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## DES CLUB POLICY

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### General Info.

- A Chairperson must be appointed as the PTO point of contact for any PTO sponsored club or activity at the school.
  - When possible, the Volunteer Coordinator will provide a folder with detailed information to assist the chairperson in planning & executing their program.

### Advance Planning

- For meeting space, days, and times – the DES PTO School Facility Use form should be completed and sent to the PTO Volunteer Coordinator. You can obtain this form from the PTO Volunteer Coordinator, or on our website at: [www.despto.org](http://www.despto.org).
  - The chairperson may first want to contact the business/organization that is running the club for their availability if the chairperson isn't specifically running the activity.
  - After the Volunteer Coordinator receives this form, we will contact the office and coordinate school use. Once everything is approved and finalized, we will contact the chairperson.
  - The chairperson will be notified by a board member if they have been given funds to use for the activity.

### Communication & Management

- The chairperson should design a flier (as needed) with club specifics including their registration form/info. and submit it to the Volunteer Coordinator.
  - The Vol. Coordinator (or any PTO board member) will get office approval and then will send it on to the Communications VP for Blast distribution.
  - If the chairperson wants a specific message in the Blast at any time (along with the flier), or needs help designing a flier, they should e-mail [desgatorblast@gmail.com](mailto:desgatorblast@gmail.com).
  - The chairperson should collect all registration forms from the office as they are submitted. A roster of all students participating should be left in the office until the program is over.

### Payment

- All payment/registration fees for any PTO sponsored program should be made to DES PTO.
  - The chairperson should submit a PTO check request and invoice from the organization (or person) to receive payment.
  - DES PTO will charge 10% of all collected fees from the approved business to sponsor their program. This fee may be waived with PTO Board approval.
  - A W9 form must be provided if the organization/person has earned over \$600 for the calendar year from club participation.
  - All funds collected by any program (in-house activity or business sponsored) are placed in the general PTO operating funds. These funds are the PTO property and are spent with the PTO board approval.
  - For in-house activities that handle more than \$500, a written budget should be given prior to program starting and updated as needed. Per the PTO bylaws, a board member must approve any expenditure over \$150.
  - Participation fees should be limited to a rate of no more than \$20 per 90 minute session and there cannot be greater than a 1:20 leader to student ratio.
  - Programs by for-profit entities may be offered no more than 2 sessions per school year, lasting 6-8 weeks. DES PTO may grant special exceptions to this when requested in writing.

### Guidelines

- Club Dismissal policies:
  - A student sign-out sheet for dismissal should be used. A parent volunteer may fill this role.
  - Parents should wait either outside or by the front office for dismissal.
  - If parents need entry to the building, a club participant/adult volunteer should be there to open the door. The parents should not ring the doorbell for entrance by office staff.
  - Students are not permitted in any other areas except their meeting location, the nearest bathroom and the front lobby.

### Final Duties

- The chairperson should give a final report to the Vol. Coordinator upon completion of the activity, including information such as: number of kids enrolled, satisfaction of company providing the activity, problems that arose, and any general feedback on the experience.