MANHEIM CENTRAL SCHOOL DISTRICT

SCHOOL AFFILIATED ORGANIZATIONS HANDBOOK

CONTENTS

MANHEIM CENTRAL BOARD OF SCHOOL DIRECTORS

Mike Clair: President	Dr. Edward Frick
Steven Bushey: Vice President	Amy Beachy
Pat McGeehan: Treasurer	Charles Gearhart
Andy Sensenig	Matthew Linder
Jennifer Walker	

MANHEIM CENTRAL SCHOOL DISTRICT ADMINISTRATION

Dr. Ryan Axe	Superintendent
Dr. Amy Flannery	Assistant Superintendent
Bryan Howett	Chief Financial Officer
	Assistant Business Manager
Nicole Miller	Human Resources Coordinator
John Ditmore	Director of Technology
Sara Payne	Director of Food Services
Alexis Baker	Director of Facilities
Dr. Amy Flannery	Director of Student Services
Pamela Watts	Supervisor of Special Education
Joshua Weitzel	High School Principal
Keisha McCauley	High School Assistant Principal
	High School Assistant Principal
Marc Schaffer	Director of Athletics & Activities
George Derbyshire	Associate Athletic Director
Dr. Krystle Nemeth	Middle School Principal
Kathy Dimera	Middle School Assistant Principal
Arthur Paynter	Doe Run Elementary Principal
Mike Pyle	Baron Elementary Principal

I. PURPOSE

The Manheim Central School District Board of School Directors accepts the concept of cooperation, encouragement and support given by approved School Affiliated Organizations to the school district's various extracurricular and interscholastic-athletic programs.

II. AUTHORITY

The Board recognizes and declares that the role of an approved School Affiliated Organization is to assist and support but not to direct, interfere with, nor supplant the staff, existing facilities, or extra-curricular programs of the school district.

It must be clearly understood by all School Affiliated Organization members that school district sponsored activities are under the control, direction, and supervision of the Board of School Directors through its building principals and their designee. The School Affiliated Organization members is not an employee or independent contractor of the district.

School Affiliated Organizations are responsible for completing a compliance form (see Appendix A) confirming that they have reviewed and agree to follow all guidelines as detailed in this document and School Board Policy.

School Affiliated Organizations may strive to achieve the following objectives:

1. To promote fan support, spirit, and sportsmanship.
2. To assist the District by providing supplemental benefits and services to students.
3. To increase the opportunity for communication between parents/guardians and extracurricular advisors / coaches / teachers in areas of common interest.

III. DEFINITION

A **School Affiliated Organization (SAO)** is an organization comprised of parents/guardians and community members who choose to support an extracurricular activity. Students are not eligible for membership in any SAO organization.

IV. GUIDELINES

A. Recognition of SAO:

To start a SAO to support a particular extracurricular activity, the following process (see Appendix B) shall be followed:

1. Parents/Guardians shall discuss their intent with the appropriate coach/advisor/director.
2. The Coach/Advisor/Director shall then discuss the request with the building principal.
3. If approved by the building principal, a formal written request (see Appendix C) shall be submitted by the SAO to the Activities Committee for approval.
    a. If approved by the Activities Committee, the request shall be submitted to the School Board for approval.

B. By-laws:

In the case of each SAO, by-laws (see Appendix D) must be completed and submitted to the appropriate building principal or designee before the activity's season begins.

The by-laws shall be in compliance with the philosophy, mission, and policies of the district.

C. Finances/Accounting Procedures:

The district does not assume any financial responsibility for a SAO organization and excludes itself from any liability that a SAO may incur.

Each SAO, will in their respective by-laws, establish approved procedures for accounting practices.

Such requirements would include:

1. The treasurer of the SAO shall handle all funds.
2. A bank account shall be established for each SAO.
3. All funds shall be deposited into the authorized bank account.
4. Two signatures shall be required on each check exceeding $150.00.
5. No more than one authorized signer may be a District employee.
6. Building administrators and members of an extracurricular and/or coaching staff may not be authorized signers.

A copy of the organization's budget shall be voted on by the organization annually and a copy submitted to the building principal or athletic director.

SAO's may not create a separate account for School Board approved coaching staff.

D. Title IX Reporting (State law as part of Act 82)

Athletic SAO's must submit to the district (by July 15 of each year) their annual financial report detailing both contributions made to and purchases made on behalf of the athletic program they support. This information shall be completed on forms located on the district's website.

E. Fundraising

SAO fundraising activities must have pre-approved (see Appendix E) by the building principal. Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or district. The district requires that activities and programs initiated and supported by the SAO shall not violate PIAA regulating standards.

Each SAO should adhere to the following guidelines:

1. Fundraising projects should be limited so as not to put undue pressure on community businesses or individuals. Organizations are discouraged from involving themselves in fundraising projects that would be in excess of their projected needs for that sports season. All fundraising projects shall be approved by the building Principal and the School Board.
2. Students are not to be required to take part in fundraising activities, nor are they to be singled out if they do not wish to participate in the fundraising activity. In no circumstances are the students to be asked to participate in door-to-door fundraising.
3. Where advertisements are solicited for programs or other publications, the use of advertisers should be aligned to the goals, mission, and philosophy of the Manheim Central School District. The use of advertisers/advertisements shall not exclusively display alcoholic beverages or tobacco products.
4. SAO's must follow standard accounting practices in maintaining and disbursing funds which comply with Section 511 of the Public School Code.
5. Student Affiliated Organizations shall not use the MCHS tax-exempt number for purchases. Groups should strongly consider filing with the Commission of Charitable Organizations, Department of State, as a charitable, non-profit organization to secure their own tax-exempt number.

F. Coaches

A District Coach/Advisor/Director will serve as an advisor with the SAO. She/he shall not handle money or make purchases in the name of the SAO.

All coaches and volunteer coaches shall follow District guidelines and practices with respect to hiring and payment.

G. Facility Usage

In accordance with School Board Policy: 707-Use of School Facilities, all SAO's will adhere to the general guidelines.

1. The primary purposes for all the facilities owned by the Manheim Central School District is to support its educational programs; therefore, priority for the use of all facilities will be given to the education program. School facilities may be rented for community purposes, provided such use does not interfere with, or otherwise cause alteration, of the educational program.
2. The rental of any and all facilities shall be at the exclusive discretion of the Manheim Central School Board of School Directors. The School Board expressly reserves the right to approve or deny any rental requests, and/or waive the guidelines for rentals from time to time as may be in the public interest.
3. Rental fees and charges shall be payable within ten (10) days after date shown on invoice. Checks shall be made payable to "Manheim Central School District" and shall be mailed to the Business Office.

4. School District Officials will determine the number of district personnel (custodians, electricians, cooks, etc.) to be assigned. The wages of district personnel utilized will be billed directly, along with the rental fee (if applicable), to the sponsoring individual or organization.
5. Sponsoring individuals and organizations will be held responsible for the conduct of their members and guests who are in attendance. Sponsors shall exercise reasonable care and supervision of individuals to ensure District equipment and facilities are not damaged, abused, or stolen.
6. Building, grounds, equipment, etc. must be left in reasonably clean and orderly conditions after use. Failure to do so may result in an extra charge necessary to return the building to a proper condition. The sponsoring individuals or organization will be responsible for the cost of replacing or repairing any broken equipment or items.
7. Any sponsoring individual and any sponsoring organization, its or their representatives expressly agrees to waive its right to sue or seek any form of recovery against the School District, its directors, officers, employees, or agents, for any loss or damage to property on the premise to the extent caused by fire or other casualty covered against loss in any insurance contract maintained by the party.
8. The Manheim Central School District will not be liable or responsibility to any person or persons engaging in the activities or employed by the renting organizations in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facility grounds). It is understood that the renting organization assumes all responsibility and liability for accidents or premises and does further agree to hold harmless the Manheim Central School District, its agents, directors and employees from any and all claims whatsoever that may arise from this rental.
9. Any SAO planning to hold an event at a District facility must supply a certificate of insurance (COI), in the amount of $1,000,000 per occurrence combined single limit bodily injury/property damage, $2,000,000 general aggregate, naming the Manheim Central School District as an additional insured. COI's should be submitted to the Director of Facilities' Office.

Process for Obtaining a Facilities Usage Contract

1. Go to https://www.manheimcentral.org/Page/920
   There is a short video that will help you with the registration.
2. When you are registering for an account here are a couple of helpful hints. First, they will ask for the "group" you are associated with, please just use your Student Affiliated Organization (ex. Baseball Booster Club, Girls Soccer Booster Club, etc.).
3. Each organization should register for one account so multiple individuals are not making requests for the same organization. The "group" that is created will need to be approved by the District Office.
4. After registering for an account you will receive an email upon approval. Please wait to make any facility requests until you receive that approval email. Lastly, have a copy of your organization's updated insurance ready to upload to the site.

All SAO organizations will be classified as Class I and adhere to the rental fee structure and reservation process:

1. High School, Middle School and Elementary Schools' Auditorium / Multi-Purpose Rooms
   Class I: No rental charge
   Facilities requests submitted to: School's Mail Office
2. High School, Middle School and Elementary Schools' Gymnasium (including use of showers)
   Class I: No rental charge
   Facilities requests submitted to: School's Main Office
3. High School, Middle School and Elementary Schools' Cafeteria
   Class I: Cafeteria fees (if applicable)
   Facilities requests submitted to: School's Main Office
4. Individual Classrooms
   Class I: No rental charge
   Facilities requests submitted to: School's Main Office
5. Rettew Stadium with lights and/or lavatories
   Class I: Labor, utility and supplies cost
   Facilities requests submitted to: Director of Facilities' Office
6. Baron/Graybill Fields and Rettew Stadium without lights or lavatories
   Class I: Labor, utility and supplies cost
   Facilities requests submitted to: Director of Facilities' Office
   i. The condition of the fields will determine availability.

SAO's may incur usage fees based on the following guidelines:

1. Determination on the number of district personnel required for an event.
2. Condition, including damages and/or cost of repairs, of the facility after usage.

H. Donations and Gifts Made by SAO

In accordance with School Board Policy: 702-Gifts, Grants, Donations – All SAO's who make a donation to the school district should complete the Manheim Central School District Donation Form (see Appendix H) and understand that all donations become the property of the Manheim Central School District.

Opportunities for scholarships shall adhere to the following guidelines:

1. Will be equal and uniform in the administration and application.
2. Comply with Title IX requirements.
3. Athletic scholarships must observe all applicable PIAA rules and regulations.

I. Disbanding School Affiliated Organizations

Should the Board deem that the efforts or activities of a School Affiliated Organization are not in the best interests of the district, the authorization to operate the Organization may be withdrawn.

A School Affiliated Organization may disband on its own accord by submitting a written notice to the designated administrative liaison. All monies remaining in the Organization's account must be turned over to the district for use in connection with the team or activity which the Organization had supported to the extent permitted by the law, with any residual amount going to support district athletics or other student activities generally.

J. Exclusion from Liability

The District, and its Board of School Directors, does not assume any financial responsibility for School Affiliated Organization, and it also excludes itself from any liability such Organization may incur.

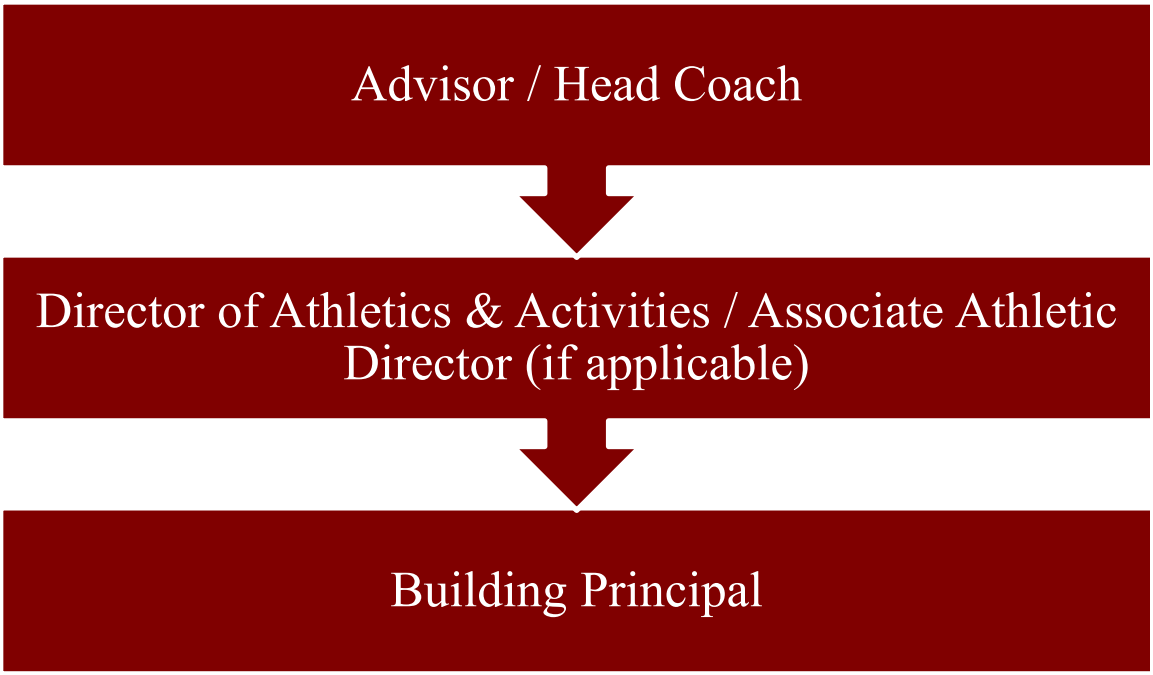
K. Compliance

Should any issue of compliance regarding this or other District Policy or Administrative Regulation emerge between a School Affiliated Organization and the District, the School Administration shall resolve the situation within established Board Policy and Administrative Regulations.

No School Affiliated Organization shall engage in any activity outside of the established Board Policy and Administrative Regulations.

Violations of Board Policy, Board Administrative Regulations, Title IX and the U.S. Code as well as other applicable State or Federal Laws and Regulations may lead to revocation of the School Affiliated Organization's function in District activities.

V. MANHEIM CENTRAL ATHLETICS CHAIN OF COMMAND



APPENDIX A: SAO COMPLIANCE FORM

Manheim Central School District
SAO Compliance Form

Note: All Student Affiliated Organizations established and active prior to August 25, 2014, are fully recognized by the Manheim Central School Board as official SAOs. These organizations are exempt from completing this form. All parties interested in establishing an SAO after August 25, 2014, must complete and submit this proposal form.

To: _____ Location: _____
(Principal's Name) (School's or Department's Name)

Name of Organization: _____

Purpose of Organization: _____

Student Group to be supported: _____

We agree with the following statements:

- ☐ We have obtained a copy of the Student Affiliated Organization (SAO) Handbook from the district's website: http://mcsd-dnn.mcbarons.manheimcentral.org/mcsd/
- ☐ We have read the Student Affiliated Organization (SAO) Handbook thoroughly and agree to abide by the rules and guidelines it contains.
- ☐ We understand that noncompliance with any District policy or criteria may result in the disbanding of the Organization by the Principal or Administrator.
- ☐ We have included a proposed list of officers with current contact information.
- ☐ We have included a copy of the Student Affiliated Organization (SAO) Bylaws.

Submitted by:

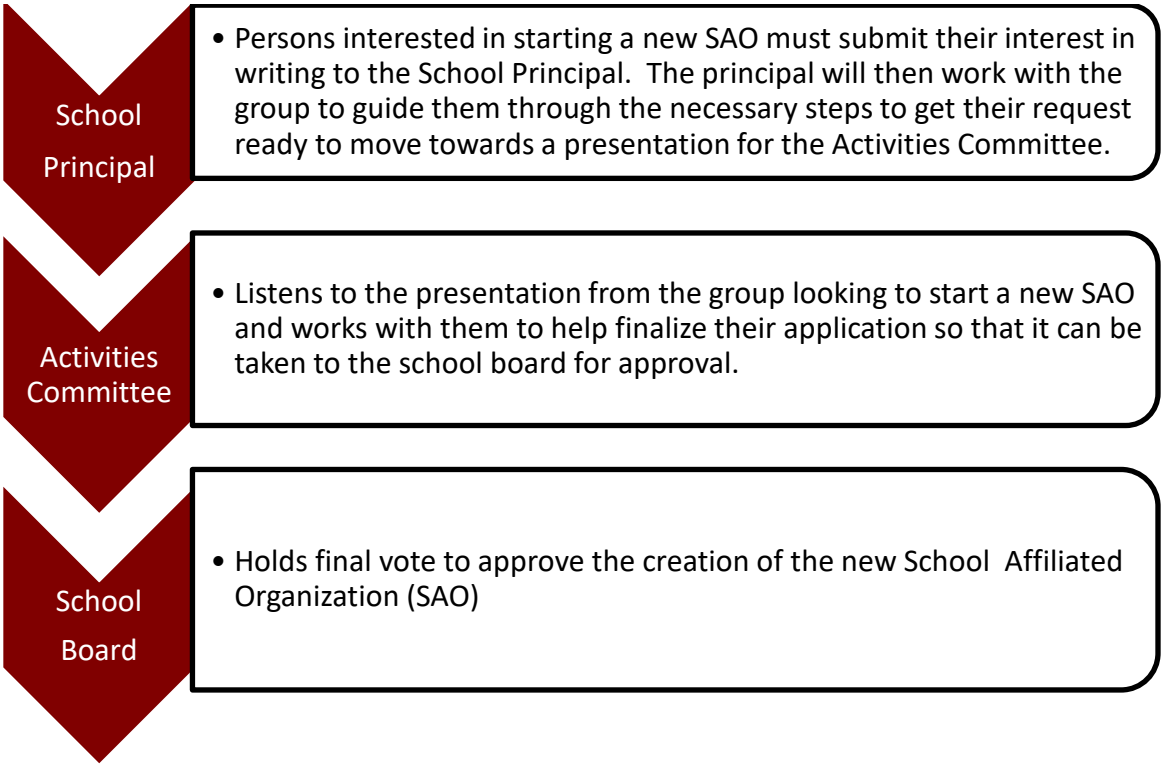
_____

President Date Vice President Date

For District Use Only

Received By: _____ Date: _____

APPENDIX B: STEPS FOR STARTING SAO



APPENDIX C: SAO INFORMATION SHEET

Student Affiliated Organization (SAO) Information Sheet

1. Official SAO Name: Click here to enter text.
2. Official SAO Mailing Address:
    a. P.O. Box/Street Address: Click here to enter text.
    b. City, State, Zip: Click here to enter text.
3. Proposed SAO Officers for the Click here to enter text. School Year:

Office Held: President		
Printed Name:		
Mailing Address:		
Home Phone:	**Cell Phone:**	**Work Phone:**
Email Address:		

Office Held: Vice-President		
Printed Name:		
Mailing Address:		
Home Phone:	**Cell Phone:**	**Work Phone:**
Email Address:		

Office Held: Treasurer		
Printed Name:		
Mailing Address:		
Home Phone:	**Cell Phone:**	**Work Phone:**
Email Address:		

APPENDIX D: SAO BY-LAWS TEMPLATE

Manheim Central High School
School Affiliated Organization By-law Template

Article I: Name and Objectives

Section 1. Name

The name of the organization shall be "The Manheim Central _____ Booster Club."

Section 2. Objectives

The purpose of this Booster Club is to _____ of Manheim Central High School.

Article II: Meetings of the Members

Section 1. Place of Meetings

All meetings of the members of the _____ Booster Club shall be held in Manheim, Pennsylvania, at a place designated by the Officers.

Section 2. Order of Business

The order of business at all meetings of the members shall be as follows: Roll call of officers, Reading of minutes by Secretary, Report of treasury status by Treasurer, Public Input/Reading of correspondence, Unfinished business, New business, Adjournment.

Article III: Officers and Duties

Section 1. Officers

There will be four officers; President, Vice-President, Secretary, and Treasurer.

Section 2. Power and Duties

The Officers shall manage all business of the _____ Booster Club.

The officers shall designate the bank in which the Funds of the Booster Club shall be deposited and determine the manner in which checks, drafts, and other instruments for payment of funds of the Booster Club shall be executed.

Article IV: Election of Officers

Section 1. Officers and Elections

The officers of the _____ Booster Club shall consist of a President, Vice President, Secretary, and Treasurer; who shall be elected annually from the members of said Board, each of the said officers to hold office for the terms of two years or until their successor is elected and qualified.

Article V: Amendments and Books

Section 1. Amendments

By a two-thirds (2/3) vote of the Officers present, by-laws may be enacted, amended, or repealed at any regular or special meetings of the Officers.

Section 2. Rights of Members to Examine Books

The account and records shall at all reasonable time be open to inspection of the members of the organization.

Section 3. Place and Keeping of Books

The general and principal books of accounts shall be kept in the custody of the Secretary and Treasurer of the Booster Club.

Article VI: Events

Section1. Special Events

The President from time to time and upon concurrence of the other Officers shall appoint various committee chairmen to plan and organize events necessary to carry out the purpose of the Booster Club. Such events may include sports banquets, fund raising, game programs, committees, sponsorships, concession stands, obtaining special equipment, and any other approved and sanctioned activities.

Requests for money will not be honored for items already purchased or debts previously incurred without prior Board approval.

APPENDIX E: FUNDRAISER APPLICATION FORM

Organization:	
Director/Advisor/Coach:	**Phone Number:**
Booster President Rep:	**Phone Number:**
Alternate Contact Person:	**Phone Number:**
Address of Main Contact:	
Email of Main Contact:	

Fundraiser Items for Sale (please be specific):	
Proposed Date(s) of Fundraiser:	
Purpose of Fundraiser/ Funds to be used for:	

Fundraiser Items for Sale (please be specific):	
Proposed Date(s) of Fundraiser:	
Purpose of Fundraiser/ Funds to be used for:	

Coach/Advisor Signature _____ Date _____

Booster Club President Signature _____ Date _____

High School Principal Signature _____ Date _____

☐ **Approved**
☐ **Disapproved** ☐ **Called to Inform of Disapproval?**
Called/Sent:

Please return this form to the school that the organization is registered. A copy of the approved form will be returned to you. Should there be a conflict, you will be notified directly. If you need to make a facility reservation, please contact the appropriate building.

APPENDIX G: SAMPLE CERTFICATE OF INSURANCE

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/01/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER YOUR INSURANCE AGENT OR BROKER INFORMATION	CONTACT NAME: YOUR AGENT/BROKER CONTACT NAME PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:
INSURED NAME OF THE ORGANIZATION RENTING FACILITY * Sample *	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : YOUR INSURANCE COMPANY INFORMATION INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	X		YOUR POLICY # Additional Insured Status Required			EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	N/A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

***** INSERT FACILITY NAME, DESCRIPTION OF ACTIVITY & DATES OF USE HERE ****

CERTIFICATE HOLDER	CANCELLATION
MANHEIM CENTRAL SCHOOL DISTRICT 71 N. HAZEL ST. MANHEIM PA 17545	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE YOUR INSURANCE AGENT OR BROKER SIGNATURE

ACORD 25 (2009/09) The ACORD name and logo are registered marks of ACORD

APPENDIX H: SAO DONATION FORM

MANHEIM CENTRAL SCHOOL DISTRICT
DONATION FORM

Please provide the following information:

Present Owner/Organization:

Name:	
Street Address:	
City, State, Zip:	
Contact Name (if different than above):	
Daytime Phone:	Evening Phone:
Description of Donation: (Please attach any applicable information/documentation)	

Estimated Value:
Condition:
Reason for Donation:

Cost to District: (Please explain. Attach additional information if needed.)	
Are you requesting that the donated item(s) display any advertising or name(s) of donor(s)?	☐ No ☐ Yes (Attach a description and/or drawing)
Special Conditions/Comments:	

Approved: ☐ No ☐ Yes Date:

Sent to:

Board Committee (Date): _____

Board of School Directors (Date): _____ ☐ Accepted ☐ Rejected