



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. ECISD recognizes that all parent-teacher and booster club organizations are a separate entity as noted in GASB 39 which states that all entities associated with a primary government are potential component units and should be evaluated for inclusion in the financial reporting entity. For more information, please go to [GASB 39 Summary of Statement](#) for full details.

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 Report due annually by April 1st for the current school 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 decide 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.