

# GRANADA HILLS CHARTER

## **Authorized School-Related Independent Organizations Policy**

### **I. PURPOSE**

The purpose of this policy is to set forth the terms and conditions for the operation of School-Related Independent Organizations.

### **II. GENERAL STATEMENT OF POLICY**

Granada Hills Charter (“GHC”) recognizes the contribution and support which its athletic, extracurricular activities, and educational programs receive from School-Related Independent Organizations. This policy is adopted to define the relationship between the GHC and the School-Related Independent Organizations. This policy is supplemental to all other policies adopted by GHC and incorporates the terms of all other applicable policies.

### **III. RELATIONSHIP**

School-Related Independent Organizations such as booster clubs, parent groups, grade-level parent groups, the PTSA, and the Granada Hills Charter Education Foundation are not school-sponsored organizations. These School-Related Independent Organizations must meet the terms and conditions of this policy to use the Granada Hills Charter (GHC) name, mascot, logo, school facilities, message boards, or to represent any affiliation with GHC. School-Related Independent Organizations are not agents of GHC and are not authorized to make any representations, contracts, or commitments on behalf of GHC and shall not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or are legally binding upon GHC.

### **IV. COMMUNICATION**

Communication is fundamental for a successful partnership between the School-Related Independent Organizations and GHC, and it is important to establish some general communication guidelines as follows:

- i) Oral and/or written communication between the CEO/Superintendent or designee of GHC and School-Related Independent Organizations will be conducted through the President of the School-Related Independent Organization (or designee).
- ii) Promotions, material distribution, and assistance in communication which are available at GHC may be used by the School-Related Independent Organization with prior approval of the CEO/Superintendent.

### **V. TERMS AND CONDITIONS**

- 1) Request for Authorization

GHC will give notice to existing School-Related Independent Organizations of the August 1 deadline for renewal and provide required forms by June 1. A request for authorization must be submitted to and approved by the CEO/Superintendent, no later than August 1 of each school year. Requests for authorization as a School-Related Independent Organization shall contain the following:

- i) The name of the organization
- ii) The date of the application
- iii) Membership qualifications
- iv) The names, addresses, and phone numbers of all officers, updated annually.
- v) A brief description of the organization's purpose.
- vi) Organization by-laws along with any amendments.
- vii) A list of specific annual goals and objectives.
- viii) The names of those authorized to request funds from the organization's GHC account.
- ix) Evidence of liability insurance as required by law.
- x) If applicable, any documentation from the State of California or the Federal Government identifying the legal status of the School-Related Independent Organization, including Tax Identification number.

A School-Related Independent Organization requesting reauthorization must ensure that all documents and information on file with GHC are updated.

The GHC CEO/Superintendent may revoke authorization for cause at any time.

Any program, fundraiser, or other activity sponsored by a School-Related Independent Organization that is held on or off campus involving students shall be conducted according to GHC procedures and school rules. Announcements of events, messaging, related correspondence, and off campus parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the School-Related Independent Organization and not GHC.

## 2) FUNDRAISING

- i) All fundraising events shall be organized with prior written approval of the GHC CEO/Superintendent when held on campus. Approval is implicit for fundraising activities when a School-Related Independent Organization makes a contract with the school for the use of its facilities.
- ii) All requests for fundraising held on campus shall include a specific purpose for the fundraising activity.
- iii) The CEO/Superintendent may request monthly financials of any School-Related Independent Organization for the review of the breakdown of fundraising events.

- iv) No later than the end of the school year, a fundraising plan for the next school year must be submitted to the GHC CEO/Superintendent for review and approval when it interacts with the school or campus.
- v) The GHC tax identification number shall not be used by a School-Related Independent Organization for fundraising or any other purposes.

### 3) ACCOUNTING

#### i) Audits

Audited Financials will be made available upon written request from the GHC CEO/Superintendent.

A School-Related Independent Organization must conduct an annual accounting or audit of its receipts and disbursements and submit a financial or audit report, performed in accordance with generally accepted auditing principles, to the CEO/Superintendent.

- ii) The School-Related Independent Organization's bylaws must specify a reasonable procedure for internal financial control.

### 4) DIGITAL MEDIA

- i) No School-Related Independent Organization is permitted to operate an independent website, social media account, or email account that represents itself as GHC or uses the mascot, logo, image, or likeness of same. Website and email domains and social media account names should not imply or be likely to mislead the public that the website, email account or social media account is an official GHC account. Hosting of interactive exchanges including, but not limited to, blogs, forums, or posts or linking to GHC is prohibited.
- ii) A School-Related Independent Organization may operate a website that is accessed through the GHC website if the following conditions are met:
  - a) Written permission from the GHC CEO/Superintendent is granted to the School-Related Independent Organizations to create a link to the organization's website.
  - b) The content of the website is approved by the CEO/Superintendent or designee.
  - c) The CEO/Superintendent or designee will contact the School-Related Independent Organization regarding sites, pages, and/or other material that has not been actively maintained for 6 months prior to removal.
  - d) Information published will not contain advertising, sponsored links, or the endorsement of any products or services without the written approval of the CEO/Superintendent.

- e) No names, images, work, or other information about specific students shall be published on the Internet without the written consent of the parent or legal guardian unless on file with GHC.
- f) If any photograph, video, or other published image contains individually identifiable students, permission to use the image must be obtained from the parent or legal guardian of all students in the image.
- g) GHC shall maintain a file of permission forms. It is the responsibility of the person publishing the content to verify written parent or legal guardian consent before using any student name, image, work, or other information on the internet.
- h) Web pages may not be used to promote political positions, personal agendas, non-school related activities, or other uses deemed inappropriate by GHC.
- i) Sites may not contain links to any questionable material or anything that can be deemed to be in violation of any GHC policy or any law.
- j) The GHC name, mascot, and/or logo may not be used without the written permission of the CEO/Superintendent.

#### 5) SUPPORTIVE ACTIVITIES

- i) School-Related Independent Organizations may not make direct purchases, or payments, including, but not limited to, purchasing uniforms and payment of fees associated with any student activity without the prior written approval of the CEO/Superintendent.
- ii) School-Related Independent Organizations cannot hire employees or independent contractors who are staff members of GHC without prior written approval from the CEO/Superintendent. School-Related Independent Organizations may hire technicians, clinicians, guest speakers, or other independent contractors who will instruct and/or coach students under the guidance of a certificated employee of GHC with the prior written approval of the CEO/Superintendent.
- iii) School-Related Independent Organizations may make honorarium payments, donations and/or give gifts to GHC faculty and staff if a prior written request with rationale has been approved by the CEO/Superintendent.

#### 6) POLICY VIOLATIONS

- Violation of this policy or other GHC policies may result in the revocation of a School-Related Independent Organization's authorization.
- The violation of this policy or other GHC policies may also result in the imposition of other penalties against members of a School-Related Independent Organization, including, but not limited to, revocation of volunteer privileges.

- Individuals who are in violation of this policy or other GHC policies are prohibited from serving as an officer of or in any other leadership role with any School-Related Independent Organization. The failure of a School-Related Independent Organization to comply with this restriction may result in revocation of the School-Related Independent Organization's authorization.
- GHC reserves the right to pursue any and all legal remedies associated with any violation of this policy or other GHC policies.
- To exercise the privileges of a School-Related Independent Organization all groups must apply for authorization as a School-Related Independent Organization and comply with all provisions of this policy. An unauthorized group has no authority to use the GHC name, mascot, logo, school facilities, message boards, or to represent any affiliation with GHC. Individuals or groups who conduct themselves as if they are an authorized School-Related Independent Organization but have not been authorized to do so are in violation this policy and perhaps other GHC policies. As such, those individuals and groups may be subject to the aforementioned GHC action.
- The terms of other related GHC policies will be updated to ensure alignment with this policy.

**Approved by the GHC Governing Board on Monday, July 12, 2010**

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Revised by the GHC Governing Board October 14, 2024

*David Bensinger* \_\_\_\_\_

Board Secretary