Parent Support Organization
Webinar 9/3/2020
Meeting Information

Questions tab is open to submit questions.

Webinar is being recorded and can be shared or viewed again.

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Welcome to the Parent Support Organization webinar. Thank you for joining us and the support you provide to students, teachers, administrators and Dysart USD.
Guidelines for Operations

Organizational Guidelines
- 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.
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 84-032
Fundraising Guidelines

Reminder: Governing Board Fees are collected by district staff.

The Student Fee Schedule and Student Handbook - Fundraising and Student Travel information are located on Dysart website under Parents.
Gifts & Donations

Instances to complete a Gifts & Donations form

Capital Items
- 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

Donation of Non-Capital Items in Bulk

Cash Donation (non-specific usage)

Prior administration approval needed to ensure donation can be honored

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Nutrition/Food Service

- Catering
- County Food Permit Guidelines
- Smart Snacks in Schools--USDA
Community Education

All PSO (Booster/PTO/PTA) officers must be approved volunteers in the district. Please visit dysart.org/volunteer for information or contact 623-876-7875.
Timeline

- **Application** and supporting paperwork due no later than October 2nd
  - Sub PSO complete application to overarching for submission
- Volunteer status verified with Community Education
- Submit updated application throughout the year if officers change
- Any questions on the application process please contact eva.pierce@dysart.org
Resources

Dysart website: dysart.org
Parents
Get Involved
Parent Support Organizations

Parent Support Organizations

PTA, PTSA, PTO, PTSO and Boosters are all Parent Support Organizations that provide vital support for students, school projects and teacher needs.

School specific Parent Support Organization information can be found on each school's website.

2020-2021 Parent Support Organization District Webinar

September 3, 2020 via GoToWebinar - contact school site for registration information

Resource Manual

Forms
- 2020-2021 Application for Approval [pdf]
- Gifts and Donations Acceptance Form [pdf]
- Fundraising Approval Form [pdf]

Helpful Websites
- Arizona Attorney General
- Arizona State Legislature
- Arizona Corporation Commission
- Governmental Accounting Standards Board
- Internal Revenue Service
- National Parent Teacher Association
- PTO Today
Thank you for your support!