

## **Guidelines for PTA After school Programs Offered by Parents not Vendors**

1. All the rules set forth by the **Guidelines for PTA Usage of School Facilities for After-School Enrichment Programs** must be followed in addition to the following regulations:
  
2. PTA local units may use parent(s) of children who attend their campuses to teach after-school enrichment programs as long as the parent(s) do not profit from the program. Program instructor must be a current PTA member.
  
3. PTA local units may charge fees for Parent-taught programs that will compensate for supplies and administrative fees only. Funds should be paid to the PTA not the instructor. Parents teaching the enrichment programs should not receive monetary compensation.
  
4. All parents involved with the program will have the appropriate background checks and volunteer notary forms on file with the local campus office.
  
5. The local PTA unit offering the program must make sure that their insurance covers such program and the teachers of that program. They must provide evidence of this insurance coverage to the local campus office manager.
  
6. The local PTA unit is responsible for the dismissal of the students in attendance and have a policy for such procedures.