



**Dysart** Schools™

Parent Support Organization Workshop  
August 15, 2024



# Welcome



# Guidelines for Operations





## Organizational Guidelines

- Approval by school administrator
- Apply for/maintain own Tax ID number
- Adopt by-laws
- Establish Officers/Board
- Develop annual budget plan and goals
- Maintain accounting records and financial statements



## PSO Membership Guidelines

### District Staff May:

- Participate
- Be in advisory roles
- Partner with to support student/program success

### District Staff May NOT:

- Be officers
- Be signers
- Dictate the action or purchases

# Financial Guidelines





Expenses in accordance with by-laws and voted on by members with defined purpose and set budget or limit

Checking account requires two signatures on all checks & approval for electronic transactions

Treasurer provides a monthly financial report after the receipt of each bank statement.

Ensure segregation of duties

All PSO addresses must be the school address and not a personal address.

Ensure that the PSO name is on all correspondence to eliminate any confusion with school mail.

Includes:

- Flyers for events

- Fundraiser documents

- Checks





# Following guidelines, prevents headlines

## Scottsdale Police looking for woman accused of stealing over \$30,000 from school PTA account

Scottsdale Police say they are looking for a woman who allegedly stole over \$36,000 from the bank accounts of a middle school's parent...

A former treasurer with a parent-teacher group at a Scottsdale middle school turned herself in Tuesday after allegations surfaced that she embezzled thousands of dollars.

Nubia Gonzalez went missing last week after she was accused of stealing \$36,000 from the Cocopah Association of Parents and Teachers, a group that raises money for activities for Cocopah Middle School. She was elected the group's treasurer in April.

Gonzalez surrendered to Scottsdale police Tuesday afternoon, the department confirmed. She was booked on suspicion of theft, forgery and fraudulent schemes, and her bond was set at \$40,000.

The money has not yet been returned.

# Fundraising Requirements & Guidelines



ALL fundraising activities must be approved & agreed to by a School Administrator using the [Fundraising Approval Form](#).

Fundraisers must have approval before starting.

Individual teachers and staff do not have authority to conduct fundraisers ([District Policy and Procedure 5.212.C](#))

While there are some legal provisions for PSO to conduct a chance to win, students can't participate in chance to win fundraisers

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# Parent Support Organization Fundraising Approval Form

All fundraisers must have the approval of a school administrator. Activities that are held for the purpose of fundraising must be initiated, sponsored, and recorded by either a PSO or student club per [District Policy 5-212](#) and [Procedure 5-212.C](#)

This completed form, contracts/written agreements, and meeting minutes must be filed with a school Administrator.

Name of PSO: Football Booster School: Valley Vista

Contact Person: Football Mom Phone #: 623-623-0000

Position in PSO: Treasurer PSO Meeting Approval Date: 8/11/23

**Purpose of Fundraiser:**

Custom gear bags, workout wear, end of season banquet

**Fundraiser Event Description** (what will be sold, how and at what function it will be sold, etc.):

Snop! Raise

If fundraiser is **co-sponsored between a Parent Support Organization & student club(s)**, provide a description of how the fundraising funds will be divided based on the level of effort of each group per Attorney General Opinion I84-032:

Booster 60%, Football club 40%

**Location of Fundraiser** (specific room, etc.): \_\_\_\_\_

**Start Date:** 8/18/23 **End Date:** Meet goal or Oct 1st

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraising and have been included for School Administrator review.

Football Mom  
PSO Officer Signature

8/11/23  
Date

**AUTHORIZATION**  
School Administrator Signature: VVA Athletic Director Date: 8/11/23

Give enough information to aid the school in making a decision on allowability

Booster's approval of the split with a student club

Include any contracts, agreements or other vital information for the school administrator to review

Don't start a fundraiser without school administration approval

Money collected through fundraisers and other organization activities should be accounted for, verified by, and prepared for bank deposit by TWO individuals.

Money for PSO can't be stored in a district safe.



# Joint Fundraisers with Student Clubs

A student club may participate in a joint fundraising project with a parent support organization if the school administrator has approved the fundraiser. The proceeds should be allocated proportionally between the two organizations based on the level of effort devoted by each group on the project.

There is no standard percentage or dollar amount split.

[Attorney General Opinion 84-032](#)

[District Policy and Procedure 5.212.C](#)

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# Governing Board Approved Fees

Fees are collected by district staff.

The [Student Fee Schedule & Student Handbook - Fundraising and Student Travel](#) information are located on Dysart website under Parents.

Resources	
Developmental Screenings	▶
Dress Code	▶
Families in Transition	▶
Guide to Solving Problems	▶
Health Services	▶
Homebound Services	▶
Parent Support Organizations	▶
Parental Rights	▶
Special Education	▶
Student Fee Schedule	◀
Student Handbook	◀
Student Insurance	▶
Public Committees	▶

High School	
<b>Student Admission/Senior/Military, Athletic Event</b> \$50.00 Yearly Pass/\$4.00 per event*	<b>Adult Admission, Athletic Event</b> \$50.00 20-game pass/\$5.00 per event
<b>Student Club/Extra-Curricular Activity</b> \$0-10.00 per club	<b>Device Protection Plan Fee</b> \$25.00
<b>High School Transcript Fee (charged on the 6th request)</b> \$3.50	<b>Dual Enrollment</b> Cost of per credit tuition (Determined by Participating College District)
<b>Athletic/Marching Band Extra-Curricular Activities</b> \$150 per activity/\$300 per student cap/\$600 family cap	<b>Summer Athletic Conditioning</b> \$40.00 per year
<b>Parking (Eligible Students)</b> \$30.00/semester \$60.00 /year	<b>PE Locker Rental</b> \$5.00 per semester
<b>PE Uniform (Optional)</b> \$15.00	<b>Student ID Card Replacement</b> \$5.00
<b>Summer School/Camps</b> \$0-200	<b>Online Classes</b> \$0-200 per class
<b>Competitive Athletics Class Fee</b> \$25 per semester	<b>Gun Safety Course Fee</b> \$50
<b>Student Travel Fee</b> Not to exceed \$600 per event	<b>Empowerment Scholarship Account (ESA)</b> \$1,500 per activity, per season
*Schools, with administrative approval, may reduce the per event fee as part of a school promotional activity.	
Elementary and Middle Schools	
<b>Middle Level Sports</b> \$60 per activity/\$180 per student cap/\$400 per family cap	<b>Summer School/Camps</b> \$0-\$60.00
<b>Online Classes</b> \$0-\$200.00 per class	<b>Extra-Curricular Activities</b> \$0-\$10.00
<b>Device Protection Plan Fee</b>	<b>Student Travel Fee Not to exceed</b>

## Fundraising and Student Travel

There may be opportunities for students to participate in field trips or other extracurricular/athletic activities outside of the normal school day. Such opportunities are often presented to students with an understanding that additional fees and/or conditions for their participation may be required. As such, students may be asked to participate in fundraising campaigns. All fundraising is done on behalf of the club/extracurricular activity/field trip and will benefit the club/extracurricular activity/field trip as a whole and not be attributed to any one participant. Likewise, there is no minimum sales requirement for participants. The expectation of a monetary contribution from students, for student travel, is not to exceed \$600 (per event) for high school students and \$300 (per event) for students in grades K-8. If a student has an extenuating circumstance and cannot meet the monetary expectation, the issue should be brought to the attention of the school site administration. As with all school-sponsored events, expectations for academic eligibility and behavioral guidelines will be adhered to.



# Gifts & Donations





# Complete a Request for Acceptance Gifts & Donations Form for the following:

## Capital Items (cash only donation)

- Tangible item(s) that last longer than 1 year
- Curriculum related items including software or website access
- Building modifications



## Dysart Transportation/Assist with Student Trip (cash only donation)

## Donation of Non-Capital Items or Nominal Value Items

Prior administration approval needed to ensure donation can be honored



# Public Relations



# Public Relations

## ParentSquare

Launched this school year, ParentSquare allows us to connect with parents and share what's happening in our schools and district. This platform allows us to communicate school and district messages to help keep you informed and engaged with us.

## Peachjar

E-flyer delivery system that saves paper, time and money with PDF flyers mailed directly to parent's inboxes.

Parent support groups can submit flyers for distribution, contact the front office staff at your school for more information.

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# Public Relations

## School Logos and Branding

- Each school has branding guidelines regarding their visual identity, name logo and other visual representations. These serve to unify the school under a single theme.
- All school logos are registered trademarks with the State of Arizona
- Logo requests for those creating marketing materials can request access at [www.dysart.org/logos](http://www.dysart.org/logos)
- Future materials should contain the recently trademarked logos
- Contact [publicrelations@dysart.org](mailto:publicrelations@dysart.org) with any questions

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# Community Education



# Community Ed - Volunteer Information

**Growing Minds Preschool**, 17999 W Surprise Farms Loop, Surprise AZ 85388

Volunteer and Compliance Specialist: [Sherry.Owens@dysart.org](mailto:Sherry.Owens@dysart.org)

Assistant Volunteer and Compliance Specialist: [Jill.WalkerFalcon@dysart.org](mailto:Jill.WalkerFalcon@dysart.org)

## Before you can volunteer:

- Anyone that volunteers for more 5 hours within a single school year, must go through the volunteer clearance process. Overnight field trips, you must be cleared.
- Please apply online at [dysart.org/volunteer](http://dysart.org/volunteer) and we will call you to schedule an appointment.
- Review the Volunteer Handbook.
- Already have a Fingerprint Clearance Card? AWESOME, Simply apply online and you will have a quick appointment with our office to receive your badge.
- BE ADVISED: Background clearances can take 4 - 8 weeks.
- IF you are **coaching** you will need to apply online through our Human Relations Department.

## Current Volunteers:

- Please ensure your badge is visible at all times.
- Must log their hours in the front office during the school day. PTO/PTA/Boosters can log hours from home.
- After one year of no activity volunteer files are pulled and archived.
- Volunteers cannot be left alone with students, you are there for support only to our students, faculty and staff.
- Volunteers are expected to work collaboratively and adhere to the same code of conduct of certified staff.

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# Community Ed - Facility Rental

## For Student Activities and Booster led school events:

- NO FEES
- Schedule with your Administrative team.
- Admin Secretaries will enter all facility use into our facility management system.
- Must provide a site specialist, or staff member, that will:
  - Unlock and Lock
  - Support event throughout
  - Ensure site is left better than you found it.

## For 3rd Party Use (ie: any event on school grounds where there are non-Dysart students participating, and funds are being solicited)

- SUBJECT TO RENTAL FEES (utilities, maintenance, and staffing)
- Must reserve through Community Education.
- Who should I reach out to:
  - [Patrick.Campbell@Dysart.Org](mailto:Patrick.Campbell@Dysart.Org), Community Education Program Manager (Facilities and Enrichment)
  - [Jenisa.Swinbourne@dysart.org](mailto:Jenisa.Swinbourne@dysart.org), Facilities Account Tech
  - [Dustin.Hamman@Dysart.Org](mailto:Dustin.Hamman@Dysart.Org), Community Education Director

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# Nutrition/Food Service





# Food Service - Catering and Permitting

- [Catering Services](#)
  - Beverage service to multi-course meals
  - All funds stay in Dysart USD
- [Maricopa County Permitting](#)
  - Temporary permit required if selling food that is open/exposed, requires refrigeration, or requires hot-holding (Not shelf-stable)
  - Permit NOT required if selling individually-wrapped items that do not require refrigeration or hot holding (Candy bars, soda, water, chips, shelf-stable items)
  - Please work with Maricopa County Environmental Services directly (602)506-3301



## Catering Services

The Food Service Department is designed to meet all of your catering needs, from a continental breakfast to a lunch meeting or an elegant dinner. We welcome the opportunity to serve you and customize your special events. Should your plans include items or selections not found on our menu, we would be delighted to customize your menus for you.

All catering revenue is returned directly to Dysart School District. Thank you for supporting Dysart Nutrition Services!

\*Please contact the catering department to confirm availability and obtain an official quote prior to submitting your requisition.  
\*Additional labor charges may apply to after-hour events.

[2023-2024 Catering Menu](#)

[2023-2024 Catering Request Form](#)

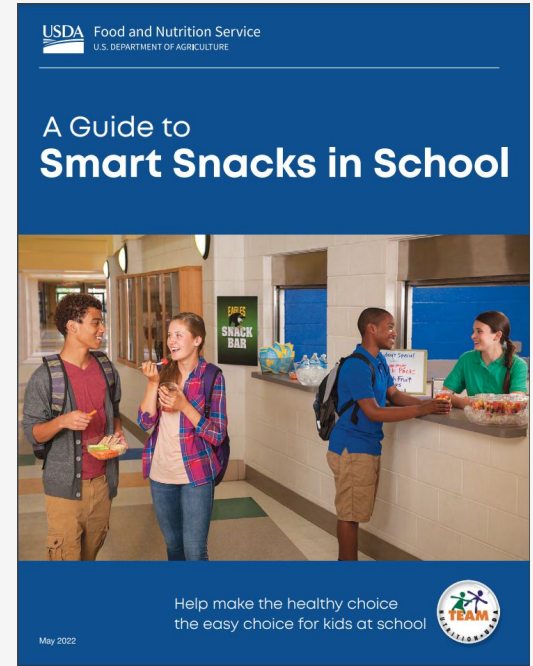
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# Food Service - Food Fundraisers

- Food Fundraisers During the School Day
  - [Procedure 3-301.A](#) Please review prior to submitting or approving the Fundraising Request Form if selling food during the school day. This does NOT apply to food sold outside of school hours.
- [Smart Snack Resources Webpage](#)
- Contact [nutrition@dysart.org](mailto:nutrition@dysart.org) or (623)876-7941

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# Risk Management



# Risk Management is the Liaison to the Trust

- The Arizona School Risk Retention Trust, also known as "THE TRUST" provides the district with property and liability coverage
- Risk and the Trust provide recommendations to reduce our risk & liability
- Risk reviews the coverage for excluded items that may not be covered
- The safety and security of children, staff and the community are priority



# Why does this matter?



- Event Planning Process
  - PTOs/PTAs work with the assigned staff members
  - Risk website provides information to assist the staff in planning the event
  - Staff members submit the event plans & attractions to the Principal
  - Principal reviews and submits it for approval
  - Risk reviews the event attractions/items with the Principal, Cabinet and the Trust, as necessary
  - Principal has the final decision in allowing approved attractions



# Application, Timeline & Submission



# Application Information

- Application with School Administration approval and all supporting documents are due **September 6, 2024.**
- **Required Documents:**
  - ◆ Copy of By-laws and Standard Operating Rules
  - ◆ Documentation confirming annual filing of Form 990 with the IRS
  - ◆ Documentation confirming filing and current status with the Arizona Corporation Commission (ACC)
  - ◆ Most recent Treasurer's Report and a bank statement **OR** an Annual Audit Report
  - ◆ Revenue (July 1, 2023 - June 30, 2024)
  - ◆ Expenses (July 1, 2023 - June 30, 2024)

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# PARENT SUPPORT ORGANIZATION APPLICATION FOR APPROVAL

(PTA, PTSA, PTO, PTSO & BOOSTER CLUBS)



As an organization we have **attended the Parent Support Organization District training**, agree to abide by the By-Laws of our organization, and follow District Guidelines for Operation, while we strive to improve our children's educational opportunities where support is needed.

Name of Organization: \_\_\_\_\_

School: \_\_\_\_\_

Renewal **OR**  New Organization

Taxpayer ID#: \_\_\_\_\_

## **Required Documents:**

- 1) Copy of By-Laws **and** Standard Operating Rules
- 2) Documentation of filing with the Arizona Corporation Commission (**confirmation documentation required**)
- 3) Documentation of filing of Form 990 with IRS (**confirmation documentation from the IRS required**)
- 4) Most recent Treasurer's Report **and** a bank statement **OR** Annual Audit Report
- 5) Revenue (July 1, 2023 to June 30, 2024) \_\_\_\_\_ Expenses (July 1, 2023 to June 30, 2024) \_\_\_\_\_

*Please indicate the amounts for the previous school year: (this information is required by GASB No. 39)*



# Additional Application Information

- Volunteer registration must be on file with the Volunteer and Compliance Specialist in the Community Education department.
- Sub Boosters are to complete their application and submit to their Overarching Booster/PTSA for submission.
- Updated applications must be submitted throughout the year if officers change.
- A copy of each Parent Support Organization's application should be kept on file at the school site.
- Any questions on the application process please contact [eva.pierce@dysart.org](mailto:eva.pierce@dysart.org)

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# Website Resources

[www.dysart.org](http://www.dysart.org)

- Parents
- 'Resources' box
- [Parent Support Organizations](#)



## Parent Support Organizations

PTA, PTSA, PTO, PTSO and Boosters are all Parent Support Organizations that provide support for teacher needs. School specific Parent Support Organization information can be found on the website.

### 2024-2025 Parent Support Organization Workshop

Thursday, August 15, 2024

6:00 p.m. - 7:00 p.m

Dysart District Office - Main Board Room

Application with School Administration approval and all supporting documents

**Due September 6, 2024**

### August 17, 2023

- 2023-2024 Parent Support Organization Workshop Presentation

### Forms and Resources

- Parent Support Organization Resource Manual 2024-2025
- 2024-2025 Application for Approval
- Gifts and Donations Form
- Fundraising Approval Form
- Carnival and Festival Guidelines

### Helpful Websites

- Arizona Attorney General
- Arizona State Legislature
- Arizona Corporation Commission
- Arizona Department of Revenue - Bingo & Raffles: Do You Know What's Legal?
- Governmental Accounting Standards Board
- Internal Revenue Service
- National Parent Teacher Association
- PTO Today



## Questions

Thank you for joining us tonight.  
A special thank you for the support you  
provide to students, teachers, administrators  
and Dysart Schools.





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