

PARENT SUPPORT ORGANIZATIONS TIMELINE

WHAT needs to be Done	HOW is it accomplished	WHEN is it due
Attend Parent Support Organization Workshop	Workshops are provided by Marcie Rodriguez, Director for Finance. Times are published on-line at www.dysart.org	August 11th & August 15th 2011
Obtain approval and support from Site Administrator	After attendance at workshop and upon receipt of the Parent Support Organizations' Resource Manual of the school year	Prior to September 1 of the school year
Set-Up Parent Organization Structure	<ul style="list-style-type: none"> • Develop and adopt By-Laws (governing document) • Establish Officers • Develop annual budget plan and goals • Set up financial documentation/ Treasurers reports • Establish bank account 	Must be completed prior to the submission of application
Complete Application for Approval (Application may be found in the Parent Support Organizations' Resource Manual)	<ul style="list-style-type: none"> • Submit completed application to Business Services • Items will be included as a Governing Board agenda item so organizations are recognized 	Completed applications due to Business Services 9/14/2011 Will be presented to the Governing Board on 10/5/2011