Clark County School District No. 161

COMMUNITY RELATIONS **4200**

School-Support Organizations

The Board recognizes that parent, teacher, and student organizations are an invaluable resource to the District schools and so supports their formation and vitality. While parent, teacher, and student organizations have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome. Membership must be open and unrestricted.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or District. All such groups must receive the approval of the school principal, Superintendent, and the Board in order to be recognized as a booster organization. These organizations must keep on file in the Superintendent's office a record of officers, bylaws, mailing addresses, and other pertinent information as may be required by the Superintendent. Staff participation, cooperation, and support are encouraged in such recognized organizations.

Approving Activities of Booster Organizations

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the curricular as well as the extracurricular programs of the District. Careful consideration must be given to the total value of all students, rather than to specific elements such as team participants.

Annually, booster organizations must submit to the Superintendent or designee their tentative goals and objectives along with their fundraising plans for the next school year for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent or designee is to be advised before any final revisions are made.

Booster organizations must abide by all District policies as well as the following:

1. Booster organizations may not use the District's tax ID number;
2. Booster organizations may not accept checks made out to the District. The District may not accept checks made out to the booster organization;
3. District officials should not have a leadership role in booster organizations;
4. Fundraising activities should not occur on District premises or during school hours unless permission has been given by the Superintendent or designee; and
5. Booster organizations must submit to the **Superintendent or Designee** for review and approval **annual** reports on income, expenses, and balance sheets.

Fund-Raising by School Support Groups

Fund-raising by school support groups is considered a usual and desirable part of the function of such groups. The specific fund-raising activities must be approved in advance by the principal.

The principal must be consulted prior to any expenditure of such funds. All such funds raised by school adjunct groups are to be used for the direct or indirect support of school programs. Equipment purchased by support groups and donated to the schools becomes the property of the District and may be used or disposed of in accordance with District policy and state law.

Announcements of booster organization events and activities should clearly indicate that it is sponsored by a group and not the school or District. Groups should warrant that the activities will be adequately supervised.

Financial Records

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. However, each organization shall be required to submit an **annual** financial report to the **Superintendent or Designee** giving a full accounting of their financial dealings for the year including money raised and expended. The organization shall also submit to the Superintendent backup documentation. Adequate, auditable financial records shall be maintained at all times.

Booster organizations shall use a fiscal reporting period that begins July 1 and ends June 30. Only elected officers of the booster organization may be authorized to sign checks drawn on the bank account of the organization. Two (2) signatures are required on all organization checks. Persons authorized to sign may not be related nor live in the same house. An employee of the school may not be authorized to sign checks drawn on the bank account of a booster organization operating at that school.

No member or officer of any school associated organization shall draw a salary or receive wages of any kind in connection with their work with any school associated organization with the exception that members or officers may be reimbursed for personal expenditures made on behalf of the organization to a maximum of $1,000.00 per year as verified by actual receipts. Any school associated organization failing to submit an annual financial statement as required by this policy shall be subject to having the Board approval withdrawn and will no longer be allowed to raise funds on behalf of the schools or use the name of any school or of the District in any way, or imply that they are a school associated organization.

Audit

Any booster organization shall be required to conduct **annual**audits of their financial records. The District **does not** require booster organizations to hire an audit committee or qualified accountant to conduct the organization's audit.

Liability and Insurance

The District requires any booster organization or like organization to obtain and keep current liability insurance in the amount of $1,000,000 naming the District as additional insureds.

High School Activities Association Regulations

The Idaho High School Activities Association (IHSAA) Rules and Regulations prohibit remuneration of any kind from any source outside the local School Board in return for services rendered in instructing or coaching any high school athletic team. Said prohibition shall also apply to any coach, instructor, or advisor of other teams, clubs, groups, etc. Coaches, instructors, or advisors may receive appreciation gifts from team members, students' parents, or community organizations that do not exceed the value of an IHSAA player award.

Parameters for Use of the District's Name, Logo or Mascot

The use of the District or any school name, logo, or mascot by booster organizations **must be** authorized by the Superintendent or designee. The Superintendent or designee may revoke the authorization to use the District's name, logo, or mascot if the Superintendent or designee determines that the booster organization has failed to comply with the terms of this policy or any other District policy. The Superintendent or designee will notify the booster organization in writing of the reason for the revocation. The booster organization may appeal the revocation to the Board whose decision will be final. The appeal must be filed in writing and submitted to the Board Clerk no later than five business days from the date of the Superintendent/designee's letter.

In the event a booster organization's authorization to use the District's name, logo, or mascot is revoked, the booster organization will within three (3) business days of the final decision provide to the District Treasurer for deposit all of the funds in its possession.

Donations

Any item that a booster organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the **Superintendent** must ensure that funding is available to install and maintain all donated equipment, such as playground equipment, in compliance with all safety requirements. All items donated become the property of the District. While the intent of the donation will be considered, the District reserves the right to modify the use if the needs of the students or the District change.

Discrimination

The District and booster organizations may not create a vast difference in benefits or services to female and male athletes and/or students. The District and booster organization must ensure that

any contribution by the booster organization does not create a disparity in participation opportunities, equipment, facilities, etc. between males and females.

Legal Reference: 34 C.F.R. § 106.31(6) Evolution Programs or Activities Other

Reference: Idaho High School Activities Association, 2006-2007 Rules and Regulations Manual
Office of Civil Rights, Title IX Athletics Investigator's Manual

Policy History:
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