Welcome to the Parent Support Organization webinar.

Thank you for joining us and the support you provide to students, teachers, administrators and Dysart USD.
Meeting Information

Questions tab is open to submit questions.

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

Organizational Guidelines
- Approval by 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

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

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

Checking account requires two signatures on all checks & approval for electronic transactions.
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 84-032
Sample Fundraising Approval Form

Include any contracts, agreements or other vital information for the school administrator to review

Don’t start a fundraiser without school administration approval

Give enough information to aid the school in making a decision on allowability

Booster’s approval of the split with a student club

Parent Support Organization Fundraising Approval Form

All fundraisers must have the approval of a school administrator. Activities that are held for the purpose of fundraising must be initiated, sponsored, and recorded by either a PSO or student club per Dysart Policy and Procedures [0.37.P.1.]

This completed form, contracts/written agreements and meeting minutes must be filed with a school administrator.

Name of PSO: Football Booster
School: Valley Vista
Contact Person: Football Mom
Phone #: 623-884-7322
Position in PSO: Treasurer
PSO Meeting Approval Date: 8/12/21

Purpose of Fundraiser:
Support camp, travel and custom gear bags with workout clothing
Fundraiser Event Description (what will be sold, how and at what function it will be sold, etc.):
Snap! Parce

If fundraiser is co-sponsored between a Parent Support Organization & student club(s), provide a description of how the fundraising funds will be divided based on the level of effort of each group per Attorney General Opinion 184-032: Booster 1/32, Club 1/32

Location of Fundraiser (specific room, etc.): 
Start Date: August 10, 2021 End Date: Goal met or Oct 1st

All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraising and have been included for School Administrator review.

School Administrator Signature: VVHS Athletic Director
Date: 8/12/21
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.

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

- PSO benefit with reduced cost to rent Dysart facilities
- General meetings = No cost
- Book through your school
- Fundraising event = Class 2
- Book through Community Ed

All PSO (Booster/PTO/PTA) officers must be approved volunteers in the district. Please visit dysart.org/volunteer for information.

Join Our Team!!!
Community Education Sub: Perhaps you do not want to commit to a full-time position, but you are looking to make a difference with kids! Join us as a Community Ed Sub and work when you can in this needed support position!
Nutrition/Food Service

- Catering
- County Food Permit Guidelines
- Smart Snacks in Schools--USDA
Peachjar

E-flyer delivery system saves paper, time & money with PDF flyers emailed directly to parents in-boxes.

Contact the Admin Sec III at your school for more information.

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

Each school has branding guidelines regarding their visual identity, name, logo, and other visual representations. These serve to unify the school under a single theme. Consistency in our communications will pave the way for greater recognition of each school's strengths both locally and nationally.

Please contact your school or publicrelations@dysart.org with any questions.

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

- **Application** and supporting paperwork due no later than **September 3rd**
  - 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](mailto:eva.pierce@dysart.org)
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.

2021-2022 Parent Support Organization District Webinar
August 12, 2021
Parent Support Organization Webinar Video
Parent Support Organization Presentation [PDF]

Resource Manual
Parent Support Organization Resource Manual [PDF]

Forms
- 2021-2022 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
- Arizona Department of Revenue - Bingo & Raffles: Do You Know What’s Legal?
- Governmental Accounting Standards Board
- Internal Revenue Service
- National Parent Teacher Association
- PTO Today
Thank you for your support!