



Parent Support Organization Workshop April 17, 2019

Welcome

All resources are located on the district website



Parents/Get Involved/Parent Support Organizations

www.dysart.org • Visit us on Facebook, Twitter, Instagram, and YouTube @DysartUSD



Guidelines for Operations

Organizational Guidelines

- Approval from school administrator
- Adopt by-laws
- Establish Officers
- Develop annual budget plan and goals

Membership Guidelines

- District staff may participate
- District staff may not be officers
- District staff may not be signers

Financial Guidelines

- Produce monthly financial report
- Segregation of duties

Cash Handling

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

Checking account requires two signatures on all checks.

Fundraising Guidelines

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

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

Fundraising Guidelines

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

[Attorney General Opinion I84-032](#)

Gifts & Donations

Instances to complete a Gifts & Donations form

Capital Items

- Tangible item(s) that last longer than 1 year
- Curriculum related items
- Building modifications

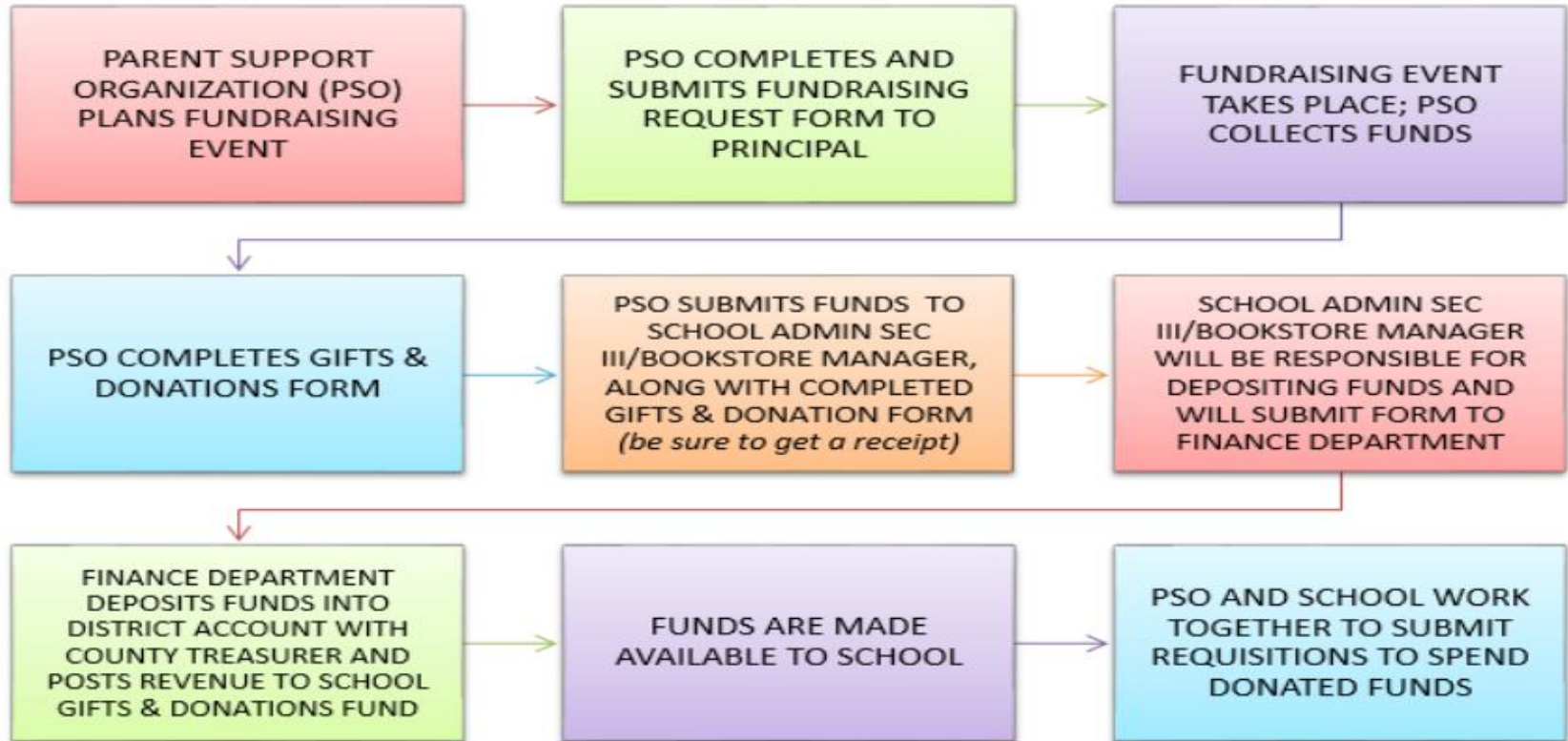
Dysart Transportation/Assist with Student Trip

Donation of Non-Capital Items in Bulk

Cash Donation (non-specific usage)

Prior administration approval needed to ensure donation can be honored

Fundraising & Donation Process



Nutrition/Food Service

- [Catering](#)
- [County Food Permit Guidelines](#)
- [Smart Snacks in Schools--USDA](#)



Community Education

Welcome to the Community Education Department!



Den Club



Preschool



Sports Camps & Clinics



Facility Rental



Camp Cactus



Enrichment



Driver's Education



Contact Us



Elemiddle Sports



Adult Education



Dysart Delivers



Volunteer

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Timeline

- Application and supporting paperwork due no later than August 16th
 - Sub PSO complete application to overarching for submission
- Volunteer status is verified
- Governing Board approval September
- Submit updated application if officers change

Thank you for your support!

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