

**SCHOOL-CONNECTED ORGANIZATIONS**

The Board of Trustees of the Oxnard Union High School District recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board of Trustees appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

Education Code 51521 requires that any fund-raising activity by a school-connected organization, designed to raise money to benefit a school or its students, receive approval from the Governing Board. Organizations seeking approval of the governing board must submit with their application of approval:

- a. Organization's Bylaws
- b. List of Organization's Officers with contact information
- c. An approved IRS 501-C3 Non-Profit status tax certificate
- d. Name of organization's bank with a copy of the most recent bank statement and list of account signatories

The Board of Trustees recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board of Trustees fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board of Trustees, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

The Board of Trustees encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. School-connected organizations may consult with the principal to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 35160 Authority of governing boards
- 38130-38138 Civic Center Act, use of school property for public purposes
- 48931 Authorization for sale of food by student organization
- 48932 Authorization for fund-raising activities by student organization
- 49431 Sale of food to elementary students during the school day
- 49431.2 Sale of food to middle, junior, or high school students
- 49431.5 Sale of beverages at elementary, middle, or junior high schools
- 51520 Prohibited solicitation on school premises
- 51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

- 17510-17510.95 Solicitations for charitable purposes
- 25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

- 12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

- 319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

- 4900-4965 Nondiscrimination in elementary and secondary education programs
- 15500 Food sales in elementary schools
- 15501 Food sales in high schools and junior high schools

CODE OF REGULATIONS, TITLE 11

- 300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

- 1681-1688 Discrimination based on sex or blindness, Title IX

COURT DECISIONS

- Serrano v. Priest, (1976) 18 Cal. 3d 728

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Persons proposing to establish a school-connected organization shall submit a request to the Board of Trustees for authorization to operate at the school. 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
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. 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
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school
9. 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
10. An agreement to provide evidence of liability insurance as required by law
11. The principal shall be provided copies of the agendas and minutes for each meeting

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board of Trustees. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

ADOPTED: 1/26/11 Revised 11/13/19