

## PROCEDURES

School-Based Support Organizations

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The Board of Education appreciates the efforts of all school-based organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

School-based support organizations, such as Parent Teacher Organizations and Booster Clubs, should be formed to promote and assist in the educational enhancement of a specific building/program for the improvement of student education and/or the support and financing of a program.

Each support organization shall work within the appropriate school setting and in cooperation with the principal and/or appropriate staff member.

Only one parent organization will be recognized per elementary school and only parents or guardians of children within the elementary school may be members. It is recommended that support organizations have a limited number of fundraisers per year; excessive fund raising within a school is discouraged.

The Board will recognize support organizations if they submit by the end of October, annually, to the Superintendent and/or his/her designee, the following:

- Updated list of officers,
- Adopted set of bylaws,
- Stated purpose,
- Yearly financial statement and verification that the organization's financial books and records have been reviewed by the District Business Office and/or an independent auditor,
- List of planned activities for the school year, and
- Other pertinent information the Board deems necessary.

In planning activities or projects, the following must be considered:

- All activities, events, projects, or fundraisers must be pre-approved by the Superintendent and/or his/her designee.
- All materials to be distributed and events scheduled must be reviewed/approved by the Superintendent and/or his/her designee.
- Funds raised by support organizations shall be expended for the benefit of the students and given to the District as donations and/or gifts.
- Fund raising projects for special trips or projects will not be started until final approval of the trip/project.

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The Board relies upon approved support organizations to operate in a manner consistent with public expectations for the schools, and reserves the right to withdraw approval from organizations that violate District Policy and/or Procedures.