



# Puesta del Sol PTA



## Parent Organizer Agreement

The purpose of this agreement is to supplement the Sponsorship Application. Any program requesting PTA sponsorship is required to have an Parent Organizer to facilitate the administration of the program on behalf of Puesta del Sol PTA. The Parent Organizer must be a member in good standing of the Puesta del Sol PTA. The purpose of the Parent Organizer Agreement is to have mutual acknowledgement of the Parent Organizer's responsibilities as a delegate of Puesta del Sol PTA.

### Parent Organizer

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Alternate Phone \_\_\_\_\_

PTA Membership number \_\_\_\_\_

### Organization Applying for PTA Sponsorship

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Program Description \_\_\_\_\_

### Parent Organizer terms of Acceptance

The primary purpose of the Parent Organizer is to facilitate the administration of the Puesta del Sol Sponsored Program described on the Sponsorship Application. The Parent Organizer must:

1. Facilitate the PTA Sponsored Program such that the safety of every enrolled student is ensured.
2. Collect all fees from enrollees and deliver to the PTA bank Treasurer for deposit in a timely manner. The fees collected must total the exact amount that the PTA Sponsored Program bills Puesta del Sol PTA. The PTA will not incur any additional charges without prior written approval.
3. Assist the PTA Sponsored Program in obtaining payment of agreed upon fees.
  - a. The PTA Sponsored Program must submit a bill for payment.
  - b. Puesta del Sol PTA will submit payment to the PTA Sponsored Program upon receipt of billing.
4. Accept the responsibility of ensuring that the PTA Sponsored Program fully complies with the Terms of Acceptance listed on the Sponsorship Application.
5. The Parent Organizer must be a member of the Puesta del Sol PTA in good standing. Failure to fully comply with ANY ONE of the Terms of Acceptance listed on this agreement or on the Sponsorship Application WILL result in loss of PTA Sponsorship at the discretion of Puesta del Sol PTA. Loss of PTA Sponsorship will subject the Organization listed on the Sponsorship Application to ALL processing fees and building use fees as assessed by Puesta del Sol Elementary School administration or Bellevue School District.
6. Ensure all adult volunteers in the program have up to date background checks on file.

**By the signature below the Parent Organizer assumes the responsibility of facilitating the PTA Sponsored Program on behalf of Puesta del Sol PTA. The Parent Organizer has read and agrees to the terms and conditions stated on this agreement.**

Parent Organizer \_\_\_\_\_ Date \_\_\_\_\_