Planning a PTA Event in TUSD

Determine which programs and projects should be implemented based on goals for the year

Input from Board	ALL PROGRAMS & FUNDRAISERS MUST BE APPROVED BY THE ASSOCIATION

Committees are appointed to plan programs

President appoints chair and members	Board ratifies the appointments	Special Committees Elected

Chair of the committee calls meetings

Invite president who serves ex-officio	Prepare and run the meetings	Give reports to the board

Committee creates an Event Plan

Create a budget plan for the event	Determine what is needed: hospitality, vendors, judges, speakers, etc.	Review Vendors to make recommendations	Serve all students; Consider your community and be inclusive

Financial Considerations

Check PTA Budget allowance	Fiduciary Agreement?	Checks written to TUSD or vendors (not schools)	Sponsorship/Fundraising

Check with CAPTA AIM Insurance guide – Red light, green light list

Approved vendor list	Ensure no conflict of interest	Hold harmless and insurance for vendors

Present the Event Plan to the Board for approval

Programs & contracts must be approved by the association	All contracts must be signed by president + elected officer (use title)	Contracts must be limited to current membership year

Find a date for the event

Create a timeline	Coordinate with president	Coordinate with principal and school

Secure a VENUE or permission from site administration and TUSD permits for events on campus

Complete the TUSD online facility usage permit (2+ wks ahead)	Coordinate with school staff for items needed

Ensure that TUSD requirements are met

Permission slips (TCPTA/TUSD form)	TUSD insurance	Wellness policy	Banner Permit	Food trucks

Recruit volunteers

Volunteer Sign-ups	Ensure that volunteers are registered (RAPTOR)	Current TB evaluation form

Promote the event

President & Principal review	Newsletter, website, social media, eblast, signage	Flyer approval for Peachjar

Committee Reports

Report to the board on progress	Report end results and recommendations