

# *Hospitality, volunteer appreciation and personal gifts*

## Hospitality

- Total amount of hospitality expenses for the year includes
  - beverages and/or light snacks for association, executive board, and committee meetings,
  - staff and/or volunteer appreciation, and
  - any other hospitality activities requiring food, drinks, paper goods, certificates, etc.
- The association may choose to
  - purchase drinks and/or light snacks,
  - solicit donations from local businesses or members, or
  - keep supplies on hand to make coffee and/or punch, etc.
- Expenses cannot represent a significant amount. “Not of a significant amount” is defined by the IRS as an amount that does not exceed 5 percent (5%) of the nonprofit organization’s annual budget.
- PTA funds belong to the organization.
- PTA funds must be used to implement the established nonprofit purposes of the organization (promoting parent education, home and school cooperation, children’s well-being, community betterment, and funding for education).



NOTE: The cost of meals or beverages provided for volunteers during the course of their work, e.g. while processing fundraiser orders or counting money after an evening program, are not considered to be hospitality. Such expenses must be budgeted and approved by the association in advance. The expenditures are designated as a cost of doing the program or fundraiser on which the volunteers are working, e.g., wrapping paper or fall festival.

## Volunteer Appreciation

A simple and appropriate way to thank volunteers for their time and effort to support the PTA's programs, projects, and fundraising activities is to plan and budget for a volunteer appreciation event near the end of the year.

- Tea or dessert with recognition certificates.
- Invite all volunteers who helped with PTA activities and programs during the year.
- Follow the same guidelines established for staff appreciation (California State PTA *Toolkit* 5.8.2).

## Personal Gifts

*“PTA funds should not be used to purchase personal gifts, equipment for staff lounges and lunchrooms or for furnishings for principals’ offices. Personal gifts include gifts for baby showers, Secretary’s Day, bereavements, weddings, or birthdays. If the membership determines that such items are necessary, the individual members can make personal donations to purchase the designated items. These donations should not be commingled with PTA funds.”*

~ Excerpted from California State PTA *Toolkit*,  
Section 5.8.1



Personal gifts also include flowers and “token” gifts, such as gift cards. Gifts to individuals do not further PTA’s nonprofit purposes or mission (Article III of the California State PTA Bylaws). If the PTA wishes to reward volunteers with personal gifts, the association may vote to do so and seek out donations to cover those items.

Alternatively, officers or other members may make donations to pay for such items.