

TRUMBULL PUBLIC SCHOOLS  
BOARD OF EDUCATION  
POLICY MANUAL

SECTION: **1000**  
CATEGORY: **Community Relations**  
POLICY CODE: **1210/Parent**  
**Organizations and Athletic Booster Clubs**

## PARENT ORGANIZATIONS AND ATHLETIC BOOSTER CLUBS

### Policy Statement

The Trumbull Board of Education recognizes that parent involvement is an important resource and partner in organizations and booster clubs which provide invaluable support to District schools. A Parent Organization or Athletic Booster Club is defined as any group or organization of people whose primary purpose is to gather together to promote community support and/or to raise funds for specific school activities or programs.

Adopted: March 17, 2009

### Legal References

Trumbull Board of Education policies

Title IX of the Educational Amendments of 1972  
501(c)(3) Tax Exemption

## 1210/Parent Organizations and Athletic Booster Clubs

### Regulations

- I. Parents/guardians and other interested community members who wish to establish/operate a Parent Organization or Athletic Booster Club for the purpose of supporting a specific school program, sport or activity must follow these guidelines:
  1. Abide by all policies and procedures of the District as well as applicable State and Federal laws and CIAC regulations.
  - 2 a. Those wishing to start *an* Athletic Booster Club must first meet with *the* Athletic Director to discuss the formation of the club.
    - b. Those wishing to start a Parent Organization must first meet with the building Principal to discuss the formation of the organization.
  3. Complete the School Recognition Form (Appendix A) and file form with school administration/athletic director by date noted including *the* purpose of the organization/club.
  4. Become incorporated or be affiliated as a legal nonprofit entity (*e.g.*: 501(c)(3). Maintain such status, and assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate.
  5. Provide a copy of all annual IRS filing forms no later than June 1<sup>st</sup>, to school administration for review by the Superintendent and/or his/her designee.
  6. Understand and respect the authority of District employees in the administration of their duties.
  7. Membership must be unrestricted and voluntary. In no case shall participation in Parent Organization/Athletic Booster Club activities be a prerequisite for any curricular or extra curricular activity, nor shall participation or the failure to do so have any impact on a student's grade in any course.
  8. Submit an activity schedule in advance to the Superintendent of Schools and/or his/her designee for prior approval. All fundraising must be approved as per policy.
  9. There must be prior approval by the Superintendent and/or his/her designee when a Parent Organization/Athletic Booster Club wants to use the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities.

## 1210/Parent Organizations and Athletic Booster Clubs

### Regulations

10. Seek advance approval for any use of school facilities and/or equipment per District policy, keeping in mind this must be compatible with the school calendar as well as other scheduled and potential activities in order to avoid conflicts.
  11. Any teaching or coaching position must be offered to the bargaining unit personnel first and can only be filled from the outside if there are no qualified applicants. All district hiring policies and practices must be followed.
  12. If the Parent Organization/Athletic Booster Club has a membership fee and financial assistance is needed, the Superintendent will review the request on a case by case basis.
  13. The Parent Organization/Athletic Booster Club shall allow the School District to review its books and records upon request and after reasonable notice.
  14. The Parent Organization/Athletic Booster Club shall have no authority to act on behalf of, or bind the District with respect to, contractual obligations.
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- II. If a Parent Organization/Athletic Booster Club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, they must comply with District's policy, thus providing equal athletic and educational opportunities for members of both genders per Title IX.
  - III. Parent Organization/Athletic Booster Club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.
  - IV. The Board retains final responsibility and authority over all activities which have an impact on students, school programs and/or school owned property.
  - V. Failure to follow policies and procedures of the District may result in refusal by the Superintendent and/or his/her designee to allow related activities on the campus.

Official School Recognition Form  
For Parent Organizations/Athletic Booster Clubs

Name of the Parent Organization/Athletic Booster Club

\_\_\_\_\_

School Year \_\_\_\_\_ Date \_\_\_\_\_

Purposes and Goals of the group:

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Organization's/Club's Officers

President _____	Phone _____
Vice President _____	Phone _____
Secretary _____	Phone _____
Treasurer _____	Phone _____

School Staff Member \_\_\_\_\_

(Athletic Director shall be the school staff member for all Athletic Booster Clubs)

Persons Filing Form (2 Names) \_\_\_\_\_  
\_\_\_\_\_

Copy of 501(c)(3) tax exemption, Copy of By Laws For Parent Organization/Athletic Booster Club, and Membership Roster

Approval \_\_\_\_\_ Date \_\_\_\_\_

This form must be completed and filed with the Superintendent and/or his/her designee on a yearly basis no later than June 1<sup>st</sup> to be officially recognized for the following school year.