



ADMINISTRATIVE PROCEDURE

PTA, PTSA, PTO

3350

Procedure No.

June 1, 2016

Date

-
-
- I. **PURPOSE:** To provide guidance on the operation of a PTA, PTO or PTSA in a school community.
- II. **BACKGROUND:** Parent and community involvement in the schools is essential to a vibrant school community. PTA, PTO, and PTSA are separate organizations that work in collaboration with schools.
- III. **DEFINITIONS:**
- Parent Teacher Association means is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a school. A PTA is affiliated with the National PTA and pays dues to be a part of the umbrella organization.
- Parent Teacher Student Association includes student members.
- Parent Teacher Organization means a formal organization that consists of parents, teachers and school staff. It is not affiliated with Parent-Teacher Association (PTA)
- IV. **PROCEDURES:**
- A. Insurance
1. All organizations must have appropriate insurance in order to operate in the schools.
 2. By October 1 of each school year, the organization must submit evidence of its insurance to the school principal.
- B. Financial Reports
1. By October 1 of each school year, all organizations must submit a general operating financial report to the school principal.
 2. The principal or the principal's designee should receive a regular report of all funds accrued from fundraisers that take place at the school.
 3. By October 1 of each school year, a list of fundraisers should be submitted to the school principal for review and approval.
 4. PTAs must also submit evidence that they are in good standing with the Prince George's County Council of PTAs.



ADMINISTRATIVE PROCEDURE

PTA, PTSA, PTO

3350
Procedure No.

June 1, 2016

Date

C. Vendors

1. All organizations are encouraged to use vendors from the approved vendor list available through the Office of Purchasing and Procurement.
2. Vendors must have the appropriate license and insurance in order to sell products and services at schools.

D. Facility Use

1. For a general membership meeting, the PTA or PTO will not be required to complete a Facility Use Form.
2. For activities outside the scope of a general meeting, all organizations must complete a Facility Use Form in accordance with Administrative Procedure 1330.

E. Prohibited Acts

1. The PTA or PTO shall not sponsor field trips, but may contribute to the school activity fund to financially support a field trip.
2. School-based employees should not manage the funds of the PTA or PTO at the school where they work.

V. **RELATED PROCEDURES:** None.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Procedure originates with the Office of General Counsel and will be reviewed and updated as the need may develop.

VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3350, dated November 6, 2013.

VIII. **EFFECTIVE DATE:** June 1, 2016

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10