

The Board of Education approves of co-curricular activities and strongly supports parental interest and involvement. The Board recognizes that parents may wish to organize for the purpose of supporting curricular and co-curricular programs, such as athletic teams and musical groups. In order to fulfill the requirements of Education Code 51521, groups desiring to raise money to benefit a student or students at any District school shall request authorization from the Board of Education through the Superintendent. Any such organization which uses the name of the District or the name of any school of the District must receive prior approval from the Board of Education. PTA/PTSA organizations are governed by state and national rules and regulations that are consistent with and encompass the provisions of this policy, and will continue to follow only their required procedures.

- A. Each parent/booster organization, whether separate or a member of an umbrella organization, including Bingo operations, must have a written statement of purpose (or constitution) and bylaws enabling it to function as an organization. The request for authorization shall contain:
1. The name of the organization.
 2. The date of application.
 3. Qualifications for membership in the organization. The principal or his/her designee may attend any meeting of the organization.
 4. The names, addresses, and phone numbers of all officers.
 5. A brief description of the organization's purpose and a copy of its constitution/articles or incorporation and by-laws.
 6. A list of specific projected objectives, which is to be undated and submitted to the principal annually on the anniversary date of the organization's approval.
 7. The name of the bank where the group's account will be located and a list of those officers authorized to withdraw funds, whose names are to be submitted annually to the principal or his/her designee.
 8. A provision that expenditures directly related to a co-curricular/instructional program must be approved by the principal or his/her designee. Expenditures related to the operating costs of the organization are exempt from this provision.
 9. Description of the procedures the organization will use to prepare an annual audit or financial statement. The Articles of Incorporation and By-laws of a 501C3 organization are sufficient to meet this requirement.

10. The signature of the principal, supporting the request for authorization to organize.
 11. A requirement that if an organization ceases to exist, funds remaining in the account after the organization winds up will be distributed to the program the organization supported or to any other school program designated by the organization.
- B. Authorizations granted under this policy shall be valid for up to one (1) calendar year. Requests for continuing authorizations by groups that remain in operation throughout the school year together with the previous year's financial statement showing all expenditures and all income from fundraisers are to be submitted by November 1 to the principal of the school, who will forward them to the Director, Secondary Education. Organizations that operate only in relation to a season of sport or other specified co-curricular period must submit their request and previous season's financial reports thirty (30) days prior to the first scheduled activity in the program if they do not request annual continuing authorization.
 - C. Funds raised by any of the organizations governed by this policy are to be used only to finance the program(s) supported by that organization.
 - D. Upon receipt of a written request for approval of an expenditure, the principal/designee will respond within five (5) working days, including an explanation if approval is denied. In the event of an emergency need for an expenditure, the principal will respond promptly. In his/her absence, an administrator at the site will be designated to make such decisions. In the principal's/designee's absence, the Superintendent or his/her designee will act on such requests.
 - E. If a designee is necessary, the principal will appoint someone who will serve consistently for that organization.
 - F. It shall be the prerogative of the Superintendent, upon the recommendation of the principal, to recommend to the Board the disassociation of the school from any organization at such time as he/she determines that the organization no longer functions in the best interests of the students, the school, and/or the District.
 - G. The Superintendent may request authorization from the Board of Education to audit the financial records of an organization at any time. The audit may be conducted by District personnel or by a CPA, at District expense. Groups operating under this policy must permit an audit, if authorized by the Board of Education.
 - H. Any booster organization's programs, fundraisers, or other activities which use school facilities shall be authorized by the principal or his/her designee and conducted

835 Other School-Connected Parent Support or Booster Organizations (continued)

according to Board of Education policy, administrative regulations and the rules of the sponsoring school, and District Civic Center procedures. (Education Code 51521)

- I. All booster organizations shall comply with the following:
1. Booster organization funds are not to be co-mingled with student body funds.
 2. Student participation in fundraising activities will be governed by provisions of Education Code 51520.
 3. The proceeds of fundraising may not be used for any expenditures prohibited by Education Code provisions.
 4. A seller's permit must be secured if any goods are purchased for resale, and the required sales tax must be paid.
 5. A use tax must be paid when items purchased from a retailer are used or consumed for which the tax has not been paid to the retailer at the time of purchase (usually applicable to out-of-state vendors).
- J. All booster organizations must have the following insurance coverage:
1. Liability Insurance. The District will provide liability insurance protecting the organization and the District, for all qualified parent support groups, excluding Bingo operations. Organizations will be eligible for this coverage upon receiving Board of Education authorization to operate as an approved parent support organization.

The coverage will be in effect for up to one (1) calendar year, unless the authorization granted under this policy is revoked, at which point District-paid insurance coverage will be terminated.
 2. Worker's Compensation. The organization must provide Worker's Compensation Insurance if the organization has hired any employees.
- In addition, the following may be desirable, as the District does not provide this coverage:
3. Fire and/or Theft Insurance.
 4. Bond Protection Insurance.
- K. Purchased items or equipment must be donated to the school for District inventory, meeting the District's donation policy stipulations (Policy 836).

835 Other School-Connected Parent Support or Booster Organizations (continued)

- L. All transportation arrangements for students shall be made in accordance with Board of Education policy and administrative regulations and approved by the principal or his/her designee (Policy 452.3, 498).
- M. Parent and/or booster organizations shall secure approval from the District Personnel Office for any individuals brought in to work directly with District students.
- N. If a booster organization does not agree with a decision relating to any of the provisions contained in this policy, the organization may appeal this decision in writing to the Superintendent or his/her designee.
- O. One-time Fundraising Activities. Any individual(s) wishing to sponsor a one-time fundraising event for the benefit of the District or its students will be required to comply with the District's Civic Center permit procedures. No other provisions of this policy will apply. Should the same individual(s) decide to organize further fundraising activities during the same school year on behalf of the District or its students, they will need to meet the provisions of this policy.

(Also see Policy 520.1)

Adopted 5-25-89