

RELATIONS WITH PARENT ORGANIZATIONS

GE
(REGULATION)

PARENT
ORGANIZATIONS,
BOOSTER CLUBS
AND SCHOOL
SUPPORT
ORGANIZATIONS

Parent organizations, booster clubs, and school support organizations may be formed to promote the school program or to complement a particular student group or activity in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, the District's organizational and financial guidelines (*Booster Clubs and School Support Organizations Guidelines*), and in accordance with UIL guidelines, if applicable.

Each such organization must submit the following to the campus principal for review jointly with the organization's officers:

1. The constitution, by-laws, or operating procedures for the organization.
2. The budget of the organization, annually.
3. A list of all activities and fundraisers, annually.

Such organizations must agree to abide by all applicable District and campus rules.

The designated faculty sponsor of a student group will serve as the liaison between any group formed in connection with a student group and the District; otherwise, the principal will serve as the liaison.

OPERATING
PROCEDURES

Parent organizations, booster clubs, and school support organizations will adhere to District procedures and to the following guidelines:

1. Be voluntary and support student activities of the school in coordination with campus personnel.
2. Submit all scheduled activities, including fundraising activities, for approval by the campus principal or designee. (See Exhibit A)
3. Use school facilities only with the prior approval by the appropriate administrator.
4. Avoid attempting to influence District employees in the administration of duties.
5. Comply with administrative regulations and Board policy when offering money or gifts to the District. [See Board Policy CDC] and GE (Local)
6. Pay all taxes and other debts incurred by the organization.
7. Maintain accurate financial records, including bank account(s), receipt books, itemized income and expenditure records for individual activities, an overall financial statement for the organization, and at the end of the fiscal year, conduct an audit of the financial records.
8. Coordinate purchases with campus personnel.

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9. Establish and maintain status as a non-profit organization in accordance with the Internal Revenue Service.
10. Provide evidence of adequate insurance coverage for activities conducted on school premises. The District cannot provide insurance coverage for booster clubs/support groups.
11. Assume liability for any and all personal injuries or property damage arising from their activities.
12. Follow District procedures for obtaining prior approval of materials for distribution on school property.
13. Avoid making special requests for the manner in which materials are distributed or meetings are posted that are inconsistent with standard procedures.

REQUEST FOR
FUNDRAISING
ACTIVITIES

A parent organization, booster club, or school support organization desiring to conduct a fundraising activity in a District school must submit to the principal or designee a request containing the following information (see Exhibit A):

1. Name of the sponsoring organization and representative.
2. Type of activity/project.
3. Purpose of the fundraising activity/project.
3. Dates and times of the activity/project.
4. Name of the project financial person.
6. Estimated amount of money to be raised.

Groups planning to conduct a raffle or bingo game must ensure that all laws regarding such activities are followed closely. There is a specific criterion that must be met such as groups conducting a raffle must be a qualified nonprofit organization for three years prior to the raffle, students are not permitted to sell or purchase raffle tickets, and raffle tickets must contain certain wording. Likewise, groups planning to conduct a bingo game must be properly licensed, including the person conducting the game and all equipment, rules regarding location and times must be met, and it is illegal for persons under the age of eighteen to participate.

USE OF SCHOOL
FACILITIES

All parent organizations, booster clubs, or school support organizations desiring to use school facilities must make application through the appropriate administrator in accordance with the Administrative Regulation at GKD.

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PURCHASES FOR
THE SCHOOL

It is the responsibility of the principal, or the principal's designee, to notify parent groups, booster clubs, and school support organizations of the requirement to complete the District's form (see Exhibit B) to request approval of any equipment and/or facility modification/enhancement/addition being considered. The District, as owner of each building/facility and the grounds, is obligated to ensure that all purchases and enhancement projects meet legal requirements in terms of quality, safety, accessibility, and bid laws as defined in Board Policy CH (LEGAL) and CS (LEGAL). Before parent groups or other groups working with the school purchase equipment for the school or modify or enhance school facilities or grounds in any way, the group shall notify the principal of their proposed plans. The principal shall consult with the appropriate department manager(s) (i.e. maintenance, purchasing, technology, athletics, etc.) regarding the proposed purchases or facility modifications, additions, or enhancements. The principal must submit a request form to the appropriate department(s) for consideration and approval prior to any purchase or alteration of a facility.

A principal does not have the authority to approve equipment purchases for parent organizations or public entities [see Board Policy CDC (LOCAL)] and GE (Local). Under no circumstances can a principal approve facility modifications.