**PTSA Programs and Events Reference Guide**

Any program or event that is sponsored by the PTSA must follow certain guidelines to make sure that we are in compliance with requirements from our insurance company, best practices from State and National PTA, and school district policies.

*\*\*Please give regular updates to the exec team (either at a PTSA meeting or via email) on the status of your program or event. We want to support you and make sure you have what you need to run a successful event.\*\**

Vendors and Contracts

* All contracts with outside vendors must be signed by two elected officers of the PTSA. Committee chairs are not authorized to sign contracts on behalf of the PTSA.
* Outside vendors must also show proof of insurance.

Transportation

* Transportation (either by bus or private car) is **NOT** covered by PTSA insurance. We should avoid including transportation as part of a PTSA sponsored event.
* If it is absolutely necessary to provide transportation (e.g., chartered busses), the transportation company must add the PTSA and all elected officers to their insurance policy. Without this step, transportation **CANNOT** be provided.

Finances

* It’s preferred to have parents make payments through the NMS PTSA website (e.g., tickets for events).
* Checks should be made out to NMS PTSA.
* All funds (cash/check) must be counted by two PTSA members and recorded on a cash deposit form (can be found at <nms-ptsa.org>). Make arrangements with the treasurer to get him/her any counted funds and the deposit form as soon as possible. Avoid keeping money at your home. There is a safe at school where money can be left; check with the treasurer on how to access this.
* For expense reimbursements, fill out an expense reimbursement form and attach original receipts. See <nms-ptsa.org> for the form. Please submit expenses as soon as possible.
* Funds are allocated to PTSA programs in the budget. Make sure you know what the budget is for your event or program, and contact the exec team with questions or issues (e.g., you anticipate going over budget). Do not spend more than is listed in the budget without approval from the board. If you do so, the PTSA may not be able to reimburse you, and we will thank you for your donation.
* The **8th grade party** is a self-funding event. The PTSA is the sponsor and provides insurance and access to funds for the venue deposit. The deposit and other party costs should be funded by ticket sales and/or class fundraisers. Check with the exec team before running a fundraiser – there are IRS rules that we must follow to maintain our 501(c)3 nonprofit status.

Volunteers

* Volunteers at PTSA sponsored events need to be PTSA members (so our insurance covers them while at the event).
* Volunteers at events with students must pass the school district background check.
* A PTSA member must be at the event for its entirety, and stay until all students are signed out/picked up.

Permission Slips/Waivers and Flyers/Advertising

* All student participants need to return a permission slip and/or waiver signed by their parent or guardian before participating in a drop-off PTSA program or event. The form may need a space to note allergies and other conditions adult volunteers would need to be aware of for the safety of the student.
* All flyers, forms, and advertising for a PTSA program or event must include the following:

“*This is a Northshore Middle School PTSA sponsored event.* These activities are not sponsored nor endorsed by the Northshore School District or any of its schools. The district assumes no responsibility for the conduct during or the safety of the activities. Northshore School District shall be held harmless from any cause of action, claim, or petition filed in any court or administrative tribunal arising out of the distribution of these materials including attorney's fees and judgment or awards.”

Documentation

* Please document everything you do – it will greatly help those who run the event in future years. Include things like vendors used, budget, time line, copies of forms and advertising, lessons learned, etc.

Accessibility for Students and Families

* Please make every reasonable effort to make programs and events economically and physically accessible for all students.
* Scholarships are generally available – students make requests through their school counselor.

***Thank You for All You Do!***