

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

October 2, 2009

TO: School Site Principals
PTA Presidents
Site Booster Club / Foundation Presidents
Cabinet Members
Accounting Department
Budget Department

FROM: Kristofer R. Pitman, Executive Director, Fiscal Services



SUBJECT: **OUTSIDE GROUP PAYMENTS FOR CUSD ITEMS & ACTIVITIES**

With the current economic challenges facing the educational system, now more than ever, CUSD relies heavily upon the generosity and support of our outside support groups to help maintain the high level of educational programming the district has offered. In an effort to clarify how outside groups may support CUSD activities and initiatives, guidelines have been set forth below to address the key areas of support. Outside support groups should work closely with the site level administrator to develop a support plan for the school and students it serves.

PTA Payments

Given PTA has a national organizational structure with clear vendor and insurance criteria, PTA will independently contract with, and pay directly, vendors for the following activities and initiatives, pursuant to their PTA bylaws and vendor requirements:

One-Time Events Within the School Day (assemblies, field trip entry fees)

Supplies

After School Events (family fun nights, parent education events, etc.)

PTA will go through the CUSD vendor/PO process and gift funds directly to the school for the following activities:

Transportation

CUSD Personnel Conference and Training Attendance

CUSD Personnel Salaries and Stipends

Computer Purchases and Leases

Capital Outlay (sheds, big toys, shade structures and anything requiring DSA approval)

Overnight Field Trips (Outdoor Ed/Science Camp)

Ongoing Programs (Art Masters, Noon Sports, MIND Institute, etc.)

Other Outside Foundations and Booster Clubs

All outside foundations and booster clubs will follow the CUSD vendor/PO process and gift funds directly to the school for all activities and initiatives.

Should you have any questions regarding procedure or situations not included in the above listing(s), please contact me at your earliest opportunity.