

# **NOVATO UNIFIED SCHOOL DISTRICT**

## *Board Policy*

Series 1000

BP 1230

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### BUSINESS SERVICES

#### **PARENT AND/OR BOOSTER CLUBS AND ORGANIZATIONS**

##### School-Connected Organizations

The Governing Board recognizes that parents/guardians or other groups of people may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs. The Board supports such activities and welcomes interest and participation. Parent and/or booster clubs and organizations shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board requires parent and/or booster clubs and organization to have a written statement of purpose and bylaws. The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee shall establish appropriate controls to govern the relationship between such organizations and the district.

The Board recognizes that parent and/or booster clubs and organizations are an integral part of the school and community. Such groups are expected to promote district educational programs by providing a mechanism for free exchange between parents and district staff and for frank discussion of educational issues.

Although no legal relationship exists between the Board and the various parent and/or booster clubs and organizations, the Board considers them to be aids to the education program. The Board looks to these clubs and organizations for advice and counsel and as an important means of affecting understanding between the school and the community.

Any person or group of people desiring to raise money to benefit a student or students at one or more schools within the district shall request authorization to do so by annually completing Exhibit A, Parent/Booster Club Organization Information.

All persons or groups operating under this policy shall annually submit a copy of their annual audit report including financial or audit findings and an annual financial statement. If serious financial discrepancies exist, the Chief Financial Officer or District designee is authorized to audit financial records at any time.

(cf.1321 – Solicitation of Funds)

(cf.3290 – Gifts, Grants and Bequests)

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### BUSINESS SERVICES

#### **PARENT AND/OR BOOSTER CLUBS AND ORGANIZATIONS**

#### School-Connected Organizations

##### Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

38131 Use of civic center by public

38134 Groups which may use school facilities without charge

##### Management Resources:

CDE LEGAL ADVISORIES

1101.89 School District Liability and “Hold Harmless” Agreements, LO:4-89

(6/87, 9/99) 12/90, Revised 1/00

# NOVATO UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE RULES AND REGULATIONS

SERIES 1000

1230 (a)

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### PARENT AND/OR BOOSTER CLUBS AND ORGANIZATIONS

#### **Parent/Booster Club Responsibilities:**

Requests for authorization as a school connected organization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization and its purpose.
6. A list of specific organizational objectives.
7. Annually report the name of the bank where the group's accounts will be located and the names of those authorized sign checks.
8. The signature of a site administrator who supports the request for authorization.
9. Evidence of liability insurance as required by law. Education Code 40043 as amended by AB 3006 (Ch. 377, Statutes of 1990) requires school-connected organizations to insure against any liability resulting from the organization's negligence during an organization sponsored event on school facilities.
10. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.

Requests for authorization shall be in the form of a constitution, by law, or a letter, and must be submitted to the District School Business Services, Attention: Chief Financial Officer.

Authorizations shall be automatically renewed each year. The Superintendent may recommend that authorizations be revoked by the Board if considered necessary.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

Parent/guardian clubs shall not hire district employees without prior approval from the Superintendent or designee.

# NOVATO UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE RULES AND REGULATIONS

SERIES 1000

1230 (b)

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### PARENT AND/OR BOOSTER CLUBS AND ORGANIZATIONS

#### **Parent/Booster Club Responsibilities, continued:**

If the gross receipts of the organization are \$25,000 or more, a Form 990, Schedule A, must be filed with the Internal Revenue Service. A copy is attached as Exhibit (b)

Any program, fundraisers or other activities planned by Parent and/or Booster clubs and organizations shall only be permitted if properly scheduled and calendared according to the rules of the sponsoring school.

#### **Staff Responsibilities:**

The principals shall, prior to the beginning or within the first weeks of the school year, meet with Parent/Booster Club presidents and faculty advisors to the clubs to explain how the schools' calendar of activities operates, who must be contacted to place events on the calendar and when and how events are placed on the calendar.

The principals shall explain school regulations on use of facilities, school and district regulations, and procedures relating to fund-raising when the school day, school personnel, or students are involved.

The principal shall explain that the organization must obtain commercial insurance which will provide a comprehensive general liability policy, covering both property and liability losses. The District shall require a certificate of insurance from the Booster/Parent Club annually, where the District shall be named as an additional insured, when school district facilities are to be used.

The principal shall explain that the Parent/Booster Club funds and accounts are to be kept completely separate from student body fund accounts, and personnel at that school can not sign Parent/Booster Club checks or invoices.

The principal shall outline the types of student trips requiring prior administration and/or Board approval.

The principal shall obtain the names, addresses, and telephone numbers including a brief description of their job responsibilities of all Parent/Booster Club officers. Exhibit (a) of this policy can be used for this purpose.

The principal shall prepare after the end of the school year a summary of Parent/Booster Club activities and financial statements and submit them to the Governing Board or designee. The annual report put together by North Marin Council for PTA's would fulfill this requirement for summary of activities of all PTA's, but financial information by site would also be required.

Board Approved 1/18/00

Legal Reference

Education Code Section 51521

Education Code Section 51520

# NOVATO UNIFIED SCHOOL DISTRICT

## EXHIBIT

**SERIES 1000**

**1230 EX (a)**

### Parent/Booster Club Organization Information

1. Name of Organization: \_\_\_\_\_

2. Officers, Name, Address and Phone Number. Please print or type:

President	_____		
	Name		Phone Number
	Street/Apt. Number	City	Zip Code
Vice President	_____		
	Name		Phone Number
	Street/Apt. Number	City	Zip Code
Secretary	_____		
	Name		Phone Number
	Street/Apt. Number	City	Zip Code
Treasurer	_____		
	Name		Phone Number
	Street/Apt. Number	City	Zip Code

3. Has your organization completed the Internal Revenue Service Form 1023 and Franchise Tax Board Form FTB3500 to receive tax exempt status? \_\_\_\_\_ YES \_\_\_\_\_ NO

4. List your organization's Federal Employer Identification Number: \_\_\_\_\_

5. Will your organization be using District facilities? \_\_\_\_\_ YES \_\_\_\_\_ NO

6. Will your organization be selling or distributing food items? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES", please give details: \_\_\_\_\_

- Booster/Parent Club is responsible for their own tax status and accounting.
- The ability of Booster/Parent Clubs to solicit students to help in their activities is limited by Ed. Code Section 51520.
- All disbursements from Booster/Parent Club funds must be done by check and signed by two officers. **NO DISTRICT EMPLOYEE MAY SIGN CHECKS.**
- All Booster/Parent Clubs automatically grant to the District the right to audit their financial records at any time either by District personnel or by a CPA.
- Any programs, fund raisers or other activities planned by Booster/Parent Clubs shall only be permitted if properly scheduled and calendared according to the rules of the sponsoring school.
- Authorizations will be automatically renewed each year unless recommendation by the Superintendent is otherwise. All requests to continue existence will require a reapplication and renewal of authorization by the District.

I have read and will comply with the above

\_\_\_\_\_, President of Booster /Parent Club

\_\_\_\_\_, Secretary of Booster/Parent Club

Board Approved 1/18/0