

School and District Support Organizations: Procedure

During the 2019-2020 school year, school principals and Athletics and Activities Department personnel will work to communicate the following procedure to established School and District Support Organizations ('Support Organizations'). Any School or District Support Organization wishing to be recognized under this procedure for the summer of 2020/2020-21 school year will need to complete and submit a School or District Support Organization application to the appropriate school or Athletics and Activities Department by May 30, 2020. Any School or District Support Organization that applies after May 30 for recognition for the 2020-21 school year can expect a review no later than September 15, 2021 due to summer office hours for school-based personnel.

Support Organizations may promote the education, general welfare and morale of students by assisting in the financing of District-sponsored student body activities, in order to augment but not conflict with the educational programs and legal requirements of the school and District.

Recognition by a school or the District

1. In order to be recognized as a school or district support organization, all such groups must receive approval prior to engaging in activities in support of school programming.
2. The school principal approves a school specific organization. The school principal may appoint a designee to assist organizations as they prepare materials for presentation to the school. The designee may assist the school principal during the approval process.
3. The superintendent or designee approves a district-wide organization.
4. When a school or district support organization seeks recognition by a school or District, the group must submit a School or District Support Organization application. The application should be submitted to the school principal or designee if a group is a school support organization or to the Athletics and Activities Department if it is a district support organization. When reviewing applications, District staff will apply the Critical Criteria in administrative procedure 0130. Once the application is reviewed, the school principal or superintendent/designee will inform the group in writing whether they are a recognized organization.
5. The Support Organization is responsible to submit a new application for recognition every three school years. Should the application not be submitted, the Support Organization will lose recognition status until such time that an application is received, processed, and approved.

Guidelines for the Operation of a School or District Support Organization

1. Operation and IRS Tax Exemption Status
 - a. Support Organizations must operate at no cost to the school or District.
 - b. Support Organizations should obtain 501(c) (3) status with the Internal Revenue Service and operate in accordance with State laws governing non-profit organizations, including the filing of articles of incorporation and bylaws with the Secretary of State.
 - c. Each year, once recognized, it is the responsibility of the Support Organization to ensure the school has an updated list of the organization's leadership.
 - d. Each year it is the responsibility of the Support Organization to ensure that their officers have initial training related to District policy and procedures.
 - e. Support Organizations must maintain good standing with any associated parent organization.
 - f. Support Organizations must have bylaws/governing documents/standing rules, including a conflict of interest statement that they adhere to.
2. Requirement of School Approval Prior to Giving In-Kind Donations
 - a. Prior to presenting a school or the District with any donation (including but not limited to, financial support, sporting equipment, uniforms, or sporting events/trips, etc.), Support Organizations must communicate with the school principal or principal's designee or superintendent or superintendent's designee to determine whether the proposed donation is appropriate and whether it can or will be accepted.

- b. This prior communication is intended to help enable the Support Organizations to allow the District the opportunity to procure equipment or supplies, honoring the specific purpose of a Support Organizations' donation.
3. Support Organization Donations Requiring Prior Approval by the School Board

 - a. The school and District shall have the sole authority and discretion to accept or reject a donation in accordance with its policies and procedures as well as State and Federal laws.
 - b. All donations subject to the thresholds identified in 6114P: Donations shall require designated approvals in order to be accepted.
4. Failure to Obtain Prior Approval for Donations

 - a. Should a Support Organization fail to obtain prior approval for donations, the District, if appropriate, may take any of the following actions.
 - i. The Support Organizations will be informed of the District's policy and procedures for accepting donations.
 - ii. The school or District may also communicate with the Support Organization to discuss the possibility of re-allocation of the subject donation to provide for equity among programs in accordance with Title IX requirements.
 - iii. The donation may be refunded or returned to the Support Organization.
 - iv. If an employee knowingly accepts any donation without prior approval, the District, in accordance with the employee's employment contract, may take disciplinary action against the employee.
5. Recording and Tracking Booster Club Donations

 - a. Schools must monitor and record all donations from Support Organizations.
 - b. Information to be recorded should include at minimum: the dollar amount (if cash) or monetary value (if in-kind), the specific purpose, and the group to whom the donation is intended.
 - c. Each year a recognized organization shall submit a summary of financial information standing including:
 - i. A list of donations to the Support Organization over \$10,000 from a single donor.
 - ii. A yearly summary financial report to show financial accountability.
6. Allocating Booster Club Donations

 - a. Once accepted from Support Organizations, it is the District's intent to honor the specific purpose of the Support Organization donation by allocating such donation to the corresponding program.
 - b. However, prior to accepting a donation the District reserves the right to communicate with the Support Organization to discuss the possibility of re-allocation of the subject donation to provide for equity among programs in accordance with Title IX requirements.
7. Booster Club Fundraisers and/or Events

 - a. All recognized Support Organizations must follow District policies and other fundraising guidelines defined by regulatory agencies and laws.
 - b. Advertisements/flyers for events or fundraisers must state clearly that it is a Support Organization event or fundraiser. Advertisements/flyers for events or fundraisers that are Support Organization events must also be submitted to the District's Communications Department to determine compliance with school board policy 4060 and administrative procedure 4060P.
 - c. In order to qualify for Category 1 facility use, as outlined in Administrative Procedure 4260.1P, Support Organizations must:
 - i. Have non-profit 501(c)(3) status.
 - ii. Cover their events under the Support Organization's insurance policy.
 - iii. Advertise the event as a Support Organization event.
 - iv. Ensure all monetary fees paid by participants in conjunction with the event go directly to the Support Organization.