



HOW TO START A PTA, PTO, BOOSTER CLUB OR PARENT VOLUNTEER GROUP

PTAs, PTOs, Booster Clubs and Parent-Volunteer Fundraising Groups are great ways for parents to support schools, school programs, and clubs.



Starting a group is easy! Here are some tips to determine the type of group you would like to start and 10 steps to follow to get started.

First, determine the type of group you would like to start. PTA, PTO, Booster Clubs and Parent-Volunteer groups are not all the same.

Here's how they differ:

- A PTA is a national organization with chapters in every state.
TIP: The school organization would be governed by state and national rules and regulations.
- A PTO is an independent organization for a school.
TIP: A Booster Club is an independent organization and supports just one activity like the football, band, or JROTC.
- A Parent-Volunteer Group is a small group of volunteers.
TIP: This group operates under the principal's supervision. Funds go directly to the school.

Once you know the type of group you'd like to start, it's time to reach out to the school principal. If they are interested, they will host a meeting to determine if there is sufficient support.

10 Simple Steps to Starting a PTA, PTO, Booster Club or Parent Volunteer Group

1 NAME

Determine the club's official name and type of organization.

2 ROLES

Determine who will fill the roles of incorporator and registering agent.

3 P.O. BOX

Establish a mailing address*, preferably a P.O. Box so that as officers change, the mailing address remains the name.

4 REGISTER

Register online with the SC Secretary of State to become a nonprofit organization.

5 APPLY

Apply with the IRS for a Tax ID number (EIN).**

6 VOTE

Hold recorded elections to elect officers.

7 FUNDS

Open a bank account.

8 RULES

Establish guidelines, by-laws, and written financial policies.

9 INSURANCE

Insure the organization so that board members are not held personally liable in a lawsuit against the organization.

10 FILE ANNUALLY

Congratulations, you're official! Submit a report to the South Carolina Secretary of State and file Form 990 with the IRS.

* Do not use the school's mailing address.

** Apply with the IRS to become a 501(c)(3) organization – when donations are tax deductible, the organization may get larger donations.

PRINCIPAL OVERSIGHT

Group officers will work with the principal and program directors to determine the needs and priorities they would like the group to help support. Fundraisers often entail things like: the purchase of new materials or equipment, collecting funds for field trips, or sponsoring teams and clubs.

Every fundraiser must be approved by the principal in advance. The school's bookkeeper will assist with providing proper approval and consent forms.

The group's finances, fundraising, tax ID and mailing address should be clearly separate from the school's. For example, a teacher or coach cannot begin a fundraiser and then ask the PTO to step in to collect and manage funds.

Principals have the right to request the group's financial records on an annual basis. This is all part of transparency and oversight.

District employees are not permitted to be officers of a PTO, PTA, Booster Club or Parent Volunteer Group.

