

The hospitality chairman is the official host of the PTA unit and, with a committee, has the responsibility of establishing a friendly, comfortable atmosphere at PTA meetings and events. The hospitality committee helps to create a sense of belonging that invites members to become involved in PTA activities. The hospitality chairman should be a member of the program planning committee.

Social events should be reflective of the various cultures in the school and community (social conventions, programs, refreshments, decorations, etc.).

RECOMMENDED ACTIONS

Become familiar with information and materials from predecessor and unit president, which should include:

- Name, address, telephone number and e-mail address of person to contact and procedures for reserving school meeting place and staff (e.g., custodians, food service personnel) and any other needs for PTA events;
- Council, district, State and National PTA hospitality information;
- Inventory of hospitality supplies and storage location;
- Amount budgeted for hospitality expenditures;
- Minutes from meetings of previous years.

Meet with program planning committee or consult with the program chairman to secure dates of PTA meetings and other planned events.

Hold planning meeting with hospitality committee. Invite president to this and all committee meetings.

- Include the room representative coordinator and any others appointed by the president. Invite students (where applicable) to participate as committee members.
- Committee members can be assigned to arrange baby-sitting (PTA-Provided Baby-Sitting Services 5.12.2), registration, room set-up, temperature, greeting, decorations, refreshments, etc.
- In some units, the room representatives from each classroom or grade are asked to be the host group for one PTA meeting a year.

Report at each board meeting on hospitality plans for forthcoming PTA events, coordinating arrangements with other chairmen's plans.

Potluck donations of food may be requested for some PTA events; reminders should be sent to donors. Check with department of health and school district policy regarding restrictions on home-prepared food.

- In some units, the hospitality chairman also sends notes to new members, those who are ill, letters of condolence, etc. A "freewill" donation may be maintained for the purchase of

gifts and cards for members. PTA funds may not be used for personal gifts.

BEFORE THE MEETING

Work closely with program chairman and room representative coordinator.

Make reservations for meeting place well in advance. (Some places require dates for the year reserved at one time.)

When planning PTA events and activities always refer to the *Insurance and Loss Prevention Guide* that is updated and mailed annually to unit presidents. If you have any questions or concerns about the event contact the California State PTA insurance broker. **Never sign a Hold Harmless Agreement on behalf of the PTA** (1.3.4a, 5.5). If the PTA is asked to sign a Hold Harmless Agreement for any reason, the PTA should contact the California State PTA insurance broker. When directed by the insurance broker to sign the "Facilities Use Permit Addendum" for events held on public school campuses, locate the form in the *Toolkit*, Forms, Chapter 9. Contact information for the California State PTA insurance broker can be obtained from the California State PTA office.

The Americans with Disabilities Act requires that disabled persons must be accommodated reasonably by modifying policies, making physical changes and obtaining equipment to assist their participation in an activity. For PTA meetings/events, this could include seating to accommodate an attendant accompanying a member or reserved seating in a location to accommodate a member's special need, providing written handouts to supplement discussion and/or providing qualified readers or interpreters for individuals having a hearing or sight impairment.

Make arrangements for baby-sitting, if needed. Follow California State PTA regulations (PTA-Provided Baby-Sitting Services 5.12.2) and school district policies.

Prepare name cards, registration sheets, and any decorations to be used.

Obtain names of special guests from president or program chairman and carry out any special arrangements that have been planned for the guests.

Check physical setting: number of chairs for audience, lectern, microphone, water and glasses, room temperature, table and chairs for presiding officer and others, seating for program participants, flags and standards, blackboard, etc.

Arrange to have tables for registration, membership, exhibits, etc.

Be sure refreshment committee is prepared with equipment and supplies for the social hour.

DAY OR EVENING OF THE MEETING

Arrive early to be sure the door is unlocked, lights are turned on, temperature is comfortable and the room ready.

Assign board/committee members to introduce new members to others and make them feel welcome and eager to return.

Assign committee members to help with registration.

Alert president to any special guests who should be introduced.

Be available to assist president, if the need arises.

Have a room count ready, if needed.

DURING SOCIAL HOUR

See that the committee assists with introduction of members and guests.

Make certain that all are served refreshments in a friendly manner.

DURING THE MEETING

Serve as a messenger for the president and/or officers to maintain order during the meeting.

Be available to assist presiding officer or speaker with distributing materials, as needed.

AFTER THE MEETING

Be sure meeting place is left in order and PTA belongings properly stored.

Record expenditures and other notes about meeting details in procedure book.

Send thank you notes and take care of other courtesies after consulting with the president.

- As a rule, the program chairman thanks program participants and the corresponding secretary attends to official letters, but the hospitality chairman thanks committee helpers, cafeteria or maintenance people and others who helped with the meeting arrangements.

REMINDERS

Keep procedure book updated.

Maintain accurate records of expenditures, and stay within the budget.

Attend council or district PTA workshops for hospitality chairmen.

Meet requests for exhibit material for council or district PTA meetings, if needed.

ALCOHOL AND PTA EVENTS

Selling Alcohol – according to the California Business and Professions Code, Section 25608, “Every person who possesses, consumes, sells, gives, or delivers to any other person, any alcoholic beverage in or on any public schoolhouse or any of the grounds thereof, is guilty of a misdemeanor.” **PTAs may not sell alcoholic beverages under any circumstance.**

In accordance with the California State PTA insurance program, PTAs may not engage in the sale of alcoholic beverages. Many PTAs hold annual silent auctions and dinners as fundraisers at which bottles and/or cases of wine are donated for use as auction items. These donated bottles and/or cases of wine may be used as auction items, provided the auction is held at a non-school-site location, and the contents are not decanted during the event or on the premises. PTAs may auction donated alcoholic beverages but may not sell alcoholic beverages under any circumstance.

Serving of Alcohol at PTA Events – The California State PTA strongly urges its unit, council and district PTAs to refrain from serving alcoholic beverages at PTA functions. If alcoholic beverages are served at a PTA function, the PTA may not serve them. Any alcoholic beverages must be provided and served by a licensed establishment or catering company that has the appropriate permits and insurance. When a PTA is planning an event that will include alcoholic beverages, the PTA may not collect for the cost of the alcoholic beverages through ticket sales. This cost must be paid separately to the licensed establishment or catering company with the valid permits and insurance.

Under no circumstances may PTA funds be used to purchase alcoholic beverages or bottles of alcohol. Remember, the purpose of the PTA is to work on behalf of all children and speak for “**everychild. onevoice.**”

If there are any further questions regarding this subject, please do not hesitate to contact the California State PTA insurance company. See the *Insurance and Loss Prevention Guide*, updated and mailed annually to presidents, or contact the district PTA president.

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