

Liberty Union High School District

Administrative Regulation

Classification: Community

Policy No. AR 1230

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Effective 12/13/23

Revised

Subject: School Connected Organizations

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization
2. The date of application
3. The organization's taxpayer identification number, and if applicable, evidence or tax-exempt status under Internal Revenue Code Section 501(c)(3)
4. 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
5. The names, addresses, and phone numbers of all officers
6. A list of specific objectives
7. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds
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 or site administrator who supports the request for authorization
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 and/or directors and officers insurance when and in the manner required by law
12. District and school employees cannot serve as an officer or in a fiduciary capacity for any school-connected organization without the prior written permission of the Superintendent or designee

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

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

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

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1. The organization shall not act as an agent of the district or school.
 2. The organization shall not use the district's tax-exempt status and identification number. It 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. All fund-raising activities must be conducted in accordance with Board policies, administrative regulations, laws, and the rules of the sponsoring school. Announcements of events and related parent permission slips shall clearly indicate that the activity or event is sponsored by the school-connected organization, not by the school or district. At the beginning of each school year, each organization shall submit a Fundraiser Request Form (Exhibit 1230-2) to the school principal with its annual School-Connected Authorization Form (Exhibit 1230-1).
 6. The Superintendent or designee must approve programs, fund-raisers or other activities sponsored by school-connected organizations at least 30 days in advance of the event.

When reviewing proposed events and activities, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities follow law, Board policy, and administrative regulation. (Education Code 48932)

7. 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. However, district and school employees may not serve as an officer or in a fiduciary capacity without the prior written permission of the Superintendent or designee.
8. No organization may engage in the sale, distribution, or donation of controlled substances, alcoholic beverages, or intoxicants on school premises or to minors. (Education Code 82580).

If an organization has as a silent auction or dinner as a fundraiser in which bottles and/or cases of wine are donated for use as an auction item, these items may be used provided that the auction is held at a non-public school location and the contents are not decanted during the event or on the premises.