



# ***Sahuarita Unified School District No. 30***

*Sahuarita High School  
Sahuarita Middle School  
Primary School  
Sahuarita Intermediate School*

*Anza Trail School  
Sopori Elementary School Sahuarita  
Walden Grove High School  
Copper View Elementary School*

## **SUSD #30 Support Organization Checklist**

### **GROUP ORGANIZATION START UP PACKET INCLUDES:**

- I. Board Policy KJA – Relations with Parents/Boosters/Citizens
  - II. Formation Request
  - III. Governing Board Approval Application
  - IV. Board Policy JJE & JJE-R– Fund-Raising Activities
  - V. Governing Board Fund-Raising Request Form – JJE-E
  - VI. Parent Support Organizations – GUIDELINES FOR OPERATION AND FINANCIAL RESPONSIBILITY
  - VII. Group Organization By-Laws - EXAMPLE
  - VIII. PTO Budget - EXAMPLE
  - IX. Financial Report – EXAMPLE
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### **I. Board Policy KJA – Relations with Parents/Boosters/Citizens**

- ☐ We have read the Governing Board Policy KJA Relations with Parent/Boosters/Citizens.

### **II. Formation Request**

- ☐ Fill out the attached Formation Request  
Prior to developing a parent/booster group, the interested parties must meet with the site administrator for their approval.

### **III. Governing Board Approval Application**

- ☐ Completely fill out the attached Governing Board Approval application.  
☐ Required documentation included with application.

### **X. Board Policy JJE & JJE-R – Fund-Raising Activities**

- ☐ We have read and understand the Governing Board Policy JJE & JJE-R – Fund –Raising Activities.

### **XI. Governing Board Fund-Raising Request Form**

- ☐ Fund-raising requests are to go before the Governing Board for approval. Please fill out the fundraiser request form attached JJE-E and submit to the school administrator for approval before requests are sent to the Superintendent and Governing Board for approval.

### **XII. Parent Support Organizations – GUIDELINES FOR OPERATION AND FINANCIAL RESPONSIBILITY**

- ☐ We have read and understand the attached Parent Support Organizations Guidelines for Operation and Financial Responsibility.

Please send completed packets to the **District Administration Center Attn: Business Services, 350 W. Sahuarita Road, AZ 85629**. The Business Office will review the packet and if appropriate, submit to the Superintendent for review and approval prior to Board submission. Once final approval from the Governing Board has been obtained, approval notifications will be submitted to the designated school site administration.

## **RELATIONS WITH PARENTS/BOOSTERS/CITIZENS**

### **SUPPORT ORGANIZATIONS**

Parent/booster support groups shall function as organizations for the purpose of assisting and supporting all school activities in the District. Membership in a parent/booster support group should be based on an interest in a quality extracurricular program and willingness to donate labor or services and/or to participate in fund raising.

### **FORMATION/STRUCTURE OF PARENT/BOOSTER GROUPS**

Prior to developing a parent/booster group, the interested parties must meet with the site administrator for their approval. The site administrator must submit the necessary information to the Superintendent for District approval and to the Governing Board. The site administrator must also provide the parent/booster group training regarding the District's policies and procedures for recordkeeping.

### **FINANCES**

For the purpose of operating as an organization and performance of financial obligations, groups that support schools must obtain their own federal tax identification number. Each group shall also develop and adopt a set of organizational bylaws, establish officers (President, Vice-President, Secretary, and Treasurer), establish a checking account using their own EIN, and operate under nonprofit status. Such groups must comply with the following guidelines.

All bank accounts must include the name of the organization (not just the school name), use the District mailing address of 350 W. Sahuarita Road, Sahuarita, AZ 85629, and require two signatures. Money collected should be accounted for, verified by, and prepared into deposits for the bank by two (2) individuals. All checks and correspondence should be addressed as the organization name and using the District address. No checks or correspondence should be in an individual's name or be addressed to an individual's address.

All funds must be deposited and disbursed through the group's bank account. Monies raised are to be deposited in the account by the organization. Funds shall not be refunded to an individual who leaves or is dismissed from the program.

Parent/booster groups will keep accurate and complete records of each fundraising activity in accordance with the Uniform System of Financial Records (USFR) for schools.

Each group must record the net receipts of each activity, keep a current balance of all monies, and submit a monthly report through the Superintendent to the Governing Board.

Minutes of each Board and Membership meeting should be produced, distributed to members, and maintained for at least three years. A copy should be on file in the school office also.

By July 1 of each year, the parent/booster will file an annual summary including their budget and goals through the Superintendent to the Governing Board for the school year.

All fund raisers must be approved by the school site administration , Superintendent, and then submitted to the Governing Board for approval at least four (4) weeks prior to the event with designated use(s) and distribution specified for each fund raiser. All fundraising requests must be made on the District Fundraising Form.

Fund-raisers that are co-sponsored by a parent support organization, school council, and/or student club organization must have a prearranged division of revenue between the groups before the activity begins. This arrangement must be approved by both the site administrator and the Superintendent in advance.

All projects involving expenditure of money, matching funds or not, will be submitted to the site administrator, with a copy to the Superintendent. Approval will be necessary before any project is undertaken.

The Governing Board has final authority over all phases of school operation and money raised for schools.

Items over \$499.99 purchased by the group for the school/District are considered a gift to the District and must be approved by the Governing Board.

Due to possible conflict of interest, principals, teachers, and coaches should play an advisory role only. They should not be officers of the organization or use their signatures on the checking account.

Fundraising activities that suggest door-to-door sales by students are strictly prohibited.

Raffles and any other type of gambling are strictly prohibited.

**STUDENT FUND - RAISING ACTIVITIES**

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

*Adopted:* date of manual adoption

## **J-4061 JJE-R REGULATION**

### **STUDENT FUND - RAISING ACTIVITIES**

Activities that require setting goals and joint planning can be a positive educational experience. If such activities require interaction with members of the community, whether they are family members or others, the interaction will add to the educational process. Fund-raising can provide these particular activities and as such can be a positive learning experience. However, fund-raising only for the goal of making money is unrealistic and inappropriate.

Because of the advantage noted above, and noting the disadvantages of exploiting students for the sole purpose of making money, the following criteria are established:

- Each school organization, whether student or parent groups, must submit its request for District-wide fund-raising approval prior to the commencement of the activity. The request must be submitted for approval to the school principal, and the activity must be approved by the Governing Board. Student groups include, but are not limited to, student council clubs, athletic teams, music organizations, and cheerleaders. Parent groups include, but are not limited to, Parent-Teacher Association (PTA), band boosters, and athletic boosters. Fund-raising activities that are not submitted for approval will not be allowed. Requests must be submitted to the office of the Superintendent by April 15 of the current year for activities in the coming school year. The Superintendent will submit requests to the Governing Board for approval.
- No more than two (2) District-wide fund-raising activities should be permitted per month. A District-wide activity is defined as an activity intended to raise funds that is conducted off a school's campus.
- House-to-house sales will not be permitted.
- House-to-house order taking by students will not be permitted.
- The District's schools, student organizations/activities, and parent organizations will coordinate and cooperate on their fund-raising activities by requesting that their activities be placed on the fund-raising calendar at the District office.

On-campus and single-site fund-raising activities may be permitted at any time through prior permission by the school principal. On-campus fund-raising activities are those that are conducted only on the school campus of the organization conducting the activity and that do not interfere with District-wide fund-raising activities. On-campus activities include, but are not limited to, dances, T-shirt sales, candy sales, birthday greetings, valentines, et cetera. Single-site fund-raising activities may occur off campus at one (1) location with the direct supervision of a school employee. Examples of single-site activities could include, but not be limited to, car washes, fair/carnival booths, sales, and work projects.

The proceeds of all fund-raising activities shall be deposited in the student activity fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records (USFR).

This regulation is not intended to apply to the application or grant-writing processes utilized in obtaining funds, materials, and/or equipment that support educational opportunities for staff members and students.

## **PARENT SUPPORT ORGANIZATIONS**

### **GUIDELINES FOR OPERATION AND FINANCIAL RESPONSIBILITY**

- 1) Obtain approval and support from school administrator.
- 2) Principals/teachers/coaches should play advisory roll only. They should not be officers of the organization or signers on the checking account.
- 3) Develop and adopt organization By-Laws (governing document). This document should include provisions for amendment.
- 4) Establish officers of the organization (usually: President, V-Pres., Secretary, Treasurer.)
- 5) Develop annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.
- 6) Treasurer should produce a monthly financial report after the receipt of each bank statement.
  - a) Report should identify all revenue sources during the month and reconcile with the deposits on the bank statement.
  - b) The report should itemize all expenditures paid during the month, listing by date, check number, who it is written to, description of expense, and dollar amount.
  - c) Cash balance on report should be reconciled to cash balance on bank statement.
  - d) Copies of report and bank statement (with account number not showing)) should be made available to all board members monthly and any other members that request or show interest.
  - e) Board members should vote approval of the financial report after presented.
  - f) An annual audit should be conducted by an independent third party (does not have to be a CPA).
- 7) Checking account should require two signatures on all checks. Monthly bank statements should be mailed to the school address, not an individual's home.
- 8) Money collected through fundraisers and other organization activities should be accounted for, verified by, and prepared for deposit to the bank by TWO individuals.
- 9) Minutes of each Board and Membership meeting should be produced, distributed to members, and maintained for at least three years. Copies of the same should be on file in the respective school offices.
- 10) Arizona School Risk Retention Trust insurance policy includes liability insurance for parent support organizations as long as their meetings and activities are approved and co-sponsored by the school administrator. The organization should also be acknowledged by the District Governing Board.
- 11) Fund raising activities must be approved and agreed to by site administrator, Superintendent, and Governing Board.
- 12) Parent support organizations can choose to join the state and national Parent Teacher Association (requires payment of membership dues annually). Organization becomes a local chapter of a national non-profit corporation.

- 13) If a parent organization wishes to compensate an employee for services, the request must go through the district so that proper payroll deductions are withheld.

### FORMAL NON-PROFIT CORPORATION

- 1) File IRS Form SS4 to obtain a taxpayer I.D. number. Toll Free Number 1-800-829-4933 or Web Site: [www.irs.gov/](http://www.irs.gov/)
- 2) Contact Arizona Corporation Commission for application for Non-Profit Corporation, 1300 W. Washington St., Phoenix, AZ 85007-2929, (602) 542-3135. Internet information from [www.cc.state.az.us/](http://www.cc.state.az.us/)
- 3) Develop and adopt a set of organization By-Laws, establish officers of organization.
- 4) File application and Articles of Incorporation with the Arizona Corporation Commission (filing fee is \$40)
- 5) Establish checking account with two signatures required on all checks.
- 6) After receiving stamped and approved Articles of Incorporation from the Arizona Corporation Commission, publish the Articles in a local newspaper three (3) consecutive days. (Approx. \$200) to establish 501 (c) (3) Non-Profit Tax Exempt Organization.
- 7) File IRS form 1023 "Application for Recognition of Exemption" with the Internal Revenue Service (Application fee is \$750) <http://www.irs.gov/charities/article/0,,id=139504,00.html>
- 8) Annual report required by Arizona Corporation Commission listing current officers and including financial statements. (Annual fee is \$10)
- 9) Annual Financial Report is required to Internal Revenue Service. (IRS Form 990)

#### Advantages of Formal Non-Profit Corporation status:

- a) Tax Deduction for donation to organization.
- b) No personal liability for corporation board and officers as long as acting as a reasonable, prudent person.

#### Disadvantages:

- a) Expensive and time consuming to establish
- b) Requires diligent annual reporting by succeeding officers and board with penalties attached for non-compliance.

### INFORMAL NON-PROFIT ASSOCIATION

- 1) File IRS Form SS4 to get a taxpayer I.D. number.
- 2) Develop and adopt a set of organization by-laws, establish officers of organization.
- 3) Establish checking account with two signatures required on all checks.

#### Advantages – Inexpensive, simple to establish

#### Disadvantages of Informal Association:

- a) Donations to organizations are not tax deductible.
- b) Personal liability can attach to officers and board if negligence is established.
- c) Board members can be held personally responsible for contractual obligations, which they have signed.
- d) IRS may determine that annual net income of the organization is subject to Federal income tax.



**20\_\_-20\_\_ SUSD #30 GOVERNING BOARD APPROVAL  
PARENT/BOOSTER SUPPORT ORGANIZATIONS APPLICATION**

Name of Organization \_\_\_\_\_ School \_\_\_\_\_

Related Student Organization or Club \_\_\_\_\_ Taxpayer I.D. No. \_\_\_\_\_

**20\_\_-20\_\_ OFFICERS:**

<b>Name:</b> _____ Office Held: _____ Address: _____ _____ Phone(s): _____ <input type="checkbox"/> *email: _____ Date taking office: _____	<b>Name:</b> _____ Office Held: _____ Address: _____ _____ Phone(s): _____ <input type="checkbox"/> *email: _____ Date taking office: _____
<b>Name:</b> _____ Office Held: _____ Address: _____ _____ Phone(s): _____ <input type="checkbox"/> *email: _____ Date taking office: _____	<b>Name:</b> _____ Office Held: _____ Address: _____ _____ Phone(s): _____ <input type="checkbox"/> *email: _____ Date taking office: _____

☐ **Formal Non-Profit**      **PLEASE ATTACH:**

- |   |   |
|---|---|
| 1) Last fiscal year I.R.S. Form 990 Annual Report | 4) Last FY AZ Corp. Comm. Annual Report |
| 2) Most recent treasurers financial report        | 5) Current Operating By-Laws            |
| 3) Most recent bank statement                     | 6) I.R.S. Determination Letter (if new) |
|   | 7) Articles of Incorporation (if new)   |

☐ **Informal Non-Profit**      **PLEASE ATTACH:**

- 1) Current operating bylaws
- 2) Most recent treasurers financial report
- 3) Most recent bank statement

Bank Account Established ?    ☐ Yes    ☐ No

Two Signatures Required?    ☐ Yes    ☐ No

By-laws reviewed annually?    ☐ Yes    ☐ No

Budget Plan in place?    ☐ Yes    ☐ No

Member meetings held how often? \_\_\_\_\_

Executive meetings held how often? \_\_\_\_\_

*As officers, we hereby agree to abide the By-Laws of our organization, attend annual district-provided Parent Support Group training, and follow the district's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Business Services Approval:**    Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Superintendent Approval:**    Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## **SUPPORT ORGANIZATION FORMATION/UPDATE REQUEST**

DATE: \_\_\_\_\_

### **PART I: PURPOSE**

PROPOSED ORGANIZATION'S NAME: \_\_\_\_\_

#### **ORGANIZATION PROPOSED MEMBERS:**

TITLE/POSTITIONS:

NAMES:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ORGANIZATION'S PURPOSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As officers, we herby agree to abide the By-Laws of our organization, attend annual District provided parent support group training, and follow the District's Guidelines for Operation and Financial Responsibility while we strive to improve our students educational opportunities where support is needed.

SUBMITTED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(PRINT NAME)

### **PART II: PRINCIPAL APPROVAL**

Approved: Yes ☐ No ☐ Date of Approval: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

\_\_\_\_\_SCHOOL  
PARENT/TEACHER/STUDENT ORGANIZATION BYLAWS

**Article I:** **Name**

The name of this Organization is the \_\_\_\_\_ School Parent / Teacher / Student Organization (PTSO) of Sahuarita, Arizona.

**Article II:** **Articles of Organization**

The articles of organization include:

1. The bylaws of such organization.
2. The articles of association.

### **Article III: Objectives**

1. The objectives of the \_\_\_\_\_ School PTSO are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.
2. The objectives of the \_\_\_\_\_ School PTSO are to:
  - a) Provide school functions for the purpose of promoting fellowship among parents, students, and teachers.
  - b) Provide funds for extra materials and programs in addition to what is provided by the district, as determined by the Organization.
  - c) Assist in the Organization of a volunteer program as deemed beneficial to the students.

## **Article IV:** **Basic Policies**

The following are basic policies of the \_\_\_\_\_ School PTSO:

1. This Organization shall be non-commercial, non-sectarian, and non-partisan.
2. This Organization shall work with the school and administration to help provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated by the people to the Governing Board.
3. This Organization shall work with the school administration, faculty, and students in an effort to:

- a) Provide quality experiences and activities for all members of \_\_\_\_\_  
\_\_\_\_\_ School.
  - b) Promote the welfare of the children attending \_\_\_\_\_  
\_\_\_\_\_ School in home, school, and community.
  - c) Maintain a well-informed membership regarding issues directly related  
to the school and community.
  - d) Bring closer relationship between home and school so that parents  
and teachers may cooperate in the education of the students.
4. This organization shall not, directly or indirectly, participate or intervene any  
political campaign on behalf of or in opposition to any candidate for public  
office (including publishing or distributing statements).
5. This Organization may cooperate with other organizations and agencies  
concerning child welfare, but persons representing the Organization in such  
matters shall make no commitments that will bind the Organization.
6. The records of this Organization are open for public review. A PTSO Book of  
Record will be kept in the school office and made available upon request for  
public inspection. This notebook will contain:
- a) The original bylaws, revised bylaws, and amendments to bylaws.
  - b) Articles of organization.
  - c) Minutes of all meetings.
  - d) Operating budget, approved revisions, and monthly financial reports.
  - e) Current membership enrollment list of names.
  - f) Articles of Incorporation.

**Article V:**

**Membership**

Membership in the \_\_\_\_\_ School PTSO shall be made available with  
the following terms:

1. All parents, teachers, and students of \_\_\_\_\_ School, willing to  
uphold the policies and subscribe to these bylaws, shall be known as an  
enrolled member of this Organization upon:
- a) Registration of name, address, and telephone number with  
the membership chairperson.

2. Membership in this Organization shall be made available without regard to race, color, creed, or national origin.
3. This Organization shall conduct an annual enrollment of members but may admit persons to membership at any time. The membership year shall be for July 1<sup>st</sup> to June 30<sup>th</sup>.
4. Members must be enrolled at least 30 days prior to the election of officers in order to vote in the election. Information concerning this policy and the procedure for joining the Organization must be published and made available in the school office to all at least 30 days prior to an election.
5. Only enrolled adult members of this Organization shall be eligible to vote in the business meetings, election of officers, or to serve in any of its elective or appointive positions.
6. Each parent or guardian in joining family, if the Organization provides for family memberships, will be allowed voting privileges.

#### **Article VI:**

#### **Officers and Their Election**

1. Officers of this Organization will consist of elected offices of:
  - a) President
  - b) Vice-President
  - c) Secretary
  - d) Treasurer
2. Elective officers shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by voice vote.
3. The term of an office shall be one year. The election shall be held in the spring and the newly elected officers shall assume office at the close of the last meeting in June. A candidate can be elected to the same office for no more than two consecutive years. After two consecutive terms, if no other person is willing to run for an office, the current officer may continue to serve for one additional year.
4. Any office, except Treasurer, may have co-officers that share the responsibility of the office. Co-nominees for the office are voted in as a team and will have one collective vote for all decisions voted upon by the Executive Board.
5. If a vacancy occurs in the office of President, the first Vice President shall assume the office of the President. If a vacancy occurs in any other office, a person elected by a majority vote of the Executive Board shall fill it for the unexpired term, notice of such election being given.

6. There shall be a nominating committee composed of an uneven number, no less than three members, of which one member must be from the Executive Board. The Executive Board shall appoint the nominating committee two months prior to elections. The nominating committee shall ensure that:
  - a) Only those members consenting to serve, if elected, shall be nominated.
  - b) A nominating report is submitted to the membership prior to the elections.
  - c) Following their report, nominations may be submitted from the floor with the consent of the nominee.
  - d) Those nominated are enrolled members prior to the election.
  - e) Information on all of the candidates is distributed without bias and/or endorsement (campaigning is not appropriate).
7. A member must appear in person to cast a vote. The Executive Board will determine the voting arrangement.

#### **Article VII:**

#### **Duties of Officers**

1. The President shall:
  - a) Preside at all meetings of the Organization and the Executive Board.
  - b) Be versed and communicate the articles of incorporation and bylaws to committee chairperson and the Executive Board.
  - c) Coordinate the work of officers and committees of the Organization so that the objectives and policies may be promoted.
  - d) Appoint the chairperson of standing committees.
  - e) Be a member ex-officio of all committees, with the exception of the nominating committee.
  - f) Be one of the Board members authorized to sign the checks of the Organization.
  - g) Perform such other duties as may be assigned by the Organization.
2. The Vice President shall:
  - a) Act as an assistant to the President and perform the duties of the President in the absence or inability of that officer to act.

- b) Commit to the duties of President in the event the President vacates office for any reason.
- c) Gather monthly reports from the standing committees.
- d) Perform other delegated duties as assigned.
- e) Have the option of serving as committee chairman.

3. The Secretary shall:

- a) Keep an accurate record of the proceedings of all the meetings of the Organization.
- b) Distribute official minutes to each Executive Board member and others determined by the Executive Board.
- c) Maintain the PTSO Book of Record.
- d) Be prepared to refer to minutes of previous meetings.
- e) Conduct necessary correspondence for the Organization in cooperation with the Executive Board.
- f) Perform other delegated duties as assigned.
- g) Have the option of serving on a committee.

4. The Treasurer shall:

- a) Establish and/or maintain a checking account and other accounts as determined by the Executive Board.
- b) Have custody of all financial records and funds of the Organization.
- c) Verify and be responsible for, along with the event chairperson, all monies received, as counted by two committee members. Each shall keep an accurate account of all monies from the event.
- d) Keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board, or Organization as in accordance with the budget adopted by the Organization.
- e) See that checks or vouchers are properly signed by two persons (the Treasurer and the President). Prepare financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board.
- f) Arrange an end-of-year audit with an auditing committee consisting of not fewer than three members who shall be appointed by the Executive Board.

- g) Make sure that at least \$500.00 is left in the treasury for the next school year.
- h) Shall have the option of serving on a committee.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time.

Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, without delay, all records, books, and other materials pertaining to the office and shall return to the Treasurer, without delay, all funds pertaining to the office.

#### **Article VIII:**

#### **Executive Board**

1. The Executive Board will consist of the officers of the Organization, the chairpersons of the standing committee, the Principal of the school, two faculty representatives, and one Student Council representative.
2. The President may appoint a parliamentarian, subject to the approval of the officers of the Organization. The parliamentarian shall not have any voting power.
3. The duties of the Executive Board shall be to:
  - a) Transact necessary business in the interval between organizational meetings and such other business as may be referred to it by the Organization.
  - b) Create special and standing committees.
  - c) Approve the plans of the standing committees.
  - d) Present a report at the regular meetings of the Organization.
  - e) Select an auditor committee to audit the Treasurer's accounts.
  - f) Prepare and approve a budget for the year.
4. The duties of the Principal are to:
  - a) Provide council to the Executive Board regarding school or district policy.
  - b) Raise issues affecting \_\_\_\_\_ School faculty and student.
5. The duties of a teacher representative are to:



- a) Inform the staff and faculty of events and activities.
  - b) Poll faculty as requested by the Executive Board and advises the Board according to the results.
  - c) Act as a liaison between the PTSO and the \_\_\_\_\_  
\_\_\_\_\_ School faculty.
6. The duties of a student representative are to:
- a) Inform the Student Council of events and activities.
  - b) Poll the Student Council as requested by the Executive Board and advise the Board according to the results.
  - c) Act as a liaison between the PTSO and the \_\_\_\_\_  
\_\_\_\_\_ School Student Council.

#### **Article IX:**

#### **Board Meetings**

1. Board meetings shall be on a monthly basis at a time and place designated by the Board at the beginning of its term. Only Board members excluding the President (who votes only in the case of a tie) shall be entitled to vote at a Board meeting.
2. Additional meetings may be scheduled as needed by the President, Vice-President, or Principal with proper notification to all Board members.
3. Board voting shall be by show of hands or a voice vote unless any Board member requests a written ballot on an issue.
4. A simple majority shall decide any issue voted upon. In the event of a tie vote, the President shall be entitled to cast the deciding vote, or he may refer the issue to a general meeting. In the case of Co-Presidents still not resolving a tie, the issue will definitely go to a general meeting. In the event of Co-Presidents, each Co-President shall have one vote. In the event of a tie, a General Meeting **WILL** be called.
5. A quorum for the transaction of Organization business shall be 30% of the then current number of Board members.
6. Any executive Board member who has been absent from two consecutive Board meetings without prior notice to the President, shall be considered resigned.

**Article X:**

**General Meetings**

1. General meetings of the membership will be held on the dates selected by the Executive Board. Special meetings may be called by 10% of the members. Meeting requests must be submitted in writing to the Secretary at least 72 hours in advance of the requested meeting. At least two general membership meetings shall be held on days established by the Executive Board.
2. Meetings shall be open to the public.
3. Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business, provided that at least two separate notifications went home with the students, one within the past two weeks and the latter not to be sent the same day as the meeting.
4. The last meeting of the year in May shall be an annual meeting at which time reports shall be received and new officers shall be installed.

**Article XI:**

**Committees**

1. Standing and special committees shall be created as deemed necessary by the Executive Board.
2. A standing committee is one that will continue to exist from year to year. Each standing committee must have a written description of goals and responsibilities of the committee. This description can be amended to these bylaws according to Article XIII.
3. The chairperson of each committee shall be totally responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.
4. The chairperson shall report committee progress to the President and members of the Organization and shall submit a monthly report to the Vice President.

*Suggested Standing Committee Positions*

Ice Cream Social Chairman  
Festival Chairman  
Hospitality Chairman  
Campbell's Chairman  
Fry's Chairman  
Basha's Chairman  
Fundraising Chairman  
Barbecue Chairman  
Fiesta Mall Chairman

Snow cone Sales Chairman  
Pumpkin Patch Chairman  
Membership Chairman  
Bylaws Chairman  
Public Relations Chairman  
Budget Chairman  
Audit Chairman  
Honey Baked Ham Chairman

**Article XII:**

**Fiscal Year**

1. The fiscal year of this association shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>. The previous year's budget will stand until the first general meeting

**Article XIII:**

**Amendments**

1. The rules contained in the current edition of *Robert's Rules of Order, Newly revised*, shall govern \_\_\_\_\_ School PTSO.
2. An amendment shall be proposed in writing to the President and shall be read at the first general meeting after the President receives the request.
3. When a revision in the bylaws is being considered, a committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the Organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
4. Notice of a vote on an amendment and information regarding the amendment must be given to the general membership at least ten days in advance of the general meeting at which the vote will be taken.
5. A copy of the proposed amendment or revised bylaws will be made available for public review in the school office during normal school hours.
6. *Robert Rules of Order, Newly Revised*, shall govern this organization in all cases in which they are applicable.

**Article XIV:**

**Distribution of Resources**

1. In the event of school attendance boundaries changes and the membership is divided, a fair and equitable amount of funds and resources may be divided among the schools. "Fair and equitable" distribution will be determined by the PTSO and should be based on the particular circumstances involved. Monies should be allocated by the end of the fiscal year.

**Article XVI:**

**Miscellaneous Provisions**

1. All members of this organization, Governing Board, and its committees are for the discussion of Organization business and parent members shall not use any of these meetings as a means of discussing the problems or progress of their children with members of the staff.

# SAMPLE BUDGET for a PTO/Boosters

Category Description	2006-07 Budget	6/30/07 Actual	Difference
<b>INFLOWS</b>			
Bridge Books	2,000.00	1,389.71	-610.29
Concessions	1,000.00	1,003.50	3.50
Cookie Dough	1,000.00	6428.75	5,428.75
Country Fair	8,000.00	11,495.78	3,495.78
Family Hoedown	1,500.00	1,151.00	-349.00
Field Trips	3,000.00	2,058.52	-941.48
Grocery Profit	3,000.00	2,193.00	-807.00
Holiday Event	1,000.00	4,405.44	3,405.44
Honeybaked Ham	3,500.00	5,741.30	2,241.30
Membership	1,600.00	2,384.00	784.00
Misc. Donations	500.00	1,497.43	997.43
Product Sales	18,000.00	17,275.50	-724.50
Pumpkin Patch	1,000.00	1,175.50	175.50
Skating Party	200.00	0.00	-200.00
T-Shirt Sale	3,500.00	6,260.86	2,760.86
<b>TOTAL INFLOWS</b>	<b>48,800.00</b>	<b>64,460.29</b>	<b>15,660.29</b>
<b>OUTFLOWS</b>			
Art Masterpiece	500.00	500.00	0.00
Bridge Book	2,000.00	1,411.45	588.55
Concessions	800.00	303.23	496.77
Cookie Dough	500.00	3,416.00	-2,916.00
Country Fair	4,500.00	4,938.47	-438.47
Family Hoedown	1,500.00	775.21	724.79
Field Trips	4,000.00	2,218.19	1,781.81
Fun Runs	1,200.00	1,187.00	13.00
Gifts for Needy	300.00	213.00	87.00
Holiday Event	700.00	3,157.13	-2,457.13
Honeybaked Ham	3,000.00	4,902.93	-1,902.93
Hospitality	2,000.00	2,447.65	-447.65
Insurance, Conf.	400.00	365.49	34.51
Library	500.00	500.00	0.00
Membership	1,500.00	1,223.57	276.43
Misc. Expenses	500.00	1,007.00	-507.00
Office Supplies	1,000.00	2,225.13	-1,225.13
Product Sales	9,000.00	7,891.84	1,108.16
Pumpkin Patch	900.00	737.07	162.93
Room Mothers Tea	50.00	22.02	27.98
School Gift	7,450.00	13,747.53	-6,297.53
Special Program Assembly	1,000.00	1,289.27	-289.27
T-shirt Sales	3,500.00	5,779.75	-2,279.75
Teacher Grants	2,000.00	2,022.13	-22.13
<b>TOTAL OUTFLOWS</b>	<b>48,800.00</b>	<b>62,281.06</b>	<b>-13,481.06</b>
<b>OVERALL TOTAL</b>	<b>0.00</b>	<b>2,179.23</b>	<b>2,179.23</b>



# Sahuarita Unified School District No. 30

## ACTIVITY REQUEST

### PART I: ACTIVITY REQUEST

Requester's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Select Organization Type:

Student Club ☐

PTO ☐

Foundation ☐

Booster Club ☐

Request Type (Select One):

Fundraiser Request ☐

Donation Request ☐

Event Request ☐

Describe the Activity: \_\_\_\_\_

If Fundraising – Please list Items: \_\_\_\_\_

What items will be purchased  
from the profits? \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

Vendor : \_\_\_\_\_

Specific

Location: \_\_\_\_\_

On Campus Activity ☐ Off Campus Activity ☐

### PART II – STUDENT COUNCIL/PTO/FOUNDATION/BOOSTER APPROVAL

Approved:

Yes ☐

No ☐

Date of Approval: \_\_\_\_\_

**Printed** name of Student Council Sponsor/PTO

President/Booster/Foundation Member: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

### PART III – SITE ADMINISTRATION APPROVAL

Approved:

Yes ☐

No  
☐

Date of  
Approval: \_\_\_\_\_

Administrative

Signature: \_\_\_\_\_

### PART IV – BUSINESS SERVICES APPROVAL

Approved:

Yes ☐

No ☐

Date of  
Approval: \_\_\_\_\_

Business Services

Signature: \_\_\_\_\_

### PART V – SUPERINTENDENT /GOVERNING BOARD APPROVAL

Approved:

Yes ☐

No  
☐

Date of  
Approval: \_\_\_\_\_

Superintendent

Signature: \_\_\_\_\_