



# Principals and PTAs

As a principal you are responsible for ensuring that PTAs follow all District Local and Legal policies and guidelines as well as those set out by the State and National PTA organizations. GE(LOCAL)

## **Annually, the PTA must submit the following to you:**

- \* Copy of their bylaws
- \* Name, address and telephone numbers of persons authorized to sign legal papers, documents, instruments or checks on behalf of the Booster Club. TWO SIGNATURES ARE REQUIRED ON ALL CHECKS
- \* Name, address and telephone number of all current officers
- \* Name, address and telephone number of the banking institution(s) where the PTA's fund are deposited
- \* Schedule and/or calendar of fund-raising activities including location and a brief description

**PTAs are PROHIBITED from using Plano ISD's tax identification number as their id number for their organization.**

## **Fund-Raising/Donations**

- If the PTA makes a monetary donation to the school for a specific item or piece of equipment, they FIRST donate the money to the school. THEN the school will initiate a purchase order to purchase that item. ALL items purchased in this manner become the property of the District.
- The PTA can suggest or recommend how they would like cash donations they give to the school be spent. However, you are not required to follow their suggestions.
- The PTA is encouraged to use District-approved fund-raising vendors.
- When PTA organizes, controls, participates in and supervises the fund-raising activity with NO District staff member supervision and student participation is secondary, the monies shall be deposited in the PTA account.
- If students are the primary participants and the event is organized, controlled and supervised by a District staff member the event is a student activity fund-raiser and proceeds will be deposited in the District's Student/Campus Activity account.
- DOOR to DOOR selling by students is prohibited.

## **Other**

- The PTA has no authority to direct any school employee in any of their duties. Additionally, members of the PTA may not assume duties that are the responsibility of staff.
- It is the PTA's responsibility to understand their governing bodies' rules and guidelines as well as the District guidelines and policies.
- You have veto power over any action of a school-related club or organization, including use of District facilities.
- Principals (or their designee) serve as a member of the PTA executive board.
- You must communicate to your PTA board if you consider approving a standardized dress code on your campus.
- Your school-level improvement committee MUST include 6 parents, one of which is selected by the PTA. (See BQB Local for additional information.)
- All monies earned by the PTA should be deposited into a PTA bank account and CAN NOT remain on school property.

