

Cache County School District

Policy Series 7000: Community

Policy No. 7150

Community Support Groups

For purposes of this policy, all parent booster groups or other community groups whose aims or goals include in part furthering the goals of the Cache County School District shall be referred to as “Community Support Groups.” Their involvement is to be a supportive role, not an administrative one.

In the absence of a specific written authorization by the Superintendent, no community support group is authorized to act on behalf of or represent the school district. Any implication of actual or apparent agency of such community support groups to act on behalf of the school district is hereby negated and specifically rejected.

Use of School District Name or Insignia

No organization shall be entitled to use any Cache County School District insignia, designation or name without the written permission from the Superintendent of the school district or his/her designee. All written material of a non-Cache County School District organization listing or using, in any capacity, a Cache County School District or individual school name, must also contain a disclosure that the organization does not act on behalf of the Cache County School District or individual school unless written permission has been granted by the Superintendent of the school district or his/her designee.

Volunteer Workers

An individual volunteer worker who has been retained by a community support group does not have any authority to bind or to represent or act on behalf of the Cache County School District unless otherwise specifically indicated in writing by the Superintendent of the Cache County School District.

Liability Insurance

Individuals, corporations, or associations or other entities may not be covered under the Cache County School District’s insurance policies and/or State Risk Management policies. All persons who are solicited and undertake to perform services at the request of a community support group should look at the community support group for any insurance coverage or coverage of risks.

The Board of Education assumes no responsibility or liability for itself, its employees, or agents for any equipment or materials owned, controlled, or provided by the community support organization or other private party, even though those items may be used in connection with a school function, unless responsibility or liability has been assumed by the Board in accordance with Board policy.

Equipment and Supplies

All Equipment and supplies used by the school must be controlled by the school district and used or operated under the direction of school authorities. Community support groups may donate

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equipment, supplies, etc., to the school district and cooperatively work out with the principal and the Board of Education how such items may be utilized. The District will then accept liability for those items.

Discipline Problems

In the event that a volunteer of a community support group undertakes to perform services on behalf of the Cache County School District at the request of the community support group, such volunteer shall report all discipline problems related to school district students or employees to a school administrator for oversight and correction.

Use of School Facilities

A community support group may use the school facilities under the same circumstances and conditions as identified in the Building, Facility, and Equipment Policy. However, the School District may, within its discretion, waive fees for use of the school building by such community support groups.

Procedures for Forming a Community Support Group

- A. Meet with the school principals to discuss the organization of the group and obtain approval to proceed with the organization.
- B. Obtain all necessary forms, instructions, policies, and guidelines pertaining to the development or organization of community support groups from the school principal.
- C. Develop a constitution which includes:
 1. The group's purpose
 2. Qualifications for membership
 3. Officers of the group
 4. Duties and terms of officers
 5. Dues or fees required for membership or participation
 6. Time and place of regular meetings and conditions for calling special meetings
 7. Method of amending constitution
 8. Effective date
- D. Submit the constitution to the school principal and the Board of Education for their approval.
- E. Comply with the Board policy, rules, and procedures

Dissolving a Community Support Group

The Cache County Board of Education reserves the right to withdraw its recognition of a community support group. If the Board of Education withdraws its recognition of a community support group, then the community support group ceases to function under the sponsorship of the school/district.

Fund-Raising Activities

When fund-raising in the name of the District, a District school or program, community, support groups must adhere to the Cache County School District Fundraising Policy.



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Donations

If a community support group solicits donations which are to be received and controlled by the group instead of the District, the donations will not be tax deductible unless the group has previously obtained official status from state and federal tax authorities. Funds may be contributed to community support groups via the Cache Education Foundation to be tax deductible.

Legal References:

Synopsis:

Approved by the Board of Education: September 1, 1990. Last Revised: November 1, 2008