
Note: For information regarding District acceptance of gifts and solicitations, see CDC(LOCAL).

Each parent organization or booster club must submit the following to the Development Office for approval:

1. A list of officers with name and office for the organization;
2. The constitution and bylaws of the organization;
3. A list of all activities and fundraisers, annually; and
4. The budget and financial report of the organization, annually.

Such organizations must agree to abide by all applicable UIL, District, and campus rules.

Liaison

The faculty sponsor of a student group will serve as the liaison between any organization formed in connection with that student group and the District. If no specific student group is involved, the principal will serve as the liaison.

A current list of officers of each organization will be kept on file in the principal's office of the school involved.

Requests for Fundraising Activities

A parent organization or booster club desiring to conduct a fundraising activity in a District school, including a concession stand, must submit to the Principal a request containing the following information [see GE(EXHIBIT)] and a copy of such should be on file with the Development Office:

1. Purpose of the fundraising;
2. Type of activity;
3. Dates and times of the activity;
4. Name of the person who will be handling the money;
5. Name of the sponsoring organization and representative;
6. Estimated amount of money to be raised; and
7. Whether proceeds from the sale benefit the school or the District.

This request must be submitted at least 30 days prior to the proposed activity.

Each request for approval of a fundraising activity must be made separately.

RELATIONS WITH PARENT ORGANIZATIONS

GE
(REGULATION)

**District
Employees**

No district employee shall serve in the capacity as a treasurer for any parent group or booster organization. No district employee shall serve in a capacity for any parent group or booster organization in which he/she has the responsibility or access to the funds of the organization.

Booster Clubs

District booster clubs will:

1. Be voluntary and support student activities of the school;
2. Use school facilities only with the prior approval of the Principal;
3. Not attempt to influence District employees in the administration of duties;
4. Comply with administrative regulations, Board policy, and any applicable UIL or other governing association rules when offering money or gifts to the District [see CDC];
5. Pay all taxes and other debts incurred by the organization (food products, meals, soft drinks, and candy are exempted from taxes only if state law is followed);
6. Provide evidence of adequate insurance coverage for activities conducted on school premises (the District cannot provide insurance coverage for the booster club);
7. Submit to an annual audit and supply copies of its audited financial statements to the Superintendent, annually; and
8. Assume liability for any and all personal injuries or property damage arising from their activities.