

Spiritridge PTSA Policies

Announcements: We will only post announcements for non-profit and government agencies, District-approved programs, and PTSA fund-raising programs. Including clubs and programs on website and in newsletter without recommendation (Per Board vote **Date:** 10/22/2015)

Curriculum Enhancement: We may grant some money to the school directly to be used as the school sees fit to augment curriculum enhancement. (Per Board vote **Date:** 9/11/2014)

Fundraising: We will not use MLM (multi-level marketing) enterprises for fundraising to avoid conflict of interest. (MLM enterprises are things such as Tupperware, Amway, etc.) (Per Board vote **Date:** 12/16/2010)

Membership: A student directory is a benefit of PTSA membership. Membership dues are tax deductible minus the fair market value of the directory (\$5). Companies may match membership dues minus the fair market value of items received (e.g., the directory). (Per Pat Nelson, Technical & Membership Services Coordinator, Washington State PTA, **Date:** 11/8/2011)

Money Handling: The following procedures regarding the handling of PTSA funds shall be followed (Per Board vote **Date:** 10/22/2015):

- All checks require two signatures.
- All expenses are to be paid by check (never cash).
- Vendors should be paid by check from the PTSA whenever possible.
- Counting money requires two people and a signed receipt documenting the amount.
- At the end of each event, funds will be deposited in the PTSA safe at school. The Treasurer shall then deposit the funds in a PTSA bank account in a timely manner.
- Only signatories on the bank account shall have access to the PTSA safe.
- It is prohibited to transfer or disburse funds via online banking.
- We will not charge members credit card fees, except for Scrip. (Per Board vote **Date:** 10/17/2013)

Photographs: Follow BSD policy. PTSA does not have a separate policy/permission slip.

Programs: While programs within the current budget don't technically need voting on, board members do need to have an opportunity to weigh in if they would like to. Program chairpersons should present a plan of action to the board (in email is fine) *before* the money is actually spent so that if anyone has a significant disagreement with the program or a question about it, there can be some discussion before moving forward. Since the general membership can hold each board member responsible if anything goes wrong or if anyone is unhappy with a program, we want to make sure the board is united behind each program before it is initiated. (Per Board vote **Date:** 10/22/2015)

Reimbursements: Receipts or invoices are *required* for reimbursement and must be submitted to the Treasurer within 60 days of purchase. Chairperson signature or email verification is also required to process reimbursement. If the budget for an event is exceeded without prior Board approval, reimbursement is *not* guaranteed. All requests for reimbursement must be received by June 1, with the exception of events occurring in June. (Per Board vote **Date:** 10/17/2013)

Staff Grants: Budgeted at \$150 for each full-time certificated staff member and certificated staff members who serve all students. Part-time certificated staff are allocated \$150 x %FTE. Full-time certificated staff who work at multiple schools are entitled to a grant equal to \$150 x % of time working at Spiritridge. (Per Board vote **Date:** 10/22/2015)