

# WCPSS Policies and Procedures

## Session Questions and Answers

### FINANCE

- Is it possible to establish guidelines for parent to run the PTA as a business?

Answer: No. The PTA should not be run as a business. It's primary purpose based on it's charter with National PTA is first advocacy. There should be fiscal checks and balances and record keeping. "Business" here implies a profit. Please consult the Wake PTA Council.

- How can teachers raise money for specific groups (e.g., yearbook, band, or the drama club)?
- Why is there a distinction in NC 501(c)(3) regulations between "consumers and "merchants?"
- How can we give money to teachers for supplies?
- A teacher has requested assistance with supplies and registration fees for students who cannot afford those items but this doesn't specifically fall within the PTA charter. Can an individual parent ask other parents to donate?
- Can a room parent collect money from parents as donations to go through the PTA account and then give to teachers as holiday gifts?
- What is the specific Board policy on school fundraisers?
- Clarify how money moves through school from things like Box Top and Harris Teeter VIC cards, etc...
- What the best way to steward PTA money?
- When do schools need to report money given by the PTA?
- Why can't checks be written to teachers personally?
- Are there limits on the amount PTA can purchase for schools?
- How do Wake financial policies impact PTA financial policies?

**Please contact Mark Winters, Finance Officer, at (919) 694-0311 to address these questions.**

## **GRANTS**

- Can the PTA spend grant monies on books or other supplies and materials then provide to a school?

Answer: If the funder allows grant funds to be used for that purpose.

When the materials are given to the school then the school should record the donation.

- Where can I find relevant grant opportunities?

Answer: Visit the WCPSS Intranet when on-site and select the Departments tab at the top of the page then select Grants and Grant Alerts - Schools. PTAs may or may not be eligible applicants for the grants noted at this website so please consult the funder's guidelines.

- Who do I contact about matching facilities grants?

Answer: Please consult Elizabeth Sharpe with the WCPSS Facilities Department at [esharpe@wcpss.net](mailto:esharpe@wcpss.net) or (919) 856-3700. Please are a couple of links to consult.

<http://www.wcpss.net/Page/255>

<http://www.wcpss.net/Page/285>

- Do Wake County Public Schools offer grants?

Answer: WCPSS offers one grant program, the 4C Fund. Eligible applicants are WCPSS teachers or teams of WCPSS teachers.

- How does a school grant and PTA grant differ?

Answer: PTA and School Grants are distinguished below.

- 1) PTA Grants are those for which the PTA writes, submits, and receives funding. In these instances the grants do not have to be reported to the WCPSS Office of Grants. Grants for which the PTA is the recipient should be managed by the PTA, including: retaining the funds, managing implementation of grant activities, and all reporting.
- 2) WCPSS Grants are those which schools submit, although maybe with writing assistance from the PTA or others. If awarded, the school is noted as the recipient and receives the grant funding. In these instances the decision to pursue a grant must be reported to the WCPSS Office of Grants before the application is submitted. Grants for which the school is the recipient should be managed by the school, including: retaining the funds, managing implementation of grant activities, and all reporting.

## **COMMUNITY SCHOOLS**

- Do we need a form for PTA weekly meetings?

Answer: Yes, please submit all your PTA weekly meetings for one fiscal year on one online reservation request. PTA MEMBERSHIP meetings should be grouped in one online reservation request for the fiscal year. All other PTA meetings should be grouped and submitted in one online reservation request for the fiscal year. A fiscal year begins July 1 and ends June 30. Note: PTA 'events' require individual online reservation requests for each event.

- How do you update information (e.g., names of officers, dates of meetings) on an application that's been submitted?

Answer: Email the Community Schools Technician assigned to your region. (See provided brochure: What PTAs Should Know About Community Use)

- Define what an 'event' is and how it's different from a meeting.

Answer: A meeting is an organized group of PTA members gathered to discuss or plan PTA activities for the PTA or school. An event is an activity/function organized by the PTA as approved by the PTA Board, including but not limited to: indoor and/or outdoor work sessions, stuffing envelopes, festivals, carnivals, book fairs, parent nights.

- Should an application be submitted to arranged for Cultural Arts to use school facilities?

Answer: Yes, this is an organized PTA event.

## **RISK MANAGEMENT**

- Can any kind of food be provided at functions? Are there specific vendors that must be used?

Answer #1: If the PTA is going to have a vendor come into a school for the event: The PTA may use any vendor such as Pizza Hut, Chick-fil a, or a local independent vendor. My suggestion is the vendor must have general liability insurance that includes "\$2,000,000 for Products and Operations" and the PTA request a (COI) Certificate of Insurance from the vendor.

Answer #2: If the PTA is going to purchase food from a vendor and bring to the event and resale then the general liability insurance coverage the PTA carries should cover such events. Each PTA should ask their insurance provider if their policy covers such events.

- Are food trucks allowed and if so, what are the policies around food trucks on campus?

Answer: Food Trucks must have a completed (MOU) Memorandum of Understanding. Contact Curtis Terry 919-588-3491 or via email at [cterry3@wcpss.net](mailto:cterry3@wcpss.net).

- Where can you find a list of approved food trucks?.

Answer: The list changes frequently so we ask you contact Curtis Terry at 919-588-3491 or via email at [cterry3@wcpss.net](mailto:cterry3@wcpss.net).

- Can food from school gardens be served at events?

Answer: No food from school gardens should be served at events.