



Book	Policy Manual
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Guidelines

Parental participation is not mandatory. No student will be denied the ability to participate in an activity due to lack of personal funds or parental participation.

In order to help ensure that fundraising activities are properly conducted, and finances are properly received, accounted for, and dispersed, the following guidelines should be adhered to by each SAO:

The SAO must have at least three (3) officers in its executive structure.

1. The SAO, in subsequent years, shall indicate its intention to continue to function as a support group by submitting a list of officers annually to the applicable coach/director/advisor, who shall in turn submit to the applicable building principal(s).
2. The SAO must provide, annually, current established bylaws to the applicable coach/director/advisor, who shall in turn submit to the Athletic Director, who shall keep a copy on file in the building office.
4. Two (2) officer signatures are required for issuing all checks and/or withdrawing funds. Original bank statement(s) must be available for review at regularly scheduled SAO meetings.
5. All SAO accounts and financial reports shall be established and maintained according to prudent and accepted business practices. Financial reports shall be maintained and available for review for at least two (2) years.

6. All SAOs are expected to maintain accurate financial records that reflect appropriate use of funds in accordance with the organization's bylaws. All SAOs are expected to maintain tax-exempt status. Form 990 – Return of Organization Exempt From Income Tax, must be filed annually with the Internal Revenue Service and a copy submitted to the business office by April 30th of each year.
7. Written treasurer's reports shall be prepared and presented to the membership of the organization at each meeting and a copy provided to the district's Business Manager or designee by the 15th day of each month, regardless of whether there is a meeting. A copy of the previous month's reconciled bond statement must also be submitted by the 15th of each month to the Business Manager or designee, regardless of whether there has been a meeting or not.
8. Each organization must provide annually a copy of their bonding insurance, which shall provide a minimum coverage of \$20,000 and shall be purchased by the SAO.
9. Upon request, SAOs are required to submit minutes of all meetings to the applicable coach/director/advisor, who shall in turn submit to the building principal, Athletic Director, Board and/or Superintendent or designee.
10. The manner in which all activities are conducted must reflect positively on both the SAO and the district. All activities must be conducted in a manner that is consistent with all applicable Board policies and the district's mission.
11. SAOs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach/director/advisor, Athletic Director, building principal, administration or Board.
12. Food and drink concessions at home football games, wrestling matches, basketball games, track, other athletic events that occur in the stadium and/or gymnasium, and all district/state playoff games will be the main fundraising activity of the All Sports Club. The band concession stand at all varsity home football games will remain with the band.
13. Any athletic SAO must include in their membership dues a \$5.00 charge per family, which will be paid to the All Sports Club in return for a one-year family membership to the All Sports Club. Also, each athletic SAO is required to send a representative to each meeting of the All Sports Club.
14. All 50/50 and small games of chance will be run in conjunction with the All Sports Club. If a SAO chooses to use the All Sports Club's license, they must give the All Sports Club a payment of \$25.00/year for unlimited use of the small games of chance license. (Ex: The field hockey SAO can only sell 50/50 and small games of chance at home field hockey games.)
15. Any athletic SAO selling clothing/merchandise as a fundraiser must sell items that are specific to that particular sport or activity and should consider selling items that would fall within guidelines of the student dress and grooming policy. Further, although SAOs are not limited to selling items that fall within the student dress and grooming policy, they should make it clear to purchasers that items that deviate from the policy cannot be worn in school.[1]
16. No organization may sell merchandise specific to another organization or activity without having secured the written consent of the coach/director/advisor and the Athletic Director, Assistant to the Superintendent and Business Manager through the proper and timely submittal of the district's approved form.

17. SAOs may sell general PV attire, but may not sell attire specific to a particular sport or activity without having first obtained the written consent of the particular coach/director/advisor and the Athletic Director.

Fundraising Activities

Fundraising activities conducted within the district by students using names related to the district or any of its respective schools and by school-affiliated organizations shall be conducted in compliance with the parameters of the district's mission, goals, administrative regulations, procedures and applicable Board policies. A district form must be completed and approved by all appropriate parties as listed on the form.[2][3]

Fundraising shall have a specific purpose, which must fall within the parameters of the district's mission, goals, administrative regulations, procedures and Board policies and which must be stated on the form.

Fundraising projects conducted on school property must follow Board policy regarding facilities usage.[4]

Profits derived from any sale/drive/event conducted by a school group or SAO shall be used only to benefit the students directly or through school-affiliated organizations, or for worthy purposes designated by the students through their governmental structure and as approved by the building principal. Money spent by the SAO shall be agreed upon by the SAO and the coach/director/advisor, who shall ensure that such expenditure is within the mission and the policies, regulations, guidelines and procedures of the school and school district.

Recognition

Student recognition is an acceptable and appropriate practice. In such cases, the following shall be considered:

1. Modes of recognition shall be in accordance with established criteria and developed in conjunction with the coach/advisor/director.
2. Recognition in the form of awards must contain appropriate insignia or comparable identification. Failure to do so may endanger the amateur standing of the athlete.
3. Beginning July 1, 2024, banquets can be held on or off school grounds. The offsite location of the banquet shall not serve alcohol during the banquet and no one is to consume alcoholic beverages. Violations of this policy shall result in the individual sports teams' ability to host banquets off school grounds. District athletic awards including varsity letters as outlined in the athletics handbook may be awarded during athletic banquets.

Equipment

Athletic uniforms are the responsibility of the district. SAOs may not supplant the district's responsibility by purchasing athletic uniforms (except footwear or other activity-related items, which must be approved by the coach/director/advisor and the Athletic Director). Instrumental band uniforms are the responsibility of the district as well. Any exception to this guideline must be first cleared by the administration.

Any equipment bought by the SAOs for student use becomes district property.

Delegation of Responsibility

It shall be the responsibility of the Athletic Director to implement this policy.

The Superintendent or designee shall be the chief liaison between the Board and the SAOs.

Building principals shall be involved in all decisions and planning affecting their respective students, programs, and facilities.

If ever in doubt as to appropriateness with regard to the school district's mission, goals, policies, regulations, guidelines and/or procedures, SAOs shall be responsible to clear any and all activities through the coach/director/advisor, who shall advise and/or consult with the Athletic Director.

The Board does not assume any financial responsibility for a group and excludes itself from any liability a group may incur.

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