



Communication Council for Parent-Teacher and Booster Club Organizations

**2026-2027 Handbook
Ector County Independent School District
Development Office
619 W. 10th
Odessa, Texas 79760
www.ectorcountyisd.org**

***“Empowering Partnerships for Student
Success...Together, we achieve more.”***



2026-2027 Handbook
Communication Council for
Parent-Teacher Organizations and Booster Clubs
Table of Contents

Development Office Contact Information

Section 1: Parent Orgs & Booster Clubs	Pages 1 - 9
Section 2: District Reporting & Financial Responsibility	Pages 10 - 18
Section 3: UIL Guidelines	Pages 19 - 21
Section 4: School Nutrition	Pages 28 - 47
Section 5: Volunteer Program & Background Checks	Pages 48 - 79
Section 6: Community Relations	Pages 80 - 86



As questions come up, please contact the following individuals for guidance:

If you need help with...	Department	Phone	Contact	E-Mail
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UIL	Athletics	456-9059	Tracey Borchardt	Tracey.Borchardt@ectorcountyisd.org
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Development Office Staff

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OUR students...THE future

Parent Organizations & Booster Clubs

Contact:

Sandy Ochoa

Parent-Community Engagement Support
Specialist

ECISD Development Office

(432) 456-0701

Sandy.Ochoa@ectorcounttyisd.org

Communication Council for Parent-Teacher & Booster Club Organizations

❖ Purpose of the Meeting:

- Share important information and answer your questions.
- Support Parent-Teacher and Booster Clubs in their efforts to help our schools and programs.

❖ What's in the Handbook:

- ECISD policies and required forms.
- Volunteer and community program info.
- Background check procedures.
- Financial responsibilities and UIL guidelines.
- Advertising and fundraising rules.

Note: *The district does not provide legal or professional advice but can help connect you with those services.*

Frequently Asked Questions

How do we get our P-T or Booster organization started?

To **start** a PTA, the first thing to do is go to TXPTA.ORG and select “Start a PTA”. You’ll complete a form, and a field service representative is assigned to your organization to assist you further in establishing or restructuring the inquiring PTA.

To **start** a PTO or Booster Club, the first thing to do is to contact the ECISD Development office to retrieve any information that may be on file if this club existed previously. If the club is new, meaning it’s never been in operation, you’ll visit www.irs.gov and apply for a federal identification number for your organization. Also known as an EIN – Employer Identification Number – this will allow you to open a bank account under the name of your organization.

PLEASE NOTE: Having an EIN does not establish your organization as a non-profit, tax-exempt organization. There is a separate process to become a 501(c)(3) charitable organization. The process can take several months and there is an application fee. We recommend finding a non-profit attorney or certified public accountant to guide you through this process.

What is required of our organization?

- Get and maintain your EIN
- Create your Constitution and/or By-laws, file a copy with the ECISD Development Office and your school principal
- Keep financial records, report to your membership quarterly
- Use the “Parent Organization Fundraising Approval” form to get your fundraiser approved by the principal
- Use “Recommendation to Accept Donation/Gift” form (CDC, Exhibit A) when donating any funds or materials to the campus. This form is to be completed by ECISD coaches or directors.

- File “Financial Activity Overview” form (GE, Exhibit B) with the ECISD Development Office by April 1st. The timeframe of the report, (April – March) should reflect from school year to school year including any activity during the summer months.
 - If gross receipts are in excess of \$25,000, please attach a profit and loss statement.
 - If gross receipts for the year are more than \$250,000 records must be audited by an independent auditor; the district will pay for the audit, and a copy of the completed audit must be returned to the ECISD Finance Department by **August 31st.**

What other recommendations do you have?

- Executive board members (or at least the President and Treasurer) should have background checks completed in Hall Pass.
- Any parents/volunteers who will be working directly with or traveling with students **MUST** have a background check completed in Hall Pass.
- Issue written receipts for ALL gifts and donations.
- Communicate continually with your coach, director, and/or principal about all activities and fundraisers.
- When it comes to athletics, booster clubs may buy items for the team/program, **individuals may not.** Even as a club, do not give anything of value directly to student athletes – donations of money, merchandise, and meals can be made to the program in accordance with UIL rules.
- There is no amateur rule for fine arts programs so booster clubs have more freedom when it comes to funding lessons, trips, camps, etc. for students.
- Remember, when it comes to food sales – fundraisers or concession stands – only foods that meet nutritional standards can be sold between midnight and 30 minutes after the final bell of the school day.

Can booster clubs give money to coaches?

An athletic booster club can give the coaches in its program a maximum of \$500 per calendar year. It can be given as cash or it can be in the form of paying for a conference or professional development opportunity.

For example: The booster club pays \$350 to register a coach for a coaching clinic in November, it can also give that coach another \$150 in cash at the end of the year (December 31st). That is \$500 per coach in the program.

Important: If a coach is involved with multiple sports he/she is limited to a total of \$500.

Can we hold raffles?

Texas law allows qualified charitable organizations to hold raffles. We ask you to make sure you qualify.

Do we have to file a tax return?

Yes. As IRS regulations can change based on your annual income, we recommend you talk with an accountant to make sure you are filing the correct form(s).



Parent-Teacher Booster Club Oversight Procedures

It shall be the responsibility of the Development Office to provide oversight and support to parent-teacher and booster club organizations operating in support of Ector County ISD as required by policy. ECISD recognizes that all parent-teacher and booster club organizations are a separate entity as noted in GASB 39 which states that all entities associated with a primary government are potential component units and should be evaluated for inclusion in the financial reporting entity. For more information, please go to GASB 39 Statement of Summary for full details.

Development Office staff will review parent-teacher and booster club records annually to ensure all active organizations have the following items on file as required by policy (See GE (Regulation)).

- Federal Identification Number with the IRS, in good standing
- Constitution and/or bylaws
- Financial Activity Overview Report due annually by April 1st for the current school year.
- List of current organization officers, with contact information including email and phone number.

For any organization that is found to be in violation of district policy:

- Development Office will send written notice to the campus principal advising them of the violation(s) and seeking their assistance in contacting the organization to resolve the issue.
- If the issue is not resolved within 30 days of the principal receiving notification, a formal letter will be sent to the organization advising them of the violation(s) and asking that said violation(s) be resolved within 30 days.
- If the issue is still not resolved after 30 days of written notice to the organization, the review committee will convene to review all evidence and decide to take action to remove the organization from the campus as directed in policy. Review committee may consist of: Development Office Director, Community Engagement Specialist, Campus Principal, Campus Leadership ED, Internal Audit, as well as the Fine Arts and/or Athletic Director when appropriate.

The Development Office will work with ECISD Leadership EDL's to ensure campus principals are trained annually and understand their role in dealing with parent-teacher and booster club organizations on their campus.

A **"parent organization" or "booster club"** is a group, typically made up of parents, that is formed to actively support a specific school activity, usually a sports team, by raising funds, volunteering, and advocating for necessary resources to enhance the program beyond what the school can provide on its own; essentially acting as a dedicated support system for the team or activity. Booster clubs are generally led and managed by parents of students involved in the supported activity.

Each parent organization or booster club must submit the following district required documentation to the Development Office by April 1st of each year.

1. A current list of names, emails and phone numbers for each of the elected officers of the organization. The Development office must also be made aware of any changes or vacant positions and an updated list must be submitted to the Development office reflecting those changes.
2. A copy of the constitution or bylaws of the organization; if updates occur to the constitution or bylaws at any time an updated copy needs to be submitted to the Development office. It is recommended that constitutions or bylaws be reviewed every two years.
3. A copy of an active EIN # or Letter of Determination from the IRS.
4. The district's financial overview report must be completed annually and submitted to the Development office by April 1st. The timeframe of the report, (April 1 – March 31) should reflect from school year to school year including any activity during the summer months.

Parent organizations and booster clubs still need to file taxes according to the IRS regulations and IRS deadlines and must also be in good standing with the IRS each year.

Requests for Fundraising Activities by Parent Organizations and Booster Clubs

A parent organization or booster club desiring to conduct a fundraising activity on a District campus, is encouraged to submit a Parent Organization Fundraising Approval form as a courtesy and in the spirit of mutual respect between the parent organization and the Principal, to encourage open communication regarding campus programs, projects, and activities being held on school grounds.

To help ensure proper approval, it's recommended that the request be submitted at least 15 days prior to the proposed fundraising activity. This allows time for the Principal's review. Principals will aim to provide approval or feedback at least 10 days before the event, ensuring there is ample time to promote and prepare for a successful outcome.

A "**student group**" refers to a collection of students who are associated with each other, typically sharing a common interest or purpose, whether it be academic, extracurricular, or social, often forming a recognized organization within a school or university setting; essentially, a group of students coming together to participate in activities related to a shared goal or passion. Examples of student groups:

- **Academic clubs:** A chemistry club, debate team, or writing group
- **Interest-based clubs:** Photography club, gaming club, or environmental group
- **Cultural organizations:** International student association, cultural dance group
- **Student government:** Student council or class representatives

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 student group will be kept on file in the principal's office.

Requests for Fundraising Activities by Student Groups

Student Activity Fundraisers are separate from parent organizations or booster club fundraisers and are required to complete the GE(Exhibit) Request for Approval of Fundraising Activity Form [GE \(EXHIBIT\).pdf](#) for student activity accounts within 30 days prior to proposed activity. A form must be submitted separately for each fundraising activity. Each request for approval of a fundraising activity must be made separately. Student organizations are limited to two fundraisers per school year. An example of this form is located in the Activity Fund Manual 2025 under the Finance department's webpage.

Please Note: The Development Office does not oversee Student Groups or Student Activity accounts. Please contact the Finance Department if you have questions.

District Employees

No district employee shall serve in the capacity as treasurer for any parent organization or booster club. No district employee shall serve in a capacity for any parent organization or booster club in which they will have sole responsibility or access to the funds of the organization. District employees should not have access to debit cards, bank accounts or

bank statements of parent organizations or booster clubs, but may request said documents for review. However, parent organizations and booster clubs are not required to do so. District employees may hold an officer position on the board of parent organizations or booster clubs as long as that position is not required by the financial institution to be on the bank account or debit card. To support collaboration, district employees should encourage parent involvement in establishing, maintaining, and organizing parent organizations or booster clubs. At the beginning of each school year, principals, coaches and directors must provide these organizations with a wish list of items or projects for review, allowing the organization to vote on what they are willing to support throughout the year.

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 organizations (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 it audited financial statements to the Superintendent, annually; and
8. Assume liability for any and all personal injuries or property damage arising from their activities.

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



Parent Organization Fundraising Approval Form

=====

Please submit fundraiser request forms at least 15 days before the event for principal approval. Principals are asked to review and return the form at least 10 days before the fundraiser to allow enough time for promotion and preparation.

Name of the Parent Organization: _____

Contact Person: _____ Phone #: _____

Campus: _____ Principal: _____

Name of Fundraiser: _____

Start Date/Time: _____ End Date/Time: _____

Location of Fundraiser: _____

Purpose of
Fundraiser: _____

Description of Fundraiser: (example: the name of the vendor being used, items to be sold, in-person or online sales, donations, solicitations)

Acknowledgement

Date & Time Form Submitted: _____

Form Submitted By: _____
(Parent Organization Name and Officer Name)

Form Received By: _____
(Campus Personnel)

Approval

Fundraiser Approved: _____ Fundraiser Denied: _____

Reason for Denial: _____

Principal Signature: _____ Date: _____



Parent – Teacher and Booster Club Organization

Financial Overview Report

Report Due Annually on April 1st (12 month reporting period April – March)

Organization Name: _____

School Affiliation: _____

Report of Activities for the School Year Ended _____
(Date)

Board/Officer Information:

President: _____ Telephone #: _____

Vice President: _____ Telephone #: _____

Treasurer: _____ Telephone #: _____

Secretary: _____ Telephone #: _____

Federal Identification Number: _____ Is EIN # in good standing with IRS: Yes _____ No _____

Is this organization a 501c3 non-profit organization: Yes _____ No _____

Has 501c3 status been revoked: Yes _____ No _____ Has it been reinstated: Yes _____ No _____

Are federal/state taxes up to date: Yes _____ No _____

Financial Activity

Income

Cash at the beginning of the year: \$ _____

Total amount of money raised/received during the year: \$ _____

Total amount of money spent during the year: \$ _____

Cash at the end of the year: \$ _____

Donations to School/Program

(Please remind coach/director to complete donation forms)

Cash donated to school/program: \$ _____

Market value of gifts donated to school/program: \$ _____

Total contributions to school/Program: \$ _____

Note: (cash + gifts = total contributions)

Principal Signature: _____ Date: _____

If gross receipts are in excess of \$25,000, please attach a profit and loss statement. If gross receipts for the year are more than \$250,000 records must be audited by an independent auditor; the district will pay for that audit, and a copy of the completed audit must be returned to the ECISD Finance Department by August 31st

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

**Use of District
Facilities**

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

Parent Organization Dissolution Process and Checklist

Purpose

The purpose of this process is to ensure that parent organizations are dissolved in a professional, transparent, and compliant manner while maintaining appropriate documentation and accountability. This process also helps protect the campus, district, and parent organization during the dissolution process.

Parent Organization Dissolution Process

Step 1: Official Vote by Parent Organization

The parent organization must hold an official meeting in accordance with its bylaws.

During the meeting:

- The intent to dissolve the organization must be stated on the agenda.
- Members should vote on dissolution according to the organization's bylaws.
- Meeting minutes must clearly document:
 - Date of meeting
 - Attendance/quorum
 - Motion to dissolve
 - Voting results
 - Plan for remaining funds and assets

A signed copy of the meeting minutes should be retained by the organization and submitted to the Development Office.

Step 2: Written Notification to District

If the principal is requesting removal of the parent organization from campus operations, the principal should provide a formal letter or email to the Development Office stating:

- Reason for dissolution/removal
- Effective date
- Confirmation that discussions were held with organization leadership

This documentation should be maintained for district records.

Step 3: Financial Reconciliation and Final Reporting

The parent organization should complete a final financial overview report summarizing:

- Current bank balance
- Outstanding expenses or obligations
- Remaining assets
- Planned distribution of funds

The report should:

- Be reviewed and signed by organization officers
- Be signed by the principal acknowledging receipt
- Be submitted to the Development Office

Recommended supporting documentation:

- Most recent bank statement
- Treasurer's report
- Inventory of remaining property/assets

Because the organization is a separate legal entity, detailed financial records such as receipts, deposit records, and internal accounting documents are not required by the district. However, organizations should be advised to retain all financial documentation for tax and audit purposes according to IRS guidelines.

Step 4: Distribution of Remaining Funds

Remaining funds must be distributed according to the organization's bylaws and applicable nonprofit regulations.

Donation of funds to the campus:

- A cashier's check should be made payable to the school.
- The campus should process the funds as a donation through district finance procedures.
- A receipt acknowledging the donation should be provided to the organization.

Any remaining assets or equipment should also be documented and transferred appropriately.

Step 5: Close Financial and Legal Accounts

The organization should:

- Close all bank accounts
- Cancel EIN/tax filings if applicable
- Terminate online payment platforms and fundraising accounts
- Cancel permits, licenses, or insurance policies

Organizations should consult their tax professional or CPA regarding IRS dissolution requirements.

Step 6: Final Documentation Submission

The following documents should be submitted to the Development Office for final records:

- Meeting minutes approving dissolution
 - Principal letter/email (if applicable)
 - Final financial overview report
 - Copy of donation/check documentation
 - Confirmation of bank account closure
-

Step 7: Record Retention Recommendation

The former organization officers should maintain copies of:

- Financial records
- Tax filings
- Bank statements
- Meeting minutes
- Dissolution documentation

Records should typically be retained for a minimum of seven years for audit and tax purposes.

Parent Organization Dissolution Checklist

Campus/Organization Information

- Organization Name: _____
 - Campus: _____
 - Date Dissolution Process Began: _____
 - Effective Date of Dissolution: _____
-

Required Steps

Mediation/Discussion

☐ Meeting held between principal and parent organization leadership ☐ Concerns reviewed and discussed ☐ Resolution attempts documented

Organization Vote

☐ Dissolution meeting held according to bylaws ☐ Members voted on dissolution ☐ Meeting minutes completed and signed ☐ Copy of meeting minutes submitted

Principal Notification

☐ Principal letter/email submitted to Development Office (if applicable) ☐ Effective dissolution date provided

Financial Reconciliation

☐ Final financial overview report completed ☐ Outstanding obligations identified ☐ Remaining assets documented ☐ Principal signature obtained ☐ Copy submitted to Development Office

Distribution of Funds/Assets

☐ Remaining funds distributed according to bylaws ☐ Cashier's check issued to school (if applicable) ☐ Donation processed through campus/finance office ☐ Remaining assets transferred/documented

Account Closures

☐ Bank accounts closed ☐ Online payment/fundraising accounts closed ☐ Insurance/licenses canceled (if applicable) ☐ IRS/tax requirements addressed

Final Submission

☐ All required documents submitted to Development Office ☐ Copies retained by organization officers

Signatures

Organization President: _____

Signature: _____

Date: _____

Treasurer: _____

Signature: _____

Date: _____

Principal: _____

Signature: _____

Date: _____

Development Office Representative: _____

Signature: _____

Date: _____



District Reporting & Financial Responsibility Guidelines

Contacts:

Sandy Ochoa

Parent-Community Engagement Support Specialist

(432) 456-0701

Albessa Chavez

Chief Financial Officer

(432) 456-9491

Parent-Teacher & Booster Organizations

Reporting & Recordkeeping Requirements

The ECISD Development office CANNOT offer financial or tax advice. The purpose of the Development office is to give direction, share resources and help locate necessary information. The Development office serves campuses and families in a support and service role, and we do not have authority to make decisions or impose restrictions on behalf of any parent teacher organization or booster clubs. PTA's must contact their Texas PTA representative for guidance and direction. Parent-Teacher Organizations and Booster clubs are separate entities from ECISD, but operate to support ECISD and campus programs.

District Reporting Requirements

- **Ector County Independent School District** – www.ectorcountysd.org

At the end of the school year, submit the following items to the Development office, no later than **April 1st**.

- **A Copy of the organizations By-laws** (recommendation is to review every two years) if there are no changes state no changes in an email.
- **New officers for the next school year** (include name, position, email, phone number) use this time to ensure a smooth transition of officers by voting in new officers before the end of the school year.
- **The annual Financial Activity Overview Report (GE Exhibit B)** is due to the Development office at the end of each school year by **April 1st**. The timeframe of the report should reflect from school year to school year including any activity during the summer months. (April - March)
 - If gross receipts are in excess of \$25,000, please attach a profit and loss statement.
 - If gross receipts for the year are more than \$250,000 records must be audited by an independent auditor; the district will pay for the audit, and a copy of the completed audit must be returned to the ECISD Finance Department by **August 31st**.
- **Fundraising activity**, a parent organization or booster club desiring to conduct a fundraising activity on a District campus, is encouraged to submit a *Parent Organization Fundraising Approval* form as a courtesy and in the spirit of mutual respect between the parent organization and the Principal, to encourage open communication regarding campus programs, projects, and activities held on school grounds. Please refer to GE (Regulation) for additional information.

Parent-Teacher & Booster Organizations

- If food is sold on campus, during the school day, approval from the Director of School Nutrition is needed. Food must be from the approved Smart Snacks List and a Food Fundraising Approval form must be completed.
- This does not apply if food is sold on campus after school, but you must wait until 30 minutes after the last school bell rings before you sell food not on the Smart Snack List.
- **NO DISTRICT EMPLOYEE SHALL SERVE IN A CAPACITY FOR ANY PARENT GROUP OR BOOSTER CLUB ORGANIZATION IN WHICH HE/SHE HAS THE RESPONSIBILITY OR ACCESS TO THE FUNDS OF THE ORGANIZATION (GE REGULATION).**

Recordkeeping Requirements

- It is important to keep all the documents related to the organization's activity including the following items:
 - Bank statements
 - Cancelled checks – Payment of all expenditures by check is encouraged
 - Paid invoices
 - Receipt Books – Issuance of a receipt for all funds collected is also encouraged
 - Ticket stubs for ticket sales
 - Approved Fundraiser Forms
 - Copies of any handouts or advertisements
 - Accounting ledgers
 - Financial reports
 - Minutes of Meetings
 - IRS tax returns or state tax forms
 - Any IRS correspondence including the letters of determination of exemption

RESOURCES

- **Internal Revenue Service** – www.irs.gov
 - Application for Employer Identification number (EIN) – Form SS-4
 - Application for tax exempt status 501c3 – Form 1023
 - Annual Return – Form 990, 990EZ, or 990N (also known as the e-postcard)
- **Texas Comptroller of Public Accounts** – www.window.state.tx.us
 - Sales Tax Permit – sale of taxable items
 - Sales Tax Exemption – for purchases
- **Texas Secretary of State** - <https://www.sos.state.tx.us/corp/sosda/index.shtml>
 - File business formation documents
 - Search for business entities/obtain entity information
 - Obtain entity status

Parent-Teacher & Booster Organizations

IMPORTANT TIPS:

- ❖ If you do not keep accurate and detailed records of your organization's activities, you will not have the information to complete the District and IRS filing requirements or documentation will not be available if the organization is audited.
- ❖ Keep all documentation for as long as it may be needed for the administration of any provision of the Internal Revenue Code.
- ❖ Ensure that there is a smooth and positive transition from one set of officers to the next.
- ❖ Report financial activity quarterly to the members of the organization.

Form SS-4, Application for Employer Identification Number (Illustration)

Form SS-4 is used by sole proprietors, corporations, partnerships, estates, trusts, and other entities to apply for an employer identification number (EIN), a nine-digit number assigned for tax filing and reporting purposes.

Form SS-4 (Rev. December 2023) Department of the Treasury Internal Revenue Service		Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) See separate instructions for each line. Keep a copy for your records. Go to www.irs.gov/FormSS4 for instructions and the latest information.		OMB No. 1545-0003	
		EIN			
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested				
	2 Trade name of business (if different from name on line 1)		3 Executor, administrator, trustee, "care of" name		
	4a Mailing address (room, apt., suite no. and street, or P.O. box)		5a Street address (if different) (Don't enter a P.O. box.)		
	4b City, state, and ZIP code (if foreign, see instructions)		5b City, state, and ZIP code (if foreign, see instructions)		
	6 County and state where principal business is located				
	7a Name of responsible party		7b SSN, ITIN, or EIN		
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? ☐ Yes ☐ No		8b If 8a is "Yes," enter the number of LLC members		
	9a If 8a is "Yes," was the LLC organized in the United States? ☐ Yes ☐ No				

Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code (Illustration)

Form 1023 is used to apply for recognition as a tax-exempt organization under section 501 (c)(3) of the Internal Revenue Code. Organizations file this form to apply for recognition of exemption from federal income tax under section 501(c)(3).

Form 1023 (Rev. December 2017) Department of the Treasury Internal Revenue Service				Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code ▶ Do not enter social security numbers on this form as it may be made public. ▶ Go to www.irs.gov/Form1023 for instructions and the latest information.		OMB No. 1545-0056 Note: If exempt status is approved, this application will be open for public inspection.	
<i>Use the instructions to complete this application and for a definition of all bold items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at www.irs.gov for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.</i>							
<i>Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I – XI of Form 1023 and submit only those Schedules (A through H) that apply to you.</i>							
Part I Identification of Applicant							
1 Full name of organization (exactly as it appears in your organizing document)				2 c/o Name (if applicable)			
3 Mailing address (Number and street) (see instructions)				Room/Suite		4 Employer Identification Number (EIN)	
City or town, state or country, and ZIP + 4				5 Month the annual accounting period ends (01 – 12)			
6 Primary contact (officer, director, trustee, or authorized representative) a Name:				b Phone: c Fax: (optional)			
7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," ☐ Yes ☐ No							

Form 990, Return of Organization Exempt from Income Tax (Illustration)

Tax-exempt organizations, nonexempt charitable trusts, and section 527 political organizations file Form 990, Return of Organization Exempt from Income Tax, to provide the IRS with the information required by section 6033.

Form 990	Return of Organization Exempt From Income Tax	OMB No. 1545-0047
Department of the Treasury Internal Revenue Service	Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) Do not enter social security numbers on this form as it may be made public. Go to www.irs.gov/Form990 for instructions and the latest information.	2024 Open to Public Inspection
A For the 2024 calendar year, or tax year beginning , 2024, and ending , 20		
B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite City or town, state or province, country, and ZIP or foreign postal code	D Employer identification number E Telephone number G Gross receipts \$
I Tax-exempt status: ☐ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527	F Name and address of principal officer:	H(a) Is this a group return for subordinates? ☐ Yes ☐ No H(b) Are all subordinates included? ☐ Yes ☐ No If "No," attach a list. See instructions. H(c) Group exemption number
J Website:	K Form of organization: ☐ Corporation ☐ Trust ☐ Association ☐ Other	L Year of formation: M State of legal domicile:
Part I Summary		
1	Briefly describe the organization's mission or most significant activities:	

Please Note: The district does not provide legal or tax advice. This is strictly for illustration purposes.

Please visit <https://www.irs.gov/charities-and-nonprofits> for additional information and instructions on how to complete these forms or contact a certified public accountant for assistance with all your tax needs.

LOCAL REVENUE SOURCES

CC
(LOCAL)

Trademarks	The District may secure trademarks for various names and logos of Permian High School and Odessa High School. Parties desiring to make use of said trademarks shall enter into the appropriate licensing agreement with the District.
Use of Revenues	All revenues derived from the licensing of the trademarked symbols of Permian High School and Odessa High School shall be placed in a designated account for the purpose of awarding annual scholarships to Permian and Odessa High School graduates as outlined in regulations.
Exemption from Payment of Royalties	Parent-teacher organizations, booster clubs, and similar groups shall be exempt from the payment of royalties for the use of District trademarks for so long as the product in question is being manufactured and marketed solely by the organization and is solely for the benefit of the organization. Prior to the manufacture and marketing of such product, the organization in question shall request in writing this exemption and the basis of the request from the Superintendent or designee.
Other Scholarship Funds	The Board may from time to time by resolution establish scholarships for purposes and on conditions as they determine to be appropriate.

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

Note: For purposes of this policy, the terms “gift” and “donation” have the same meaning.

Unsolicited Gifts

Authority to Accept

The Board delegates to the Superintendent or designee the authority to accept unsolicited gifts on behalf of the District. However, any gift with a cost or market value of \$10,000 or more, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

*Criteria for
Acceptance*

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

Solicitations

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

using District or campus resources, become the sole property of the District.

Web-Based
Solicitations

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

New ECISD Donation Form

ECISD's Donation form is now completely electronic.

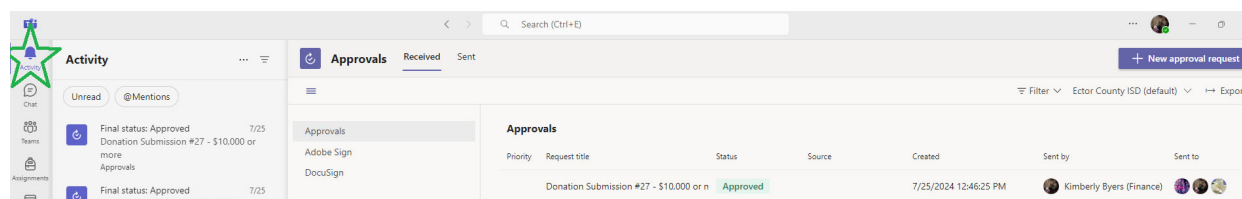
Please use this link <https://forms.office.com/r/btb3Zz91Ny> to complete the required ECISD Donation Form and upload all applicable attachments.

At the end of the form, you will be required to upload all the supporting documentation; application, award letter, Activity Fund deposit receipt, etc.

After clicking the Submit button on the last page, it will then go through the approval process.

The Principal/Non-Campus Administrator email address entered in the form will receive an approval notification through the TEAMS app as well as an email. The donation only needs to be approved through one or the other. If you encounter an error trying to approve through email, please use the TEAMS app.

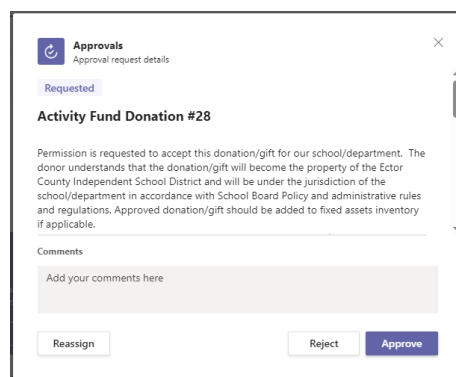
You can find approval requests in the Activity (bell icon) section of TEAMS.



Clicking on any request will bring up a separate window that will have all of the donation information as well as all supporting documentation submitted for that donation.

This window also has a space for Comments and the button to Approve.

The same information, Comments section and Approve button are also in the email.



Everyone on the approval path must approve the donation form. After everyone approves and if the donation is not \$10,000 or more, a final email is sent from the ADM-Donation Approvals-Team with all of the Donation information, supporting documents and list of Approvers and their comments.

If the donation is \$10,000 or more, the final email will not be sent until the Superintendent approves the donation at the next scheduled Board meeting.



OUR students...THE future

UIL Booster Club Guidelines

Contacts:

Dr. Aaron Hawley

Executive Director of Fine Arts

(432) 456-8615

Tracey Borchardt

Executive Director of Athletics

(432) 456-9059



ROLE OF BOOSTER CLUBS

Neighborhood patrons form booster clubs to help enrich the school's participation in extracurricular activities. The fundraising role of booster clubs is particularly crucial in today's economic climate. Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

- Have a chain of command for communication with the administration.
- Clear all activities through your administration.
- The superintendent or a designee who does not coach or direct a UIL contest but has approval authority over booster clubs should be invited to all meetings. All meetings should be open to the public.
- Booster clubs should apprise school administrators of all club activities. Make sure your local administration has a copy of all booster club publications. Invite administrators to all booster club meetings. Have an officer meet with the school administration regularly.
- School administration should apprise booster clubs of all school activities.
- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- how to obtain administrative approval before beginning projects;
- how to plan and publicize meetings;
- bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;
- election of officers (suggestion: one president; one secretary; one treasurer; and three vice-presidents: one vice-president to oversee fall, winter and spring sports);
- taking, distributing and filing minutes;
- public communication;
- proper interaction with music and theatre directors and academic and athletic coaches through the lines of authority as established by the school board;
- a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.; and
- plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Booster Club Guidelines

ROLE OF THE SUPERINTENDENT

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

PARENTS

- Remember: The classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

COACHES AND DIRECTORS

- Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the boosters is without vote.
- Support other programs within your district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.

CLUB FINANCES

Fundraising | Spending | Stipends | Gifts to Coaches

Fund-raising projects maybe subject to state law. Be sure that your club is in compliance with applicable law. For example, Texas has a law governing raffles. Also, consider seeking nonprofit or tax-exempt status. Consult the Texas Secretary of State's website as well as the IRS to determine if seeking designation as a non-profit that is tax exempt is appropriate for your booster club. http://www.sos.state.tx.us/corp/nonprofit_org.shtml

Generally speaking, earnings by a properly organized booster club may not benefit any private shareholder or individual.

- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
- Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.
- Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity only to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.
- Coach's wish lists should have received prior approval from school administration before submission to boosters.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. See Section 481, *UIL Constitution and Contest Rules*.
- Schools shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or other sources within the school district. See Section 1202(b), *UIL Constitution and Contest Rules*.
- Funds are to be used to support school activities. To provide such funding for non-school activities could violate UIL rules and the public trust through which funds are earned.

ATHLETIC BOOSTERS

Individuals should be informed of the seriousness of violating the athletic amateur rule found in Section 441 and the awards rule found in Section 480 of the *UIL Constitution and Contest Rules*. Check with school administrators before giving anything to a student, school sponsor or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty shall be assessed against the team and not against each individual. See Section 441(d), *UIL Constitution and Contest Rules*. All fans, not just members of the booster club, should be aware of these rules. It affects the entire community.

- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- The local school district determines when, how and from whom student athletes can receive meals and snacks. See Section 441(b)(9), *UIL Constitution and Contest Rules*.
- Schools must give prior approval for any banquet or get-together given for students.
- Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A)(3), *UIL Constitution and Contest Rules*.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. See Section 441(a), *UIL Constitution and Contest Rules*. *Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.*
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv).
- Student athletes may accept small "goodie bags" consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), *UIL Constitution and Contest Rules*.
- May award scholarships for college or university enrollment if awarded at or after graduation from high school, if approved by the local ISD.



ACADEMIC BOOSTERS

We encourage academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/ science. A great need exists for parental involvement and support.

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the athletic amateur rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the awards rule. See Section 480, *UIL Constitution and Contest Rules*. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing without prior school district approval. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

EXAMPLES OF ACADEMIC BOOSTER CLUB CONTRIBUTIONS THAT ARE NOT PROHIBITED BY UIL RULE, WITH LOCAL ADMINISTRATIVE APPROVAL, ARE:

- Purchase equipment for programs such as computers or software for yearbook or computer science.
- Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip would not meet the definition of an educational field trip and could be considered a violation of the Awards Rule. See Section 480(2)(d), *UIL Constitution and Contest Rules*.
- Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students.
- Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

MUSIC BOOSTERS

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

- Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.
- Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.
- A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480(f) of the *UIL Constitution and Contest Rules*. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.
- The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. See Section 480(2)(A), *UIL Constitution and Contest Rules*. In order to protect all music students' eligibility, such awards should be approved and administrated by the local school district in accordance with school district policies.



CHEERLEADING AND SPIRIT BOOSTERS

In addition to the general procedures outlined, the following guidelines apply to Cheerleading and Spirit Booster Club activities.

- Be mindful that there is no Cheerleading or Spirit Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to cheerleading, spirit programs, and related activities.
- Some cheerleading and spirit booster clubs assist with expenses for travel to various spirit-related activities, such as UIL Spirit Contests, performances at away athletic events, or other approved competitions. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many cheerleading and spirit groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included, such as participating in an adjudicated spirit contest, cheer clinic, or performance at a recognized event. Performances at ceremonial events, such as parades or halftime shows, also qualify. Educational components need not be limited to performances. Attending workshops, visiting university cheer programs, or other spirit-related, non-performing opportunities would also be appropriate if approved by the local school district.
- A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480(f) of the UIL Constitution and Contest Rules. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private cheer or spirit training, camps, or clinics, provided the selection of recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure they are expended for educational rather than recreational activities.
- The awarding of patches, T-shirts, or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. See Section 480(2)(A), UIL Constitution and Contest Rules. To protect all cheerleading and spirit students' eligibility, such awards should be approved and administered by the local school district in accordance with school district policies.





OUR students...THE future

School Nutrition

Contact:

Jieun Pando, PhD, RD, LD, SNS

Director of School Nutrition

(432) 456-9741

All Foods Sold in Schools aka "Smart Snacks"

All foods sold during the school day must meet requirements for calories, fat, saturated fat, sodium, size, ingredients, food groups, meals, and categories as mandated by the US Department of Agriculture.

The "School Day" is considered from midnight to 30 minutes after the last bell. These rules do not apply to foods sold off-campus or after school hours.

All foods sold during the school day must be on file with the School Nutrition Department. If your organization is planning a fundraiser with food items, please contact the School Nutrition Department for guidance on whether or not the planned item meets these federal criteria before purchasing and selling the items.

As a general rule, unflavored bottled water will be allowable. Items with sugar as the first ingredient will not be allowable. Everything else needs to be evaluated by School Nutrition. Even bottled water has to be on file.

Please contact:

Jieun Pando, PHD, RD, LD, SNS
Director of School Nutrition
Jieun.pando@ectorcountyisd.org
432.456.9741

Daniel Ramirez, RD, LD
School Nutrition Dietitian
Daniel.Ramirez@ectorcountyisd.org
432.456.5964



FOOD AND BEVERAGE FUNDRAISER APPROVAL

**This form must be submitted if selling any food or beverage item(s)
 at a campus during the school day (12 am to 30 minutes after the last bell).**

Instructions:

1. E-mail a completed form and nutrition labels to Jieun.Pando@ectorcounttyisd.org at least 2 weeks before the intended sale date.
2. Attach an approved copy of this form to the Request for Approval of Fund-Raising Activity form when submitting it for approval.
3. Approval must be received from School Nutrition and campus administration before purchasing items.

Sponsor: _____ Club Name: _____

Beginning Sale Date: _____ Ending Sale Date: _____

Time of Day: _____ Location: _____

Item(s) to be Sold:

1. _____
2. _____
3. _____
4. _____
5. _____

Attach nutrition labels for all items to this form.

Sponsor: _____ Date: _____

Director of School Nutrition: _____ Date: _____

Signature for Approval

Note: The School Nutrition department offers cases of snack items that meet the Smart Snack guidelines for purchase. Please contact Jieun Pando at Jieun.Pando@ectorcounttyisd.org for more information.



ECISD School Nutrition

1120 W. 10th St. | Odessa, TX 79763 | 432.456.9749

Smart Snacks by the Case Order Form

The items below meet the federal "Smart Snacks" guidelines and can be sold in schools. The School Nutrition Department is offering to provide the items below to aid in legal fundraising efforts by school organizations. Please ensure that the proper budget code is on the form to help prevent any delays.

Once the form is completed, the procedure is as follows:

- Turn in the order to your campus School Nutrition Manager.
- Please allow up to two weeks for delivery.
- Budget code will be charged by School Nutrition.

Description	Case Pack	Case Sell Price	#	Extended Price
Chips				
Baked Cheetos Crunchy Whole Grain	104	\$65	_____	_____
Baked Cheetos Flamin' Hot Whole Grain	104	\$65	_____	_____
Baked Cheetos, Hot Limon Whole Grain	104	\$65	_____	_____
Baked Cheetos Puff RF Whole Grain	72	\$50	_____	_____
Baked KC BBQ Lays	60	\$45	_____	_____
Baked Lays	60	\$45	_____	_____
Baked Lays Sour Cream & Onion	60	\$45	_____	_____
Doritos Flamas RF Whole Grain	72	\$50	_____	_____
Fantastix	104	\$65	_____	_____
Snacks				
Grandma's WGR Mini Chocolate Chip Cookies	80	\$55	_____	_____
Keebler Animal Crackers Whole Grain	150	\$55	_____	_____
Kellogg Bug Bites Grahams Whole Grain	210	\$70	_____	_____
Kellogg's Poptart Strawberry Sprinkle Whole Grain	120	\$60	_____	_____
Pepperidge Farm Goldfish Whole Grain	300	\$105	_____	_____
Rice Krispies Treats 1.41oz Whole Grain	80	\$55	_____	_____
Scooby Snacks Whole Grain	210	\$70	_____	_____
Simply Chex Cheddar Whole Grain	60	\$40	_____	_____
Simply Chex Strawberry Yogurt Whole Grain	60	\$40	_____	_____
Beverages				
Bottled Water with ECISD Logo	24	\$10	_____	_____
Capri Sun Apple 100% Juice	40	\$25	_____	_____
Capri Sun Berry Breeze 100% Juice	40	\$25	_____	_____
Izze Apple - Secondary Schools ONLY	24	\$30	_____	_____
Izze Blackberry - Secondary Schools ONLY	24	\$30	_____	_____
Izze Clementine - Secondary Schools ONLY	24	\$30	_____	_____
ENVY Strawberry Kiwi, Sparkling Juice	24	\$30	_____	_____

ENVY Cherry Apple, Non-Carbonated Juice	24	\$30	_____	_____
Milk Chocolate	70	\$25	_____	_____
Milk White	70	\$25	_____	_____

Fruits

Gala Apples (125-138 CT)	40#	\$50	_____	_____
Granny Apples (125-138 CT)	40#	\$50	_____	_____
Oranges (138 CT)	40#	\$65	_____	_____

Budget Code: _____
Purchase Order # (199 accounts only): _____

Organization: _____
Contact Name: _____
Contact Email: _____
Contact Phone: _____

Signature: _____
Date: _____



Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

A Guide to Smart Snacks in School



Help make the healthy choice
the easy choice for kids at school



Table of Contents

Learn about Smart Snacks..... 3

Why are Smart Snacks important? 4

Which foods and beverages sold at school need to meet the
Smart Snacks Standards? 5

How can I tell if my snack meets the Smart Snacks Standards? 6

Does USDA have a list of approved foods and beverages? 7

Finding information on the Nutrition Facts panel and ingredients list..... 8

What are the Smart Snacks Standards for foods?..... 9

Are there healthy exemptions to certain nutrient requirements? 10

What are the Smart Snacks Standards for beverages? 11

What is an entrée?..... 13

When school meal leftovers are sold à la carte..... 13

How do the Smart Snacks Standards affect school fundraisers? 14

What if my school district wants to have stricter standards? 15

What are some other resources? 15

Learn about Smart Snacks



Do you...

- ☐ Coordinate school fundraisers,
- ☐ Manage a school store or snack bar,
- ☐ Sell food or beverages during the school day on campus, or
- ☐ Manage school vending machines?

If you checked any of the boxes above, then the foods and beverages you're selling need to meet the Smart Snacks Standards. You play an important role in helping kids get the nutrition they need to grow and learn. Use this guide to learn how.

If you didn't check a box and still want to learn more about encouraging kids to choose Smart Snacks, visit **TeamNutrition.USDA.gov**.



Why are Smart Snacks important?

1

Almost a quarter of kids' daily calories may come from snacks.

2

Kids who have healthy eating patterns are more likely to perform better academically.

3

Kids consume more healthy foods and beverages during the school day. When Smart Snacks are available, the healthy choice is the easy choice.

4

Smart Snacks Standards are a Federal requirement for all foods sold outside the National School Lunch Program and School Breakfast Program.



Which foods and beverages sold at school need to meet the Smart Snacks Standards?

1

Any food and beverage sold to students at schools during the school day,* other than those foods provided as part of the school meal programs.

2

Examples include à la carte items sold in the cafeteria and foods sold in school stores, snack bars, and vending machines.

3

Foods and beverages sold during fundraisers, unless these items are not intended for consumption at school or are otherwise exempt by your State agency.

* The school day is defined as the midnight before to 30 minutes after the end of the school day.



The Smart Snacks Standards apply only to locations on the school campus that are accessible to students. So, this does not include places like the teachers' lounge, although you may choose to vend healthy snacks there, too.

How can I tell if my snack meets the Smart Snacks Standards?

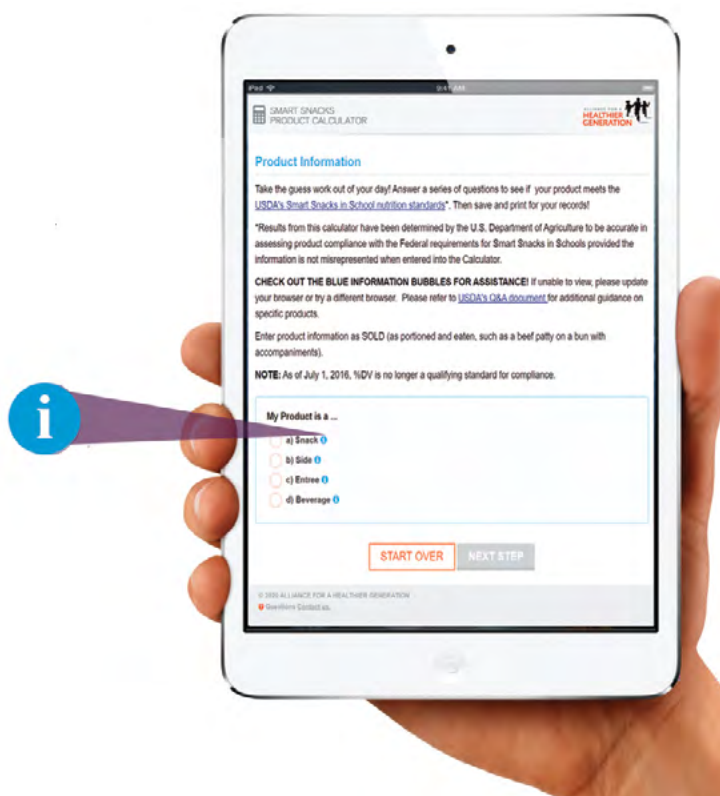
1

Enter information from the food or beverage's Nutrition Facts panel and ingredients list into the Alliance for a Healthier Generation's Smart Snacks Product Calculator (<https://www.healthiergeneration.org/app/resources/81>). For multi-unit packages, you must enter the servings per container as one (1) and the nutrition information for one (1) unit. Do not enter the servings per container for the entire bulk box or case.

2

If your snack doesn't have a nutrition label because it is made from scratch, then you may need to calculate the nutrition information. Your school nutrition program may already use a nutrient analysis software approved by the United States Department of Agriculture (USDA; <https://www.fns.usda.gov/tn/usda-approved-nutrient-analysis-software>) that can be used to evaluate recipes.

Look for the blue information icons in the Smart Snacks Product Calculator! These helpful bubbles include additional information and regulatory guidance so you can enter product information correctly and get an accurate result.



Does USDA have a list of approved foods and beverages?

1

USDA does not approve individual foods or beverages. Even if a food says “Smart Snacks approved,” you should still evaluate the Nutrition Facts panel and ingredients list.

2

If you still have questions about a food or beverage, contact your State agency that administers the National School Lunch Program (<https://www.fns.usda.gov/contacts>).



Fruits, vegetables, and water with no added ingredients are always Smart Snacks!

Finding information on the Nutrition Facts panel and ingredients list

Enter the highlighted information into the Smart Snacks Product Calculator (<https://www.healthiergeneration.org/app/resources/81>) to see if your snack meets the standards.

Nutrition Facts

1 serving per container

Serving size 2 cups (30g)

Amount per serving

Calories 140

% Daily Value*

Total Fat 4g 5%

Saturated Fat 0g 0%

Trans Fat 0g

Cholesterol 0mg 0%

Sodium 170mg 7%

Total Carbohydrate 25g 9%

Dietary Fiber 2g 7%

Total Sugars 8g

Includes 8g Added Sugars 16%

Protein 1g

Vitamin D 0mcg 0%

Calcium 0mg 0%

Iron 0mg 0%

Potassium 0mg 0%

INGREDIENTS: Popcorn, sugar, canola oil, salt

First Ingredient



What are the Smart Snacks Standards for foods?

To qualify as a Smart Snack, a snack or entrée must first meet the general nutrition standards:

- Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or
- Have as the first ingredient a fruit, a vegetable, a dairy food, or a protein food; or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable (for example, ¼ cup of raisins with enriched pretzels); and
- The food must meet the nutrient standards for calories, sodium, fats, and total sugars.

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Total Sugars	35% by weight or less	35% by weight or less

Are there healthy exemptions to certain nutrient requirements?

The Smart Snacks Standards reflect practical and flexible solutions for healthy eating. A few foods or combinations of foods are exempt from certain nutrient standards. Refer to the table below for examples of these exemptions.

Food	Smart Snacks Standards Exemptions
Fresh and frozen fruits and vegetables, with no added ingredients except water Canned fruits packed in 100% juice or light syrup, with no added ingredients except water Canned vegetables (no salt added/low sodium), with no added fats	Exempt from all nutrient standards
Reduced-fat cheese (including part-skim mozzarella) Nuts, seeds, or nut/seed butters Apples with reduced-fat cheese* Celery with peanut butter (and unsweetened raisins)* Whole eggs with no added fat	Exempt from the total fat and saturated fat standards, but must meet all other nutrient standards
Seafood with no added fat (e.g., canned tuna packed in water)	Exempt from the total fat standard, but must meet all other nutrient standards
Dried fruits with no added sugars Dried cranberries, tart cherries, or blueberries, sweetened only for processing and/or palatability, with no added fats	Exempt from the sugar standards, but must meet all other nutrient standards
Trail mix of only dried fruits and nuts and/or seeds, with no added sugars or fats	Exempt from the total fat, saturated fat, and sugar standards, but must meet all other nutrient standards

*Paired exemptions are always required to meet the calorie and sodium limits for Smart Snacks.

What are the Smart Snacks Standards for beverages?

Water



Plain water, with or without carbonation.

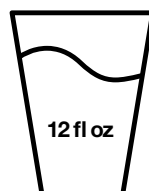
All Grades

Milk

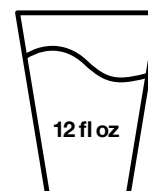
Unflavored or flavored fat-free milk, unflavored low-fat milk, and milk alternatives as permitted by the National School Lunch Program/School Breakfast Program. Starting on July 1, 2022 for school years 2022-2023 and 2023-2024, schools may also sell flavored low-fat milk as a Smart Snack.*



Elementary School



Middle School



High School

Juice

100% fruit or vegetable juice, with or without carbonation.



Elementary School



Middle School



High School

* In accordance with the Transitional Standards for Milk, Whole Grains, and Sodium Final Rule: <https://www.fns.usda.gov/cn/fr-020722>

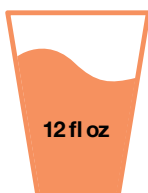
What are the Smart Snacks Standards for beverages? (continued)

Diluted Juice

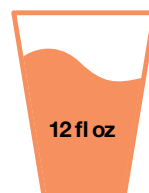
100% fruit or vegetable juice diluted with water, with or without carbonation, and with no added sweeteners.



Elementary School



Middle School



High School

Low- and No-Calorie Beverages (High School Only)

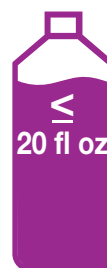
Low- and no-calorie beverages, with or without caffeine and/or carbonation; calorie-free, flavored water.



Low Calorie Maximums:*

- 40 calories/8 fl oz
- 60 calories/12 fl oz

*Equivalent to 5 calories per fluid ounce.



No Calorie Maximum:*

- 10 calories/20 fl oz

*Less than 5 calories per 8 fluid ounces.



Do you have questions about Smart Snacks Standards?
Contact your State agency that administers the National School Lunch Program (<https://www.fns.usda.gov/contacts>).

What is an entrée?

For purposes of Smart Snacks, an entrée is defined as the main course of a meal that has a combination of:

- meats/meat alternates + whole grain-rich food;
 - vegetables + meats/meat alternates;
 - fruits + meats/meat alternates;
 - meats/meat alternates alone, except for meat snacks (e.g., beef jerky), yogurt, low-fat or reduced fat cheese, nuts, seeds, and nut or seed butters; and
 - a grain only, whole grain-rich entrée that is served as the main dish of the School Breakfast Program reimbursable meal.
-

When school meal leftovers are sold à la carte

Sometimes, schools serve extra entrées from school meals as à la carte items (as individual items sold outside of the school meal). These entrées do not have to meet Smart Snacks Standards when they are sold as an à la carte item up to one day after being served at school lunch or breakfast. For example, if a bean burrito is served at school lunch on Wednesday, it may also be sold as a Smart Snacks on Wednesday through Thursday without needing to meet Smart Snacks Standards.

Some schools also serve school meal side dishes as à la carte items. These side dishes must always meet Smart Snacks Standards.



Are condiments part of a Smart Snack?

When checking to see if your snack meets the standards, be sure to consider how it is packaged as well as how it is sold, including all accompaniments. For example, if butter is added to popcorn, or ranch dressing is offered along with veggies, be sure to count the nutrition information for these condiments when determining if your snack meets the standards.

How do the Smart Snacks Standards affect school fundraisers?

- Sales of foods and beverages that meet the Smart Snacks Standards and sales of nonfood items (e.g., wrapping paper and apparel) are not limited under the Federal policy.
- Fundraising activities that occur during nonschool hours, on weekends, or at off-campus events are not limited under the Federal policy.
- Fundraisers selling foods that are intended to be consumed outside the school day are not limited under the Federal policy.
- Some State agencies allow a certain number of in-school fundraisers to be exempt from the Smart Snacks Standards. Contact your State agency for more information.



What if my school district wants to have stricter standards?

These Federal Standards are the minimum requirements. State agencies and/or local school districts can establish stricter standards, if desired. Consult your school's Local School Wellness Policy for more information.

What are some other resources?

Team Nutrition

<https://teamnutrition.usda.gov>

Access free nutrition education resources like this Guide to Smart Snacks in School handout.

Fueling My Healthy Life

<https://www.fns.usda.gov/tn/fueling-my-healthy-life>

Learn more about added sugars and sodium with these interactive materials for 7th and 8th grade.

Discover *MyPlate*: Snack Time!

<https://www.fns.usda.gov/tn/discover-myplate-parent-handouts>

Get ideas about choosing snack foods and beverages with less saturated fat, added sugars, and sodium with this handout for parents of young children.



How do I learn more about Smart Snacks Standards?

Find National School Lunch Program policy memorandum at
<https://www.fns.usda.gov/nslp>.

**U.S. Department of Agriculture
Food and Nutrition Service**

Slightly Revised May 2022

FNS-623

USDA is an equal opportunity provider, employer, and lender.



Volunteer Program & Background Checks

Contact:

Sarah Aguirre

Parent-Community Engagement Specialist

ECISD Development Office

(432) 456-7050

Sarah.Aguirre@ectorcountysd.org

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LEGAL)

**Program
Requirements and
Guidelines**

A district shall develop a volunteer program. In developing the program, a district shall consider volunteers a resource that requires advance planning and preparation for effective use. If practicable, a district shall include volunteers in addition to paid staff in planning the implementation of the program. *Gov't Code 2109.003*

A volunteer program shall include:

1. An effective training program for paid staff and prospective volunteers.
2. The use of paid staff to plan and implement the volunteer program.
3. An evaluation mechanism to assess the performance of volunteers, the cooperation of paid staff with the volunteers, and the overall volunteer program.
4. Follow-up studies to ensure the effectiveness of the program.

Gov't Code 2109.004(a)

A volunteer program may:

1. Establish a program to reimburse volunteers for actual and necessary expenses incurred in the performance of volunteer services.
2. Establish an insurance program to protect volunteers in the performance of volunteer services.
3. Cooperate with private organizations that provide services similar to those provided by a district.
4. Purchase engraved certificates, plaques, pins, and/or other awards of a similar nature that do not exceed \$75 per person in value to recognize special achievement and outstanding service of volunteers.

Gov't Code 2109.004(b)

**Criminal History
Record**

A district or shared services arrangement shall obtain from the Texas Department of Public Safety (DPS) and may obtain from any other law enforcement or criminal justice agency or a private entity that is a consumer reporting agency governed by the Fair Credit Reporting Act (15 U.S.C. Section 1681 et seq.), all criminal history record information (CHRI) that relates to a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with the district or shared services arrangement. *Education Code 22.0835(a)*

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LEGAL)

The prospective volunteer must provide the district a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government. *Education Code 22.0835(c)*

A person may not perform any volunteer duties until these requirements have been satisfied. *Education Code 22.0835(d)*

Exception

A district is not required to obtain all CHRI that relates to a person who volunteers or is applying to volunteer with a district or shared services arrangement if the person:

1. Is the parent, guardian, or grandparent of a child who is enrolled in the district for which the person volunteers or is applying to volunteer;
2. Will be accompanied by a district employee while on a school campus; or
3. Is volunteering for a single event on the school campus.

A district may obtain from DPS or any law enforcement or criminal justice agency all CHRI that relates to a person to whom this exception applies.

Education Code 22.0835(e)-(f)

Costs

A district may require a volunteer or volunteer applicant to pay any costs related to obtaining CHRI. *Education Code 22.0835(g)*

[See DBAA(LEGAL) for definitions and provisions regarding confidentiality, records retention, and criminal history record checks of employees.]

Immunity

Generally

A volunteer who is serving as a direct service volunteer in a district is immune from civil liability to the same extent as a district employee under Education Code 22.0511. However, this section of law does not limit the liability of a person for intentional misconduct or gross negligence.

A "volunteer" is a person rendering services for or on behalf of a district on district premises or at a school-sponsored or school-related activity on or off school property who does not receive compensation in excess of reimbursement for expenses.

Education Code 22.053

Extracurricular
Activities

A person who volunteers to assist with an extracurricular activity is not liable for civil damages arising out of an act or omission relating to the requirements under Education Code 33.205 regarding safety precautions [see FM(LEGAL)] unless the act or omission is willfully or wantonly negligent. *Education Code 33.211*

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LEGAL)

*Physical
Examinations*

Subject to Civil Practice and Remedies Code 91.003 (liability insurance requirements), a health-care practitioner who, without compensation or expectation of compensation, conducts a physical examination or medical screening for the purpose of determining the physical health and fitness of the patient to participate in a school-sponsored extracurricular or sporting activity is immune from civil liability for any act or omission resulting in the death of or injury to the patient if:

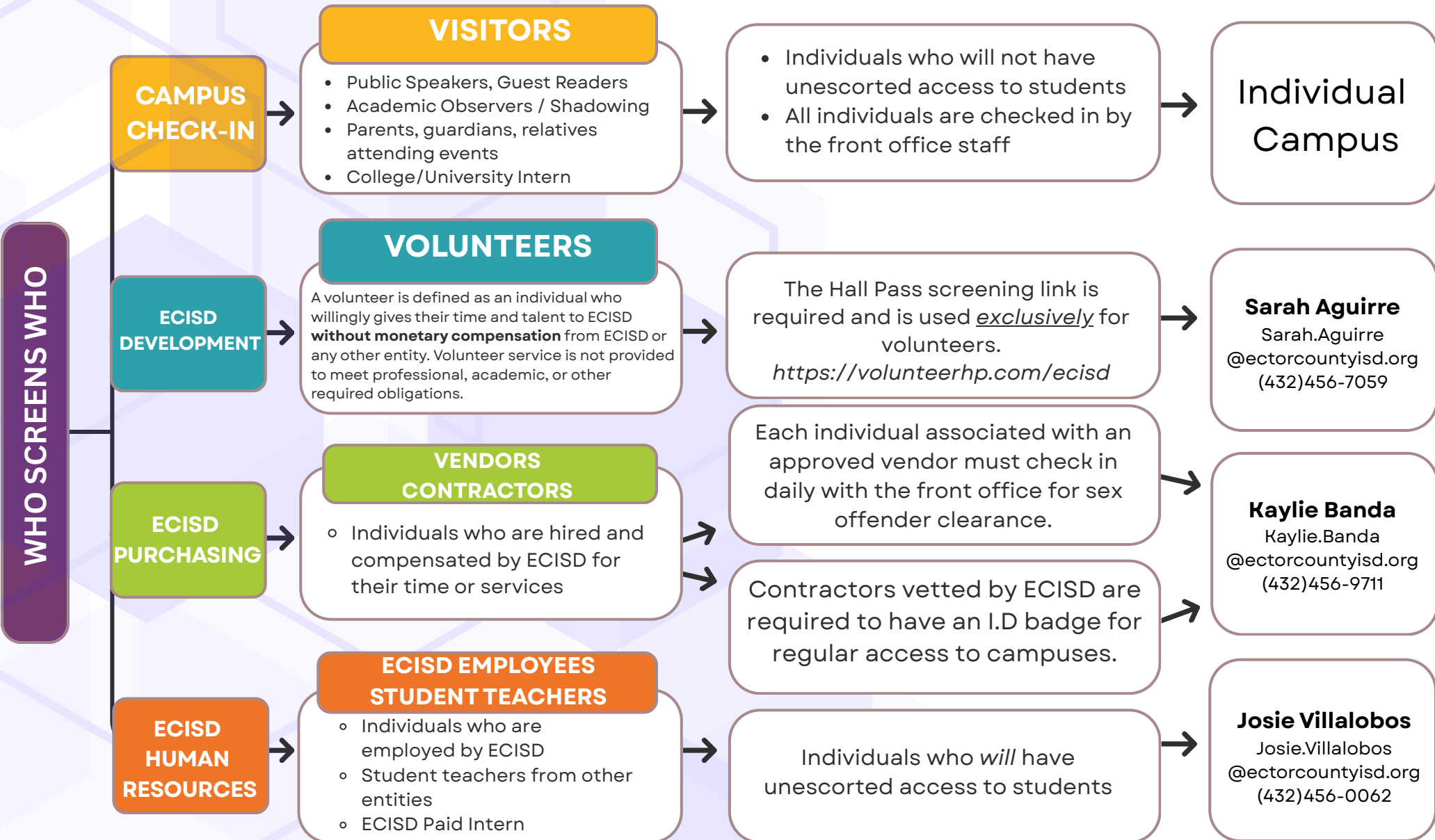
1. The health care practitioner was acting in good faith and in the course and scope of the health-care practitioner's duties;
2. The health-care practitioner commits the act or omission in the course of conducting the physical examination or medical screening of the patient;
3. The services provided to the patient are within the scope of the license of the health-care practitioner; and
4. Before the health-care practitioner conducts the physical examination or medical screening, the patient signs a written statement that acknowledges:
 - a. That the health-care practitioner is conducting a physical examination or medical screening that is not administered for or in expectation of compensation; and
 - b. The limitations on the recovery of damages from the health-care practitioner in connection with the physical examination or medical screening being performed.

If the patient is a minor or is otherwise legally incompetent, the patient's parent, managing conservator, legal guardian, or other person with legal responsibility for the care of the patient must sign the written statement.

Civ. Prac. & Rem. Code 91.002

Immunity for Shelter
Workers

A district volunteer is not civilly liable for an act performed in the discharge of duty if the person is performing an activity related to sheltering or housing individuals in connection with the evacuation of an area stricken or threatened by disaster. *Gov't Code 418.006*





Volunteer Handbook 2025-2026

Ector County Independent School District
Odessa, TX

Welcome and thank you for volunteering!

Ector County ISD volunteers have been an integral part in education of students for more than 40 years! Engagement of parents and community members is key in the academic journey of **our students... the future!** There are many ways that you can volunteer and we are excited to work with you to provide our students with the best education attainable.

This handbook will guide you in your volunteer journey with ECISD as it addresses procedures, guidelines, and common questions. Please contact your campus directly for questions regarding specific volunteer opportunities. All additional questions and concerns may be directed to the ECISD Development Office at 432.456.7059 or ECISD.DevelopmentOffice@ectorcountyisd.org.

ECISD VOLUNTEER PROCEDURES & GUIDELINES

ECISD uses Hall Pass to help manage and track volunteer opportunities across the district. All volunteers must complete an application through Hall Pass and consent to a background check **BEFORE** they may volunteer on an ECISD campus or with ECISD students.

Volunteers must complete two simple steps:

- 1) Visit <https://volunteerhp.com/ecisd/> to:
 - a. Create a Volunteer Account
 - b. Complete the Volunteer Application which includes consenting to a background check and selecting all campuses the volunteer wishes to volunteer
 - c. Review and acknowledge receipt of all provided, important documents provided including Sexual Harassment Training, special volunteer instructions, etc.
- 2) Upon approval following the background check, volunteers may discover ways to help on their selected campus(es) by talking with the campus Volunteer Leader or staff member.

When volunteering on an ECISD campus or with ECISD students, volunteers shall:

- ✓ Check-in with the office staff to acquire a visitor badge
- ✓ Check-out with the office staff when leaving the campus
- ✓ Follow all policies and rules of ECISD at all times
- ✓ Respect the privacy of all students, staff and volunteers by keeping all information received in the performance of my volunteer service confidential, including but not limited to test results, home/family matters. Failure to maintain confidentiality is viewed as a cause for immediate termination of volunteer service.
- ✓ Be dependable, arrive on time and be prepared to serve. Notify the designated school staff and Volunteer Leader with reasonable notice about absences, tardiness and anything else that may prevent fulfilling requirements of a volunteer.
- ✓ Be respectful of all students, parents, staff and other volunteers.
- ✓ Communicate any concerns or questions to the teacher, campus volunteer leader, or campus principal.
- ✓ Refer all disciplinary issues to the school staff. Volunteers may not discipline students. The school faculty and staff are responsible for student instruction, safety and discipline.
- ✓ Refrain from promoting religious doctrines or beliefs, political candidates or parties, or commercial product or brand names.

IF a student discloses to a volunteer an instance of abuse or neglect or an intent to harm self or others, the volunteer must report it to the school counselor, nurse or principal immediately as well as to the Texas hotline (800) 252-5400 or website <https://www.txabusehotline.org/Login/Default.aspx>.

Smoking or use of tobacco, alcohol or illegal substances are not permitted on school grounds, at school events or supervised trips.

The professional staff is held responsible by law for the decisions that are made regarding the instruction of students and the management of the school. Volunteers always work under the direct supervision of teachers and administrators. For this reason, the principal or district volunteer coordinator may dismiss any volunteer whose actions are not in the best interest of the school or students. Volunteer reassignment may be requested by staff and volunteers.

GUIDELINES FOR THE CAMPUS VOLUNTEER LEADER

A Volunteer Leader may be appointed by the school principal and is responsible for organizing, leading, and maintaining the volunteer program at their school as well as serving as the link between the school, parents, community, and volunteers.

Duties may include, but are not limited to:

- ✓ Participate in training and orientation provided for Volunteer Leaders.
- ✓ Communicate with the principal: vision/expectations for volunteer teams; establish methods of communication; school rules and procedures; review school calendar.
- ✓ Collaborate with staff to develop partnership between home, school and community. Encourage team approach for engagement. Lead in creating a welcoming environment - Invite parents and community members to volunteer; share the Hall Pass website and help navigating the site as needed.
- ✓ Serve as Hall Pass campus user in collaboration with staff member designated by principal to:
 - Monitor Volunteers' status (applied, pending, approved)
 - Create, monitor and manage volunteer opportunities, hours
 - Connect volunteers with tasks then follow up to ensure success.
- ✓ Provide orientation to inform the volunteers of school and district policies and procedures. Arrange specialized trainings for volunteers as needed.
- ✓ Maintain regular communication with volunteers, teachers, principal, and Development Office. Address problems through proper channels that arise.
- ✓ Express appreciation to volunteers throughout the year. With the principal, plan a special appreciation event at the end of the year.
- ✓ Participate in the evaluation of volunteer contributions.

GENERAL TIPS

Volunteering in a school is designed to promote and maintain a supportive relationship for students, teachers, staff, parents and community. Public education is a partnership.

REMEMBER:

- Be honest** in your actions which will aid in developing trust.
- Be patient** when working with students and personnel.
- Be flexible** in responding to the needs of students and personnel.
- Be friendly** with a smile and positive attitude.
- Be respectful** treat everyone with the respect you want to be treated.
- Be dependable, dedicated, responsible, supportive, professional.**



OUR students...THE future
Nuestros estudiantes ... el futuro

Manual de voluntariado 2025 - 2026

Bienvenido y gracias por ser voluntario!

¡Los voluntarios de Ector County ISD han sido una parte integral en la educación de los estudiantes durante más de 40 años! La participación de los padres y miembros de la comunidad es importante en el desarrollo académico de nuestros estudiantes que son... ¡el futuro! Hay muchas maneras en las que puede ser voluntario y estamos entusiasmados de colaborar con usted para brindarles a nuestros estudiantes la mejor educación posible.

Este manual lo guiará en su camino como voluntario con ECISD, ya que explica los procedimientos, las reglas y las preguntas comunes. Comuníquese directamente con la escuela si tiene preguntas sobre oportunidades específicas de voluntariado. Todas las otras preguntas pueden dirigirse a la Oficina «Development Office» de ECISD al 432.456.7059 o en la línea a: ECISD.DevelopmentOffice@ectorcountyisd.org.

PROCEDIMIENTOS Y REGLAS PARA VOLUNTARIOS DE ECISD

ECISD usa Hall Pass para ayudar a administrar y comunicar las oportunidades de voluntariado en todo el distrito. Todos los voluntarios deben crear un perfil Hall Pass y dar su consentimiento para una verificación de antecedentes ANTES de que puede ser voluntario en las escuelas de ECISD o con estudiantes de ECISD.

Los voluntarios deben completar dos pasos simples:

1) Visite el sitio <https://volunteerhp.com/ecisd/>:

- a. Crear una cuenta de voluntario
- b. Complete la Solicitud de voluntario, que incluye el consentimiento para una verificación de antecedentes y la selección de todas las escuelas en las que el voluntario desea ayudar.
- c. Revise y confirme el recibo de todos los documentos de ser voluntario, incluida la capacitación sobre acoso sexual, instrucciones especiales para voluntarios, etc.

2) Tras la aprobación después de la verificación de antecedentes, los voluntarios pueden encontrar formas de ayudar en las escuelas seleccionadas en línea en el sitio <https://volunteerhp.com/ecisd/> o hablando con el líder de voluntarios de la escuela o un empleado de la escuela.

Al ser voluntario en un campus de ECISD o con estudiantes de ECISD, los voluntarios deberán:

- ✓ Regístrese con el personal de la oficina para adquirir la designación de visitante
- ✓ Firmar con el personal de oficina al salir de la escuela
- ✓ Siga todas las reglas de la mesa directiva de ECISD todo el tiempo
- ✓ Respetar la privacidad de todos los estudiantes, el personal y los voluntarios manteniendo la confidencialidad de toda la información recibida en el servicio voluntario, incluidos, entre otros, los resultados de las pruebas y asuntos del hogar/familia. El incumplimiento de mantener la confidencialidad se considera una causa para la terminación inmediata del servicio voluntario.
- ✓ Sea confiable, llegue a tiempo y esté preparado para servir. Notificar al personal escolar designado y al líder de voluntarios con tiempo razonable sobre ausencias, tardanzas y cualquier otra cosa que pueda impedir el cumplimiento de los requisitos de un voluntario.
- ✓ Sea respetuoso con todos los estudiantes, padres, personal y otros voluntarios.
- ✓ Comunique cualquier pregunta al maestro, al líder voluntario de la escuela o al director de la escuela
- ✓ Referir todos los asuntos disciplinarios al personal de la escuela. Los voluntarios no pueden disciplinar a los estudiantes. La facultad y el personal de la escuela son responsables de la instrucción, seguridad y disciplina de los estudiantes.

- ✓ No debe de promover doctrinas o creencias religiosas, candidatos o partidos políticos, o comercializar productos o marcas.

Si un estudiante le revela a un voluntario un caso de abuso o negligencia o una intención de hacerse daño a sí mismo o a otros, el voluntario debe informarlo al consejero escolar, la enfermera o el director de inmediato, y también a la línea directa de Texas (800) 252-5400 o sitio web <https://www.txabusehotline.org/Login/Default.aspx>.

No se permite fumar o usar tabaco, alcohol o sustancias ilegales en los terrenos de la escuela, en los eventos escolares o en los viajes supervisados.

El personal profesional es responsable por la ley de las decisiones que se toman con respecto a la instrucción de los estudiantes y la gestión de la escuela. Los voluntarios siempre trabajan bajo la supervisión directa de maestros y administradores. Por esta razón, el director o el coordinador de voluntarios del distrito puede despedir a cualquier voluntario cuyas acciones no sean lo mejor para la escuela o los estudiantes. La reasignación de voluntarios puede ser solicitada por el personal y los voluntarios.

DIRECTRICES PARA EL LÍDER VOLUNTARIO DEL CAMPUS

El director de la escuela puede nombrar a un líder de voluntarios que es responsable de organizar, dirigir y mantener el programa de voluntarios en su escuela, así como de servir como enlace entre la escuela, los padres, la comunidad y los voluntarios.

Los deberes pueden incluir, pero no se limitan a:

- ✓ Participar en la capacitación y orientación para los líderes voluntarios.
- ✓ Comunicarse con el director: visión/expectativas para los equipos de voluntarios; establecer métodos de comunicación; reglas y procedimientos escolares; revisar el calendario escolar.
- ✓ Colaborar con el personal para desarrollar una asociación entre el hogar, la escuela y la comunidad y fomentar el enfoque de equipo de padres para ayudar a los estudiantes. Liderar en la creación de un ambiente acogido: invitar a los padres y miembros de la comunidad a ser voluntarios; comparta el sitio web de Hall Pass y ayude a navegar por el sitio según sea necesario.
- ✓ Servir como líder del voluntarios de Hall Pass en la escuela, en colaboración con el miembro del personal designado por el director para:
 - Monitorear Hall Pass para la designación de los voluntarios (aplicado, pendiente, aprobado)
 - Crear, y administrar oportunidades y horas de voluntariado
 - Conecte a los voluntarios con las tareas y luego haga un seguimiento para garantizar el éxito.
- ✓ Ofrecer orientación para informar a los voluntarios de las reglas y procedimientos de la escuela y del distrito. Organizar entrenamientos especializadas para voluntarios según sea necesario.
- ✓ Mantener una comunicación regular con los voluntarios, los maestros, el director y personal de la oficina: **ECISD Development Office** Si hay problemas, consulta con personal de las escuelas para resolverlos.

- ✓ Expresar agradecimiento a los voluntarios durante todo el año. Con el director, preparar un evento especial de reconocimiento al final del año.
- ✓ Participar en la evaluación de las contribuciones voluntarias.

CONSEJOS GENERALES

El voluntariado en una escuela está diseñado para promover y mantener una relación de apoyo para los estudiantes, maestros, personal, padres y la comunidad. La educación pública es una asociación entre las escuelas y los padres de familia.

RECUERDOS:

Sea honesto en sus acciones, lo que ayudará a desarrollar la confianza.

Sea paciente cuando trabaje con estudiantes y personal.

Sea flexible para responder a las necesidades de los estudiantes y el personal.

Sea amable con una sonrisa y actitud positiva.

Sé respetuoso, trata a todos con el respeto igualmente como Ud. quiere que se tratan .

Ser confiable, dedicado, responsable, alentado y profesional.

Ready to volunteer?



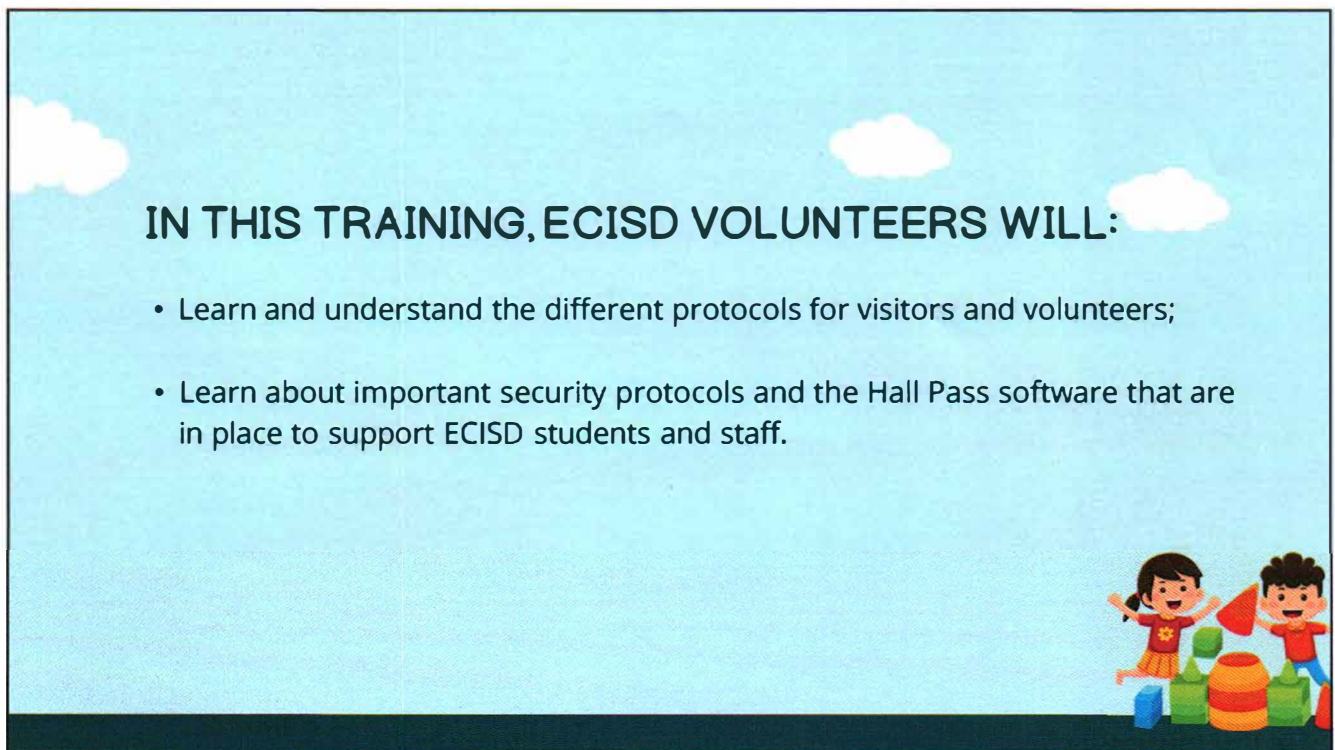
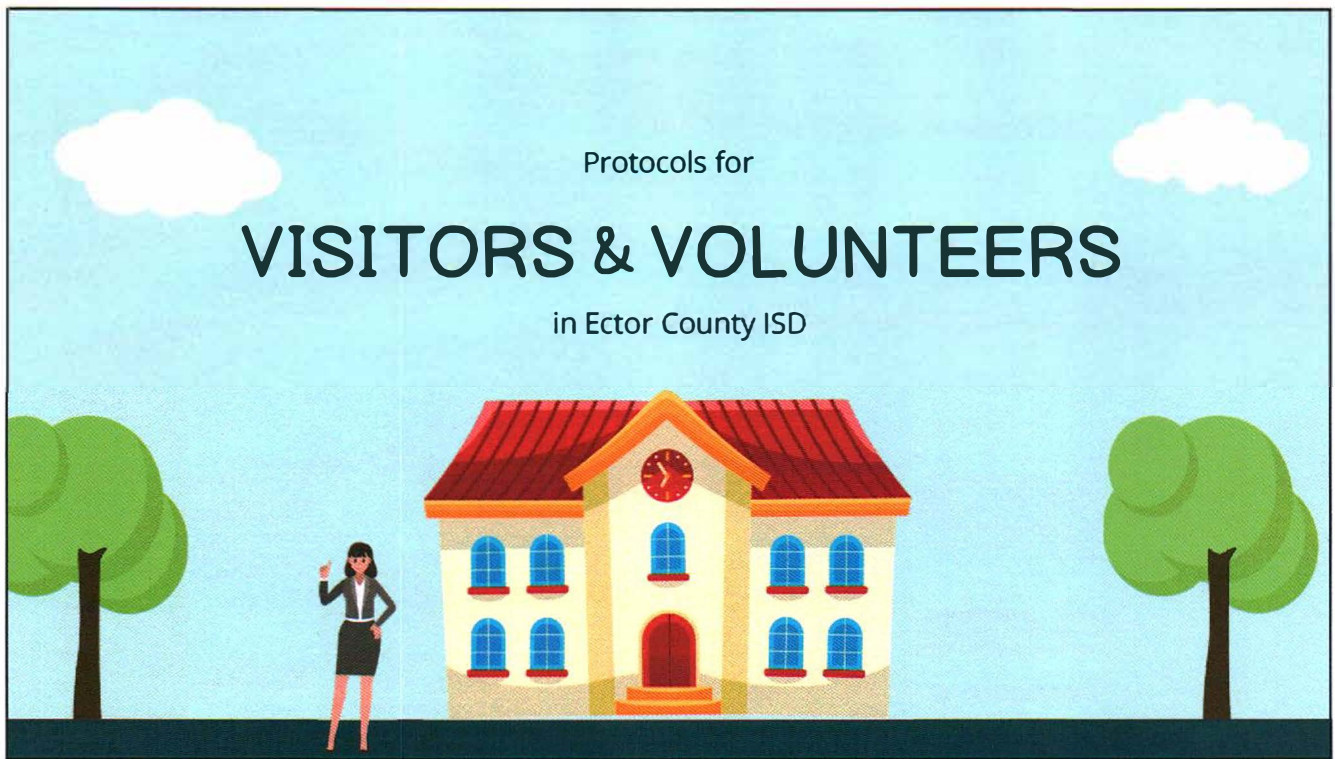
Hall Pass is the new volunteer records management system for ECISD! Each volunteer applicant needs to complete the following steps:

1. Complete the application at <https://volunteerhp.com/index.php/ecisd/>
Be sure to select the campuses you desire to volunteer with.
2. Consent to a criminal background check. This is a requirement of district policy (GKG-Legal). Background checks are run every two years while a volunteer is active.
3. View and acknowledge the Volunteer Handbook and Sexual Harassment Training.
4. Upon completion of the application and training, as well as approval following the background check, you may sign up for volunteer opportunities by contacting the campuses directly.

Questions?

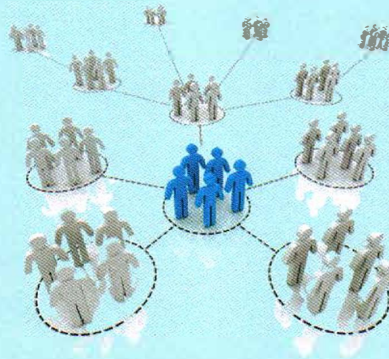
Contact the ECISD Development Office at (432)456-7059 or ECISD.DevelopmentOffice@ectorcountiyisd.org



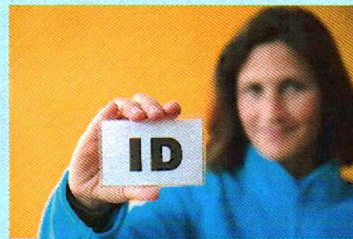


Proper Check in procedures

It is important for everyone to understand and be aware of the proper security procedures in place.



All visitors and volunteers must check in at the front office and state the reason for their visit and present proper identification prior to entering the building.



Visitors and volunteers are required to check out with staff or at the kiosk at the end of their visit.

Time is automatically documented for recordkeeping.

Let's distinguish the difference between a visitor and a volunteer.



Visitor

An individual who is not a volunteer or is supervised by staff during their visit:

- ECISD Employees *
- ECISD Students / Minors
- Public Speakers
- Parents, Guardians, or Relatives Attending Events
- Academic Observers
- Vendors / Third-Party Contractors *
(*Individuals who are compensated for their time or services*).

Volunteers

Individuals providing support to ECISD:

- Tutor
- Mentor
- Lunch Monitor
- Chaperone
- Front Office Support
- Individuals donating their time or services to assist ECISD

*Examples included are for reference and are not limited.

What is Hall Pass?

Hall Pass is a visitor software system that allows schools to determine who has access to students and enables schools to respond to any emergency while prioritizing student and guardian reunification. Hall Pass is used in 6,000 school districts and businesses across the country and has been in used in ECISD since 2008.



When is a Hall Pass Criminal History Check required?

Hall Pass criminal screenings are mandatory for individuals aged 18 and older who intend to volunteer with ECISD in roles that may involve unsupervised access to students. Applications are filled out online.

Hall Pass Link:

<https://volunteerhp.com/ecisd/>



When is a Hall Pass Criminal History check not required?

Hall Pass criminal screenings are strictly for ECISD volunteers.

The application is not intended for:

- ECISD employees
- ECISD students or minors
- Vendors
- Law enforcement officials
- Visitors

ECISD Volunteer Policy

Ector County ISD
068901

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LEGAL)

The prospective volunteer must provide the district a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government. *Education Code 22.0835(c)*

A person may not perform any volunteer duties until these requirements have been satisfied. *Education Code 22.0835(d)*

Exception

A district is not required to obtain all CHRI that relates to a person who volunteers or is applying to volunteer with a district or shared services arrangement if the person:

1. Is the parent, guardian, or grandparent of a child who is enrolled in the district for which the person volunteers or is applying to volunteer;
2. Will be accompanied by a district employee while on a school campus; or
3. Is volunteering for a single event on the school campus.

EXCEPTIONS: Certain circumstances may exist that require the latitude for provisions of this policy. All special cases requiring possible exceptions to the provisions require the prior approval of the Superintendent.

What are the requirements?

Visitor

An individual who is not a volunteer or is supervised by staff during their visit:

- ECISD Employees *
- ECISD Students / Minors
- Public Speakers
- Parents, Guardians, or Relatives Attending Events
- Academic Observers
- Vendors / Third-Party Contractors * (*Individuals compensated for their time or services*)



Hall Pass Criminal Screening Link is **NOT** Required

*ECISD Employees complete criminal screenings through the ECISD HR Department at the time of hire.

*Vendors and third-party contractors undergo criminal history checks and follow protocols through the ECISD Purchasing Department.

Check-in is required for all visitors, except ECISD Staff, students, and minors.

Volunteers

An individual who will **assist** ECISD as:

- Tutor
- Mentor
- Lunch Monitor
- Chaperone
- Front Office Support
- Individuals donating their time or services



Hall Pass Criminal Screening Link is Required

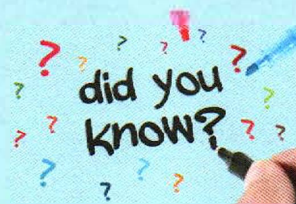
Check in is required

*Examples included are for reference and are not limited.

Why is it necessary to check in every time?



The importance of checking in.



Hall Pass maintains a proprietary, comprehensive database of individuals convicted of sex crimes, integrating real-time registry data from all 50 states with its visitor identification system.

Every person who checks in is screened against this database to ensure they are not registered sex offenders.

Sex Offender Screening

Hall Pass will automatically dispatch ECISD Police to the registered site if an individual is flagged as a sex offender attempting to check in.



- Parent eats lunch with their child-Screened ✓
- Vendor works on campus-Screened ✓
- Public speaker visits the school-Screened ✓
- ECISD Volunteer- Screened ✓

Hall Pass Motto: Someone may not be an offender today but they could be one tomorrow.

Sex Offender Protocols

Procedure implemented by the Superintendent, Administrators, and ECISD Police

If a parent or guardian would like to attend their child's event and is a registered sex offender, "A Letter of Approval" must be issued by the Superintendent for each event.

The parent or guardian may submit a request by emailing:

Superintendent@ectorcountyisd.org

For questions regarding sex offender protocols, contact ECISD Police.

Volunteer Facts

ECISD staff can view all ECISD Volunteers in the Hall Pass database.

- Volunteer profiles display first name, last name, date of birth, and expiration date.
- Application results and screening details are not included.
- Volunteers who reapply before their expiration date will be denied to prevent duplicate profiles.
- Volunteers receive email notifications regarding their expiration date.

VIRTUAL HIGH SCHOOL

Last Name

First Name

[Clear](#) [Search](#)

Photo	Last Name	First Name	Middle Name	Comments	Employment	Type
	doe	john		criminal background check expires 1/01/2026 DOB: 2000/01/17		Volunteer

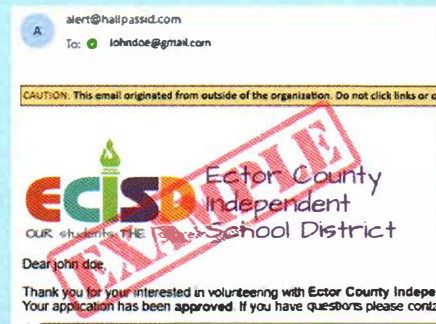
If I am a volunteer, not employed by ECISD, and coordinating an event.

How can I verify if someone is an approved ECISD volunteer?



Volunteer leaders or officers may verify if an individual is an approved volunteer by using one of the following methods:

- Work with ECISD front office staff to search the database
- Use the campus kiosk with Principal approval
- Request proof of email confirmation from the volunteer.



Volunteer Facts

Hall Pass Volunteer Application Guidelines

- The Hall Pass link is intended solely for individuals applying to volunteer with ECISD. It is not used to determine whether parents can attend school events.

Volunteer Leaders/Officers:

- Share the link only with individuals who qualify as potential ECISD volunteers.
- Confirm they are not already registered in Hall Pass to avoid duplicate applications and unnecessary costs.
- Allow at least two weeks before the event to ensure timely processing.
- ECISD volunteer approvals are valid district-wide for two years.

Volunteer Facts

Campus staff maintain the Hall Pass visitor database and have view-only access to the volunteer database. They cannot enter, edit, or access volunteer screening results. They can only view a list of approved ECISD volunteer names.

The ECISD Development Office conducts all criminal background checks and maintains the volunteer database.

Criminal history and screening results are confidential, not accessible through Hall Pass, and not shared with campuses; they are provided only to the applicant.

Applicants are screened according to ECISD Human Resources' qualifications.

Are PTA, PTO, booster members required to be criminally screened?

- PTAs, PTOs, and booster clubs are separate entities from ECISD.
- This presentation focuses specifically on ECISD's responsibilities and ECISD-hosted events.

Organizational Responsibility:

Officers of these organizations are responsible and potentially liable for events coordinated and hosted by their groups.

It is strongly recommended that all officers complete a criminal history check.

Volunteering with ECISD:

Any individual affiliated with these organizations who intends to volunteer for ECISD must complete the Hall Pass volunteer application.

Volunteer Facts

Campus staff, PTAs, PTOs, and Booster Club officers may request an email blast to ECISD Volunteers from the ECISD Development Office to promote volunteer opportunities. The purpose of these email blasts is to:

- Highlight and promote current volunteer opportunities
- Ensure ECISD and campus volunteers are informed about upcoming events
- Build relationships with volunteers and community partners
- Connect with a broad audience, including college students seeking volunteer hours, parents, relatives, business owners, churches, nonprofits, and other community organizations.

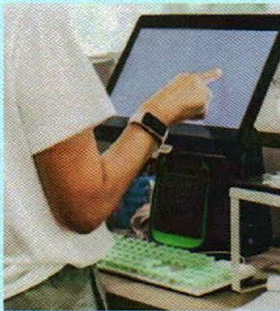
Additional Opportunities Include:

- Texas Scholar Hours:
- Connect with high school students seeking volunteer hours.

*The organization/agency must be approved by the Odessa Chamber of Commerce.

Hall Pass offers different check in options

Kiosk or campus
check In



Scan back of
government issued
ID



Key fob check in



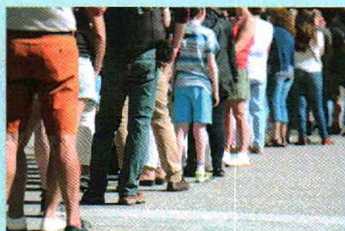
Key fobs are issued to volunteers at no cost with the ECISD Development Office. Call 432-456-7059 to set an appointment.

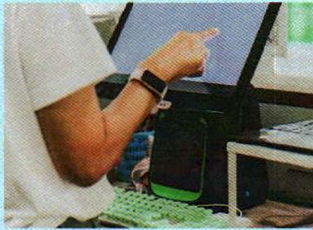
School Events and Bulk Check in Procedures

Attention Volunteer Leaders/Officers:

Hall Pass provides different options to optimize visitor check in by saving time without sacrificing security and reduce wait times.

Hall Pass provides options for school events on or off property and after school hours.





The kiosk mode allows campuses to set up designated stations for visitors to self-check-in without sacrificing security.



Campuses may provide multiple check in points on/off school property with laptops or mobile devices.



Campuses may utilize Hall Pass Bulk pre-Check-in features with print options for events and field trips.

*Examples provided must be approved by the campus principal.



Hall Pass Express allows previously scanned visitors the option to begin their check in online before they arrive at campus. A QR Code is generated to be scanned by the campus.

Add/ Edit Destination

*School: W Elementary

*Name: Thursday Lunch

☒ Show in Hall Pass? ☒ Show in Kiosk?

Note: To deactivate, uncheck both boxes.

Controlled Destination Settings:

Start Time: 11:30:00 AM

End Time: 01:30:00 PM

Crossed day: ☐ Monday ☐ Tuesday ☐ Wednesday ☒ Thursday

Visitors Allowed: 25

Destination Contacts

Note: These contacts will be notified when this destination is selected.

Name: Phone Number:

Reservations:

Thursday Lunch
Every Thursday 12:00 PM - 02:00 PM
Total Limit: 5

3/11/2022 15 Search

4 / 5 reserved Book Now

	SMITH, PENELOPE Reserved On: 3/04/2022 4:37:10 PM Cancel Reservation
	THOMPSON, TYRONE Reserved On: 3/04/2022 4:37:01 PM Cancel Reservation
	JOHNSON, JACKSON Reserved On: 3/04/2022 4:36:19 PM Cancel Reservation
	RODRIGUEZ, PATRICIA Reserved On: 3/04/2022 4:37:00 PM Cancel Reservation

Reservations (NEW)

Allows visitors to reserve a time slot for their visits. This helps campuses regulate how many visitors they will have during any give time period. Visitors can request time slots via computer or mobile device.

* Examples provided must be approved by the campus principal.

Identifying Volunteers

ECISD Development Office does not issue volunteer badges.

The campus will determine how volunteers will be identified during their shift.

Equipment or supplies come from the campus budget.



Fun Fact



In 2022, the ECISD Development Office began searching for a user-friendly and cost-effective volunteer database and criminal screening software. After evaluating several options, they approached Hall Pass headquarters, an organization serving schools and businesses nationwide, to explore integrating the volunteer database with the existing visitor system. This led to a year-long collaboration between Hall Pass and the ECISD Development Office.

In 2023, ECISD became the first Hall Pass client to launch the volunteer database, integrating it with the application system and customized criminal screening software tailored to the district's unique needs, ultimately saving thousands of dollars.

Mark Mobley, CEO of Hall Pass, is an ECISD alumnus. He played football for Permian High School and was part of the team that competed in the 1980 Championship game. His mother was an ECISD educator for 40 years at Burnet and Ireland Elementary. Mark proudly displays his MOJO flag in his office, expresses fondness for ECISD, and enthusiastically recommends Taco Villa and Elva's Taco Casa. He currently lives in Dallas, Texas, and also serves as President of Compudata Solutions, LLC, the software provider for criminal screenings of volunteer applicants.

The ECISD Development Office extends its gratitude to the Hall Pass team for their hard work and ongoing support.

For questions:

ECISD Development Office 432-456-7059

Security Questions ECISD Police 432-456-9999

Hall Pass support 800-269-2650



ECISD Volunteers!



Community Relations

Contact:

Mike Adkins

Chief Communications Officer

(432) 456-0000

COMMUNITY RELATIONS
ADVERTISING AND FUNDRAISING

GKB
(LOCAL)

**Promotional
Activities**

District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee.

[For information relating to nonschool use of facilities, see GKD.]

Advertising

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District reserves the right to reject advertising that:

1. Is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum;
2. Is inappropriate in a school setting with a student audience;
3. Advertises products presenting a health hazard;
4. Creates a substantial likelihood of material disruption, including adding to the District's obligations for security and facilities maintenance; or
5. Adds to the District's administrative burden by exposing the District to complaints, controversy, or litigation.

The District shall not accept paid political advertising.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.]

**Booster
Organizations**

Booster organizations shall be authorized by the District to sell advertising.

**Sponsorships and
Donations**

If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

Commercial Signs	A person commits an offense if the person erects or maintains a commercial sign or a sign in violation of Transportation Code Chapters 391 through 395 and the relevant provisions of the Administrative Code. <i>Transp. Code 391.003, .031, .061, .067, 392.032, 393.005, 394.021; 43 TAC Chapter 21</i>
General Definitions	“Commercial sign” means a sign that is: 1. Intended to be leased, or for which payment of any type is intended to be or is received, for the display of any good, service, brand, slogan, message, product, or company, except that the term does not include a sign that is leased to a business entity and located on the same property on which the business is located; or 2. Located on property owned or leased for the primary purpose of displaying a sign. <i>Transp. Code 391.001(1-a); 43 TAC 21.142(1)</i> “Sign” means any structure, display, light, device, figure, painting, drawing, message, plaque, placard, poster, billboard, logo, or symbol that is designed, intended, or used to advertise or inform. <i>Transp. Code 391.001(11-a), 392.031, 393.001, 394.001, 395.002; 43 TAC 21.142(28), .402(17)</i> “Electronic sign” means a sign, display, or device that changes its message or copy by programmable electronic or mechanical processes. <i>43 TAC 21.142(5)</i> “Directional sign” means a sign that contains only a message that identifies an attraction or activity and provides directional information, such as mileage, route number, or exit number, useful to the traveler in locating the attraction or activity. <i>43 TAC 21.941</i>
Interstate or Primary System	A district that wishes to erect or maintain outdoor advertising that is visible from the main-traveled way of the interstate or primary system shall comply with Transportation Code Chapter 391 and 43 Administrative Code Chapter 21, Subchapter I. “Interstate system” means that portion of the national system of interstate and defense highways that is located in this state and is designated officially by the Texas Transportation Commission and approved under Title 23, United States Code. “Primary system” means that portion of connected main highways located in this state that is designated officially by the Texas Transportation Commission and approved under Title 23, United States Code. <i>Transp. Code 391.001; 43 TAC 21.142(11), (22)</i>

COMMUNITY RELATIONS
ADVERTISING AND FUNDRAISING

GKB
(LEGAL)

State Highway Right-of-Way	A district that wishes to place or maintain a sign on a state highway right-of-way shall comply with Transportation Code Chapter 392. “State highway right-of-way” means the right-of-way of a highway designated as part of the state highway system. <i>Transp. Code 392.001</i>
Public Road	A district that wishes to place a sign on the right-of-way of a public road shall comply with Transportation Code Chapter 393.
Rural Road	A district that wishes to erect or maintain an outdoor sign that is visible from the main-traveled way of a rural road shall comply with Transportation Code Chapter 394 and 43 Administrative Code Chapter 21, Subchapter K. “Rural road” means a road, street, way, or bridge: 1. That is located in an unincorporated area; 2. That is not privately owned or controlled; 3. Any part of which is open to the public for vehicular traffic; and 4. That is under the jurisdiction of the state or a political subdivision. <i>Transp. Code 394.002; 43 TAC 21.402(16)</i>
Toll Road	A district that wishes to erect or maintain an outdoor sign that is visible from the main-traveled way of a toll road and erected for the purpose of having the message seen from the main-traveled way shall comply with any rules adopted by the governing body of the toll road authority under Transportation Code Chapter 395. This provision applies only to a toll road located in a county with a population of 3.3 million or more; or that is adjacent to a county with a population of 3.3 million or more and in which a municipality with a population of more than 60,000 is located. <i>Transp. Code 395.001</i>
Electronic Sign	A district that wishes to erect an electronic sign shall comply with 43 Administrative Code, Chapter 21, Subchapter I.
Directional Sign	A district that wishes to erect a directional sign shall comply with 43 Administrative Code, Chapter 21, Subchapter Q.
Charitable Raffles	A raffle is the awarding of one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. <i>Occupations Code 2002.002(6)</i>

A “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act may conduct raffles in accordance with the Act to benefit a district or school. A parent-teacher organization may be qualified to hold such raffles if it meets the requirements of the Act. *Occupations Code 2002.003, 2002.051; Atty. Gen. Op. JM-1176 (1990)* [See also CDC]

**District
Communications**

When the government speaks, it is not barred by the Free Speech Clause from determining the content of what it says. Government statements and actions that take the form of speech do not create a forum for private speech. The government does not unconstitutionally discriminate on the basis of viewpoint when it chooses to advance permissible goals, even if advancing those goals necessarily discourages alternative goals. The government may exercise its freedom to express its views, even when it receives assistance from private sources for the purpose of delivering a government-controlled message. *Walker v. Tex. Div., Sons of Confederate Veterans, Inc.*, 135 S. Ct. 2239 (2015)

Instructions for Exterior Mounted Signage

1. General

- a. All designs must be submitted to the District for approval before production begins. All submittals will include the following:
 - (1) Company name, number, and contact person;
 - (2) Clear representation of the graphic design of the sign;
 - (3) Size; and
 - (4) Material including weight of sign.
- b. Approved method:
 - (1) Booster organization or designee will submit advertising proposal (including above submittal information) to the appropriate head coach.
 - (2) After review by the head coach, the proposal will be submitted to the campus athletic director and then to the campus principal.
 - (3) After review by the campus athletic director and principal, the proposal will be submitted to the District athletic coordinator (director) for final approval.
- c. The sign supplier/manufacturer will review the drawing and specifications for the given applications and determine that the proposed sign and accessories will be suitable.
- d. Any damage or destruction of the sign, once mounted, will be the responsibility of the advertiser to replace or repair.
- e. The District will remove the sign at the request of the advertiser or District, or for any negligence in the payment of appropriate fees. The advertiser may claim its sign at the campus' athletic department.
- f. Spaces per sport per school will be made available for purchase at each of the following athletic venues:
 - (1) High school and middle school exterior fields and courts; and
 - (2) Ratliff Stadium fields and courts.
- g. The general location of signs will be determined by the executive director of athletics.

2. Products

- a. All banner signs will meet the specifications contained herein and subject to final approval as stated above.
- b. The size will be 4' x 8' unless otherwise specified and approved.

COMMUNITY RELATIONS
ADVERTISING AND FUNDRAISING

GKB
(EXHIBIT)

3. Execution

- a. All furnished signs will be mounted on existing fencing or structure by District Facilities.
- b. Final location of all signs will be determined by the District.
- c. The District reserves the right to reject any sign at any review level due to design, content, sign material, sign construction, or any other reason deemed inappropriate for the displaying of advertising at a District facility.
- d. Any preexisting contract with the District will be honored.