



Puesta del Sol PTA



Sponsorship Information

It is the intention of Puesta del Sol PTA to ONLY sponsor programs that have a specific need for sponsorship. Due to the liability Puesta del Sol PTA assumes for the Applicant listed on the Sponsorship Application as well as the benefits the Applicant receives from PTA sponsorship, Puesta del Sol PTA expects ABSOLUTE COMPLIANCE with the Applicant Terms of Acceptance outlined on the Sponsorship Application.

SCHEDULE OF SPONSORSHIP:

1. All outside programming must have a Puesta del Sol Parent Organizer in order to be considered for PTA sponsorship.
2. The Parent Organizer must complete a Parent Organizer's Agreement. The Parent organizer must be a Puesta del Sol Elementary PTA member in good standing.
3. Either the PTA Contact or the Parent Organizer will present the program described on the Sponsorship Application to the Puesta del Sol PTA Board of Directors for consideration of sponsorship at the next scheduled Board of Directors meeting.
 - A. No program will be considered for Puesta del Sol sponsorship unless a Puesta del Sol parent would like the program to be considered and is willing to organize the program on behalf of the Puesta del Sol PTA.
 - B. Puesta del Sol PTA Board of Directors meetings are held monthly.
5. Puesta del Sol PTA Board of Directors will vote to determine whether PTA sponsorship will be granted to the Applicant name on the Sponsorship Application. Voting will be conducted according to the standard code of business as listed in Puesta del Sol PTA Standing Rules.
6. If sponsorship is approved, 2 copies of the Sponsorship Applications will be given to the Parent Organizer.
7. The Puesta del Sol PTA will execute a contract with the program/organization.
8. One copy of the approved Sponsorship Application must be submitted to the Puesta del Sol Elementary school administration along with a completed Building Use form to obtain a reservation for use of a school facility. The second copy of the Sponsorship Application is for the Applicant's records.
 - A. The Building Use form is available from the Puesta del Sol Elementary School office.
 - B. The Building Use form should be completed with the following convention: PTA/Applicant Name. The convention can only be used when accompanied by an APPROVED Sponsorship application.
 - C. The processing fees will be waived upon presentation of the approved Sponsorship Application.
8. Once the facility has been confirmed by the school administration and Puesta del Sol PTA has been supplied with marketing materials, Puesta del Sol PTA may market the program to the student population. Marketing may include and is not limited to:
 - A. Listing on the Puesta del Sol PTA website where appropriate as determined by the PTA.
 - B. Listing in the Puesta del Sol PTA e-mail blast where appropriate as determined by the PTA.
 - C. Listing in other Puesta del Sol PTA communications where appropriate as determined by the PTA.

PTA[®]

everychild.one voice.[®]