



PTA Sponsorship Procedures

1. Determine if PTA sponsorship is needed by reading through the "Sponsorship Information" sheet located in the Forms section of the website [here](#). Particularly look at the table at the bottom of the form which outlines what sponsorship means.
2. Complete sponsorship application located on the PTA website in the Forms section of the website found [here](#) or in the PTA Cabinet in the back work room of the school office. You can either email to edenhancement@puestadelsolpta.org or place in the PTA mailbox in the back work room in the school office in COMPLETED FORMS folder. Keep a copy for your records.
3. The Board will vote at their next monthly meeting, based on listed criteria, to either approve or deny sponsorship and you will be notified by one of the VPs of Educational Enhancement. This can take up to 2 months.
4. If approved, begin the "Building Use Form" process to secure space. See [Chair/Committee FAQ](#) for instructions. Note that approval of sponsorship does NOT guarantee space at Puesta del Sol but does prioritize your class/event over non-school, non-PTA sponsored organizations seeking space. Keep a copy for your records.
5. Once space is confirmed with the school, begin advertising class/event. See [Chair/Committee FAQ](#) for instructions.
6. All registration forms and payment should be submitted to the locking PTA mailbox located in the School office lobby.
7. **NEW THIS YEAR:** All Registrants **must** return the "[Before and After School Health Form](#)" prior to the start of class. Students will not be allowed to participate without this form on file. Make arrangements with parents for any students with life-threatening health issues to ensure medications are available to you during your class/event. Note, medications kept by the school are NOT available to you outside of school office hours (8am - 4pm).
8. Prior to the start of the class/event, secure a PTA parent organizer and turn in the [Parent Organizer Agreement](#) to the PTA mailbox in the back work room in the school office in COMPLETED FORMS folder.
9. Upon completion of the class, the PTA Treasurer will provide you with a check of all registrations paid minus the \$5 sponsorship fee and any copy expenses incurred by using the District Copy Service.
10. On the first day of the class, students should hand in the [Student Release Form](#) to the teacher.