



PTA Guidelines

Elgin Independent School District believes that the combined efforts of teachers, students, and parents make a successful school. We are glad to have PTA organizations working to promote and enhance the education of our students. In an effort to clarify the roles of school officials and PTA volunteers, the District offers the following guidelines.

[Texas PTA Organization Establishments, Approval, and Financial and Procedure Policies](#)

District Requirements

- Principal must approve on campus activities, including meeting times, places, dates, fundraisers and all other activities. Such activities cannot conflict with school schedules or activities, district policies or financial procedures. The principal has the authority to limit the number of on campus fundraisers. PTA organizations may not store funds or fundraising product on campus for safekeeping.
- PTA organizations are present in the school at the invitation of the school principal and the District. The volunteers serving in the schools must follow the principal's instructions and the District policies. If a PTA volunteer is not cooperating with school rules and the directions of the principal, that volunteer may be asked to leave the campus.
- Employees of the District shall not serve in a financial capacity of the PTA organization. Financial capacity includes holding positions of treasurer, fundraising chairperson, or serving as a check signer.
- PTA members are expected to follow the same standards as district employees when chaperoning, sponsoring, or attending student activities. These standards and rules of conduct may be found in the personnel handbook.

Volunteer Background Screening

- All PTA volunteers who are going to be working on the campus and around students must go through the screening process used by EISD. Name based criminal background checks are required of all EISD Volunteers through district Raptor systems.
- EISD does not conduct background checks for non-school sponsored events/activities. As such, the PTA should refer to their national association and/or bylaws for information and requirements regarding conducting criminal background checks on members who are not approved EISD volunteers.

Fund Raising Projects

Fundraising projects by parental groups should be:

- For the educational benefit, health, and welfare of the students.
- Coordinated through the principal.
- For a specific project as identified in the current approved budget and not for the sake of raising money.
- In connection with the established goals and philosophies of the PTA objectives and bylaws.

PTA Refreshments and Parties

- *Refreshments* – In accordance with the Texas Public School Nutrition Policy (TPSNP), refreshments for students (PreK-5) during school are not allowed to be provided to students any time anywhere on school premises by anyone (including guest speakers) until after the end of the last scheduled class.
- In accordance with the TPSNP, refreshments for students (6-8) during school are not allowed to be provided to students any time anywhere on school premises by anyone (including guest speakers) from 30 minutes before to 30 minutes after meal periods. All food beverage, and snack items sold or given away must comply with the nutrition standards and portion size restrictions in the TPSNP. Please see www.squaremeals.org for more information regarding allowable products.
- In accordance with the TPSNP, refreshments for students (9-12) during school are not allowed to be provided to students during meal periods where meals are being served. All food, beverage and snack items sold or given away must comply with the nutrition standards and portion size restricts in the TPSNP. Please see www.squaremeals.org for more information regarding allowable products.
- *Parties* – Food otherwise restricted by the policy are permitted at student birthday parties. Parties should be scheduled after the lunch period so as not to replace lunch or breakfast. All birthday parties should be scheduled with the classroom teacher in advance of the birthday.

Required forms to be submitted

- **EISD Booster Club/PTA Guidelines Manual Receipt** – Signed and returned by the PTA president from every campus that has a PTA to EISD Business Office, Administration Building.
- **Fundraiser Request Form for Supporting Organizations** – Should be turned into Principal for all fundraisers for the year by October 1st. Fundraiser should not take place until the approved form is returned to PTA.