**ST. CLAIR COUNTY**

PARENT ORGANIZATION/BOOSTERS

*Guidelines for Operating Outside of the School Books*

Booster Clubs and Parent Organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting student activities. The principal is responsible for maintaining close communication with such organizations to ensure the organization’s goals and activities are in compliance with board policies. The following criteria will be used by the principal in determining if an organization will be permitted to operate as a Booster Club or Parent Organization. All such organizations must be approved annually by the Chief School Financial Officer.

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1. The form “Agreement for the Operation of School-Related Organization” must be completed and submitted to the Chief School Financial Officer by the first business day of August each year.
2. The Organization must be managed or operated by adults, rather than students, and will file its By-Laws, Charter and/or Constitution with the principal. These will clearly identify the organization as a Parent Organization or Booster Club separate from School Student Organizations and will provide details of the structure of the organization including:
* Officers and their duties
* Elections of officers and term limits
* Purpose and goals
* Dues structure, if any
* Intended use of funds generated by organization
* Distribution of remaining funds upon termination of the organization
1. It is suggested that the organization include at least one representative from the school faculty as a liaison.
2. The organization has obtained an employer identification number from the IRS.
3. The organization provides a report of the annual audit of the organization to the school. Audit guidelines may be obtained from Laura Nance, Chief School Financial Officer.

3. The organization makes its financial records (to include documentation of all receipts and expenditures) available to the school’s auditor and authorized school employee upon request.

4. The organization provides required financial reports.

5. The organization provides proof of a fidelity bond for the treasurer.

6. No employee of the Board of Education shall serve as the Treasurer or *Authorized Check Signer* of any Booster Club or Parent Organization.

7. Students will not participate in fundraising during regular class periods. Participation in extracurricular activities cannot be dependent upon fundraising-No student can be required to participate in fundraising.

8. Use of school property by the organization for its activities will meet all regulations established by the Board. A detailed profit and loss statement should be compiled and maintained for review by school officials. The current commission and/or split of profits from activities generated on school property is 60/40. Sixty percent will be retained by the Booster Club or School Organization and Forty percent will be paid back to the school and placed in a public activity. The school’s percentage of profits can be paid back after each event or at the end of the season as agreed to by the booster club/school organization and principal.

9. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.

10. The organization must maintain bank records, financial records, and tax status separate from the school. The organization will provide to the principal, upon request, a complete set of financial records. A review of these records shall be conducted under the direction of the principal. Based on the results of this review, additional procedures may be conducted.

11. In no manner will board-sanctioning of an organization preclude the organization from compliance with State and Federal Laws as they pertain to Equal Opportunity and Treatment of all Students. Gifts of services provided to the school shall comply with Title IX, Education Amendment of 1972, 20 U.S.C., 1681, et. seq. 1

12. The organization will not provide any direct payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law. Any supplement paid to a school employee must first be approved by the St. Clair County Board of Education. After approval, the Booster Club or School Organization will submit payment to the board financial office for payment to be made through employee payroll. (Copy of Supplemental Pay Provided by Outside Sources form provided).

14. Fund raising activities that involve a primary element of chance (i.e raffle or drawings, cow patty drop, bingo, etc.) are not allowable on school facilities nor can school employees be involved in any manner.

15. Parent organization and booster clubs shall indemnify, defend, and hold St. Clair County Board of Education, its employees, and its schools, harmless to the extent permitted by applicable law from and against any and all claims, actions, proceedings, costs, damages, losses, liabilities, and expenses (including attorney’s fees and costs) arising out of or in connection with: (a) Parent organization and booster club’s use of St. Clair County Schools’ facilities; and or (b) Parent organization and booster club’s operations in support of St. Clair County Schools.

16. The Board reserves the right to revoke the sanctioning of any organization if it is found that the organization’s operations and purpose are not consistent with the policies adopted by the Board.