

BOOSTER CLUBS & PARENT ORGANIZATIONS BOARD POLICY QUICK GUIDE



IMPORTANT DISTINCTION: Parent organizations, including boosters, are independent of the school system. They may support schools, but cannot represent themselves as official school or district representatives.

GETTING STARTED & APPROVALS

- **Written rules.** Create a constitution and bylaws setting the purposes of the organization and the general rules and procedures; provide them to the superintendent. Submit any later changes in writing.
- **District approval.** The superintendent approves organizations to operate at schools and may revoke approval for noncompliance.
- **Ask the principal first.** Obtain prior approval for fundraisers, school purchases, student-participation functions, and events or communications likely to reflect on the school or district.
- **Printed materials.** Follow [Policy 5210](#) for flyers and other materials displayed or distributed.

FINANCIAL OVERSIGHT

- **Appoint a treasurer.** Maintain accurate, current financial records and present written financial reports regularly at meetings of members and the executive committee.
- **Share reports.** Keep the principal or designee informed; the principal/designee shares reports with the district finance officer.
- **Audit every year.** Arrange an annual financial-records audit by a committee from the organization's membership.
- **Approve expenses.** Executive committee approval is expected for all disbursements. ***All checks require two signatures:*** the treasurer and president or vice president.

WORKING WITH YOUR SCHOOL

- **Keep participation voluntary.** No parent or student may be required to join or participate as a condition of participation to access curricular or extracurricular activities.
- **Plan inclusively.** Consider families' cultural diversity and economic differences when planning functions.
- **Respect employee work time.** Employees of the school district cannot manage parent organization affairs during their workday.

FUNDS & DONATIONS

- Spend only on purposes consistent with your organization's rules.
- The district recommends an organization-held account and strongly discourages peer-to-peer payment apps (such as Venmo or Zelle). The school system is not responsible for your organization's financial obligations.
- Donations to the school system must follow [Policy 8220](#).

ACCOUNTS & RECORDKEEPING

- **Use your own identity.** Keep accounts and financial documents in the parent organization's name and use its own tax identification number - never the district's.
- **Protect collections.** Verify collections with two signatures before depositing; amounts must match deposit slips.
- **Reconcile monthly.** Treasurer reconciles bank records at least monthly; president periodically reviews them.
- **Keep documentation.** Retain receipts, invoices and expense records. Adequate financial records must be maintained and accessible to parents & school officials on request.

PARENT ORGANIZATIONS ARE RESPONSIBLE FOR MAINTAINING THEIR OWN FINANCIAL RECORDS IN ACCORDANCE WITH BOARD POLICY 5010.

FULL POLICY: [5010 - PARENT ORGANIZATIONS](#)

This quick guide summarizes key reminders. The full policy governs.