

COMMUNITY RELATIONS

School Support Organizations

Recognition

1. School Support Organizations are separate entities from the school and School District.
2. School Support Organizations must receive approval annually by the Principal to operate at the school. Once approved, the Principal or a designee will be assigned to provide guidance to the School Support Organization.
3. School Support Organizations such as PTA/PTOs, Boosters, Senior Party Parents, and other special interest groups may form for the purpose of supporting the school in its academic, extra-curricular, and social endeavors.
4. Because they operate with the consent of the School District, School Support Organizations must ensure that all of their practices and activities are consistent with School District standards, as well as follow School District policies and procedures.
5. Only a School Support Organization which has agreed in writing to operate in accordance with Kennewick School District policies and procedures may use the name, mascot or logo of the School District to solicit or raise money, materials, property, securities, services, or other things of value.
6. The organization must be managed and/or operated by adults who have or have had students in the School District.

Organization

1. School Support Organizations must register as non-profit corporations with the Secretary of State.
2. School Support Organizations will provide the School District with a copy of their "Washington Nonprofit Corporation Articles of Incorporation."
3. School Support Organizations must provide the school with a copy of the annual report submitted to the Secretary of State.
4. School Support Organizations are responsible for complying with all local, state and federal laws as well as the guidelines of the Internal Revenue Service, Department of Licensing, and Washington State Gambling Commission (if applicable).
5. School Support Organizations must not use the District's tax ID number.

6. A federal identification number, specifically and only for the use of the School Support Organization, shall also be obtained if required for federal reporting purposes.
7. School Support organizations shall acknowledge that obtaining non-profit status and/or a state and federal tax ID number is not the same as obtaining a Federal Tax Exempt 501(c) 3 status. Until they obtain a 501(c) 3 status, School Support Organizations must never represent to the public that donations to their organizations are tax deductible.

Operations

1. All questions by a School Support Organization member concerning a policy or procedure of the Kennewick School District should be directed to the member's school principal or his/her designee.
2. Minutes will be kept of meetings and all decisions made at the meetings. Specifically, any decisions related to the finances of the group must be included in the minutes.
3. School Support Organizations that are recognized by the School District will be covered under the School District's liability and property insurance provided that they are operating within District policies and procedures and are acting within their scope of duties as a volunteer and/or as a School Support Organization for the School District at the School District's direction. The School District's insurance policy does not provide any coverage for the handling, depositing, and accounting of School Support Organization's monies. It is the responsibility of the School Support Organization to understand the coverages and limits of coverage provided by the District. The School Support Organization may be responsible for the insurance deductible should a claim be made with the District's insurance carrier.
4. School Support Organizations must maintain clear communications with the building principal (or their designee) regarding their fundraising activities and obtain principal or designee permission for fundraising activities.
5. School Support Organizations that are recognized by the School District will be allowed reasonable use of the District's facilities for the purpose of meetings and other activities and fundraising, according to District facility use policies.
6. School Support Organizations wishing to make a donation of either goods or money to a school should contact the building Principal or designee to determine District policies and guidelines governing donations.
7. Any item purchased for a particular school by a support organization automatically becomes the property of KSD and should remain at the school.
8. School Support Organizations need to be aware of the equity issues when donating money and/or equipment to the school's athletic teams. Title IX issues for equity comes

into play when donations favor one segment of athletics over another, e.g., boys' over girls' sports.

9. The School Support Organization should maintain documentation of any written conditions on any donations to the District or the school. The District will attempt to disburse the funds or use the donation in accordance with those conditions.
10. Any plan, project or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties must be submitted to the District for approval. No proposal regarding the aforementioned items can move forward until written permission has been obtained from the District via the "Request to Modify KSD Property" process.
11. Funds that are raised to support the school are to be expended in accordance with the purpose and intended use only. Under no circumstances shall funds raised to support the school, a school event, or a school project of the School Support Organization ever go to an individual or an activity beyond the control of the School Support Organization.
12. Criteria for monetary awards to students such as scholarships should be in the School Support Organization's bylaws and/or Minutes.
13. The principal or Superintendent reserves the right to revoke the sanction of any support organization if it is found that the organization's operations and purpose are not consistent with the policies adopted by the Board or if the organization fails to comply with any specified requirements, including the group's overall mission and approved by-laws.

School Support Organization Fundraising Activity

1. In order for funds to belong to a School Support Organization, the entire activity must have been conducted at the direction and/or under the supervision of the School Support Organization. This means that the School Support Organization must be clearly in charge of the activity from start to finish. To determine if the School Support Organization directed or supervised the activity, all of the following criteria are used:
 - A. If there was a contract involved, the School Support Organization must have signed the contract in accordance with their bylaws. If someone else (i.e., a School District representative) signed the contract, then the activity is not a School Support Organization activity but becomes a school activity under the direction of the ASB.
 - B. The School Support Organization must have been involved in the creation and planning of the activity, as well as the implementation, operation and management of the activity. The activity must have been approved by the School Support Organization membership or Executive board. It must also provide the majority of manpower for the activity through its non-student volunteer members, have a properly structured committee for the activity, and handle all financial aspects of the

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- activity including: product purchase and management, sales and money handling, and security of assets through School Support Organization depositories and the accounting thereof using generally accepted accounting practices.
- C. School District employees must have only been involved on their own personal (non-staff) time unless the employee's job description required them to serve in an advisory capacity.
2. When students are asked to participate in a School Support Organization fundraiser, it must be clearly advertised that the activity is a School Support Organization event. Students are discouraged from collecting money for the School Support Organization. A contract between the School Support Organization and the ASB is advisable when students are asked to work a School Support Organization event, because it clearly defines the responsibility and distribution of the funds.

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