



BISHOP
O'GORMAN
CATHOLIC SCHOOLS

**ELEMENTARY SCHOOL-
FAMILY ORGANIZATION
(SFO)**

CHARTER

I. Purpose

The purpose of the Bishop O'Gorman Catholic Schools Elementary School-Family Organization (SFO) is:

- A. Provide a vehicle of communication between parents, school faculty and staff, the church and the Catholic community.
- B. Promote information and education for the benefit of students and families
- C. Promote spiritual and social activities for students, families, faculty and staff
- D. Aid with volunteer service

II. Membership

The SFO will consist of all parents and guardians who have students at _____ elementary school and all faculty/staff are members of the organization. (Name of Respective School)

The goal of each SFO is to have an Advisory Committee comprised of at least one parent representative from each grade level. Every year parents can commit to serving on the Advisory Committee by selecting this volunteer option through the school enrollment process.

III. Meetings

The Advisory Committee will meet quarterly (4 times per school year) with the principal. School-wide events (such as socials, educational, fundraising) will be hosted three to four times during the school year.

All parents, guardians and pastor will be invited and encouraged to attend each Advisory Committee meeting.

IV. Duties and Responsibilities of the Advisory Committee

- A. Meet quarterly with the principal during the school year
- B. Promote parental involvement and help build strong relationships among parents, teachers and the school to support all students
- C. Support teachers and staff with prayer, meals during conferences, teacher appreciation, etc.
- D. Help plan/organize school-wide community events, family education, social and networking opportunities for parents and fundraising events
- E. Assist the school administration with fundraising events
- F. Assist the school administration with funds allocation from fundraising events
- G. Assist in identifying parent ambassadors for families new to the school

V. All regular meetings of the Advisory Committee shall:

- 1. Begin with prayer
- 2. Provide an update of SFO financials
- 3. Address business of the school

VI. Financials & Fundraising

- 1. Business office will provide an Annual Financial Plan template and prior year's expenditures by April 1 of each school year.
- 2. Each school will produce an annual SFO Annual Financial Plan with input from the Advisory Committee to be submitted to the Director of Instruction by the last day of the school year.

3. The Principal, Pastor and Director of Instruction & Programs or President will sign off each year on the proposed Annual Financial Plan for the SFO after review by the Business and Development Office.
4. SFO fundraising will be deposited into the School's SFO checking account. All SFO, and only SFO related income and expenses should run through this account.
5. Donor restricted funds from SFO fundraising will be deposited in a Supplemental Activities Fund (SAF) (i.e. Technology, Library, Playground, Band, etc).
6. Each principal is responsible for ensuring procedures for money management and tracking are followed.
7. The SFO and Advisory Committee will follow all established procedures and fundraising guidelines outlined by Bishop O'Gorman Catholic Schools.

Date of Adoption: 4/19/22

Date of Review:

Date of Revision:

Related Information: Board minutes 4/19/22; ADM: 203-AR SFO; FM: 706-AR Fundraising; FM 707-AR Tax Deductible
Acknowledgements