



Cache County School District

Policy Services 7000: Community

Policy No. 7200 P1

Formation and Oversight of Booster and Parent Organizations

Overview

This procedure establishes a clear, supportive, and compliant process for the formation, approval, and ongoing oversight of School Support Organizations within Cache County School District. These procedures are designed to ensure alignment with district goals, legal requirements, and sound financial and operational practices while fostering strong school-community partnerships.

Formation Process

The formation of a School Support Organization begins with an initial consultation with the school principal. During this meeting, the organization's purpose and scope shall be clearly defined, and alignment with the school's goals and priorities shall be established.

Following this consultation, the organization shall develop governing documents, including a constitution or bylaws. These documents must clearly articulate the organization's purpose, establish membership criteria, define officer roles and terms, outline the structure and frequency of meetings, and include a process for amending the governing documents.

Once developed, the governing documents shall be submitted to the school principal for review. The organization shall revise the documents as necessary to ensure alignment with district expectations and compliance with applicable policies and laws.

After principal review and approval, the finalized governing documents shall be submitted to the Board of Education for formal approval prior to the organization beginning operations.

Nonprofit Establishment

All School Support Organizations are expected to establish formal nonprofit status. This includes obtaining an Employer Identification Number (EIN) and securing federal tax-exempt status, such as a 501(c)(3) designation, unless the organization operates under an approved umbrella organization such as the PTA.

Organizations shall provide documentation of their nonprofit status to the school principal and establish financial systems that meet the requirements of nonprofit governance and reporting.

Financial Practices

School Support Organizations shall maintain independent banking accounts separate from district funds and implement transparent and responsible accounting practices. Organizations are required to provide an annual financial report to the school and must comply with all district fundraising policies and procedures.

Fundraising Procedures

All fundraising activities conducted by School Support Organizations must be approved in advance by the school principal and must comply with District policies. Funds raised shall be used solely for the purposes identified by the organization and must directly benefit students.

Donations and Equipment

Donations made to schools by School Support Organizations must be formally accepted by the district in accordance with Board Policy 6150 Fundraising. Upon acceptance, any donated equipment or materials become the property of the district. The use of such equipment shall be supervised and directed by school personnel.

Student Activities and Travel

All activities involving students organized or supported by School Support Organizations must receive prior approval from the school principal and comply with all applicable District policies related to student safety, supervision, and travel. Student safety shall be the highest priority in all such activities.

Ongoing Oversight

The school principal is responsible for overseeing School Support Organizations operating within the school. This includes ensuring continued alignment with school goals, reviewing annual financial reports, and monitoring compliance with District policies and procedures.

Dissolution or Revocation

If a School Support Organization fails to comply with District policy, mismanages funds, or operates outside of its defined role, the district may require corrective action. If issues are not resolved, the district may suspend or revoke the organization's approval.

Legal References:

Adopted by Board of Education: June 18, 2026