

JACKSON-MILTON LOCAL SCHOOL DISTRICT
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JACKSON-MILTON LOCAL SCHOOL DISTRICT
OUTSIDE ORGANIZATIONS AND SUPPORT GROUPS
Guidelines

The Jackson-Milton Local School District recognizes and appreciates the many outside organizations and support groups that provide valuable assistance to our students and school programs. These organizations may support the District through donations of money, equipment, supplies, volunteer time, fundraising activities, and other forms of assistance.

Examples of outside organizations may include Booster Organizations, Parent-Teacher Associations (PTA), Parent-Teacher Organizations (PTO), Athletic Boosters, Music Boosters, and other organizations established to support students and school programs.

1. Establishment and Recognition of Outside Organizations
Outside organizations that support Jackson-Milton Local School District programs must operate as separate organizations and must follow all applicable laws, regulations, and District requirements.

All outside organizations must be formally recognized by the Jackson-Milton Local Board of Education through Board resolution before conducting activities in support of the District or using the District's name in connection with fundraising or other activities.

Organizations seeking to establish an outside support organization should obtain appropriate guidance regarding organizational requirements from the Ohio Auditor of State's Office and/or other appropriate governmental authorities.

2. Employees and Outside Organizations

District employees may participate in or assist outside organizations; however, an employee may not independently establish or operate an outside organization for the purpose of collecting or maintaining funds on behalf of the school or District. District employees may not collect funds in the name of Jackson-Milton Local School District and deposit those funds into an external, personal, or outside organization account.

Funds collected in the name of the Jackson-Milton Local School District are District funds and must be deposited into the appropriate District account in accordance with District procedures and applicable Ohio law.

3. Checks and Payments

Any check made payable to Jackson-Milton Local School District, a Jackson-Milton school building, or otherwise indicating that the funds are intended for the District must be deposited into the appropriate District account.
District employees may not:

- Deposit District funds into an outside organization's bank account;
- Maintain District funds in a personal account;
- Use cash collected from students or participants to directly pay vendors;
- Pay vendors from funds collected outside of the District's approved financial procedures; or
- Establish an outside account for the purpose of circumventing District purchasing, deposit, or accounting procedures.

All payments to vendors for District-sponsored activities must be processed through the District in accordance with District purchasing and payment procedures.

4. Events Using the District's Name

Any event, fundraiser, activity, or program that uses the Jackson-Milton Local School District's name, facilities, students, staff, or school program must receive the required approval before funds are collected or the event is promoted.

The use of the District's name to promote an event does not make the event an outside organization event. The appropriate District approval must be obtained based upon the nature of the event and the applicable Board policies and procedures.

5. Annual Student Activity Approval

Each year, the Board of Education approves the District's student activity guidelines and planned activities.
As part of this process, activities and fundraisers anticipated for the school year are to be identified and submitted for the required approval.
Employees and organizations should not collect funds for an event or fundraiser until the required approvals have been obtained.

6. Depositing Funds

All funds collected for an approved District activity must be properly accounted for and deposited in accordance with District procedures.
Funds should be submitted promptly to the appropriate District personnel for deposit. Employees and outside organizations may not hold District funds for extended periods or use collected funds to make direct cash payments to vendors.

7. Required Approvals Before Funds Are Accepted

The District will not accept funds for deposit related to an event or activity that has not received the required prior approvals.
Before collecting money for an event or activity:

1. The activity must have the required building-level approval;
2. The activity must have the required Board of Education approval or other authorization, as applicable;
3. The activity must be properly identified as a District activity or an activity of an approved outside organization; and
4. The appropriate financial procedures must be followed.

Employees should consult their building principal and/or Treasurer's Office before collecting any money when there is uncertainty regarding whether an activity has received the required approval.

8. Compliance

The purpose of these guidelines is to protect District employees, students, outside organizations, and the Jackson-Milton Local School District by ensuring that all funds are properly authorized, collected, deposited, accounted for, and disbursed. Failure to follow these requirements may result in the District declining to accept funds, cancellation of an activity, loss of authorization to conduct an activity, or other administrative action as appropriate.

Questions regarding outside organizations, student activities, fundraising, deposits, or financial procedures should be directed to the Treasurer's Office before funds are collected or an activity is scheduled.