Programs

SVPTA Council Training Workshop

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REMEMBER THE PURPOSE OF PTA

- Family Engagement
- Parent Education
- Advocacy

The mission of the California State PTA is to positively impact the lives of ALL children and families.

Fundraiser, FUNraisers & FRIENDraisers

- Not everything that involves money needs to be a fundraiser.
- PTA can charge for costs only to make a community building event.
- FREE EVENTS/PROGRAMS build good feelings with the school community and toward PTA in general.

Ask yourselves, “What is the image of our PTA?”
Does your PTA always have its hand extended…
…to welcome children and families
…to include everyone in PTA activities, programs and membership
Or is it just…to ask for money?

WHY PROGRAMS MATTER

- Involving children and families
- Promote sense of community
- Broaden volunteer opportunities
- Bring recognition to your school
- Increase the FUN in your PTA

TO GROW

FAMILY ENGAGEMENT

STUDENT ACHIEVEMENT

MEMBERSHIP

COMMUNITY

Put programs first. Then prioritize the fundraising for those goals.

PTAs raise money to fund projects & programs!

The primary mission of PTA does not include fundraising.

Money raised/donated for a specific purpose/program must be used for that purpose.

If you become aware that your program may require additional funding, above your budget, you must obtain approval from the PTA Board & General membership before spending the additional money or committing the PTA to spending more money.

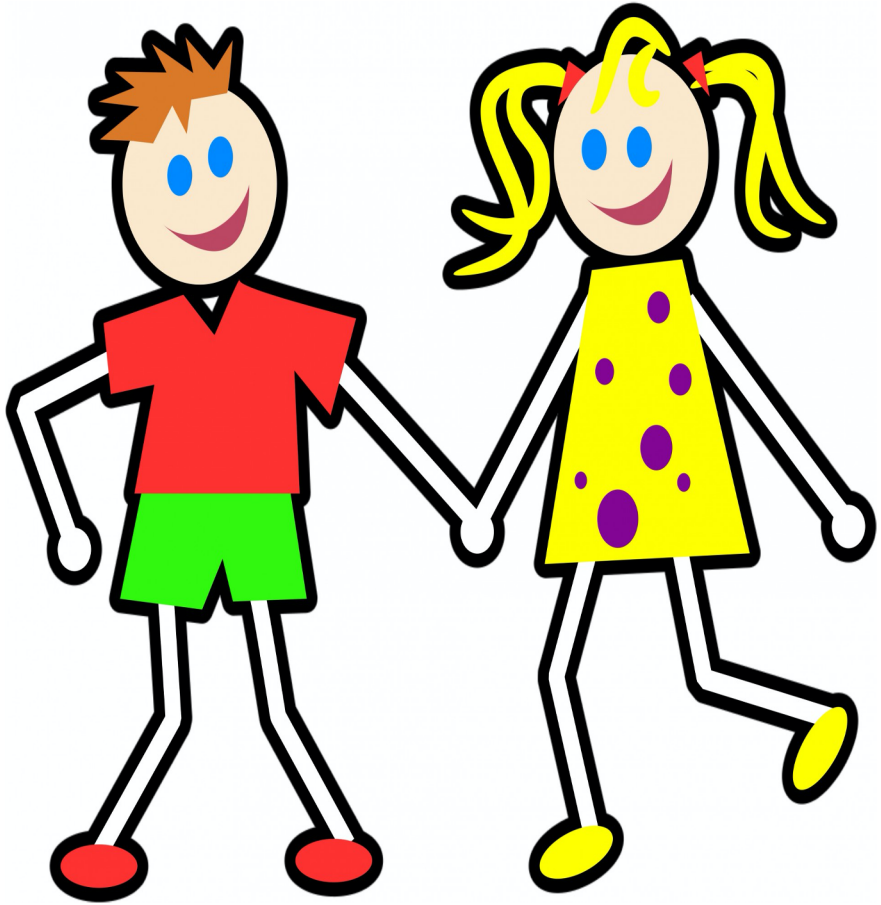
A fundraising project must:

Supports the goals of PTA

Be related to the educational, charitable, and philanthropic purposes of PTA as a tax exempt organization

Be PROGRAM driven

"Talk about how everything benefits the students!"



Fundraiser or Program?

- Jog-a-Thon
- Restaurant Nights
- Catalog Sales
- Discount Cards
- Spirit Wear
- Community Rewards Programs
- Shopping Nights
- Magazine Sales
- Recycling
- Bake Sale/Food Sale
- eScript
- Silent Auction
- Taste of.../Evening of...
- Family Donation
- Carnival or Festival
- Art Show/Reflections
- Book Fair/Family Reading Night
- Holiday or Craft Boutique
- Walk to School Event/OC Run/Intramural
- Theme Nights (Family Movie, Fifties Dance)
- Family Workshops (Science, Math,Art)
- Field Trips (CCSS aligned)
- Assemblies or Traveling Programs
- Tile Wall/Chalk Walk
- Family Picnic, Food or International Festival
- Talent Show, School Production, Yearbook
- Before/After School Enrichment Offerings
- Box Tops for Education

PTAs should use the **3-to-1 Rule**: There should be at least three non-fundraising programs aimed at helping parents or children or advocating for school improvements, for every one fundraiser.

Where to Start?

1. Check for **GREEN**, **YELLOW** and **RED** light activities before considering any event/program. http://capta.org/pta-leaders/services/insurance
2. APPROVAL by your Executive PTA Board and Principal.
3. APPROVAL by your Association.
4. Place it on your school calendar.
5. Recruit volunteers (delegate!)
6. PUBLICIZE using all media available

ADDITIONAL TIPS TO HELP YOU PLAN NEW PROGRAMS

Survey/Brainstorm – Identify the priorities of your school community and brainstorm ideas on what programs and activities work best for your community. Survey your TEACHERS. Do they want the program? What do they like about a program? Not like? Do they have other ideas? Parent-TEACHER-Association

Timeline – Work backward from the day of your event to create a planning timeline.

Budget – Consider all costs of your program or activity including speakers, food and supplies before setting the budget. Identify a particular fundraiser for the program or event.

Sponsors – Contact local businesses to talk about their support or sponsorship for your program with funding or in-kind donations.

Evaluate – Survey your campus to get feedback on the program or event. Review and talk about what worked well and what might be tweaked to work better next time in terms of scheduling, organization, participation and popularity of the program.

Reminders

Contracts

Must get 3 quotes to present to the board & your association (unless program has been approved in the prior year using the same process)

Approved by the membership BEFORE being signed by two elected officers, one of which MUST be the President.

"I move to authorize President and EVP to sign the contract from Sally's Stargazing for $500 for 2018-2019 Family Science Night."

PTA president is responsible for the agreement and should clearly identify that it is the PTA entering into the contract and not the president or second **elected** officer as individuals. The signatures on a written contract should read, "_____ PTA (unit, council or district PTA) by: John Doe, president and Mary Smith, vice president."

Hold Harmless

PTA must obtain a hold harmless agreement & evidence of insurance from each vendor or service provider it uses. ***PTA leaders should NOT sign a hold harmless clause in a contract. Confer with the PTA Insurance Company.***

A Certificate of Insurance showing comprehensive general liability with a $1,000,000 limit. Please be sure that the wording your insurance carrier uses is **exactly** as you see it in the highlighted yellow section naming **the California State PTA** as the certificate holder and additional insured. If you will have any employees working for you at our event then you DO need to meet the workers comp insurance limits shown in the example as well.

District Requirements

For Saddleback Unified School District:

- A Certificate of Insurance naming SVUSD as certificate holder
- An additional insured with the following requirements:

General Liability:

- A. Commercial General Liability with $1,000,000 each occurrence, $2,000,000 Aggregate Limit of Liability per occurrence for Bodily Injury, Personal and Advertising Injury and Property Damage.
- B. Contractor's insurance to be primary and non-contributory.
- C. 30-day notice of intent to cancel, non-renew, or make material change in coverage.
- D. District to be named as "Additional Insured" by separate endorsement (Saddleback Valley Unified School District, 25631 Peter A. Hartman Way, Mission Viejo, CA 92691).
- E. Waiver of subrogation by separate endorsement.
- F. Executed Indemnity and Hold Harmless Agreement or substantially similar provisions should be included in the bid specifications or contract.

District Requirements (part II)

Automobile Liability:

- A. $1,000,000 each Accident Limit of Liability for Bodily Injury and Property Damage.
- B. Coverage to include “Owned, Non-Owned, and Hired” automobiles.
- C. 30-day notice of intent to cancel, non-renew or make material change in coverage.
- D. District to be named as “Additional Insured” by separate endorsement.
- E. Waiver of subrogation by separate endorsement.

Workers’ Compensation/Employer’s Liability:

- A. Certificate of Insurance indicating “statutory” limits.
- B. Employer’s Liability, $1,000,000 per accident for bodily injury or disease.
- C. 30-day notice of intent to cancel, non-renew, or make material change in coverage.
- D. Waiver of subrogation by separate endorsement.

Resources for YOU...

National PTA website: www.pta.org

California State PTA website: www.capta.org
-Toolkit and job descriptions for Programs Chair, Reflections Program & many more
-Award Applications

Fourth District PTA website: www.fourthdistrictpta.org
-Award applications for
- •Creative (UNIT) Membership Award
- •Creative Program Award
- •Kindness Award
- •Outstanding Local Advocacy Award
- •Outstanding Unit or Council Award
- •Outstanding Teacher or Administrator Award

Thank You

For all you do!

Please share you program ideas with SVPTA

presidentsvpta@gmail.com &

svptaprograms@gmail.com

Ideas

Community/Family Engagement

On Campus/Educational Ideas

Question & Answers