

# PTA/PTSA ACTIVITY BEST PRACTICE CHECKLIST

## NORTHSHORE COUNCIL PTSA 6.10

A lot of time and energy goes into planning PTA/PTSA events. Here are some helpful tips to make the event planning process go more smoothly. The goal is to communicate with all the key parties prior to advertising your event and keep everyone safe.

### GOOD STARTING QUESTIONS

1. Would the event/activity be covered by your PTA Insurance?
2. Would the general membership vote yes to have this event/activity?
3. Are you allowed to have the event/activity on school property?
4. Do you have enough budget?

### FACILITY REQUEST FORM:

If you are going to be using Northshore District school property, (such as a cafeteria, sport field, parking lot, etc.), you will need to submit a Facility Request Form to Northshore School District. Before submitting this form, please complete the following.

### BEFORE BRINGING THE EVENT TO YOUR GENERAL MEMBERSHIP:

- Verify the event/activity would be covered by AIM Insurance (Association Insurance Management) 1-800-876-4044 or [www.aim-companies.com](http://www.aim-companies.com).
  - YES - keep planning
  - NO - figure out an alternative event
- Verify with Risk Management (NSD) activity/event are allowed by NSD on school/district property.
  - If NSD does not allow activity on District property, but, AIM will cover - PTA/PTSA will need to find another venue.
- PTA President and/or Activity planner should check with Principal, for consent on school property. This goes a long way in building relationships with the school. The school often has a lot of best practices to make your event go more smoothly.

### IF THE EVENT MEETS THE ABOVE CRITERIA:

- The General Membership needs to vote and approve the activity.
- Funds need to be properly allocated and approved in the budget by General Membership.
- If co-sponsoring the event/activity with another organization/business, a written contract should be signed by 2 current officers and copies kept in the PTA/PTSA Legal Notebooks.

### GENERAL BEST PRACTICE FOR FACILITY USE:

- Designate one person from your PTA/PTSA to be the single point of contact with the Northshore Facility department for the school year. It makes it much easier for your PTA to correctly fill out the Facility Request forms and get the space you need.

### GOOD RESOURCES:

Northshore School District Web Site - <http://www.nsd.org> (go to District information and then under "About Northshore" click on Facilities Rentals