



Parent-Teacher Booster Club Oversight Procedures

It shall be the responsibility of the Development Office to provide oversight and support to parent-teacher and booster club organizations operating in support of Ector County ISD as required by policy.

Development Office staff will review parent-teacher and booster club records annually to ensure all active organizations have the following items on file as required by policy (See GE (Regulation)).

- Federal Identification Number with the IRS, in good standing
- Constitution and/or bylaws
- Financial Activity Overview within 30 days of the end of the organizations' fiscal year
- List of current organization officers, with contact information

For any organization that is found to be in violation of district policy:

- Development Office will send written notice to the campus principal advising them of the violation(s) and seeking their assistance in contacting the organization to resolve the issue.
- If the issue is not resolved within 30 days of the principal receiving notification, a formal letter will be sent to the organization advising them of the violation(s) and asking that said violation(s) be resolved within 30 days.
- If the issue is still not resolved after 30 days of written notice to the organization, the review committee will convene to review all evidence and make a determination as to take action to remove the organization from the campus as directed in policy. Review committee may consist of: Development Office Director, Community Engagement Specialist, Campus Principal, Campus Leadership ED, Internal Audit, as well as the Fine Arts and/or Athletic Director when appropriate.

The Development Office will work with Campus Leadership ED team to ensure campus principals are trained annually and understand their role in dealing with parent-teacher and booster club organizations on their campus.