



PTA & the Law Handouts

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Contact Information

Washington State PTA www.wastatepta.org (253) 565-2153, (800)562-3804

Internal Revenue Service www.irs.gov (877) 829-5500

Association Insurance Management www.aim-companies.com

Washington Liquor Control Board www.liq.wa.gov

Washington State Gambling Commission www.wsgc.wa.gov

Secretary Of State www.sos.wa.gov

Washington Department of Revenue www.dor.wa.gov

Conflict of Interest Policy Statement

1. The purpose of this policy is to protect the _____ PTA/PTSA's interest when decisions are made that might benefit the private interests of an officer, member of the board or other person authorized to make purchases on behalf of the PTA. This policy is in addition to any applicable state and federal laws governing conflict of interest.
2. This policy applies to all officers or member of the _____ PTA/PTSA's board of directors and to other persons who have been authorized to make purchases on behalf of the PTA.
3. Any person covered by paragraph 2 who has a direct or indirect interest in a business with which the PTA/PTSA is or may do business has a duty to disclose such interest to the board of directors.
4. After disclosure of the financial interest and making any statement that s/he desires, such person should leave the meeting while the remaining board members discuss the circumstances and determine whether in fact there is a conflict of interest.
5. The remaining board members will decide if a conflict of interest exists by a majority vote that will be recorded in the minutes of the meeting.
6. If the board determines that a conflict of interest exists, it will then determine whether the PTA can obtain a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
7. If a more advantageous transaction or arrangement from a different person or entity is not reasonably possible, the board shall determine by a majority vote of the disinterested members of the board whether the proposed transaction or arrangement is in the PTA's best interest and whether the terms are fair and reasonable. If so, the PTA may proceed with the transaction.
8. Any member of the board who believes that a person covered by paragraph 2 has failed to disclose an actual or possible conflict of interest shall inform that person of the basis for such belief and afford the person an opportunity to respond. If the person's response does not eliminate the potential conflict of interest, the board member may bring a motion to have the board determine how to proceed following the process outlined in paragraphs 4 through 7 above.
9. The minutes of meetings of the board of directors shall include a summary of all discussions of potential or actual conflicts of interest, including the names of persons making a disclosure as required by paragraph 3 or making a motion under paragraph 8,

the nature of the potential, alleged or actual conflicts, and records of the actions taken by the board, including vote totals on any motions.

10. A voting member of the board who receives compensation from funds provided by _____ PTA/PTSA is precluded from voting on matters pertaining to such funding. This does not apply to reimbursement of allowable expenses.

11. If the board of directors has reason to believe that a person covered by Paragraph 2 above has violated this policy, the person shall be notified and given an opportunity to respond to the allegation. After reviewing the response, the Board shall determine whether in fact the policy has been violated, and shall take appropriate corrective action.

12. At the beginning of each fiscal year, all members of the board shall sign a statement confirming that they:

- a. have received a copy of the conflicts of interest policy,
- b. have read and understands the policy;
- c. agreed to comply with the policy; and
- d. understand that _____ PTA/PTSA is a tax-exempt association and that to maintain its federal tax exemptions it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

13. To ensure that _____ PTA/PTSA does not engage in activities that could jeopardize its tax-exempt status, the PTA's annual financial review will include a review of business arrangements to determine whether the terms, including the price paid for goods and services, were reasonable.

This policy was adopted by the Board of Directors of the _____ PTA/PTSA on _____, 20__

Attest: _____, Secretary

Acknowledgment of Conflict of Interest Policy

_____, a member of the Board of Directors of the _____ PTA, confirm as follows:

1. I have received a copy of the conflicts of interest policy;
2. I have read and understand the policy;
3. I agree to comply with the policy; and
4. I understand that _____ PTA/PTSA is a tax-exempt association and that to maintain its federal tax exemptions it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature: _____ Date: _____

Position: _____



Washington State Gambling Commission

Mailing Address: P.O. Box 42400, Olympia, WA 98504-2400

Headquarters: 4565 7th Avenue SE, Lacey, WA 98503

(360) 486-3440 ▲ (800) 345-2529

FAX (360) 486-3631

Website: www.wsgc.wa.gov ▲  WAGambling ▲ E-mail: AskUs@wsgc.wa.gov

Unlicensed Gambling Activities for Charitable/Nonprofit Organizations

Social Card and Dice Games, Golfing Sweepstakes, Turkey Shoots, Raffles, Bingo, Amusement Games

Charitable and nonprofit organizations may offer several activities without getting a gambling license. See back page to determine if your organization qualifies to offer these unlicensed gambling activities.

Social Card and Dice Games (RCW 9.46.0351)

If you have a *Restaurant – Spirits, Beer, and Wine* liquor license (RCW 66.24.400) you may allow your members to use your premises to play Poker, Hearts, Pinochle, Cribbage, Rummy, Panguingue, Pitch, Bridge, Bid Whist and social dice games if:

- Only members of your club or bona fide auxiliary play (no guests).
- All winnings are returned to players.
- You do not charge a fee, collect anything from players or collect a percentage of the wagers (no house-banked games).
- All players play on an equal basis.

Golfing Sweepstakes (RCW 9.46.0341)

- You may conduct golfing sweepstakes based on the score(s) or the playing ability of a golfing contest between individual players or teams of players.
- Only members of your organization and their guests may participate.

Three types of sweepstakes are allowed.

Golfing Sweepstakes #1

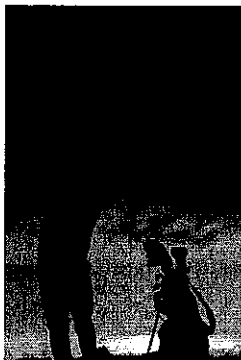
- Outcome is dependent on score.
- May be individual or team.
- Tickets sold for "win," "place," or "show."
- Pay-off using a pari-mutuel system.
- All money returned to winner, minus expenses of the sweepstakes, **OR** to carry out the organization's purpose.

Golfing Sweepstakes #2

- Contestants pay the same fee amount into a prize fund.
- Scheme to earn points is determined (eagle, birdie, etc.).
- All contestants that reach a predetermined number of points will share in the prize fund.
- Nothing goes back to the organization.

Golfing Sweepstakes #3

- Contestants bid on a team or player in an auction.
- Contestant with the highest bid is awarded the auction proceeds, minus expenses of the sweepstakes, **OR** to carry out the organization's purpose.

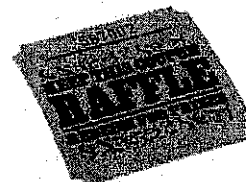


Turkey Shoots (RCW 9.46.0361)

- Only members of your organization and their guests may participate.
- Target must be no more than 100 equal squares.
- Squares are sold for no more than \$1 each.
- Squares must be sold for the same price.
- Contestants sign their name on square purchased.
- Target must state:
 - Distance from shooting position;
 - Shotgun gauge;
 - Type of choke;
 - Size of shot; and
 - Prizes to be awarded.
- Shooter must be a member of the organization, but not a contestant (shooter cannot purchase a square).
- Target, shotgun, and ammunition must be available for inspection before the prize is awarded.
- Winning square = most shots that strike the square.
- Prize may not be advancement to another turkey shoot.
- Gross revenue must not exceed \$5,000 per year.
- All income, less prizes and expenses, must go to support the organization's stated purpose and goals.

Unlicensed Members-Only Raffles (RCW 9.46.0315) (WAC 230-11-070 thru 230-11-090)

- Tickets must be sold, and prizes awarded, only to members of your organization or their guests.
- Guests cannot exceed 25% of members present at the meeting.
- Tickets must be purchased and prizes awarded during a single event or meeting.
- Liquor may be awarded as a prize if you have a permit from the Liquor Control Board (LCB). Contact the LCB at (360) 664-1600 or www.Liq.wa.gov. Members-only raffles are the only raffles where liquor can be awarded as a prize.
- You may hold an unlimited number of unlicensed members-only raffles if the combined gross revenue (money taken in) does not exceed \$5,000 in a calendar year. If you exceed \$5,000, you need to get a license.



Unlicensed Public Raffles, Bingo, and Amusement Games (RCW 9.46.0321)

In addition to members-only raffles, you may offer two unlicensed raffle, bingo, or amusement game events to the public each year.

- You may allow the public to participate in the activity, as well as members of your organization.
- Liquor and firearms must not be awarded as prizes.
- Records must be kept for one year.
- Notify local police at least five days in advance.
- Bingo and amusement games can be offered up to 12 consecutive days; however, raffles can go longer.
- The combined gross revenue (money taken in) from the two unlicensed bingo, raffle and amusement game events must not exceed \$5,000 in a calendar year.
- Raffle tickets must be sold:
 - For the same price (no discounts).
 - Only by members of your organization.
- Drawing winners for raffles: Ticket stubs from all ticket sales must be placed into a receptacle and selected randomly to allow an equal chance of winning.

You must have a gambling license if:

- Raffle:
 - Tickets are sold by someone other than a member of your organization.
 - Tickets are bundled/sold at a discount (230-11-025).
 - Winners are chosen using an alternative drawing format.
 - Prizes are firearms (WAC 230-06-025).
- You want to offer more than two public raffles, bingo or amusement game events in a calendar year.
- The combined gross revenue from your two unlicensed public raffles, bingo or amusement game events will exceed \$5,000 in a calendar year.
- The gross revenue from your unlicensed members-only raffles will exceed \$5,000 in a calendar year.
- You want to conduct a raffle that is open to the general public and your organization has a bingo or amusement game license.

Requirements for all raffles

- Maximum price per ticket is \$100.
- No free tickets or tickets as gifts.
- Tickets must not be sold on credit.
- Tickets must be consecutively numbered or printed with letters or symbols which do not repeat.
- The following information must be clearly printed on each ticket or available in writing:
 - Cost per chance (\$100 maximum per ticket).
 - Date, time, and location of the drawing.
 - Name of your charitable/nonprofit organization.
 - Whether winners must be present for the drawing.
 - Description of all prizes to be awarded. If the prize is a percentage of the gross receipts of the raffle, a minimum prize must be disclosed.
- Tickets cannot be sold over the Internet or telephone.
- Tickets and/or payment for tickets cannot be mailed (PS-307).
- You can advertise via the Internet, telephone, or by mail (RCW 9.46.240) (USPS 601.13.3.3(d)).
- Your organization must own prizes before the drawing.

Age limit: (RCW 9.46.228)

- You must be 18 years or older to participate in any gambling activity; this includes buying raffle tickets.
- However, individuals under 18 years of age may sell raffle tickets, and play bingo and amusement games, under specific restrictions listed in WAC 230-06-010.

Does your charitable/nonprofit organization qualify to offer gambling activities? (RCW 9.46.0209)

Washington State law requires that your charitable or nonprofit organization's by-laws or articles of incorporation state the organization is organized and operating **only** for one or more of the following purposes:

- Agricultural
- Athletic
- Charitable
- Civic
- Educational
- Fraternal
- Patriotic
- Political
- Social

Or be one of the following:

- Agricultural Fair
- Fraternal Society
- Religious Society
- Church
- Grange

If your organization's by-laws or articles of incorporation include any stated purpose(s) other than those listed above, you are not eligible to offer a raffle.

If you meet the "stated purpose" requirement above, your organization *must also* have been organized and operating for at least 12 months *before* offering the raffle.

If you apply for gambling license, you will also need to prove your organization has:

- Made significant progress towards accomplishing its stated purpose(s) during the 12 consecutive months before applying for, or renewing, a license; and
- At least 15 voting members who elect the governing body.

If your organization does not meet these qualifications, you are not eligible to offer gambling activities. Normally, trade unions or associations that primarily lobby are not eligible to offer a raffle.

To learn more about who we are and what we do, read our Agency Overview Brochure:

For more information:

- Gambling Laws: RCW 9.46
- Gambling Rules: WAC 230
- See our "Raffles" brochure for details.

For questions, contact our Field Office closest to you.
Everett..... (425) 304-6300..... EverettFO@wsgc.wa.gov
Spokane.... (509) 325-7900.. SpokaneFO@wsgc.wa.gov
Tacoma..... (253) 671-6280.... TacomaFO@wsgc.wa.gov

If you or someone you know have a gambling problem, call (800) 547-6133

To inquire about the availability of this document in an alternate format, please call (360) 486-3466 or (800) 345-2529, ext. 3466. Teletype (TTY) users please call (360) 486-3637



Washington State Gambling Commission

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Raffles

What is a raffle? (9.46.0277)

A raffle is a gambling event where tickets are sold and prizes are awarded based on a random drawing.

Who can offer raffles?

- Individuals and commercial businesses *cannot* offer raffles, even if the money is given to charity.
- Only certain charitable or nonprofit organizations can offer raffles (see below for qualifications).
- Credit Unions, Cities, Counties, Towns and Executive Branch State Employees can offer raffles (see back page for details).

Do you qualify to offer raffles? (RCW 9.46.0209)

- Your charitable or nonprofit organization must be organized and operating for at least 12 months before offering a raffle; and
- Your organization's by-laws or articles of incorporation must state you are organized and operating **only** for one or more of the following purposes:

- Agricultural
- Civic
- Patriotic
- Athletic
- Educational
- Political
- Charitable
- Fraternal
- Social

Or be one of the following:

- Agricultural Fair
- Fraternal Society
- Religious Society
- Church
- Grange



If your organization has a stated purpose(s) other than those listed above, you don't qualify to offer raffles.

Lobby groups typically don't qualify, even with a 501c rating from the IRS.

A school's PTA or ASB will usually qualify to offer raffles. Each group within a PTA or ASB (choir, band, debate) is part of the organization and does not have to individually meet the qualifying requirements. However, money raised and number of raffles conducted by each group counts towards the limits for the entire PTA or ASB.

Public raffles: (RCW 9.46.0321)

You may offer **two unlicensed** raffles to the *public* each year, if the combined gross revenue from the two raffles does not exceed **\$5,000** in a calendar year. To exceed these limits, you need a raffle license.

Whether your raffle is licensed or unlicensed, you must sell tickets, determine winners, and award prizes only in Washington State.

LICENSED RAFFLES

You must get a license to exceed these limits:

- Offer more than two *public* raffles in a calendar year.
- Gross revenue from the two unlicensed public raffles will exceed \$5,000 in a calendar year.
- Gross revenue from unlicensed members-only raffles will exceed \$5,000 in a calendar year.

When you apply for a license, you will need to prove your organization has:

- Made significant progress towards accomplishing its stated purpose(s) during the 12 consecutive months before applying for, or renewing, a license, and
- At least 15 voting members who elect the governing body.

You must get a license to offer these special features:

For public raffles:

Tickets are sold by someone other than a member of your organization. Unpaid volunteers may sell tickets, but only under the supervision of a member (WAC 230-11-030).

For both public and members-only raffles:

- Award firearms as prizes (WAC 230-06-025).
- Joint raffles (WAC 230-11-012).
- Give noncash incentives for selling tickets (230-11-035).
- Sell discounted tickets.
 - Public raffles: 230-11-025.
 - Members-only raffles: WAC 230-11-085, 086, 087.
- Choose winners using an alternative drawing format, such as a **poker run**.
 - Public raffles: WAC 230-11-050, 230-11-055.
 - Members-only raffles: WAC 230-11-090.

For licensed raffles, you need to:

- Display license when selecting winners (230-11-005).
- Check with your local taxing authority for any taxes due. The first \$10,000 of net proceeds is exempt from taxation (RCW 9.46.110).

If you have a bingo or amusement game license and want to offer public raffles, you need a raffle or "combination" license.

Selling tickets: (WAC 230-11-014 thru 230-11-035):

- Maximum price per ticket is \$100.
- Tickets must be consecutively numbered or printed with letters or symbols that don't repeat.
- No free tickets or tickets as gifts.
- Tickets must be sold for the same price.
- Tickets must only be sold by the organization's members.
- Members cannot be paid to sell tickets, unless they are an employee and have other duties.
- Tickets must be paid for in full by cash, check, or credit card. No IOU's.
- Tickets cannot be sold over the Internet or telephone.
- Tickets and/or payment for tickets cannot be mailed.
- Individuals under 18 years of age may sell tickets, **only if** (WAC 230-06-010):
 - Your organization's primary purpose is to develop youth; and
 - At least three members of your organization, age 18 or older, supervise the raffle; and
 - A member, 18 years or older, manages the raffle.

Rules of play: (WAC 230-11-015)

The following information must be clearly printed on each ticket or available in writing:

- Cost per chance (\$100 maximum per ticket).
- Date, time, and location of the drawing.
- Name of the sponsoring organization.
- Whether or not winners must be present for the drawing.
- Description of all prizes to be awarded. If the prize is a percentage of the gross receipts of the raffle, a minimum prize must be disclosed.

Advertising: (RCW 9.46.240)

- You can advertise over the Internet or telephone.
- You can mail advertisements.

Purchasing tickets:

- Individuals must be 18 years or older to purchase tickets.
- Members may purchase tickets at both public and members-only raffles; however, membership must not be based on purchasing a ticket (WAC 230-11-006).

Prizes: (WAC 230-11-065):

- You must own prizes before they are awarded.
- Liquor and firearms cannot be prizes.
- If the retail value of a prize is \$300,000 or more, you must get approval from us (WAC 230-11-067).

Determining winners:

Ticket stubs from all sales must be placed into a receptacle and selected randomly to allow an equal chance of winning (WAC 230-11-040).

Notifying local police:

- Unlicensed raffles: Notify local police at least five days in advance of selecting winners (RCW 9.46.0321(6)).
- Licensed raffles: Notify local police, in writing, before selling tickets (WAC 230-06-055).

Use of raffle proceeds:

Proceeds must be used towards your organization's stated purpose. However, proceeds may go to the charitable benefit of a specific person, but only if you get approval from us before offering the raffle.

Recordkeeping & reporting: (WAC 230-11-095, 100, 105)

- Members must not be paid for managing raffles.
- Recordkeeping/Reporting requirements and forms are available on our website.
- Records must be kept for:
 - One year for unlicensed raffles (RCW 9.46.0321(7)).
 - Three years for licensed raffles.

Members-only raffles

(RCW 9.46.0315) (WAC 230-11-070 to 230-11-090)

In addition to two unlicensed public raffles each year, you may offer an **unlimited** number of members-only raffles, as long as the combined gross revenue from the members-only raffles does not exceed **\$5,000** in a calendar year. You need a license to exceed \$5,000.

For members-only raffles:

- Tickets must be sold, and prizes awarded, only to members of your organization or their guests. Guests cannot exceed 25% of members present at the meeting.
- Tickets must be sold and winners determined during the same meeting/event, at the same location.
- Liquor may be awarded as a prize, if you have a permit from the Liquor Control Board (www.Liq.wa.gov) or (360) 664-1600.

The following entities also qualify to offer raffles

Credit Unions if all revenue less prizes and expenses are donated to charity (RCW 9.46.0209(2)(a)).

Cities, Counties & Towns if all revenue less prizes and expenses are used for community activities or tourism promotion activities (RCW 9.46.0209(3)).

Executive Branch State Employees if an authorization letter from the chief executive official is available for review by us or local law enforcement. The following additional requirements apply (RCW 9.46.0209(2)(b)):

- Purpose of raffle must be disclosed to all participants.
- Tickets must be sold at the same price.
- Raffles may be conducted during a single meeting, event, business day, or for a longer period of time.
- Alternative drawing formats cannot be used.
- Prizes must be owned by the entity offering the raffle, before the date of the drawing.
- Gross receipts must be verifiable through deposit records or physical cash counts.
- Records must be kept at least one year at the location where the raffle primarily took place.

For more information about raffles:

Visit our website at www.wsgc.wa.gov and select:

- FAQs, Presentation, Training, Records
- Applications and Fees
- Raffle rules: WAC 230-11
- Contact the Internal Revenue Service at www.irs.gov for federal tax deduction and reporting requirements.

For regulatory and operational questions:

Contact our Field Office closest to you.

Everett..... (425) 304-6300..... EverettFO@wsgc.wa.gov
Spokane.... (509) 325-7900.. SpokaneFO@wsgc.wa.gov
Tacoma..... (253) 671-6280.... TacomaFO@wsgc.wa.gov

**Problem Gambling
Helpline
(800) 547-6133**

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Contract between

"Sample Elementary" & "Sample PTA"

I, _____, as an authorized representative of "Sample Elementary", do hereby agree to allow "Sample PTA" to house the following items at the school:

- Popcorn machine
- Cotton candy machine
- Locking mailbox (mounted)
- File cabinets-1two drawer, 1 four drawer
- Carnival games as listed in Carnival binder

The above listed items are understood to be property of "Sample PTA"

Signed on this _____ day of _____, 20____.

"Sample Elementary": Representative: _____

"Sample PTA": Officer: _____

"Sample PTA": Officer: _____

PTA and the Law appendix:

INDEPENDENT CONTRACTOR STATUS

Additional Information from ASAE

In establishing independent contractor status (as opposed to employee status), the following guidelines when met can help assure the independent contractor status.

1. **Don't exercise too much control over the person.** The association may reserve the right of final approval, for example, but the more the person works on his or her own the stronger the evidence of true independent contractor status.
2. **Make sure the contractor maintains his or her own place of business and supplies.** If the association gives the contractor an office on its premises, which the contractor uses a great deal, and provides office equipment and support staff, this will count heavily as evidence that the person is an employee and not an independent contractor.
3. **Make sure the contractor's opportunity for profit and loss is independent of the association's.** If the contractor's pay is tied to the organization's this is evidence of an employment relationship. The contractor must have other clients besides the association; otherwise the contractor is working virtually full time for the association, and this will count against independent-contractor status.
4. **Make sure the contractor performs work not performed by the association.**

**PTA/ PTSA Form
Independent Contractor Services**

Dated: ____/____/____

Class Description: _____

Class Location: _____ Estimated Class Size: _____

Class Schedule/ Include day(s) of the week, and time(s):

Describe the student selection process for this class (lottery, first come/ first serve, etc):

Rules of use (materials, space, cleaning, etc) _____

Cancellation policy: _____

Note: Contractor will be held liable for any _____ district property that is damaged during contractual time

Independent Contractor Fee: _____

Student tuition Fee: _____

The Independent Contractor that will be providing the service described above:

Contractor services will be provided: Starting: ____/____/____ Ending: ____/____/____

Tax ID Number: _____ E-mail _____

Address: _____

Phone Number: _____ Cell Number: _____

Do you hold a Master Business License? ____ Yes ____ No
**If so, attach a copy of the business license to your W-9 when submitting this form*

Instructors Name: _____ Email _____

Contact # (if different than above) _____ Cell # _____

Has the above instructor submitted a safety patrol background check? ____ Yes ____ No

A "Safety Patrol Background Check" is required in the _____ school district

Note: This form can be obtained from the school secretary

As a before and or after school instructor, I certify that I will release the students solely to their parent/ guardian or per written instructions signed by the same

Independent Contractor: _____ **Date:** ____/____/____

PTA/ PTSA Elected Officer: _____ **Date:** ____/____/____

PTS/ PTSA Elected Officer: _____ **Date:** ____/____/____

Note: Independent Contractor & (2) Elected PTA/ PTSA officers signatures are required

Washington State PTA Required Actions Checklist

Event/Task	Date Due	Person Responsible	Date Accomplished	Documented in PTA records
Nonprofit corporation annual report	Last day of month of incorporation _____			
Membership service fees sent to council or (for non-council units) to WSPTA Office	October 25			
AIM Insurance premium	November 10			
Federal Income Tax Return	November 15			
Charitable Solicitations Act Registration/Annual Report	May 31, but can be filed early; based on same information as tax return			
Membership service fees sent to council or (for non-council units) to WSPTA Office	January 25			
IRS Form 1099MISC sent to all individual independent contractors	January 31			
Washington State Department of Revenue Combined Excise Tax Return	January 31			
Membership service fees sent to council or (for non-council units) to WSPTA Office	May 25			

Best Practices Checklist

- Our PTA is child-focused and responsive to our members.**
 - Clearly defined goals have been established by our PTA and approved by the Board of Directors and/or membership.
 - Programs and activities were developed to address those goals.
 - Regular communication was provided to members concerning PTA issues and activities.
 - Our PTA determined our members' needs.
 - Our membership campaign is ongoing and welcomes all who seek to join and participate.
 - Meetings are held to address the needs of the membership and conduct the business of the association.
 - Our volunteers are recognized.
 - Our PTA identifies an outstanding volunteer in our community and honors him/her with a Golden Acorn Award annually.
 - Our PTA annually identifies an outstanding school staff member and honors him/her with an Outstanding Educator Award.
 - Our PTA annually identifies an outstanding child advocate in our community and honors him/her with an Outstanding Advocate Award.
 - Our PTA annually identifies an outstanding student advocate in our community and honors him/her with an Outstanding Student Advocate Award.

- Our PTA practices fiscal and fiduciary responsibility.**
 - Our PTA's budget was approved by the membership.
 - A financial review was conducted of last year's books and records.
 - Monthly financial reports are made to the board of directors and general membership.
 - Our PTA's standing rules were updated and approved by the membership.
 - The Nominating Committee was elected by the membership.
 - Our PTA's officers were elected by the membership.
 - Our PTA purchased insurance.
 - Our PTA's board of directors held regular meetings.

- Our PTA leaders are knowledgeable, involved and well-trained.**
 - Our PTA leaders attended Region Conference or received "other WSPTA approved training" from a service delivery team member.
 - Our PTA leaders attended PTA and the Law.
 - Our PTA leaders attended Legislative Assembly.
 - Our PTA members attended a WSPTA Outreach Summit.
 - Our PTA leaders attended the last State PTA Convention.
 - Our PTA leaders will attend the next State PTA Convention.
 - Our PTA has a process to evaluate the current year's goals, programs, and activities.
 - Our PTA shares information received from State and National PTA with our members.
 - Our PTA has a process to pass materials and records on to next year's officers and committee chairs.
 - Our PTA networks with others:
 - Council PTAs: by regular attendance and participation at council meetings and events.
 - Non-Council PTAs: by working with other PTAs and similar volunteer and service organizations