

9210 - PARENT ORGANIZATIONS

The School Board encourages people to form PTAs(Parent/Teacher Associations) and PTSAs(Parent/Teacher/Student Associations) to support individual schools.

The Board authorizes principals to give written permission to PTAs or PTSAs to use the name, logo, mascot, or trademark of their school as part of the PTAs or PTSAs name or in its fundraising or other activities. The principal will give written permission prior to the beginning of each school year.

All PTA/PTSA activities will be approved in advance by the Principal and be beneficial to students, volunteers, employees of the school, or the school and will not conflict with programs administered by the Board.

All officers of the PTA/PTSA will be registered volunteers with the Board and all members are encouraged to become registered volunteers.

The PTA/PTSA will provide the Principal with a copy of the following at the beginning of each school year:

- A. annual budget
- B. list of officers
- C. list of check signers
- D. annual report from the previous year
- E. financial review from the previous year
- F. copy of bylaws approved by Florida Parent Teacher Association, Inc. within the last three (3) years
- G. proof of liability insurance either obtained through PCCPTA/PTSA or secured separately
- H. final bank statement

There will be a clear delineation between the school and the PTA/PTSA with respect to financial controls.

- A. Adequate, auditable records will be maintained at all times.
- B. The fiscal reporting period will begin July 1st and end June 30th
- C. The PTA/PTSA will use its own accounting procedures as set by National PTA, their own bookkeeping system and their own accounts.
- D. Only elected officers may be authorized to sign checks drawn on the bank account of the PTA/PTSA.
- E. A Board employee may also be a signor on the PTA/PTSA account as long as the employee is not an authorized signor on the school account.
- F. Two (2) signatures are required on all PTA/PTSA checks. Persons authorized to sign may not be related or live in the same household.
- G. The PTA/PTSA will secure its own Federal ID Number.
- H. All bank accounts and bank statements will have the school address as the primary address.

- I. Copies of the bank statements and the treasurer's report shall be provided to the principal on a monthly basis. The bank statements must be reviewed by one member of the PTA/PTSA who is a non-signatory, who shall sign the statements as evidence of their review.
- J. The PTA/PTSA will not use the Board's sales tax exemption number when paying with a PTA/PTSA check.
- K. The PTA/PTSA will report any allegations of misappropriation or misuse of funds to PCCPTA/PTSA (Pinellas County Council PTA/PTSA) and the principal. The PCCPTA/PTSA and the principal will review financial records to determine if the allegations are supported. If the allegations are supported, they will be reported to law enforcement.

If the PTA/PTSA plans an activity requiring the assistance of any Board employee while the employee is not on duty (example: custodial, cafeteria), the PTA/PTSA will be responsible for all wages earned. The school secretary will notify the PTA/PTSA of the amount due and the check will be written to the District.

While on duty, Board employees may not handle money that is collected for a fund-raising activity of a PTA/PTSA at the school in which they are employed during normal working hours. Normal working hours also includes hours worked and paid by a supplement.

The principal may revoke the authorization to use the school's name, logo, mascot, or trademark if the principal determines that the PTA/PTSA has failed to comply with the terms of this policy. The principal will notify the PTA/PTSA in writing of the reason for the revocation. The PTA/PTSA may appeal the revocation in writing to the Area Superintendent no later than five (5) business days from the date of the principal's letter.

The Area Superintendent's decision may be appealed to the Superintendent in writing no later than five (5) business days after the decision. The Superintendent's decision shall be final.

In the event a PTA's/PTSA's authorization to use the school's name, logo, mascot, or trademark is revoked, the Pinellas County Council of PTA/PTSA (PCCPTA/PTSA) shall be notified. All property, records and funds of the local unit are to be turned over to PCCPTA within five (5) business days. PCCPTA will follow PTA policies and procedures regarding the handling of those items.

A PTA/PTSA is not an agent or representative of the school, the Board or of the school system and will not hold itself out as an agent or representative.

All PTAs/PTSAs must operate within liability insurance either obtained through PCCPTA/PTSA or secured separately. A list of PTAs/PTSAs securing insurance through PCCPTA/PTSA will be provided yearly by October 15th to Risk Management, Real Estate and Concurrency Services and the Auditing & Property Records Departments. The Board assumes no liability for the actions of the PTAs/PTSAs or for the loss of their property.

The principal must verify the existence of the separate policy or that the PTA/PTSA is on the list provided to Risk Management.

Adopted 12/9/09; Revised 7/26/11; 3/20/12; 9/10/13