

9210 – PARENT ORGANIZATIONS

1 The School Board encourages people to form PTAs (Parent/Teacher Associations) and PTSAs
2 (Parent/Teacher/Student Associations) to support individual schools.

4 The Board authorizes principals to give written permission to PTAs or PTSAs to use the name, logo,
5 mascot, or trademark of their school as part of the PTAs or PTSAs name or in its fundraising or other
6 activities. The principal will give written permission prior to the beginning of each school year.

8 All PTA/PTSA activities will be approved in advance by the Principal and be beneficial to students,
9 volunteers, employees of the school, or the school and will not conflict with programs administered by the
10 Board.

12 All officers of the PTA/PTSA will be registered volunteers with the Board and all members are
13 encouraged to become registered volunteers.

15 The PTA/PTSA will provide the Principal with a copy of the following at the beginning of each school year:

- 17 A. annual budget
- 19 B. list of officers
- 21 C. list of check signers
- 23 D. annual report from the previous year
- 25 E. financial review from the previous year
- 27 F. copy of bylaws approved by Florida Parent Teacher Association, Inc. within the last
28 three (3) years
- 30 G. proof of liability insurance either obtained through PCCPTA/PTSA or secured
31 separately
- 33 H. final bank statement

36 There will be a clear delineation between the school and the PTA/PTSA with respect to financial controls.

- 38 A. Adequate, auditable records will be maintained at all times.
- 40 B. The fiscal reporting period will begin July 1st and end June 30th
- 42 C. The PTA/PTSA will use its own accounting procedures as set by National PTA, their
43 own bookkeeping system and their own accounts.
- 45 D. Only elected officers may be authorized to sign checks drawn on the bank account of
46 the PTA/PTSA.
- 48 E. A Board employee may also be a signor on the PTA/PTSA account as long as the
49 employee is not an authorized signor on the school account.

- 1 F. Two (2) signatures are required on all PTA/PTSA checks. Persons authorized to sign
2 may not be related or live in the same household.
- 3
- 4 G. The PTA/PTSA will secure its own Federal ID Number.
- 5
- 6 H. ~~Bank statements will be sent to the school's address~~All bank accounts and bank
7 statements will have the school address as the primary address.
- 8
- 9 I. Copies of the bank statements and the treasurer's report shall be provided to the
10 principal on a monthly basis. The bank statements must be reviewed by one member
11 of the PTA/PTSA who is a non-signatory, who shall sign the statements as evidence
12 of their review.
- 13
- 14 J. The PTA/PTSA will not use the Board's sales tax exemption number when paying with
15 a PTA/PTSA check.
- 16
- 17 K. The PTA/PTSA will report any allegations of misappropriation or misuse of funds to
18 PCCPTA/PTSA (Pinellas County Council PTA/PTSA) and the principal. The
19 PCCPTA/PTSA and the principal will review financial records to determine if the
20 allegations are supported. If the allegations are supported, they will be reported to
21 law enforcement.
- 22

23 If the PTA/PTSA plans an activity requiring the assistance of any Board employee while the employee is
24 not on duty (example: custodial, cafeteria), the PTA/PTSA will be responsible for all wages earned. The
25 school secretary will notify the PTA/PTSA of the amount due and the check will be written to the District.

26
27 While on duty, Board employees may not handle money that is collected for a fund-raising activity of a
28 PTA/PTSA at the school in which they are employed during normal working hours. Normal working hours
29 also includes hours worked and paid by a supplement.

30
31 The principal may revoke the authorization to use the school's name, logo, mascot, or trademark if the
32 principal determines that the PTA/PTSA has failed to comply with the terms of this policy. The principal
33 will notify the PTA/PTSA in writing of the reason for the revocation. The PTA/PTSA may appeal the
34 revocation in writing to the Regional Superintendent no later than five (5) business days from the date of
35 the principal's letter.

36
37 The Regional Superintendent's decision may be appealed to the Superintendent in writing no later than
38 five (5) business days after the decision. The Superintendent's decision shall be final.

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40 In the event a PTA's/PTSA's authorization to use the school's name, logo, mascot, or trademark is
41 revoked, the Pinellas County Council of PTA/PTSA (PCCPTA/PTSA) shall be notified. ~~PCCPTA/PTSA~~
42 ~~will disband the PTA/PTSA and a~~All property, records and funds of the local unit are to be turned over to
43 PCCPTA within five (5) business days. PCCPTA will follow PTA policies and procedures regarding the
44 handling of those items.

45
46 A PTA/PTSA is not an agent or representative of the school, the Board or of the school system and will
47 not hold itself out as an agent or representative.

48
49 All PTAs/PTSAs must operate within liability insurance either obtained through PCCPTA/PTSA or
50 secured separately. A list of PTAs/PTSAs securing insurance through PCCPTA/PTSA will be provided
51 yearly by ~~September 30th~~October 15th to Risk Management, Real Estate and Concurrency Services and
52 the Auditing & Property Records Departments. The Board assumes no liability for the actions of the
53 PTAs/PTSAs or for the loss of their property.

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55 The principal must verify the existence of the separate policy or that the PTA/PTSA is on the list provided
56 to Risk Management.

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2 | Adopted 12/9/09; Revised 7/26/11; 3/20/12; 1 / 13
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6 Approved as to form and legality:
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School Board Attorney