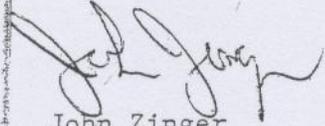


TO: All Staff, Superintendent, Principals  
FROM: John Zinger, Treasurer  
RE: Outside School Organizations and Functions

The Jackson-Milton School system has many outside groups that support programs within the schools. These groups donate money, equipment, time, and give overall support for the students. Examples of such groups are the Boosters and PTA. As an employee you cannot run an outside group by yourself, collect funds in the name of the school and deposit into an external account. If this is ever done, it is illegal. Checks made out in the name of the school MUST be deposited in the school's account. Outside groups operate under special guidelines and instruction for starting such groups can be obtained by calling the State Auditor's office. All outside groups MUST be recognized by the Board of Education by Board Resolution. Every year in October student activity guidelines are approved by the Board of Education. All events planned for the year are to be approved then. If you collect funds to hold an event and the school's name is being used to promote this event, this event MUST be board approved. Please remember to deposit all funds for an approved event. All payments to vendors must be paid through school check. You cannot pay cash from collected fees to vendors. Building principals are to pre-approve all events. I will not accept any funds for deposit that do not have pre-approval from building principals and board approval for the event.

Please remember I give you these reminders to protect all of us from potential problems. I know all of you have the best interest of the students in mind. Please call if you have any questions.

Sincerely,

  
John Zinger