231

(800) 876-4044, FAX (214) 360-0801

Email: CAPTA@aim-companies.com

DO NOT sign a hold harmless agreement (unless get permission from insurance company).
Insurance only covers your unit if proper procedures, financial and safety, are followed.

Insurance & Loss Prevention Guide--CAPTA Red light/Green light guide (on www.CAPTA.org):

- Red Light: activities and events that are prohibited
 - Yellow Light: Activities and events which may require additional clearances; call insurance
 - Green Light: approved activities and events
 - Excess crime bond application
 - TCPTA Addendum: Added TUSD limited events; www.torrancecouncilofptas.org
 - Hold Harmless Agreement
 - Incident Report
 - Parent's Approval and Student Waiver Form and Participant's Waiver Form
- Do not use the Insurance version of these forms. Use the ones on the TCPTA website.

Vendors/Concessionaires/Service Providers: **Must approve all contracts at Association Mtg**

- Vendor/concessionaire/service provider must sign PTA hold harmless agreement (found on insurance website and in CAPTA toolkit.)
- Evidence of insurance (\$1M policy required)
- Pre-approved vendor list, extensive listing, on www.CAPTA.org AIM Insurance info

Contracts; See CAPTA toolkit www.capta.org and www.TorranceCouncilofPTAs.org

- Conflict of Interest (Whistleblower) Forms for all Executive Board members annually
- Authorization from executive board before negotiating

Running an Event AND other Insurance and Legal Aspects of PTA

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- Approval by PTA membership (association) before signing
- Signed by two elected officers, one of whom must be the president
 - “ABC PTA by Jane Smith, President and John Doe, (officer title)”
- Length of contract limited to current membership year

Forms specific to TUSD/TCPTA (www.TorranceCouncilofPTAs.org)

- TCPTA Addendum to PTA insurance guidelines: TUSD exceptions to Insurance Guidelines.
- TUSD-PTA Media Release Form: Combines TUSD and CAPTA media release forms. Use only version on TCPTA website.
- TUSD – TCPTA Fiduciary Agreement: Adapted from CAPTA form in CAPTA toolkit. Use ONLY version on TCPTA website.
- TUSD-PTA Student Participation Permission/Waiver Form: Combines the TUSD and CAPTA permission/waiver forms. Use this form for each individual event that requires a waiver. This form is distributed by principals and teachers and is available to them from TUSD. (Form revision in progress in conjunction with TUSD; New form to be available ASAP.)

Raffles

Forms and information on conducting a legal raffle: www.ag.ca.gov/charities/raffles.htm
And www.TorranceCouncilofPTAs.org

- A completed registration form and registration fee must be submitted by September 1 (or at least 60 days before your raffle) of each year (September 1 through August 31) during which a raffle is expected to be conducted.
- A Nonprofit Raffle Report must be completed for the raffles conducted during a reporting year (September 1 through August 31). Reports are due on or before October 1.

Alcohol and PTA Events

Approval and permission must be given by the Supt., or designee, prior to any alcohol being brought onto any TUSD school campus.

- **Selling Alcohol**: In accordance with the California State PTA insurance program, PTAs may not engage in the sale of alcoholic beverages. Donated alcohol may be used as auction items provided the auction is held at a non-school site location and the contents are not decanted during the event or on the premises.
- **Serving of Alcohol at PTA Events**: The California State PTA strongly urges PTAs to refrain from serving alcoholic beverages at PTA functions. Any alcoholic beverages must be provided and served by a licensed establishment or catering company that has the appropriate permits and insurance. The PTA may not collect for the cost of the alcoholic beverages through ticket sales. This cost must be paid separately to the licensed establishment.

Advertising

Do not advertise or endorse any product or service, though you can recognize and thank donors. TUSD Wellness Policy limits publicizing food-related fundraisers at school sites.

Accepting contributions

Your PTA is a 501(c)3 nonprofit. Any donation/gift may qualify as a charitable donation for federal income tax purposes; be careful NOT to say definitively that, ‘your contribution is tax deductible.’