

PTA Program STEP by STEP Guide (for programs during school hours)

STEP 1 - Connect with your principal regarding the program you want to have at your school. (Please note this process will take time, ***realistically you will need to give yourself at least 1-2 months before the event date*** to get everything in order & approved for your program to move forward to the SVUSD Board meeting for final approval)

STEP 2 - If principal/teachers are on board with the program, have your principal fill out the google form (last year sample below) for initial SVUSD approval (this is not the same as SVUSD board approval). This is the first step in the process. ***Make sure to have detailed answers for the questions below for your principal before you meet.***

The image shows a Google Form titled "21-22 Elementary Activity Request". The form contains several required fields marked with an asterisk. The fields are: "School Name", "Name of Activity or Event", "Describe Event- including frequency, time of day, location.", "Will volunteers be involved? If yes, how many", "Will outside vendors be involved?" (with radio buttons for Yes and No), "If an outside vendor is involved- please provide the name of vendor and amount of time on campus.", and "Please describe the health & safety measures that will be taken.". At the bottom of the form is a purple "Submit" button. Below the form, there is a small disclaimer: "Never submit passwords through Google Forms." and a footer: "This form was created inside of Saddleback Valley USD. Report Abuse". The Google Forms logo is at the very bottom.

21-22 Elementary Activity Request

* Required

School Name *

Your answer

Name of Activity or Event *

Your answer

Describe Event- including frequency, time of day, location. *

Your answer

Will volunteers be involved? If yes, how many *

Your answer

Will outside vendors be involved? *

Yes

No

If an outside vendor is involved- please provide the name of vendor and amount of time on campus.

Your answer

Please describe the health & safety measures that will be taken. *

Your answer

Submit

Never submit passwords through Google Forms.

This form was created inside of Saddleback Valley USD. Report Abuse

Google Forms

STEP 3 - Is your program on the pre-approved vendor list?

As of August 2022, the following vendors are pre-approved by the SVUSD school board for the 2022/23 school year. A consultant agreement will not be required for these vendors. Please follow the instructions in this STEP for these vendors.

- Art Master Legacy
- BMX Freestyle Team, LLC
- California Weekly Explorer
- Happiness is Now Experience dba HIN Experience, LLC
- Meet the Masters
- Pure Game
- USA Junior Soccer dba Premier Education
- Ultra Fun Run, Inc.

*Imagination Machine is pending at this time

School Photographers and Scholastic Book Fair are excluded from the consultant agreement requirement (photography contracts are set in place by Purchasing for the following year at the end of each school year).

Each site must prepare a detailed purchase order that includes the specific dates and services that will be provided at their site for the approved vendor listed above. This will be submitted by your office administrator. Please include the Board approval date on the requisition. Please note that the funding must be in place before a requisition can be submitted. See "Donation Process" below for more information.

PTA donations must be received and deposited before a requisition can be submitted by the office manager. Please submit the PTA's Fiduciary Agreement to Educational Services for signature if the PTA requires paperwork to be signed before issuing a check. Fiduciary agreement must be signed by PTA, School Site Admin & the D.O. - Principal/Site Admin will send it to the district office for their signature. (For timeliness it is suggested the check & fiduciary agreement are submitted at the same time).

For vendor payment, the office administrator should submit an invoice to Accounts Payable in Fiscal Services after services have been rendered in order for payment to be issued to the vendor. (If the vendor has any questions about payment, have them contact your office manager).



REPORT OF DONATION FORM

The Board of Education may accept any donation, grant, or bequest of money, property, or service to the District from any individual, private agency or organization, or other public agency that desires to support the District's educational program.

Before accepting any donation, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the District's vision, philosophy, and operations. Part I of this form must be completed by the school site/department and approved by the site/department administrator. If appropriate, forward to the necessary departments in Part II for approval, then forward to Business Services for processing. Donations are not legally the property of the District until officially accepted by the Board of Education.

Part I			
School site/department:			Date:
Pseudo/object for expenditure:		Business Services office use only: -8692	
Check/cash donation amount:	Description of noncash donation (no cash value needed):		
Donated by:			
Donor address:	City:	State:	Zip:
Signature of Administrator:			

Part II This form must have all applicable signatures before donations will be processed.		
Technology Based Equipment- Technology Department:	Employee Salary- Fiscal Services:	Music Instruments- Educational Services:
Playground Equipment/Containers- Facilities Department:	Items Requiring Maintenance & All Other Equipment- Facilities Department:	Vehicles/Trailers- Business Services:

Part III <i>Business Services office use only</i> <i>*only needed if donation is a check/cash</i>				
Board acceptance date	Processed for Board	*Budget adjustment made	*Deposited	*Logged

STEP 4 - If your program is not on the approved vendor list & SVUSD gives initial approval from the google doc submission, ***there is an Independent Contractor Checklist & Contract Information Form (same document) & Consulting Services Contract form that must be filled out & submitted by the office administrator.***
As PTA we can help facilitate this by gathering all the information on these forms (ex/ type up the information & email to the office administrator to help the process move quicker).

Please review the forms mentioned above & make sure you have all information and paperwork necessary to properly fill out these documents. ***Work closely with your site office manager to provide all the information needed. Your site office manager should fill out the actual CONSULTANT AGREEMENT.*** You will need to make sure the vendor meets all the requirements. Try to gather all of this for your office administrator.

W-9

COI (certificate of insurance) Obtain a copy from AIM by emailing aim@aim-companies.com and have the district named as additional insured
Fingerprint clearance from HR if the vendor will be unsupervised with students (office administrator must follow up on this)

All documents must be provided to Educational Services at least **three weeks** prior to the next School Board meeting. Documents include the CONSULTANT AGREEMENTS & supporting documents to be sent over to the SVUSD School Board for Review (Fiduciary Agreements should be signed & Gifting Checks should be submitted to your school site at this time)

STEP 5 - Gifting Check to school site must be submitted upon consultant agreement approval from SVUSD administration, prior to the SVUSD school board meeting. SVUSD must sign CAPTA Fiduciary Agreement Prior to the Gifting check being given to the school site. Once the gifting check is submitted to the site, this begins SVUSD Board Approval of the gift, the site office manager fills out SVUSD gifting documentation & deposits the check.

FIDUCIARY AGREEMENT

The _____ PTA/PTSA (PTA), hereby gives to the _____ of _____ School District, a monetary grant in the amount of _____ dollars (\$ _____) check number _____, dated and signed by _____ president and _____ treasurer of the _____ PTA.

The gift money is for the sole purpose of _____

It is hereby agreed that the gift monies will be spent for the above-stated purpose on or before _____. Any portion of such funds that is unused or unexpended as of such date shall be reimbursed in full to the _____ PTA within seven (7) business days of the expiration date.

The PTA hereby gives to the _____ of _____ School District, the following equipment _____

The _____ School District accepts ownership of the above described equipment, accepts responsibility for the installation, operation and maintenance of the above described equipment, and will keep the above described equipment at _____, for a period of no less than _____ (_____) years.

The conditions set forth in this Fiduciary Agreement are restrictions placed by the PTA upon the donation and use of the above described money or equipment.

_____ PTA/PTSA President	_____ Date
_____ PTA/PTSA Treasurer	_____ Date
_____ School Administrator	_____ Date
_____ School District Administrator	_____ Date

We must have a Fiduciary Agreements signed for Gifts to School per CAPTA

PTA programs promoting parent education, home and school cooperation, children’s well-being, community betterment, and funding for education must have first priority on

PTA funds. However, when a PTA is asked to purchase or provide materials for the local school, it is necessary to follow certain guidelines so that the gift will be acceptable to both the PTA membership and the school district.

When making gifts, a FIDUCIARY AGREEMENT should be completed by the PTA and signed by all involved showing all parties acknowledge and agree to gift restrictions. The Fiduciary Agreement should then be accepted by the school board and recorded in the school board meeting minutes. If a Fiduciary Agreement is not completed, gifts to the school that are accepted by the school district become the property of that district and can be moved or used at any school within the school district.

Certain gifts, such as funding for field trips, enrichment programs, teacher aides, special instructors, books, classroom supplies, or major equipment purchases, require prior approval from the PTA membership, school principal, and school district. Many school districts have policies and regulations on accepting gifts. Be sure to check with the school district **before** purchasing any materials or gifting funds to the school.

PTA members must approve all expenditures of funds, including the amount of monies to be used for gifts to the school, prior to the expenditure of those funds. This approval must come in the form of a motion and vote at a meeting of the membership and must be recorded in the association minutes of the meeting. Since PTA membership is new each year, funds cannot be committed from one year to the next unless funds were raised for a specific purpose and are therefore restricted. One example might be funds raised over three years for a major purchase. If restricted funds are not used for their designated purpose the funds must be returned to the donors or the donors must agree to a new purpose.

A gift to the school should benefit the largest number of students possible. Gifts should be in the form of a donation, presented and accepted by the school board at a school board meeting and recorded in the school board minutes. This ensures the school district will assume responsibility for the liability, maintenance and upkeep of any equipment purchased. Check with the school district to determine whether it is better to donate money for any equipment and have the district purchase the item(s) instead of the PTA purchasing the item(s) and then gifting them to the school.

At the first association meeting following the acceptance of the gift by the school board, a description of what was given to the school district must be noted again, and the date the school board accepted the gift must be recorded in the PTA association minutes.

The school district is subject to fiduciary responsibility. If the school district accepts money or equipment that is given subject to a restriction, then the restriction must be honored or the law will impose personal liability on the officers or trustees of the school district in their individual capacities. It is possible that the law would merely require the refund of the gift not used for the restricted purpose. The law does not do that automatically – there must be a complaint filed with the school district by the donor.

If the school district or any recipient is not willing to honor the restrictions on use which accompany a charitable contribution, then the recipient must decline to accept the gift. There is no duty of any recipient, including a PTA, of an offered charitable gift to actually accept the gift if there is a restriction attached.

STEP 6 - SVUSD school board will approve the consultant agreement & gifting for your school site. The contract can then be signed by the district administrator. The program can then begin.