



Puesta del Sol PTA Sponsorship

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 programs must have a Puesta del Sol Parent Organizer PTA member in good standing, in order to be considered for PTA sponsorship.
2. The Parent/Teacher Organizer must complete a Parent Organizer’s Agreement form.
3. The Parent Organizer will present the program described on the Sponsorship Application to a Puesta del Sol PTA VP of Educational Enhancement for consideration of sponsorship at the next scheduled Board of Directors meeting (monthly).
 - a. Proposal must clearly outline how the activity will be run and align with PTA insurance and criteria requirements.
 - b. No program will be considered for Puesta del Sol sponsorship unless a Puesta del Sol parent/teacher would like the program to be considered and is willing to organize the program on behalf of the Puesta del Sol PTA & Applicant.
4. 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, based on the below sponsorship criteria.
5. 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 Applicant should maintain any necessary copies for their 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 BSD processing fees will be waived upon presentation of the approved Sponsorship Application.
 - d. BSD custodial fees are the sole responsibility of the Applicant; along with all operating expenses.
6. 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. Puesta del Sol PTA communication channels where appropriate as determined by the PTA Board.

What does PTA Sponsorship mean	Criteria for PTA Sponsorship
PTA Insurance	Supports the Puesta del Sol PTA Mission
Scholarship available	Financially Responsible
Building use fees reduced	<ul style="list-style-type: none"> • Small business (1-3 teachers)
PTA reviews/approves program content	<ul style="list-style-type: none"> • PTA is contractually responsible for payment
PTA member required at all classes	<ul style="list-style-type: none"> • Reasonable cost to students
Advertising	<ul style="list-style-type: none"> • Applicant does not have existing business space
All funds are managed by the PTA	<ul style="list-style-type: none"> • Needs PTA support • May not have liability insurance
	Culturally supportive to Puesta del Sol Spanish Immersion
	No discrimination
	Available/Accommodates large number of students
<i>If sponsorship is denied Applicant may still apply for building use directly with school administration.</i>	