

Regulation 1230: School-Connected Organizations

Status: ADOPTED

Original Adopted Date: 08/19/2008 | **Last Revised Date:** 01/06/2021 | **Last Reviewed Date:** 01/06/2021

Persons proposing to establish a school-connected organization shall submit a request to the Governing Board for authorization to operate and fundraise as a school-connected organization prior to commencing any activity or fundraising. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination. (The district encourages all school-connected organizations to follow governance, fundraising, and financial guidance provided online by the California State PTA, www.capta.org and the Fiscal Crisis Management Assistance Team (FCMAT) <http://fcmat.org>.)
4. The names, addresses, and phone numbers of all officers, as well as the name of a district employee who will act as a contact person for the organization with the school site principal and district administration
5. A list of specific objectives
6. A list of planned fundraising activities for the school year, including:
 - a. Details of any services/good to be sold for fundraising purposes for each fundraising activity
 - b. The date(s) of each fundraising activity
 - c. The expected or target amount of funds to be raised by each fundraising activity
 - d. The location of each fundraising activity
 - e. The planned use of any funds raised by each fundraising activity
7. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
8. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
9. The signature of the principal of the supporting schools
10. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
11. An agreement to provide evidence of liability insurance as required by law
12. Assurance that all promotion or publicity of events or fundraising activity by the school-connected organization will clearly indicate that the event or activity is sponsored by the school-connected organization and not by the school or district
13. Confirmation that all contribution and participation by students and employees in all fundraising activity is completely voluntary, and that a student's ability to participate in extracurricular programs is not dependent on fundraising activity
14. Any school-connected organization that seeks to fundraise more than \$25,000 annually must provide appropriate documentation showing independent legal status (e.g. articles of incorporation) and is strongly encouraged to seek recognition as a nonprofit, tax exempt organization

Once authorized to operate as a school-connected organization, the organization must annually submit a request to

the Board for continued authorization to operate as a school-connected organization. The request for continued authorization shall be submitted no later than July 30 of each year and shall contain:

1. All Information required for an initial authorization request under this regulation
2. A financial statement for the previous year providing detail on funds raised and spent
3. An explanation of expenditures made by the school-connected organization during the prior year and the purpose of each expenditure
4. A comparison of the school-connected organization's planned fundraising activities with its actual fundraising activities during the past year

The Board may deny a request for initial or continued authorization if a request fails to contain the required information, if the Board determines that the organization lacks the expertise to manage the activities and funds it seeks to raise, if the Board determines such authorization would negatively impact the overall school and district program, or if the Board determines the prior activities or proposed activity of a school-connected organization conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

Once authorized, school organizations may not conduct fundraising activities that were not included in its request for authorization from the Board, unless the school-connected organization seeks supplemental authorization from the Board. However, one time a year, a school-connected organization may conduct fundraising activities that were not included in its request for authorization from the Board without receiving supplemental authorization from the Board if the fundraising activities are anticipated to raise less than \$2,500 and the school-connected organization receives advanced written permission from a school site principal.

In order to receive such permission from a school site principal, the school-connected organization must submit a written request at least 10 school days prior to the activity with:

1. Details of any services/goods to be sold for fundraising purposes for each fundraising activity
2. The date(s) of each fundraising activity
3. The expected or target amount of funds to be raised by each fundraising activity (less than \$2,500)
4. The location of each fundraising activity
5. The planned use of any funds raised by each fundraising activity

Authorization may be revoked by the Board at any time if it finds that a school-connected organization's activities have deviated from the information presented in their request for authorization, if the Board determines continued authorization would negatively impact the overall school and district program, or if the Board determines the prior activities or proposed activity of a school-connected organization conflict(s) with law, Board policies, administrative regulations, or any rules of the sponsoring school.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. Under no circumstances is the District's TIN to be used or disseminated without prior District consent. Improper use of the District's TIN shall subject the violating party to potential liability and penalties. The organization shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. Equipment purchased or funds raised by a school-connected organization and subsequently donated to a particular sport or activity must follow regular District Board approved policies and procedures for gifts, grants and bequests.

6. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.
-