



PTA/PTSA Websites

ALL PTA/PTA Websites should include at least the following:

- PTA Meeting Calendar (Association Meetings)
- PTA Officers/Committee Chairs
- PTA Membership (information on how to join, forms, etc.)
- PTA Reflections Program
- Legislation (only if NOT using CUSD SchoolLoop)
- Disclaimers noted below

These should be **easily identified** links on the home page.

PTA/PTSA Website should NOT include the following:

- Association or Executive Board Minutes
- Association Financials
- Commercial Advertising
- Personal information on students or parents without permission including photos, addresses, phone numbers, email address, student names, student class schedules

PTA/PTSA Website MAY include the following:

- Message from the President
- PTA Registration Forms and Volunteer sign up/activities
- PTA Awards Programs
- PTA Founders Day/History
- PTA Fundraisers (with disclaimers/without advertising)
- Special Education Representative Reports
- School information such as bell schedule, classroom supply lists, etc.
- Links to other school related organization websites

Disclaimers

All sites must have a **general Disclaimer and a school connected organization disclaimer** at the bottom of the home page. Sample of the disclaimers can be found on the CUCPTSA Home page at the bottom of the page and under Communication/Disclaimers

If your site lists business sponsors or fundraising programs, there must be a **disclaimer** included below the links.

- e-commerce: *“PTA does not endorse, warrant or recommend any of these products. PTA will receive a small percentage of every sale. If you decide to purchase any products, we thank you.”*
- Websites, newsletters, flyers: *“The mention of any business or service in this publication/website does not imply endorsement by the [Your School Name] PTA”*

Unit Links

If your PTA website link (a small star is the link) does not appear on the Council page under CUCPTSA Units, please let me know.

Disclaimers:

Following are approved Disclaimers for use on PTA websites and PTA Publications.

General Disclaimer:

Although the CUCPTSA site may include links providing direct access to other Internet sites, CUCPTSA has not participated in the development of those other sites, and does not exert any editorial or other control over those sites. The linking to or from this site does not imply on the part of CUCPTSA any guarantee of quality, assumption of liability or endorsement of the organizations maintaining external Websites ¹

CUSD school-connected organization:

As a school-connected organization, we must follow the same Constitutional guidelines related to student fees that mandate all schools and districts provide a public education to your student free of charge. Subject to certain exceptions, your right to a free public education means that neither the school nor its support organizations can require you or your family to purchase materials, supplies, equipment or specific uniforms for any school activity, nor can we require you or your family to pay security deposits or make donations in order to participate in the program. All donations are strictly voluntary and greatly appreciated as we work to support our schools and programs! ²

Links to an e-commerce business

"PTA does not endorse, warrant or recommend any of these products. PTA will receive a small percentage of every sale. If you decide to purchase any products, we thank you." ³

All printed publications

"Not printed at CUSD expense" ⁴

Products mentioned on a website, in a newsletter or publication

PTAs may not endorse products or services or encourage members to purchase them. If using the name of a business or organization that supports your school or PTA, print a disclaimer such as:

"The mention of any business or service in this publication does not imply endorsement by [Your School Name] PTA." ⁵

¹ Required to appear on the Home page of a PTA site with "CUCPTSA" replaced with the name of the school PTA.

² Required to appear on a CUSD PTA website

³ Required to appear on any page that includes e-Commerce Offers

⁴ Required to appear on any hard copy handout distributed at a CUSD school.

⁵ Required to appear on any PTA website or publication that includes business names/ sponsors.

More information can be found on the California State PTA Toolkit:

Fundraising and Financial requirements in the Finance section under 5.5.9 (page 198)

Websites information in the Communications section under section 6.3.4 (page 229)

More information at www.cucptsa.com under Communication/Websites