

When a school's PTA is coordinating community organizations or individuals to provide programs for students, what forms are required of the PTA and/or these organizations? Under what other circumstances does the PTA need an MOU, Contract or Facilities Use Permit?

Scenarios	Program or Activities		When using school site		SFUSD forms/approval		
	Providing services to students	Not working with students	During the school day	Before or after school, weekends, and/or holidays	Need an MOU	Need a contract	Need a facility use permit
Neither the PTA nor the school pays the organization to provide the program	✓		✓		Each organization needs its own MOU with SFUSD		
Neither PTA nor school pays the organization for the program (<i>the organization may charge a fee to families, if not during school day</i>)	✓			✓	Each organization needs its own MOU with SFUSD		Each organization needs a permit
The school pays the groups for these programs	✓		✓			Each group needs a contract with SFUSD	
The PTA pays the organizations or individuals for the services*	✓		✓		The PTA needs an MOU with SFUSD		
The PTA pays the organizations or individuals for the services*	✓			✓	The PTA needs an MOU with SFUSD		PTA needs a permit
PTA members/volunteers themselves provide an after school program or clubs for students*	✓			✓	The PTA needs an MOU with SFUSD		PTA needs a permit
PTA manages parking in school yard (may be a fundraiser)		✓		✓			PTA needs a permit
PTA members have a meeting (<u>not</u> a large, community event)		✓		✓			Principal can waive permit
PTA hosts a large event at school		✓		✓			✓

*Please note that CAPTA strongly discourages PTA units from paying employees or consultants for services at schools. Most PTA units don't have the capacity to provide criminal background checks, follow regulations for tax reporting or cover employee benefits.