

# QuickGUIDE

## 2015-2016 School Year PTA/PTSA Fees

**IMPORTANT NOTE:** Requests for PTA/PTSA activities should be submitted by July 15, but no later than August 15 in order to receive priority (excludes contracted providers such as Flex Academies, Enrichment Matters, Enrichment Academies, etc. who provide PTA/PTSA organizations a service to organize after-school activities—those groups must follow the public submission windows and will not receive PTA/PTSA priority or fees.) After August 15, scheduled use by community groups cannot be cancelled to accommodate late PTA/PTSA requests. The PTA/PTSA is subject to all ICB/CUPF cancellation policies. Please refer to CUPF fee schedule and guidelines for PTA/PTSA use of MCPS facilities for further information.

TYPE OF USE BY THE PTA / PTSA	FEE CATEGORY
PTA/PTSA General Monthly Meetings (limited to one per month)	<b>No Fee</b> (staff costs only)
PTA/PTSA Executive Board/Committee and school-approved PTA/PTSA groups representing specified populations (NAACP, etc.) held in classrooms only	<b>No Fee</b> (staff costs only)
PTA/PTSA book fairs held Monday-Friday in <b>Media Center only</b> (if held in APR or other room other than Media Center, Category B rates apply)	<b>No Fee</b> (staff costs only)
PTA/PTSA bake sales on Election Days in schools being used as polling sites (with approval from the Board of Elections)	<b>No Fee</b> (staff costs only)
PTA/PTSA Back-to-School Nights, movie nights, ice cream socials, picnics, sports activities, e.g., kickball, etc. (no third-party entity involved)	<b>PTA/Public Agency</b>
PTA/PTSA free activities and volunteer-led fundraisers (no third-party entity involved), e.g., sock hops, non-monetary bingo, international night	<b>PTA/Public Agency</b>
PTA/PTSA classes and activities led by <b>volunteers</b> with nominal fee, e.g., material costs only	<b>PTA/Public Agency</b>
PTA/PTSA after-school activities, e.g., piano class, chess club, ballet club, etc.	<b>PTA/Public Agency</b>
PTA/PTSA fundraiser pickup, e.g., Market Day: afternoon or evening	<b>PTA/Public Agency</b>
PTA/PTSA Science Fairs	<b>PTA/Public Agency</b>
PTA/PTSA high school after-prom activities	<b>PTA/Public Agency</b>
MCCTPA-EPI Big Learning holding FLES or Science & Engineering after-school classes (request form must be submitted by MCCPTA-EPI Big Learning)	<b>PTA/Public Agency</b>
PTA/PTSA partnerships with third-party non-profit or commercial entities for activities with fees, e.g., classes, fairs/festival, holiday bazaar or shopping nights, family portraits, restaurants and food vendors. Request form and payment must be submitted by the PTA/PTSA. Participant payment must be payable to the PTA/PTSA (not third-party entity) and the third-party entity shares the proceeds. PTA/PTSA assumes full liability.	<b>PTA/Public Agency</b>
PTA/PTSA partnerships with commercial entities that advertise or promote the entity, e.g., SAT prep classes, fine arts or athletic vendors, etc.	<b>PTA/Public Agency</b>
Entities that want to promote their business should book directly with CUPF, e.g., driver education classes	<b>Contact CUPF</b>
Contracted providers such as Flex Academies, Enrichment Matters, Enrichment Academies, etc. who provide PTA/PTSA organizations a service to organize after-school activities	<b>Contact CUPF</b>