Planning a PTA Event in TUSD

Determine which programs and projects should be implemented based on goals for the year ALL PROGRAMS & FUNDRAISERS MUST BE APPROVED BY THE ASSOCIATION Input from Board 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** Determine what is needed: Create a budget plan Serve all students; Consider your Review Vendors to make hospitality, vendors, judges, community and be inclusive for the event recommendations speakers, etc. **Financial Considerations** Checks written to TUSD or Check PTA Budget allowance Fiduciary Agreement? Sponsorship/Fundraising vendors (not schools) 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 All contracts must be signed by Contracts must be limited to current approved by the association president + elected officer (use title) membership year Find a date for the event Create a timeline Coordinate with president Coordinate with principal and school Secure 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 TUSD insurance Wellness policy **Banner Permit** Food trucks (TCPTA/TUSD form) **Recruit volunteers** Volunteer Sign-ups Ensure that volunteers are registered (RAPTOR) Current TB evaluation form Promote the event Newsletter, website, social media, President & Principal review Flyer approval for Peachjar eblast, signage **Committee Reports** Report end results and recommendations Report to the board on progress