



**Dysart** Schools™

Parent Support Organization Workshop  
August 17, 2023



# Welcome & Introductions



# 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



Ensure segregation of duties

Checking account requires two signatures on all checks & approval for electronic transactions

Expenses in accordance with by-laws and voted on by members with defined purpose and set budget or limit

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

All PSO addresses must be the school address. Be sure that the PSO name is on all correspondence.



# Fundraising Requirements & Guidelines





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

Fundraisers can't start unless there is approval.

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

Money for PSO can't be stored in a district safe.





# Joint Fundraisers with Student Clubs

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](#)

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# 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 [District Policy 5-212](#) and [Procedure 5-212.C](#)

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 #: 623-623-0000

Position in PSO: Treasurer PSO Meeting Approval Date: 8/11/23

**Purpose of Fundraiser:**

Custom gear bags, workout wear, end of season banquet

**Fundraiser Event Description** (what will be sold, how and at what function it will be sold, etc.):

Snop! Raise

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 I84-032:

Booster 60%, Football club 40%

**Location of Fundraiser** (specific room, etc.): \_\_\_\_\_

**Start Date:** 8/18/23 **End Date:** Meet goal 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.

Football Mom  
PSO Officer Signature

8/11/23  
Date

**AUTHORIZATION**  
School Administrator Signature: VVA Athletic Director Date: 8/11/23

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

Booster's approval of the split with a student club

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

Don't start a fundraiser without school administration approval

# Governing Board Approved Fees

Fees are collected by district staff.

The [Student Fee Schedule & Student Handbook - Fundraising and Student Travel](#) information are located on Dysart website under Parents.

Resources	
Developmental Screenings	▶
Dress Code	▶
Families in Transition	▶
Guide to Solving Problems	▶
Health Services	▶
Homebound Services	▶
Parent Support Organizations	▶
Parental Rights	▶
Special Education	▶
Student Fee Schedule	◀
Student Handbook	◀
Student Insurance	▶
Public Committees	▶

## Student Fee Schedule

### High School

**Student Admission/Senior/Military, Athletic Event**  
\$50.00 Yearly Pass/\$4.00 per event\*

**Student Club/Extra-Curricular Activity**  
\$0-10.00 per club

**High School Transcript Fee (charged on the 6th request)**  
\$3.50

**Athletic Extra-Curricular Activities**  
\$100 per activity/\$200 per student cap/\$400 family cap

**Parking (Eligible Students)**  
\$30.00/semester \$60.00 /year

**PE Uniform (Optional)**  
\$15.00

**Summer School/Camps**  
\$0-200

**Athletic Class Fee**  
\$25 per semester

**Student Travel Fee**  
Not to exceed \$600 per event

\*Schools, with administrative approval, may reduce the per event fee as part of a school promotional activity.

**Adult Admission, Athletic Event**  
\$50.00 20-game pass/\$5.00 per event

**Device Protection Plan Fee**  
\$25.00

**Dual Enrollment**  
Cost of per credit tuition (Determined by Participating College District)

**Summer Athletic Conditioning**  
\$25.00 per year

**PE Locker Rental**  
\$5.00 per semester

**Student ID Card Replacement**  
\$5.00

**Online Classes**  
\$0-200 per class

**Gun Safety Course Fee**  
\$50

### Elementary and Middle Schools

**Middle Level Sports**  
\$60 per activity/\$180 per student cap/\$400 per family cap

**Online Classes**  
\$0-\$200.00 per class

**Device Protection Plan Fee**  
\$25.00

**Summer School/Camps**  
\$0-\$60.00

**Extra-Curricular Activities**  
\$0-\$10.00

**Student Travel Fee Not to exceed**  
\$300 per event

## Fundraising and Student Travel

There may be opportunities for students to participate in field trips or other extracurricular/athletic activities outside of the normal school day. Such opportunities are often presented to students with an understanding that additional fees and/or conditions for their participation may be required. As such, students may be asked to participate in fundraising campaigns. All fundraising is done on behalf of the club/extracurricular activity/field trip and will benefit the club/extracurricular activity/field trip as a whole and not be attributed to any one participant. Likewise, there is no minimum sales requirement for participants. The expectation of a monetary contribution from students, for student travel, is not to exceed \$600 (per event) for high school students and \$300 (per event) for students in grades K-8. If a student has an extenuating circumstance and cannot meet the monetary expectation, the issue should be brought to the attention of the school site administration. As with all school-sponsored events, expectations for academic eligibility and behavioral guidelines will be adhered to.



# Gifts & Donations



# Complete a Request for Acceptance Gifts & Donations Form for the following:

## Capital Items (cash only donation)

- 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 (cash only donation)

## Donation of Non-Capital Items or Nominal Value Items

Prior administration approval needed to ensure donation can be honored



# Community Education



# Community Ed - Volunteer Information

**WE MOVED!!**

**Growing Minds Preschool**, 17999 W Surprise Farms Loop, Surprise AZ 85388

- Volunteer and Compliance Specialist: [Sherry.Owens@dysart.org](mailto:Sherry.Owens@dysart.org)
- Assistant Volunteer and Compliance Specialist: [Jill.Walker-Falcon@dysart.org](mailto:Jill.Walker-Falcon@dysart.org)

## **Before you can volunteer:**

- Anyone that volunteers for 5 hours within a single school year, must go through the volunteer clearance process.
- Please apply online at [dysart.org/volunteer](http://dysart.org/volunteer) and we will call you to schedule an appointment.
- Review the Volunteer Handbook.
- Already have a Fingerprint Clearance Card? AWESOME, You will simply need to make an appointment with our office to receive your badge.
- BE ADVISED: Background clearances can take 4 - 8 weeks.
- IF you are **coaching** you will need to apply online through our Human Relations Department.

## **Current Volunteers:**

- Please ensure your badge is visible at all times.
- Must log their hours in the front office during the school day. PTO/PTA/Boosters can log hours from home.
- After one year of no activity volunteer files are pulled and archived.
- Volunteers cannot be left alone with students, you are there for support only to our students, faculty and staff.
- Volunteers are expected to work collaboratively and adhere to the same code of conduct of certified staff.

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# Community Ed - Facility Rental

## For Student Activities and Booster led school events:

- NO FEES
- Schedule with your Administrative team.
- Admin Secretaries will enter all facility use into our facility management system.
- Must provide a site specialist, or staff member, that will:
  - Unlock and Lock
  - Support event throughout
  - Ensure site is left better than you found it.

## For 3rd Party Use (ie, any event on school grounds where there are non-Dysart students participating, and funds are being solicited)

- SUBJECT TO RENTAL FEES (utilities, maintenance, and staffing)
- Must reserve through Community Education.
- Who should I reach out to:
  - [Jenisa.Swinbourne@dysart.org](mailto:Jenisa.Swinbourne@dysart.org), Facilities Account Tech
  - [Ben.Howard@dysart.org](mailto:Ben.Howard@dysart.org), Community Education Program Manager (Facilities and Enrichment)
  - [John.Williams@dysart.org](mailto:John.Williams@dysart.org), Community Education Director

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# Nutrition/Food Service



# Food Service - Catering and Permitting

- [Catering Services](#)
  - Beverage service to multi-course meals
  - All funds stay in Dysart USD
- [Maricopa County Permitting](#)
  - Temporary permit required if selling food that is open/exposed, requires refrigeration, or requires hot-holding (Not shelf-stable)
  - Permit NOT required if selling individually-wrapped items that do not require refrigeration or hot holding (Candy bars, soda, water, chips, shelf-stable items)
  - Please work with Maricopa County Environmental Services directly (602)506-3301



## Catering Services

The Food Service Department is designed to meet all of your catering needs, from a continental breakfast to a lunch meeting or an elegant dinner. We welcome the opportunity to serve you and customize your special events. Should your plans include items or selections not found on our menu, we would be delighted to customize your menus for you.

All catering revenue is returned directly to Dysart School District. Thank you for supporting Dysart Nutrition Services!

\*Please contact the catering department to confirm availability and obtain an official quote prior to submitting your requisition.  
\*Additional labor charges may apply to after-hour events.

[2023-2024 Catering Menu](#)

[2023-2024 Catering Request Form](#)

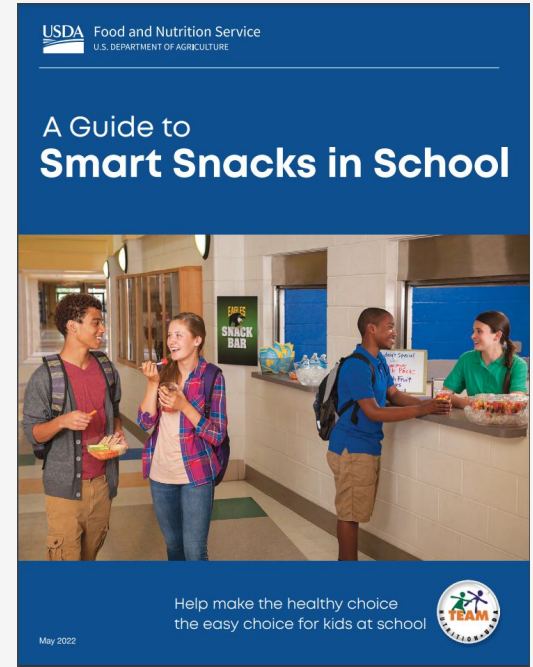
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# Food Service - Food Fundraisers

- Food Fundraisers During the School Day
  - [Procedure 3-301.A](#) Please review prior to submitting or approving the Fundraising Request Form if selling food during the school day. This does NOT apply to food sold outside of school hours.
- [Smart Snack Resources Webpage](#)
- Contact [nutrition@dysart.org](mailto:nutrition@dysart.org) or (623)876-7941

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# Risk Management



# Website/Department Overview:

## Risk Management Website for Staff

The school administrator/staff member can access the Risk Management web pages when planning a district sponsored event

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# Manual & Guidelines Section under the Risk Management Menu



## Manuals & Guidelines

Carnival-Festival Ride and Attraction Guidelines

Chemical Hygiene Plan, Documents, Safety Data Sheets and other Information

Events - Field Trip/Parade/Car Bashing/Fireworks (List of Events Not Allowed) and (Permission Slip) Dysart USD #89 - Participation Waiver Form

Guidelines for Reporting and Processing Property Damage, Theft and Vandalism Claims





# What's Unacceptable and Acceptable for Carnival/Festival Rides and Attractions

When planning the event the staff member should review the guidelines and information on the website.

## Carnival-Festival Ride & Attraction Guidelines



# Manuals & Guidelines: Events & Participation Waiver



- Under this section:
  - Information on Field Trips, Parades, Car bashing and Fireworks
  - List of Events Not Allowed
  - Dysart USD#89 - Participation Waiver (Permission Slip/Waiver for Sponsored events.)

## Events - Field Trip/Parade/Car Bashing/Fireworks



# Contact Information

## Risk Management

Any Other Questions Call: 623-876-7983 or

Email: [risk@dysart.org](mailto:risk@dysart.org)

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# Public Relations



# Public Relations

## Peachjar

E-flyer delivery system

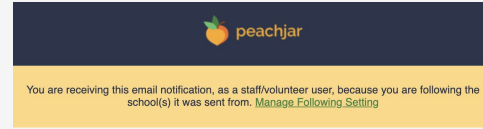
Saves paper, time & money with

PDF flyers emailed directly to parent's inboxes

Contact the front office staff at your school

for more information

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Dysart USD

Kona Ice on Campus Tuesday Aug 8th

The flyer is for Kona Ice at Canyon Ridge School. It features the Kona Ice logo at the top, a location pin icon, and the text "CANYON RIDGE SCHOOL" and "TUESDAY, AUGUST 8TH 3:00 P.M. - 4:00 P.M.". Below this is a photo of a Kona Ice truck. A "Nutrition Facts" table is included, and at the bottom, four drink options are listed with prices: Classic (\$4.00), King (\$5.00), Color Changing (\$7.00), and Collectable (\$7.00). A "70% Less Sugar" badge is also present.

Nutrition Facts	
Amount Per Serving	
Calories	
Total Fat	
Sodium	
Total Sugar	
Total Protein	
Dietary Fiber	
Cholesterol	
Trans Fat	
Saturated Fat	
Unsaturated Fat	
Monounsaturated Fat	
Polysaturated Fat	
Other Ingredients	

70% Less Sugar

Drink	Price
CLASSIC	\$4.00
KING	\$5.00
COLOR CHANGING	\$7.00
COLLECTABLE	\$7.00

\$1 REFILLS \$1 REFILLS

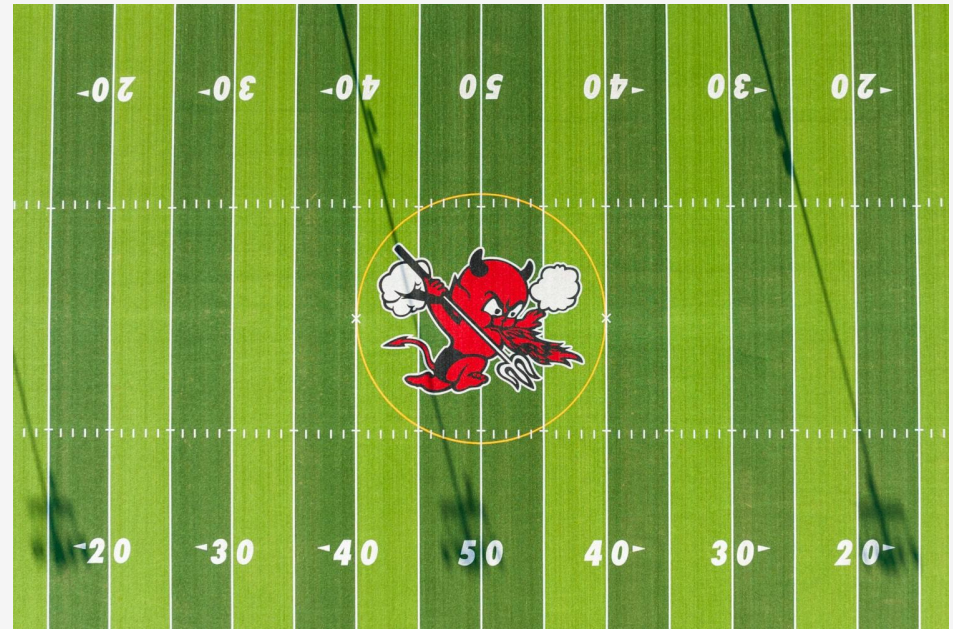


# Public Relations

## School Logos and 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.
- All school logos are registered trademarks with the State of Arizona
- Logo requests for those creating marketing materials can request access at [www.dysart.org/logos](http://www.dysart.org/logos)
- Future materials should contain the recently trademarked logos
- Contact [publicrelations@dysart.org](mailto:publicrelations@dysart.org) with any questions

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# Application, Timeline & Submission





# Application Information

- Application with School Administration approval and all supporting documents are due **September 8, 2023**.
- *Required Documents:*
  - ◆ Copy of By-laws and Standard Operating Rules
  - ◆ Documentation confirming annual filing of Form 990 with the IRS
  - ◆ Documentation confirming filing and current status with the Arizona Corporation Commission (ACC)
  - ◆ Most recent Treasurer's Report and a bank statement **OR** an Annual Audit Report
  - ◆ Revenue (July 1, 2022 - June 30, 2023)
  - ◆ Expenses (July 1, 2022 - June 30, 2023)

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# PARENT SUPPORT ORGANIZATION APPLICATION FOR APPROVAL

(PTA, PTSA, PTO, PTSO & BOOSTER CLUBS)



As an organization we have **viewed the Parent Support Organization District Webinar**, agree to abide by the By-Laws of our organization, and follow District Guidelines for Operation, while we strive to improve our children's educational opportunities where support is needed.

Name of Organization: \_\_\_\_\_

School: \_\_\_\_\_

Renewal **OR**  New Organization

Taxpayer ID#: \_\_\_\_\_

## **Required Documents:**

- 1) Copy of By-Laws **and** Standard Operating Rules
- 2) Documentation of filing with the Arizona Corporation Commission (**confirmation documentation required**)
- 3) Documentation of filing of Form 990 with IRS (**confirmation documentation from the IRS required**)
- 4) Most recent Treasurer's Report **and** a bank statement **OR** Annual Audit Report
- 5) Revenue (July 1, 2021 to June 30, 2022) \_\_\_\_\_ Expenses (July 1, 2021 to June 30, 2022) \_\_\_\_\_

*Please indicate the amounts for the previous school year: (this information is required by GASB No. 39)*

# Additional Application Information

- Volunteer registration must be on file with the Volunteer and Compliance Specialist in the Community Education department.
- Sub Boosters are to complete their application and submit to their Overarching Booster/PTSA for submission.
- Updated applications must be submitted throughout the year if officers change.
- Any questions on the application process please contact [eva.pierce@dysart.org](mailto:eva.pierce@dysart.org)



# Website Resources

[www.dysart.org](http://www.dysart.org)

- Parents
- Resources box
- [Parent Support Organizations](#)

## Parent Support Organizations

PTA, PTSA, PTO, PTSO and Boosters are all Parent Support Organizations that prc Support Organization information can be found on each school's website.

### 2023-2024 Parent Support Organization Workshop

This will be an *in-person* meeting

Thursday, August 17, 2023

6:00 p.m. - 7:00 p.m

Dysart District Office - Main Board Room

Application with School Administration approval and all supporting documents

Due September 8, 2023

#### August 18, 2022

- 2022-2023 Parent Support Organization Webinar Video
- 2022-2023 Parent Support Organization Presentation

#### Resources

- Parent Support Organization Resource Manual
- Carnival-Festival Ride and Attraction Guidelines

#### Forms

- 2023-2024 Application for Approval
- Gifts and Donations Form
- Fundraising Approval Form

#### 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

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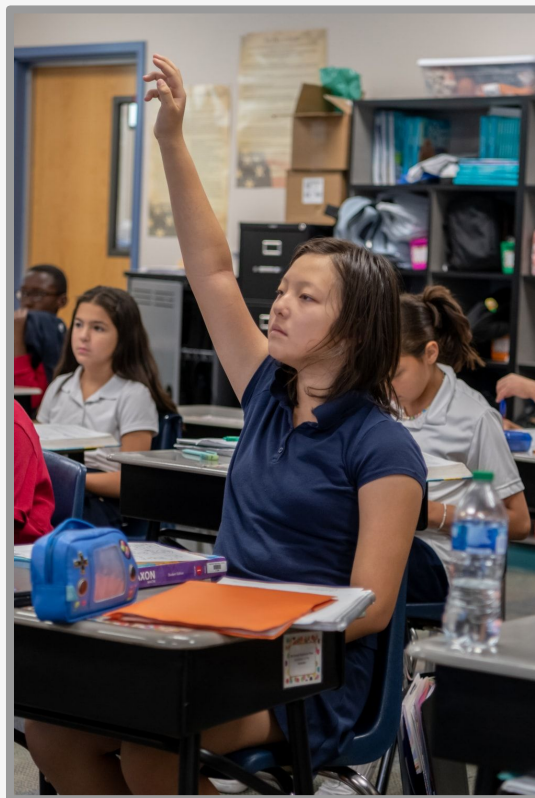
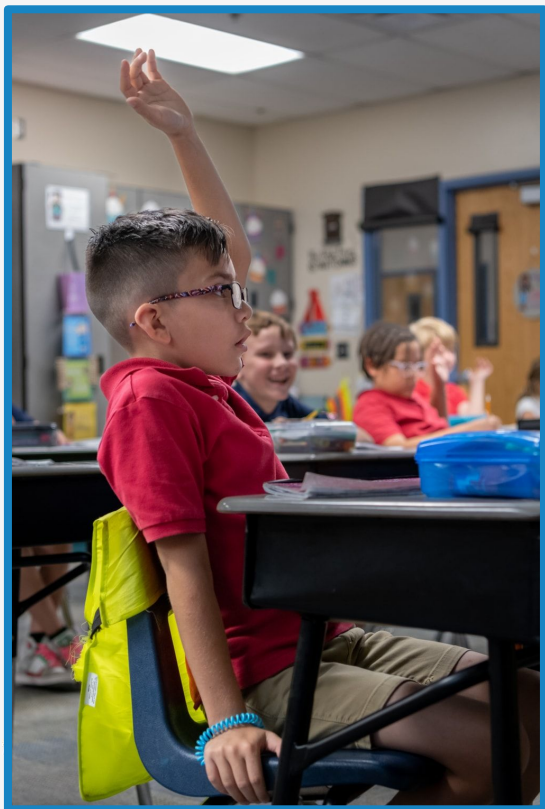


*Thank  
You*

Thank you for joining us tonight. A special thank you for the support you provide to students, teachers, administrators and Dysart Schools.



# Questions





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