

**Lyon/Pleasant Ridge PTA
Policy for Establishing PTA-Sponsored Programs
Approved at March 15, 2011, LY/PR PTA Meeting**

Due to the talented and generous nature of the Lyon/PR community, there are often requests for PTA to sponsor programs that meet on an ongoing basis (e.g., language, chess, running club, etc.). The need has arisen to outline a consistent, objective approach to determining which programs will be sponsored and the terms under which PTA sponsorship will continue. For the purposes of this document, the following definitions will hold:

- Provider – Party which will be providing the noted services
- PTA Sponsor – LY/PR PTA member in good standing who will serve as the sponsor for noted program

Proposed programs must be in alignment with the Illinois PTA Mission as stated below:

- 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, so that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

See attached table for guidelines on establishing and maintaining a Lyon/Pleasant Ridge PTA-sponsored program.

Functionality	Details
<p>Proposal Requirements</p>	<p>Interested parties must provide a written proposal that includes:</p> <ul style="list-style-type: none"> • Rationale for requesting PTA support • Link to District 34 curriculum and strategic plan • Outline of roles & responsibilities, including role of Provider and PTA sponsor • Operational processes to include <ul style="list-style-type: none"> ○ Student supervision ○ Payment method ○ Parent communications ○ Program and instructor evaluations • Cost to PTA and participants • Policies in place to ensure student safety • Proof of required insurance coverage <p>Written proposal must include responses to the above from <u>at least two potential providers</u>.</p>
<p>Approval process</p>	<ul style="list-style-type: none"> • Proposal presented to Exec Board by Provider and PTA Sponsor <ul style="list-style-type: none"> ○ Principals attendance is optional, but encouraged • Exec Board meets following presentation and develops recommendation <ul style="list-style-type: none"> ○ May include follow up to be done by Provider and/or PTA Sponsor • PTA President and Vice President present recommendation to Principals for review and approval • Recommendation presented for vote at general PTA meeting • Lyon and PR Principals approval plus 2/3 majority of PTA meeting attendees needed to accept Exec Board recommendation • If recommendation is approved, PTA President conducts Background Check of Provider
<p>Decision Criteria</p>	<ul style="list-style-type: none"> • Link to District 34 curriculum and strategic plan • Alignment with Illinois PTA's Mission Statement • Number of students impacted • Soundness of policies to ensure student safety • Successful completion of background check • Lyon/PR PTA member in good standing committed to serve as PTA Sponsor for at least 1 calendar year
<p>Role of PTA Sponsor</p>	<p>PTA sponsor must be a PTA member in good standing and commit to serve as the PTA Sponsor for at least 1 calendar year; Responsibilities include:</p> <ul style="list-style-type: none"> • Work with District 34 Facilities Director to secure space • Serve as first line of contact for Provider • Maintain records of payment inflows and outflows • Ensure procedures for secure drop off and pick up • Notify parents of any program changes (e.g., cancellations due to inclement weather) • Conduct annual parent survey to review program effectiveness • Agree to help identify and train successor for PTA Sponsor role

Program longevity	<ul style="list-style-type: none">• Conditions for program continuation<ul style="list-style-type: none">○ Satisfactory remarks on parent survey○ Dedicated parent volunteer is recruited during the PTA slate formation process (~ May/June prior to the school year)<ul style="list-style-type: none">▪ PTA membership will be notified of vacancy in parent liaison position via email and newsletter○ No student safety concerns have surfaced without adequate resolution• In the event that above conditions are not met, program will be discontinued<ul style="list-style-type: none">○ Program discontinuation will be broadcast via email and newsletter
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