Dear Community,

We deeply appreciate the dedication and contributions of our booster clubs and parent organizations. These groups play a vital role in enriching our students' educational experiences through various activities and programs. This document provides essential information and guidelines designed to support and enhance our community partnership. Our goal is to ensure that these collaborations run smoothly and effectively, benefitting all involved. We view this as a cooperative effort, and we thank you for your commitment to our schools and students.

Frequently Asked Questions (FAQ)

1. How does this align with the LGSUHSD strategic plan?

This initiative supports Strategic Plan Goal 4.1.1, which aims to develop and maintain a process for engaging with school-connected organizations and foster their growth. The specific actions aligned with this goal include:

- Developing guidelines for school-connected organizations and sharing them with existing groups.
- Creating an application and annual renewal process for school-connected organizations.
- Providing annual district budget presentations to school-connected organizations.
- Incorporating funds generated by school-connected organizations into the annual budgeting process for each school.
- Submitting an annual report to the Board of Education on current school-connected organizations.
- Monitoring the membership and engagement of each school-connected organization.
- Coordinating at least one district meeting and one site-based meeting per year with representatives from all school-connected organizations to share best practices across organizations.

2. What are School Connected Organizations?

School connected organizations include booster clubs and parent organizations composed of parents, community members, and staff members supporting specific school activities for the benefit of students. These activities may include athletics, academic competitions, and musical groups.

3. How do I form a School Connected Organization? To form a new school connected organization, you must submit an application to the school board. The application must include:

- The organization's name and purpose
- Date of application
- Bylaws, rules, and procedures
- Officers' contact information
- List of specific objectives
- Agreement to allow the district to audit financial records
- Bank account information and authorized signatories
- Principal's signature
- Insurance evidence
- Planned use of remaining funds if the organization disbands

4. What are the requirements for maintaining a School Connected Organization? Approved organizations must annually renew their status by submitting:

- Updated School Connected Organization Information/Authorization Form
- Financial statements showing all income and expenditures
- Updated list of officers and contact information
- List of planned fundraising activities
- Proof of liability insurance

5. What is the liability policy for School Connected Organizations? Organizations must provide proof of liability insurance with a minimum coverage of $1,000,000, naming the district as an additional insured. Higher coverage may be required for certain activities. Organizations are responsible for their own tax status and compliance with IRS and state regulations.

6. How should funds be managed and used? Funds raised by school connected organizations must be used to support school programs. Organizations should donate funds or purchased items to the district. Co-mingling of booster funds with student body funds is prohibited. All capital expenditures over $500 must be processed through the district's business office. Additional guidelines apply for facility and technology related donations.

7. Can School Connected Organizations hire district staff? Organizations cannot directly hire district staff. If an organization wishes to fund additional services, the district will manage the hiring process. Volunteers working in direct contact with students,

acting as an member of a school connected organization must comply with district rules on fingerprinting and background checks.

8. What are the guidelines for fundraising activities? Fundraising activities must be approved by the school principal or designee and comply with district policies and state laws. Students should only participate as volunteers. Use of the district's tax identification number is not permitted.

9. What training and support are available? Training and support will be provided to ensure compliance with district policies. Organizations should maintain ongoing communication with school principals or designees.

10. What documents must be retained by the organization? Organizations should retain the following documents:

- Constitution and/or bylaws
- Minutes of meetings
- Federal and state tax returns
- Bank records
- Annual financial statements
- Cash receipts and disbursements

11. Who can I contact for more information? For further information, please contact:

- Ruben Fernandez, Assistant Superintendent, Business Services/CBO
- Email: rfernandez@lgsuhsd.org
- Phone: 408-402-6330

12. What is the timeline for board approval?

April - May 2024: Internal Development

- April - May 2024: Developed the School Connected Organizations Guidelines. Concept introduced to District Executive Cabinet and approved for submission to SHS and LGHS Boosters/Foundation for application.

May 2024: Collaboration and Legal Review

- May 2024: Met with Principals at SHS and LGHS to discuss and develop the guidelines. Collaborated with Legal to review and approveof the guidelines.

May 2024: Initial Meetings and Introductions

- May 10, 2024 (1:30 PM): First meeting with SHS School Connected Organizations at SHS Boosters Meeting. Introduction and presentation of draft timeline for release and feedback.

- May 31, 2024 (1:30 PM): Second meeting with SHS School Connected Organizations. Shared full guidelines and draft timeline. Communicated calendar for feedback times.

June 2024: Open Office Hours and Feedback

- On June 7th, 11th, and 12th, 2024, we held feedback meetings with SHS and LGHS School Connected Organizations
- August - September 2024: Meetings facilitated by Greg Louie at SHS and Dave Poetzinger at LGHS to continue discussions and gather further feedback.

August-September (Additional Presentations & Discussions TBD)

October 2024: Application Deadline

- October 1st, 2024: Final deadline for receipt of School Connected Organization applications.
- October 15th, 2024: Anticipated Board Approval of School Connected Organization Applications.

13. Why are these new procedures being implemented?

The new procedures for Booster Clubs and Parent Organizations are being implemented to ensure proper oversight, compliance with legal requirements, and clear separation of responsibilities between the school district and these organizations. Specifically, these procedures are intended to:

1. Maintain Exclusive Control: The school district governing board and administration must maintain exclusive control and management of the public school system, as required by Education Code sections 51520 and 51521.
2. Prevent Unauthorized Solicitation: Education Code section 51520 prohibits outside organizations from soliciting pupils on school property during school hours and within specified time frames around school hours. This is to protect students from being solicited to join or contribute to organizations not directly controlled by school authorities.
3. Ensure Compliance: All activities and fundraising events involving students must be conducted through the Associated Student Body (ASB) to ensure they are authorized by law and permitted by board policy. This includes maintaining proper oversight and regulation of these activities by school authorities.
4. Separate Responsibilities: A clear separation of responsibilities between ASB and booster/parent organizations must be maintained. While ASB handles student-related activities and fundraising, booster and parent organizations should focus on activities and fundraising involving parents and adult community members.
5. Prevent Co-Mingling of Funds: Booster/parent funds should not be co-mingled with student body funds, and these organizations are responsible for their own tax status and accounting, including having their tax I.D. numbers on file with the school district.
6. Support Student Programs: Funds raised by booster and parent organizations should support school programs without requiring students to raise funds to participate. Donations should be made to the district for specific purposes, such as purchasing equipment or providing financial assistance to students in need.

These procedures aim to ensure transparency, accountability, and compliance with district policies and legal requirements while encouraging parental involvement and support for school activities.

Important Links and Resources

- IRS Tax Identification Number Application
- California Franchise Tax Board
- Board Policy (BP) 1230 School-Connected Organizations
- Administrative Regulation (AR) 1230 School-Connected Organizations
- Board Policy (BP) 1330 Use of School Facilities and Grounds
- Administrative Regulation (AR) 1330 Use of School Facilities and Grounds
- Los Gatos-Saratoga Union High School District - Strategic Plan