

Patrons of the Arts and Activities (PAA)
Policy & Procedures Handbook
Effective November 19, 2013

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I. Organization

The Patrons of the Arts and Activities (PAA) is the officially recognized booster organization for the arts and other non-athletic activities for Prior Lake-Savage Schools (ISD719). The PAA has been in existence since 2007 and provides needed funding and volunteer support for programs to enhance and support the quality of our school district's arts and non-athletic activities. The PAA meets monthly at PLHS except during school break periods. It is understood that the PAA will be organized so that individual activity booster groups can exist as an extension of the PAA (which encompasses all arts and non-athletic activities) in order to provide additional support to specific activities. It is also understood that individual activity booster groups under the umbrella of the PAA will be required to adhere to the policies and procedures of the PAA as stated in the PAA constitution, this Handbook, and forms referenced in this Handbook.

- **Background Information**

Prior to the PAA, there was not an organized booster group to provide support for all of the arts and other non-athletic activities. PAA has strived to provide a framework to promote all activities and assist individual activity groups to be financially self-sufficient. The PAA is currently incorporated in the state of MN and has secured status as a 501(c)3 Not for Profit Organization. The PAA and its individual activity booster groups are accountable to the public, the state, and the IRS for funds going in and out of our accounts.

- **Executive Committee Structure**

The President, Vice-President, Secretary, and a qualified Treasurer make up the Executive Officer Committee of the PAA. See the PAA Constitution for more information on these positions.

- **PAA Activity Representatives**

Each of the individual activities is allowed one (1) representative with voting privileges who will represent their activity at PAA meetings. See the PAA Constitution and further detail in Section V of this handbook for more information on this position.

- **Individual Activities Booster Groups**

Each activity has the option to retain an individual activity booster group, which is an extension of the PAA. All non-athletic activities' booster groups must be affiliated with and provide representation to the PAA and must adhere to the Constitution of the PAA. Only those in compliance with the constitution and operating procedures will be recognized and eligible for all PAA rights and benefits. Activities' booster groups not affiliating with the PAA will not be recognized by ISD719 and gifts (monetary or otherwise) will not be accepted.

Activities choosing to retain an individual booster group with their own checking account must at a minimum maintain two officers, of which one must be a qualified Treasurer. They must also maintain an active PAA Activity Representative. They may choose to have their own checking account under the PAA that is administered by their Treasurer, with oversight by the PAA Treasurer. There must be a minimum of three authorized signers on any individual activity booster group checking account including the activity booster Treasurer, another Officer of the booster group and the PAA Treasurer. The Program Director(s), coaches and Activities Director may not be signers on booster group checking accounts. These groups must notify the PAA when new Officers are elected or appointed. The PAA Treasurer must be notified whenever the control of an individual booster group checking account changes hands. See the PAA Constitution for more details.

- **PAA Funding Sources**
 - Advertising sales
 - Membership drive
 - Donations from individuals or businesses donations or other organizations
 - Interest earned on checking account
 - Product or service sales
 - Sponsorships
 - PAA Approved Fundraisers

- **Services Available for All PAA Activities**
 - Assistance in raising funds for all activities
 - Offer equal representation to all activities
 - Recognition trophies/ plaques
 - Donate funds or supplies to ISD719 supporting the arts and activity programs
 - Special funding of assistant coaches, judges, advisors or other positions
 - Sponsor students recognized at the State Level
 - Provide scholarships within MSHSL guidelines.
 - Provide funds for special events or clinics
 - Promote awareness of all Laker Arts & Activities by having a presence at community events
 - Provide direction, procedures and oversight regarding PAA and individual booster group expectations and practices
 - Audit and oversight of compliance with PAA Constitution and this Handbook and PAA Forms
 - Year-end accounting and tax filings for PAA.
 - Guidance on compliance with guidelines, practices, policies, rules, and regulations of the IRS, MSHSL, and ISD719.

II. Meetings & Voting Procedures

- **PAA Meetings**

The PAA holds meetings each month except during school break periods with the exception of December. Meetings are open to the public and advertised each month in the local Savage and Prior Lake papers and posted on the PAA website. Any items to be put on the agenda should be sent to the president one week prior to each meeting. All representatives should attend all meetings, even if it is not during their activity season so that all activities are represented and to ensure a quorum at the meeting. We encourage full participation in discussions and expect respectful appreciation of opinions.

- **Voting Procedures**
 - The Activities Director will not have voting power.
 - PAA Officers will be voting members of the organization.
 - Each activity will have one vote, cast by the Activity Representative or the designated Alternative Rep in attendance at the meeting, or by proxy vote if notice is given to the President. Activity Reps will be voting members of the organization.
 - If an Officer is also an Activity Representative, they are only entitled to one vote.
 - When a quorum is present, all voting decisions will be determined by a majority vote of the voting members present.
 - Motions made at an PAA meeting need to be voted on by the group for approval or tabled for discussion

- In order to change the Constitution, 75% of the total number of PAA voting members must agree.
- Email votes for urgent matters will be allowed at the discretion of the PAA Executive Committee.
- The president reserves the right to table all votes because of attendance.
- Roberts' Rules apply in voting matters. (i.e. motion, second and discussion)
- Always show appreciation and respect during discussion and voting.
- In the event of a tie vote, no action can be taken.

III. Activities Director Responsibilities to the PAA

The Activities Director of ISD719 will serve in an advisory capacity to the PAA and its officers, representing the school administration, Program Directors / Coaches and advisors. The Activities Director will not be a voting member of the PAA. In this advisory capacity, the Activities Director (AD) may:

- Attend the monthly PAA meetings to provide an update and answer any questions that members may have.
- Give advice regarding issues, but because the PAA is not an official part of the school district, the AD will have no voting authority.
- Supply the PAA with documentation such as fundraising forms, Program Director / Coach roster, budget, and activity 'needs' lists during the first PAA meeting of the academic year or as early as possible once a need is identified.
- Participate in, and encourage Program Director / Coach's participation in, the scheduled PAA meetings and meetings with Activity Representatives.
- Hand out the budget, review the budget process, and communicate any funding needs prior to the beginning of the school year (preferably the August PAA meeting).
- Communicate and interpret Minnesota State High School League (MSHSL) rules and ISD719 policies and procedures as they relate to the booster organization.

IV. Program Director / Coach Responsibilities

- Meet with the PAA Activity Representative to establish roles and responsibilities for each party prior to the start of the season.
- If possible, arrange for a parent meeting or send an email prior to the start of the season, to establish goals and priorities for the activity season in regard to parent involvement. The Program Director / Coach should introduce the PAA Activity Representative to parents, and allow the representative to explain the role of the PAA and how they can support the PAA with membership dues, donations and volunteer time.
- Meet with the Activities Director to discuss financial needs before the August PAA meeting. Solicitation of PAA or individual activity booster group funds will come after the Program Director / Coach and the Activities Director have agreed on priorities for the available resources. Prepare a written **Request for Funds** form and provide the information to the Activity Representative who will seek review and approval from the applicable booster club.
- Provide the necessary information for completion of awards or other recognition plaques in a timely manner.
- Ensure all activity fundraising is coordinated through the PAA rep to ensure it is documented using the Fundraising Request Form. This includes concessions at events. The Program Director / Coach will encourage additional parent volunteer involvement for the fundraiser event.
- Participate in scheduled meetings with the PAA, Activity Representatives, and AD prior to each season.

V. PAA Officer Responsibilities

Officers of the PAA will be elected annually at the May meeting and make up the Executive Committee of the PAA. Due to personal conflict of interest, Program Directors, Coaches, advisors, the Activities Director and other persons associated with the Activities Department of ISD 719 are excluded from serving as Officers. Officers will be voting members of the PAA. No one person can hold more than one officer position on the PAA Executive Committee. If an Officer is also an Activity Rep, they are only entitled to one vote. All officers will serve for a period of one year, with the exception of the immediate past President, who will become an ex-officio officer for one year after serving as President. Executive Committee positions will not be limited to a one year term if reelected. A complete detailed list of the responsibilities of each Officer role is maintained and updated regularly by the PAA President. Following are the general responsibilities of each role.

- **President:** The President will preside at all meetings of the PAA, uphold the Constitution, have the responsibility for the general management of the PAA and will serve at the will of the voting membership.
- **Vice President:** In the absence of the President or any vacancy of the President's office, the Vice President may be vested by the voting members of the PAA to have all the powers of the President. The Vice President will perform all other duties as may be required by the PAA.
- **Secretary:** The Secretary will make and keep all records of the PAA, be responsible for all official correspondence, notify the public and members of PAA meetings, and will perform all other duties as may be required by the PAA.
- **Treasurer:** The Treasurer will be responsible for the care and safekeeping of the funds of the PAA, coordinate the funds with individual activities, ensure quarterly financial reporting from all individual activity boosters, prepare PAA financial reports and tax filings, and will perform all other duties as may be required by the PAA.

VI. Activity Representative Responsibilities

Each individual activity must have one Primary Activity Representative and one Alternate Activity Representative, designated by the individual activity. No one person can be a Representative for more than one activity. In the absence of the Primary Representative, the Alternate Representative will assume the responsibilities of the Primary Representative. The Activity Representative term is from July to June. Mid-year changes are permitted as needed. It is recommended that the Representative serve for a minimum of two years. Activity Representatives are expected to represent their activity all year, not just when the activity is 'in season'.

To be successful, PAA Activity Representatives must have access to and utilize the following documents and forms. These documents can be found on the PAA website or by requesting them from any member of the PAA Executive Committee.

1. PAA Constitution
 2. PAA Handbook
 3. PAA Fundraising Request form
 4. PAA Fundraising Summary form
 5. PAA Request for Funds form
 6. PAA Item Donation form
 7. PAA Support / Donation form
- **Responsibilities**
 - As a voting member of the PAA, represent the activity at all PAA meetings so that each activity has input in to PAA decisions.
 - Reps should share information and highlights of their activities season with the PAA group during monthly meetings.
 - Be a liaison between the Program Director / Coach of that activity and the PAA.

- Notify the President of the PAA when a person other than the designated representative will be attending a regular meeting in their place.
- For activities with individual activity booster groups who have their own checking account, the Activity Representative is responsible for facilitating the submission of the required quarterly financial reporting and accounting documentation to the PAA Treasurer. The treasurer of the individual activity booster group is responsible for preparation and timely submission of the quarterly financial report.
- Be responsible for your replacement when you leave this position. Reps should explain and hand off all documentation and have the new rep attend at least three PAA and three individual activity booster group meetings (if applicable) with you before you are finished.
- Be responsible for promoting parent membership or support of the PAA for the activity you represent. Report to the PAA ideas or concerns of the parents you represent.
- Assist with coordinating all-activity and individual activity fundraising and recruit or organize other parent volunteers as necessary. The activity representative may delegate or solicit other parents to help with these projects.
- The AD or Coach/Program Director will ask the individual activity booster group or PAA for funding in support of the activities budget using the **Request for Funds Form**. The Activity Rep (or designated individual activity booster Officer) will receive the request and discuss the need with the Program Director/Coach. If the use of funds is agreed upon, the rep will present the funding request to the Individual Activity Booster Treasurer for donation of funds per the booster group's authorization process. If the activity does not have a separate individual booster group checking account, the rep will submit the funding request to the PAA for donation of funds from the general PAA account or allocated portion of the PAA account.
- Reps should ensure they have the most current processes, procedures, and related information, by participating year round.
- Reps should refer questions or concerns to the PAA President as needed.

VII. Accounting Procedures

- **Receipts**
Receipts are required for all expenses in order to be reimbursed or paid. This applies to the PAA all activities including those with individual checking accounts. Copies of all receipts for all activities must be turned into the PAA Treasurer at the time of payment or reimbursement from the PAA General Account or at the time of the quarterly financial reporting from the Individual Activity Booster Group. Individual activity booster groups may retain the original receipts and provide a scanned electronic copy to the PAA Treasurer along with the quarterly financial report.
- **Fundraiser Revenue and Expense Management**
All revenues from fundraisers need to be given to the PAA Treasurer or Treasurer of an individual activity booster group, and total gross dollars need to be deposited. Expenses with receipts will then be reimbursed by the PAA Treasurer or applicable Individual Activity Booster Treasurer. Expenses should not be reimbursed out of petty cash or cash received during the fundraiser.

The Activity Representative or the applicable booster group Treasurer or PAA Treasurer shall complete the **Fundraising Summary Form** following an event, and provide it to the PAA Treasurer following the fundraising event or with the quarterly financial report. The Fundraising Summary form will capture the net profit of the fundraising event which is total donation/funds raised, less expenses from this

fundraising effort. This net profit amount is then allocated to the individual activity within the PAA general fund, retained by the individual activity checking account or retained in the PAA general fund. For fundraising events requiring the use of a cash box or where individuals are given the responsibility of holding or depositing cash, the Activity Rep or individual activity booster group treasurer should take steps to ensure documentation and oversight of cash on each day of the event. A **Cash Box Documentation Form** is available for this purpose.

- **Guidelines for Use of Account Funds**

The PAA general account, as well as the individual activity booster accounts are required to follow 501(c)3 tax exempt corporation guidelines for spending of funds as well as comply with the MSHSL guidelines for use of booster club funds. We encourage the use of funds in a fiscally responsible manner that would be viewed as acceptable and beneficial to the activity.

- **Accounts & Spending Authorization**

- The PAA maintains a general account.
 - There must be a minimum of three authorized signers on the PAA general checking account including the PAA President, Treasurer and Vice President.
 - The PAA must comply with the policies and guidelines included in this handbook document, the PAA Constitution and any MSHSL or IRS regulations.
 - A monthly treasurer's report will be provided to the PAA membership at the monthly PAA meetings providing financial transparency.
 - A quarterly financial report of the PAA general fund and a quarterly consolidated summary report of all PAA accounts will be prepared by the PAA Treasurer, reviewed by the PAA Executive Committee, and provided to the PAA membership at the next scheduled meeting following 30 days of the quarter end. This summary report will provide financial transparency of the account balances and high level activity (income and disbursement totals) for each account reported under the PAA including individual activity booster accounts.
 - PAA membership must be informed whenever control of or an authorized signer changes on the PAA general fund checking account.
- An individual activity booster group may maintain a checking account provided that:
 - The activity has an active committee/booster group which meet on a regular basis.
 - The activity booster group elects officers (two or more people) and membership is open to the parents of all students in that activity.
 - A Treasurer's report is presented at each regular meeting of the booster group.
 - At least three authorized signers are assigned to the account including the individual activity treasurer and the PAA Treasurer.
 - A quarterly financial report is provided to the PAA Treasurer.
 - The PAA Treasurer must be informed whenever control of an Individual Activity checking account changes hands.
- If the above conditions of the individual activity booster group are not met, the PAA Executive Committee may request the funds be surrendered to the Individual Activity PAA account. Program Directors, Coaches, and the Activities Director cannot be signers on PAA or individual activity booster group checking accounts.
- All expenditures or donations from the PAA General Account of more than \$250 require pre-approval using the PAA voting procedures.
- Each individual activity booster group shall establish spending authorization limits, spending approval process, guidelines for use of funds, and accounting

processes that meet all IRS regulations as well as district and PAA policies. The PAA will inform each individual activity booster group of these requirements and expectations.

- The individual booster group Treasurer must inform the PAA President and Treasurer in a timely manner (typically prior to or within 1 week of expenditure) of any donations or expenses greater than \$1000. The expenditure must be acknowledged at the following monthly PAA meeting and recorded in the meeting minutes.
 - Before any person in the PAA or individual in your activity signs a contract they must make sure that the venture is legitimate and worthy, and that the fundraiser has been approved via the Fundraising Request Form. When a contract is signed, that person will be held personally responsible. They cannot sign on behalf of the School District, High School, an individual activity booster group, or the PAA without its authorization.
 - In the event of the dissolution of the PAA, all funds will be disbursed to the Activities Director of ISD719 to administer. All funds belonging to individual activities will be retained by said activities.
- **Recommended Use of Funds**
Funds retained by and allocated to the PAA will be used to promote and support all ISD719 Arts and Activities (other than athletic programs) as approved by voting members of the PAA.

Funds retained by individual activities are to be used as the activity deems appropriate. Individual activities may propose expenditures to be shared with the PAA. Any such shared expenditure must be approved by the voting members of the PAA.

Examples of appropriate items or expenses that promote and support the arts and activities programs are outlined below. Funds may be donated to ISD719 from the PAA or individual activity booster accounts for the following uses:

- Uniforms (required for participation)
- Equipment or Supplies
- Assistant coaching or director stipends
- Judges or other resources needed when hosting tournaments or festivals
- Facility maintenance or improvements
- Transportation costs. Travel money paid by parents will all go directly through the school district. Hotels, transportation, etc. should be paid for with the money being held for the trip by the school district, not directly from any PAA accounts.
- Entry fees
- Tournament Fees
- Section or State expenses for participating students and Program Director / Coaches (including meals).
- Scholarships for attendance at events, competitions, performances, camps and clinics within MSHSL guidelines including within individual scholarship amount limit and any other applicable guidelines or policies. Additional awards identified by the Program Director / Coaches not covered by PAA
- One team building event, to promote team cohesiveness, support, and needs as recommended by the Program Director / Coach, within the guidelines of MSHSL.
- Activities that promote and support the arts and activities to the community (e.g., youth nights, Laker Idol, community event participation, etc.)

- Administrative expenses necessary to maintain the booster organization(s).
- **Unadvisable Use of Funds**
The unadvisable list contains things that may be considered extras that the public or business community may consider unacceptable uses of fundraising dollars or which are unacceptable uses.
 - Clothing for students (not required for participation)
 - Meals for students (exception for State Meets for participating students and Program Director / Coaches only)
 - Memory books or DVD's
 - Prizes and "gag" gifts for students
 - Payments to students or parents (other than for reimbursement of approved expenses)
 - Program Director / Coaches gifts
 -
 - Multiple 'team building' events
- **Guidelines to Request Fund Donations from the PAA General Account**
Activity groups wishing to request funds from the PAA general account should complete the PAA **Request for Funds Form**, which is available on the PAA website. Activity Representatives should contact the PAA President prior to the monthly meeting to be put on the agenda, and come to the meeting prepared to present the request form and discuss the need.
- **Financial Reporting for PAA and Individual Activity Booster Groups**
The PAA will complete the following financial reporting process for its general fund on a quarterly basis. Activities with individual checking accounts will supply to the PAA Treasurer the following documentation, in electronic format (if possible) within 15 days of the end of the quarter (March, June, September, December) or more frequently if requested by the PAA Treasurer.
 - A. Quarterly bank statements
 - B. Quarterly bank reconciliation
 - C. Quarterly documentation (i.e., invoices, receipts, deposits, item donation forms, etc.)
 - D. Checking account register
 These are needed to ensure compliance with the IRS as a non-profit organization. The PAA is liable for all accounts under the umbrella of the PAA in order to maintain non-profit status.

All Requests for Funds to ISD719 will be administered by the PAA Treasurer for requests from the PAA general account or the applicable Individual Activity Booster Group Treasurer for requests from the an individual activity account.
- **Purchase of equipment, supplies or other items**
 - When equipment or supplies are needed, the PAA or Individual Activity Booster Group generally makes financial donations directly to ISD719 to assist with their purchase as requested by the activity coach or activities director.
 - In infrequent cases, the PAA or individual activity booster groups may purchase items, supplies or equipment needed by the activity program and donate the items directly to ISD719. This can be done by directly purchasing the items or reimbursing the person who purchased them.
 - When equipment is purchased, whether from donated funds or purchased by the PAA and donated directly to ISD719, it becomes the

property of the school district. Items purchased by the PAA or individual activity booster group must be properly documented using the **Item Donation Form** including receipts.

- All equipment and supplies must be shipped or delivered to a location required by the activity
- Booster groups or individuals should not generally order equipment directly or have materials shipped to a home.

VIII. Fundraising

PAA raises funds primarily through memberships, general donations, advertisement sales, and fundraising efforts. The allocation of funds will be reviewed annually by the PAA membership at the August meeting.

- **Fundraising Guidelines & Forms**

- Solicitation of the business community shall be done only once per year by the PAA.
- Fundraisers are limited to one product sale and unlimited service fundraisers per season per activity. If additional product sales are needed, approval must be obtained from the PAA President, the AD, and the Superintendent.
- Funds raised by individual activities shall be retained by that individual activity. Such funds are added to the PAA account and allocated to the activity, or added to the activity's own checking account.
- Before interacting with the public, students and parents participating in a fundraiser should be informed of the purpose and general intended use of the fundraiser proceeds.
- All individual fundraisers, including concessions, require approval from the PAA and ISD719 utilizing the Fundraising Request form.
- There are two forms required for all fundraising:
 - Complete the **Fundraising Request Form** to get approval of your fundraiser prior to signing any contracts or committing to a vendor. Coordinate with the Program Director / Coach and submit the form to the PAA President or the AD approximately one month before the fundraiser. The form will be routed for approvals and signatures by the PAA President, AD, and Superintendent.
 - Following the fundraiser, the **Fundraising Summary Form** must be completed and turned in according to the procedures outlined in the Accounting section of this handbook.
- Activity Representatives will share information with the other PAA members about whether their fundraiser was profitable or not, and if there is opportunity for combined efforts with other activities.
- Captains and/or their parents desiring to hold a fundraiser must work through their PAA Activity Representative if any of the funds are to be deposited into a PAA or individual activity booster account.
- Special projects of the PAA will be conducted as determined necessary and appropriate by the voting membership of the PAA. All proceeds from special projects will be retained by the PAA.
- Some types of incentives to students for fundraising efforts are not permitted. The Activities Director will be able to answer or research any questions you may have regarding incentives.
- See the attachment A "Guide to Raising Funds" for additional information regarding fundraising events.

- **PAA Annual Fundraising Drive & Membership**

The PAA's annual fundraising drive and other donations are a major source of funding of the arts and activities supported by the PAA. Any person, business, organization, or family unit interested in furthering ISD719 arts and activities may donate to PAA. The PAA's goal is to have life-long supporters of the PAA to ensure the arts and activities are preserved for all students in the years to come.

- Annual drive donations are solicited and generally paid only once per year although some may choose to contribute more often.
 - The Wall of Fame (outside of the PLHS auditorium) is the designated location to recognize the donations of PAA members.
 - Members will be given the option of making a donation without receiving public recognition.
 - The amount of the support levels recognized on the Wall of Fame will be reviewed annually by the Executive Committee with input from the Fundraising Committee. There are currently 7 Membership Support Levels for purposes of member recognition:
 - Blue \$25
 - Silver \$50
 - Bronze \$75
 - Gold \$100
 - Platinum \$250
 - Backstage \$500
 - Broadway >\$500
 - An individual, business, organization or family providing support at the Blue level or above is considered a member of PAA for the applicable year.
 - Elected Officers, volunteer Activity Representatives (primary and alternate), and Officers of individual activity booster groups under the PAA are considered members of PAA during their term.
 - Individual activities may solicit general fund donations or PAA memberships which are passed on to the PAA, along with a list of member names.
 - If designated by the PAA member, the individual activity receives 50% of membership donation allocated to their activity. If the member continues to support PAA and remains on the Wall of Fame in future years, 50% of their donation continues to go to the original activity until the member communicates otherwise. If an activity is discontinued, the dues/donations in their account are turned over to the PAA General Fund.
 - In addition to the PAA general donations, individual activities may collect additional donations or dues as a condition of membership to their activity. The PAA encourages every activity under their umbrella to actively recruit all the families in their activity to be a PAA member and be recognized on the Wall of Fame.
 - An individual, family, organization or business may donate at any time. A member's continued recognition on the board is renewed annually.
 - To become a Member of the PAA and be recognized on the Wall of Fame, a **Support/Donation Form** and donation is submitted to the PAA. The donation form can be found on the PAA website or by asking any PAA Executive Committee Member or Activity Representative.
- **Student Council / Concessions**
 - The PAA may be eligible to utilize concessions as a fundraising opportunity at an applicable PAA activity or event when concessions are not already being offered by the Student Council.
 - Concessions are the main source of revenue for Student Council. It is also a training source for them in running a business and handling funds.
 - At the beginning of the season the AD can identify whether any PAA activity

or other event dates will not be worked by the Student Council and which are available for boosters for fundraising purposes. If your activity is interested in working concessions for any specified dates, contact the AD for instructions and fill out the Fundraiser Request form.

- If your fundraising event utilized Student Council product, fill out a Fundraising Summary form and attach Student Council paperwork that they provide to you. The Student Council pays the profit to the Activity. If Student Council hasn't provided you with the appropriate paperwork and profit payment in a timely manner, contact the AD.
- For concessions off of PLHS property (i.e., Twin Oaks or Hidden Oaks), see the AD for instructions. Student Council product is not required but may be used.

IX. Banquets

- **School District Policy on Activities Banquets**
 - Social events, fundraisers, banquets and other activities which involve district students and which are publicized as being associated with school district sponsored co-curricular activities, are regarded as extensions of the school district activity program.
 - These activities and events are subject to the following:
 - Planning and supervising co-curricular associated activities, which will be attended by students, will be the responsibility of the advisor or coach in cooperation with any sponsoring booster group, under the direction of the Activities Director and/or school Principal.
 - Per school regulations, no group prayer is permitted.
 - The advisor or coach must approve publicity regarding such activities which students will attend. Immediately preceding, during or following a co-curricular associated activity which will be attended by students, alcoholic beverages shall not be present at the location where the event will take place.
 - No school district funds shall be used to fund such events. Any costs must be paid by individual participants, fundraisers or contributions from booster groups or other private sources.
 - Booster groups should avoid, conspicuous use of, or publicity, which includes promotion of alcohol or tobacco use.
 - Banquet coordinators are asked to keep expenses in line with parent budgets and ISD719 guidelines.

X. Communications & Website

- The PAA, with assistance from the Activities department administrators will maintain a link on the PLHS Laker Activities main page.
- The primary email address for PAA: www.plhspaa@gmail.com
- Each individual activity may establish an email address for use when corresponding with their members or parent volunteers within their activity. Ideally, this email address remains with the activity from year to year and is passed to the successor Activity Rep or the applicable individual activity booster Officer each year.
- The primary means of communication for the PAA will be email and information posted on the main PAA website page.
- The PAA Secretary will maintain a current list of PAA and individual activity booster group Officers and PAA Activity Representatives and their email addresses and phone numbers.
- The PAA Secretary will maintain forms online on our website including membership, fundraising, funds request, etc.

- The most current copy of the PAA Handbook, PAA Constitution, and PAA forms will be posted on the website and maintained in hard and soft copy by the PAA Secretary.
- Notices of the monthly PAA meeting and any special meetings will be posted in the Prior Lake and Savage papers and on the PAA website page by the PAA Secretary.
- Individual activity booster groups will post notice of their meetings in the Prior Lake and Savage papers. The PAA Secretary will provide information to the booster groups on how to do this.

XI. Lifetime Achievement Award

- **Award Process**

The Lifetime Achievement Award is awarded to an individual(s) who has given above and beyond to support the students in ISD719 in the arts and non-athletic activities. We solicit nominations for the Lifetime Achievement Award at the time of the PAA annual membership drive. Nominations must include a brief explanation of the individual(s) contributions and qualifications considering the criteria. Nominations are submitted to the PAA email address (plhspaa@gmail.com) no later than June 1. The PAA will review and vote during the first meeting of the new school year. The winner will be honored during the first quarter of the school year.

- **Award Criteria**

The Lifetime Achievement Award recipient(s) is an individual(s) who has been exceptionally supportive of the arts and non-athletic activities in ISD719. This individual(s) has gone above and beyond in their involvement with youth, demonstrating and sharing their passion for the arts and activities. This individual(s) has contributed to the betterment of an existing program or has created a new program that exposes students to the creative concepts of arts and activities. This individual(s) has positively affected, in a permanent nature, the activity or program in which they have been involved. The program or activity has been made more visible to the school and public community due to the efforts of this individual(s).

Attachment A

Guide to Fundraising Projects

Whenever your activity is planning a fundraiser, this checklist can serve as your guide. If your answer is yes to all the questions that follow, it is likely your plan will be approved. The PAA Fundraiser Request Form will cover many of these items.

1. Has your Program Director / Coach approved your fundraiser, including dates and the methods?

There should be a real need for raising money based on your activity's known or anticipated needs.

2. Does your fundraiser and corresponding dates avoid competition with the fund raising efforts of other activities or community organizations?

It is a courtesy to consider other groups when planning the type and dates of your fundraiser. Many of the activities, schools, youth organizations, church groups, etc. fundraise throughout the year. Consult with the attendees at a PAA meeting about your tentative fundraising plans as early as possible to see if they can inform you of any known conflicts. Date conflicts should also be reviewed by those signing the fundraising request form.

3. Is it reasonably certain that people who need work or business will not lose it as a result of your fundraiser?

Your activity should neither sell nor offer services that will damage someone's livelihood. If possible, check with those people that may be affected.

4. If any contracts are to be signed by your activity, will they be signed by an individual without reference to ISD719, and in no way appear to bind the School District, High School or main PAA Booster Club to any agreement of financial responsibility?

Before any person in your activity signs a contract they must make sure that the venture is legitimate and worthy, and that the fundraiser has been approved via the Fundraising Request Form. When a contract is signed, that person will be held personally responsible. They cannot sign on behalf of the School District, High School, or the PAA without its authorization.

5. Do the students know the purpose of the fundraiser?

They should be able to inform their parents and the public as to the use or specific need of the funds.

6. Will any incentives awarded to the participants meet the guidelines of the Minnesota State High School League?

Some types of incentives are not permitted. The Activities Director will be able to answer or research any questions you may have regarding incentives.

THANK YOU and GOOD LUCK!