



# Administrative Regulations

South San Antonio Independent School District

G – Community and Governmental Relations	GE
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Parent Organizations - 2023	

**Note: For information regarding District acceptance of gifts and solicitations, see CDC (LOCAL).**

Each such organization must submit the following to the \_\_\_\_\_ (position title) for approval:

1. A list of officers with name and office for the organization;
2. The constitution and bylaws of the organization;
3. A list of all activities and fundraisers, annually; and
4. The budget and financial report of the organization, annually.

Such organizations must agree to abide by all applicable UIL, District, and campus rules.

## LIAISON

The faculty sponsor of a student group will serve as the liaison between any organization formed in connection with that student group and the District. If no specific student group is involved, the principal will serve as the liaison. A current list of officers of each organization will be kept on file in the principal’s office of the school involved.

## REQUESTS FOR FUNDRAISING ACTIVITIES

A parent organization or booster club desiring to conduct a fund-raising activity in a District school, including a concession stand, must submit to the \_\_\_\_\_ (position title; example:

Superintendent, principal, and the like) a request containing the following information [see

### GE(EXHIBIT)]:

1. Purpose of the fundraising;
2. Type of activity;
3. Dates and times of the activity;
4. Name of the person who will be handling the money;



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5. Name of the sponsoring organization and representative;
6. Estimated amount of money to be raised; and
7. Whether proceeds from the sale benefit the school or the District.

This request must be submitted at least \_\_\_\_ days prior to the proposed activity.

Each request for approval of a fundraising activity must be made separately.

Each school will be limited to \_\_\_\_ (number) major fundraising activities sponsored or conducted by parent organizations or booster clubs per year.

### **BOOSTER CLUBS**

District booster clubs will:

1. Be voluntary and support student activities of the school;
2. Use school facilities only with the prior approval of the \_\_\_\_\_ (position title);
3. Not attempt to influence District employees in the administration of duties;
4. Comply with administrative regulations, Board policy, and any applicable UIL or other governing association rules when offering money or gifts to the District [see CDC];
5. Pay all taxes and other debts incurred by the organization (food products, meals, soft drinks, and candy are exempted from taxes only if state law is followed);
6. Provide evidence of adequate insurance coverage for activities conducted on school premises (the District cannot provide insurance coverage for the booster club);
7. Submit to an annual audit and supply copies of its audited financial statements to the Superintendent, annually; and
8. Assume liability for any and all personal injuries or property damage arising from their activities.