

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

Purpose

District-affiliated school-support organizations and booster clubs exist to promote communication and greater involvement between the school and the community, including parents and other interested citizens, and to support the students of the District. Participation is encouraged with the belief that a better understanding of school operations will foster cooperation and support. While fundraising and financial support may be a major part of an organization's program (based on the specific group), each organization should also strive to further the District's and each school's goals and objectives.

District-affiliated school-support organizations and booster clubs, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Parental
Involvement

Parents and members of the community are encouraged and welcomed to participate in determining educational goals and objectives that will meet the needs of students in the District. The Board recognizes that parent associations, booster clubs, SBICs, the DBIC, District advisory committees, and auxiliary organizations are mediums through which District personnel, parents, and other community members may strengthen ties with the school and the District and work to enhance educational progress for all students.

The Parent-Teacher Association (PTA) shall be the parent organization for the District. The PTA is a national partner of public education, bringing into closer relation the home and the school to cooperate in the education of children and youth. The PTA provides the leadership training, liability insurance, and parental training and assistance for parent organizations that will assist the Board in strengthening connections with parents and the community.

All parent/citizen clubs and organizations operating within the schools shall operate within this policy for local groups, subject to approval of the Superintendent.

Board Responsibility

The Board is responsible for the oversight of the District, including parent or booster clubs that use the school name or claim any connection with the school. The Board shall approve and recognize, through the Superintendent, only those organizations that meet established guidelines and, in the opinion of the Board, operate for the benefit of the school and its students.

**Superintendent's
Representative**

For the purposes of this policy, the Superintendent's designee shall be the principal of each campus.

The principal shall be responsible for ensuring that booster clubs and parent organizations follow all District fundraising policies and regulations.

Booster / Auxiliary Organizations

Each school-related booster/auxiliary club shall annually submit the following to the principal:

1. A copy of the organization's bylaws.
2. The name, address, and telephone number of the persons authorized to sign any legal papers, documents, instruments, or checks on behalf of the organization. Two signatures shall be required on all checks.
3. The name, address, and telephone number of all current officers.
4. The name, address, and telephone number of the depository for the organization's funds.
5. A schedule and/or calendar from the booster club for fundraising activities including location and a brief description.

The District strongly recommends that school-related booster/auxiliary clubs obtain liability insurance coverage when the club rents or uses third-party facilities to hold fundraisers, as the District's liability insurance policy does not provide for school-related booster/auxiliary club events.

Booster club members shall become familiar with UIL fundraising rules and guidelines.

Failure by the organization to submit the documents to the principal and to adhere to the above requirements may result in the organization being denied permission to participate in any school activities.

Specific Guidelines for School-Related Clubs

The following guidelines shall apply:

1. The Superintendent, chief operating officer, assistant superintendent for student engagement and district services, executive director for school leadership and innovation, and/or principal have veto power over any action of a school-related club or organization.
2. School employees shall not have signature authority on any depository account, including a checking account, for a District-affiliated school-support organization including parent-teacher organizations or booster organizations.
3. School-related organizations have no authority to direct any school employee in any of his or her duties. Further, they

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

have no authority to guide, direct, or establish guidelines for any school or student activity. Similarly, booster club officers may not assume duties that are the responsibility of staff members.

4. Organizational bylaws shall include provisions for disposal of funds and/or property to the District in case said organization disbands or ceases to operate. Exceptions shall be made for the PTA and other nationally affiliated organizations with by-law constraints regarding dispersal of funds.
5. Booster clubs must abide by the UIL guidelines, and the administration must determine which organization might be considered as "booster." In order to avoid violation of the amateur rule, money given to the school cannot be earmarked for any particular request. The booster club may suggest or recommend how it would like the money spent but cannot require the Superintendent or principal to spend the money in any certain way. A gift of cash would be for the school to use at its discretion.

Any organization operating under this policy that, in the opinion of the school administration, does not adhere to this policy and any regulation established by the school administration will cease to be recognized by the Board as a legitimate school-related club or organization and will not be eligible to use school facilities or services.

Fundraising Projects

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

Fundraising projects are subject to state and federal law and District policies and regulations, just as the PTA and other school-related organizations must meet legal requirements. Parent groups may obtain nonprofit status from the Internal Revenue Service.

All booster clubs and other parent support organizations are encouraged to use District-approved fundraising vendors. All vendors on the District's approved fundraiser list shall have required certificates of insurance in place.

Supervision of the activity by the District staff sponsor is the key deciding factor in determining if the fundraising event is a booster club fundraiser or a student activity fundraiser. Student participation is secondary to the supervision factor. When booster clubs or other parent-support organizations organize, control, participate in, and supervise the fundraising activity with no District staff member

supervision, the event shall be a booster club fundraiser, and the proceeds shall be deposited into the booster club or other parent-support organization's account.

When students are the primary participants and the event is organized, controlled, and supervised by a District staff member, the event shall be a student activity fundraiser, and the proceeds shall be deposited into the District's student activity account. Door-to-door selling by students shall not be permitted under any circumstances.

Purchases for the School

Booster clubs and other parent-support organizations cannot make purchases in the name of the District. Items must be purchased in the support organization's name. If the parent organization wants to make a monetary donation to the school for a specific item or piece of equipment, the parent organization can give the donation to the school, which must deposit the funds into the campus activity or student activity fund. The school shall initiate a purchase order to purchase the specific item or piece of equipment out of the campus activity or student activity fund.

Equipment or materials purchased for schools by parent organizations or booster clubs shall become the property of the District.

Proposals by Outside Organizations for New Campus-Based Programs That Occur During the School Day

The Board intends to provide a comprehensive program of activities and enrichment for all students at all schools. The Board also intends to ensure equity among schools while providing avenues for support by the community.

On occasion, the District shall approve, upon thorough review, the implementation of programs from privately sponsored and funded sources designed to benefit students.

Procedures for approval of such programs include:

1. The organization shall complete a formal application form describing the new program.
2. The proposal shall be submitted to the Superintendent or designee.
3. The proposal shall include information on how the program will provide enrichment for students, whether the program will be available to all students, whether it will address students with special needs, whether it will be affordable for all students, and whether it will address school improvement goals.
4. The proposal shall provide for an evaluation of the program and methods for maintaining records for future use, as needed.

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

5. The Superintendent or designee shall review the proposal and ascertain long-term financial implications including the District's financial obligation, if any; the impact on personnel costs; the congruence with DBIC goals; the possibilities of replicability throughout the District; and sunset procedures.
6. After approval by the Superintendent or designee, the proposal shall be submitted to the school principal who shall:
 - a. Approve all enrichment programs;
 - b. Approve the designated area(s) where the program will be held (ensuring that there is adequate space for the anticipated number of participants); and
 - c. Approve publications advertising the program.
7. Any gifts provided through implementation of a program through privately funded sources shall become the property of the District.
8. The District has full authority to terminate a program when it no longer meets the needs of the District or because it is no longer convenient to support the program within the school.
9. Any group or organization that wishes to fund a project within the school(s) shall:
 - a. Provide evidence that full funding is available to cover all expenses, including salaries, as appropriate;
 - b. Provide evidence of ability to sustain the program;
 - c. Terminate the program at the request of the District; and
 - d. Obtain agreement from the school principal that the program meets school and District needs.

**Use of District
Facilities**

District-affiliated school-support or booster clubs may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.