

Student Personnel

Series 500

Policy Title Manual for Booster Clubs

Code No. 511.1

INTRODUCTION

Booster Clubs and Parent-Teacher-(Student) Organizations or Associations are organizations that are separate individual entities from the school district. As such, they have their own governing board, establish their own policies and maintain their own set of accounting records. They also must have their own checking account along with a separate federal tax identification number. These organizations are generally formed as non-profit entities and as such must follow federal and state tax regulations. These organizations MUST NOT take advantage of or use the tax identification number of the district. If tax-exempt status is desired, they must obtain such status individually with the appropriate taxing authority.

These valuable organizations provide a needed source of financial support for school activities. However, a separation between these organizations and the school district must be maintained so that third parties are not misled into believing that the organization is part of the school district. This protects both parties in case of litigation. It is imperative that strict and proper accounting practices are followed in order to insure this separation.

OUTSIDE ORGANIZATIONS vs STUDENT ACTIVITY

These organizations are created by interested adult groups and managed by adults with various adults as officers. They raise funds through fund raising events, dues, from adult members or from contributions from other organizations. They may operate concessions at special events and other projects on school property with student help with prior board approval. In all cases, adults implement, monitor and control the activities. The adult members of the organization make the decisions.

Student activity accounts on the other hand, are those funds which are owned, operated, and managed by organizations, clubs, or groups within the student body under the guidance and direction of faculty or staff members for educational, recreational, or cultural purposes. These organizations receive their funding through fundraising events, dues from student members or contributions from other organizations. A key difference is that students manage the funds and the officers of the organization are students. Students implement, monitor and control the activities of the organization under the supervision of an adult. The student members of the organization make the decisions.

GUIDELINES FOR OUTSIDE ORGANIZATIONS

1. Parents and community members are the primary membership. However, there are staff members who may wish to join as well. A school district principal or designee shall maintain a close relationship with the organization.
2. Activities shall not be in conflict with the educational activities of the day.
3. All activities held on campus will comply with District facility usage procedures. A facility usage form shall be completed for every activity held on campus (exception – small board meetings held in a faculty lounge with the Principal/staff member in attendance). The organization shall receive the use of the facility free of rental charge. However, costs for additional custodial or food service personnel will be passed on to the organization. The associated costs of using the commons, theater, gymnasiums or school facilities will be passed on to the organization as well.

FUNDRAISING ACTIVITIES BY OUTSIDE ORGANIZATIONS

1. Use of the District's/School's name in fundraising activities shall be pre-approved by the Principal and submitted to the Superintendent or designee.
2. Students shall not be involved in fundraising activities without parental involvement to prevent liability problems.
3. Door to door sales are discouraged.
4. All funds are collected and maintained by the organization. The district's tax identification number or bulk mailing permit shall not be used.

Date of Adoption:

Revised:

Authority for Policy:

Board of Education