

RELATIONS WITH PARENT/CITIZEN ORGANIZATIONS

Initiating policy January 22, 2007. Anticipate completion of implementation starting with the 2007/2008 school year.

The Board recognizes and appreciates the efforts of all organizations whose objectives are to enhance the educational, extra-curricular and athletic experiences of District students.

All support organizations shall have equal access to District facilities used in fund-raising activities (i.e., concessions areas, advertising, etc.). Guidelines will determine use of District facilities, including, but not limited to, building, property, athletic facilities, buses, name, trademarks, copyrights, etc. Each organization shall abide by the policies and guidelines established for the use of District facilities and grounds.

Representatives and members of approved support organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest, but not hold the position of treasurer or handle funds belonging to the organization.

Any new support organization desiring to use the name, logo or good offices of the District must first obtain the approval of the Superintendent as a prerequisite to organizing. The Board requires any authorized support organization to purchase coverage under the District's liability insurance program at cost to the organization to protect the entity against legal claims resulting from damage or injury resulting from any act or omission.

At cost to the support organization, the District will purchase an employee dishonesty bond for officers of the organization to protect the funds in the event of a covered loss.

In accordance with Board policy, all District-support organizations are to abide by the following guidelines:

1. Each District-support organization must:
 - A. clearly communicate in their fund-raising activities that they do not represent the District but do support a particular District activity.
 - B. understand that student participation on athletic teams or in cocurricular activities is completely independent of any fund-raising activities. Parents, students and interested parties participation in fund-raising activities cannot be used in any way to adversely impact student participation.

- C. appoint a District administrator or faculty member to be included on the organization's advisory board. Any student involvement in the conduct of the organization's activities is subject to the approval of the bylaws.
 - D. expend funds in ways that are consistent with the stated purpose of the organization. At least 70% of all collected funds are spent on student activities directly related to the express purpose of their bylaws.
 - E. not make purchases represented as District expenditures and not use identification numbers of the District such as tax I.D. number, purchase order numbers, sales tax exemption forms or any other District tax status designations.
 - F. make donations to the District in accordance with Board Policy KH (Public Gifts to the District) and the accompanying guidelines.
2. Bylaws of the organization must clearly state:
- A. the purpose of the organization, which must be to benefit the students of the District in a an activity the support group is promoting;
 - B. the name of the support organization;
 - C. the procedure for the election of officers and the length of terms and
 - D. that there will be at least a president, secretary and treasurer of the organization elected.
3. Annually, but no later than October 31st of each year, each District-support organization must provide the Superintendent or his/her designee with a:
- A. copy of its most recent Form 990 or Form 990EZ;
 - B. list of current officers and contact information;
 - C. list of proposed fund-raising activities for the ensuing school year and
 - D. copy of their most recent charter documents (if they have been changed).
4. Each organization agrees to abide by the following minimum good accounting and internal control practices:
- A. Monies collected by or remitted to the Treasurer shall be deposited no later than weekly.

- B. The organization shall have a written guideline indicating which officers are authorized to draw checks and that a monthly accounting to the Treasurer is required for any officer drawing checks for the organization.
 - C. The organization shall prepare a monthly financial statement that is in balance with the bank. A copy of the reconciled bank statement and the financial report indicating that the organization is in balance must be provided to the officers of the organization on a monthly basis.
5. On or before December 1st, the Superintendent shall approve and notify each District-support organization that meets all the above criteria. Any District-support organization which fails to comply with all requirements as stated herein will have their Board support rescinded.

[Adoption date: August 14, 2001]

[Re-adoption date: January 22, 2007]

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