

Community Relations

SCHOOL-CONNECTED ORGANIZATIONS

The Governing Board recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/booster clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The district requires parent/booster clubs to have a written statement of purpose and bylaws so that they may function as organizations independent of the school or district.

(cf. 1321 - Solicitation of Funds)

(cf. 3290 - Gifts, Grants and Bequests)

Groups desiring to be recognized as school-connected organizations shall request authorization from the Board.

The request for this authorization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. The signature of a site administrator who supports the request for authorization.
9. An agreement to obtain adequate liability insurance for sponsored events or activities, including an agreement between the club and district indemnifying the district against any liability resulting from any occurrence resulting in liability at an event or activity sponsored by the school-connected organization.

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10. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.

School-connected organizations automatically grant the Board the right to audit their financial records at any time, either by district personnel or by a CPA.

Authorizations granted under this policy shall be valid for up to one year but may be revoked by the Superintendent or designee if considered necessary. Requests for subsequent authorizations shall be presented to the Board annually, together with an annual financial statement showing all expenditures and all income from fund-raisers.

Any program, fund-raiser or other activity sponsored by parent/booster clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Furthermore, evidence of adequate liability insurance for such events shall be provided to the district in addition to the indemnification agreement. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/booster organization, not by the school or district.

(cf. 3541.1 - Transportation: School-Related Trips)

Policy Adopted: July 5, 1990

WESTMINSTER SCHOOL DISTRICT
Westminster, California