



Cache County School District

Policy Series 7000: Community

Policy No. 7200

Booster and Parent Organizations

Purpose and Philosophy

Cache County School District values strong partnerships with families and community organizations. In alignment with the district's values of student-centered, community, character, and excellence, parent and booster organizations serve an important supporting role in enhancing student opportunities.

These organizations exist to support, not direct or govern, school programs and must operate in alignment with school leadership, board policy, and applicable law.

Definitions

- 1) **Parent Teacher Association (PTA)**
A parent organization affiliated with state and national PTA structures that provide governance, training, and oversight.
- 2) **Parent Teacher Organization (PTO)**
An independent, school-affiliated nonprofit organization established to support a school.
- 3) **Booster Organization (Booster Club)**
A school-affiliated organization formed to support a specific program, activity, or student group (e.g., athletics, music, clubs).
- 4) **School Support Organization (SSO)**
A general term that includes PTAs, PTOs, and booster organizations.

Organization

School Support Organizations function in a supportive capacity only and shall not exercise administrative or supervisory authority over school programs, personnel, or students. All school-related decisions remain under the authority of the principal and district administration. Organizations may not represent or bind the district unless expressly authorized in writing.

All parent and booster organizations must obtain prior approval from the school principal and receive board approval before formal operation. Organizations must operate in alignment with: district mission and priorities, school improvement goals, and applicable board policies.

All School Support Organizations are expected to: establish and maintain formal nonprofit status, including Employer Identification Number (EIN) and Federal tax-exempt status (e.g., 501(c)(3)) or operate under an approved umbrella organization (e.g., PTA). They are also expected to comply with the Utah Charitable Solicitations Act, IRS reporting requirements (e.g., Form 990 as applicable), and district fundraising policies.

Financial and Operational Expectations

Organizations must maintain independent financial accounts and implement basic internal controls, including a two-signature requirement on expenditures and separation of duties. Annually, they shall provide a financial summary to the school principal. The organization may not commingle funds with district accounts.

Use of District Name, Facilities, and Resources

Use of the school or district name and logos must be accurate and must not imply district control or endorsement beyond the approved scope of the organization. All use of district facilities shall comply with established district policies and procedures. District resources may not be used for private fundraising activities without prior approval, nor may they be used for campaigning, advocacy, or disputes between organizations.

Equipment, Donations, and Liability

Equipment and supplies donated to a school become district property upon formal acceptance. The district assumes responsibility and liability for such items only after they have been formally accepted in accordance with Board policy. The district assumes no responsibility or liability for equipment owned by a School Support Organization or for activities and events that are not officially sponsored or approved by the district.

Student Safety and Activities

All student activities involving School Support Organizations must be approved in advance by the school principal and must comply with all district policies related to student safety, supervision, and travel. Transportation of students by any School Support Organization requires prior authorization and must adhere to district travel and activity policies.

Fundraising

All fundraising activities conducted by School Support Organizations must align with district policies and receive prior approval from the school principal. Fundraising efforts must directly

support student benefits and shall be conducted in a manner that avoids inequitable access or participation for students.

Revocation of Approval

The district may revoke approval of a School Support Organization if the organization violates applicable laws or district policies, fails to meet financial management or reporting expectations, or engages in actions that are inconsistent with student welfare or that significantly disrupt school operations.

Legal References

Approved by Board of Education: June 18, 2026