

Kentlake Community PTSA

Guidelines for Student Activity Committees

The Kentlake Community PTSA exists to support our school community, teachers and students. As a 501(c)3 nonprofit organization, there are state and federal laws that govern our business practices that we must follow. The following guidelines should be helpful in planning committee activities.

- It is essential to keep ASB activities and PTSA activities separate. A PTSA event is insurable only if the event was conceived, organized, implemented, and advertised by members of PTSA, and all money was collected by PTSA members.
- The PTSA insurance covers most PTSA events, but does not cover events such as “Organized sports or competitions,” including sports camps.
- The PTSA General Liability Insurance does not cover transportation.
- Donations to Kentlake over \$1000 require School Board approval prior to the donation.
- Two PTSA executive officers must sign all contracts, including agreements for fundraising, services and KSD facility use.
- KL PTSA has a resellers permit available for use by any committee. Contact the treasurer for use.
- KL PTSA has tax receipts for donations of goods or monies. Contact the treasurer for use.
- Money handling must always be done by two PTSA members. Staff cannot handle money while on school district time. Money should be turned in to the PTSA treasurer upon completion of a fundraiser. If the fundraiser is ongoing, deposits must be made as funds are collected throughout its duration.
- KL PTSA Board of Directors meets the second Monday of each month (exceptions are listed on the website: kentlakehsptsa.org). For insurance purposes, a representative of each committee is expected to give a report to the board about their current and up-coming activities.
- All expenditures must be in line with the PTSA purpose as stated in the Articles of Incorporation.

Kentlake Community PTSA Articles of Incorporation

The corporation is organized exclusively for charitable and educational purposes, including for such purposes within the meaning of section 501(c)3 of the Internal Revenue Code of 1986. Specifically, the objects and purposes of the corporation are:

- To promote the welfare of children and youth in home, school, community, and place of worship
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training and education of the child.
- To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.
- To receive gifts, endowments, devised and bequests which shall be used to carry out the purposes and objectives of this corporation.
- To carry on any activities necessary to carry out the purposes and objects of this corporation.