

ICS PTSA Sponsored Clubs and Activities Requirements 2008-09

Includes Chess, Music (Choir and Ensemble), Math, Drama, Intramural Sports, Graduation, Power Reading, SAT Prep.

What defines a PTSA Activity? The PTSA must have been involved in the creation, planning or implementation of the program, project or activity, and must direct and supervise the event. These activities are covered under our PTSA AIM Insurance liability policy.

Committee Chairs need to follow the following guidelines for your PTSA activity:

1. Obtain and complete a Building Use Form, available in the school office. If the events require using the building on a weekend, your group will need to pay the custodian fees associated with building use outside normal hours. (Copy attached – get an original from Lili. This is a multi-sheet form that can't be filled out online or downloaded).
2. PTSA must execute all contracts for any paid coaches, instructors, vendors, service providers etc., and **MUST** be signed by both Co-Presidents. Contracts must be provided no later than 30 days prior to commencement of services or due date of the contract. Certain contracts with vendors and service providers must include the insurance requirements addendum (see attached).
3. In some cases (such as the Graduation Party), vendors or service providers will be required to provide ICS PTSA with a certificate of insurance and policy endorsement which specifically adds ICS PTSA its officers, officials, employees and agents as an additional insured. This must be provided before any contract can be signed by the PTSA.
4. Majority of those assisting an activity or event needs to be provided by PTSA members, volunteers, or independent contractors.
5. PTSA must handle all monies involved by collecting and depositing them in the PTSA account and writing all checks required.
6. A PTSA member should monitor the session frequently or be in attendance.
7. Obtain Informed Consent Forms (as approved by the ICS PTSA) or Field Trip Permission slips, as appropriate, for every participant, and keep them on file in the area the activity takes place. A copy must also be provided to the Treasurer and retained in a permanent file. If travel is involved, the forms must travel along with the activity coordinator (see attached).

8. Obtain a Liability Release Form (as approved by the ICS PTSA) for any event that involves travel. Fill out a separate form each time travel occurs. Give to the PTSA Treasurer and retain in a permanent file. (see attached).

Hiring of an Independent Contractor or Instructor:

1. Execute an approved ICS PTSA independent contractor agreement (see attached).
2. They must complete an IRS W-9, so PTSA has the correct information it needs to report earnings over \$600 to the IRS. If we pay the person over \$600, we would then complete IRS Form 1099-MISC for miscellaneous income by Jan. 31 and a 1096 Annual Summary and Transmittal Form by March 1. This form can be obtained from the Treasurer or the IRS, www.irs.gov, and should be turned in to the Treasurer upon completion.
3. Independent contractors who have a Washington State Business License must provide a copy of the license, to be turned in with the Independent Contractor Agreement. If no license is available, the Social Security number of the contractor is to be supplied.
4. Contractors will need to complete and return a Volunteer Application packet, available online from the school district: www.lwsd.org. The packet, along with a copy of their driver's license, must be turned in to the Resource Center no later than one month before commencement of the activity or event. (see attached)