BRECKSVILLE-BROADVIEW HEIGHTS CITY SCHOOL DISTRICT

Neola Policy Updates

Special Update - School Support Organizations - October 2026

10 policies

First Read ~ November 18, 2026

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SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po5830

Special Update - School Support Organizations - October 2026 Revised STUDENT FUNDRAISING

ADOPTED Jul 23, 2007 · REVISED Sep 17, 2025

5830 - **STUDENT FUNDRAISING**

The Board of Education acknowledges that the solicitation of funds from students by students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

For purposes of this policy , "student fundraising" shall include student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. "Student fundraising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fundraising in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school ~~schools~~.

The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board.

Contracts with vendors for student fundraising activities shall establish the profit-per-item that will be earned by the sponsoring organization, regardless of whether that activity is conducted on or off school property.

School-level fundraisers must be approved by the Principal. The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. ~~Student fundraising by approved school organizations, whose funds are managed by the Treasurer, may be permitted in school by the Principal.~~ For any fundraisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, and also be consistent with requirements set forth in Policy 8550, Competitive Food Sales ~~Foods~~.

~~Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent.~~

All funds raised must be deposited in accordance with Policy 6600 - Deposit of Public Funds: Cash Collection Points.

Use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Raffles and all games of chance are prohibited, except for raffles expressly permitted under Ohio Revised Code Chapter 2915 (such as 50/50 raffles), that receive prior written approval from the Treasurer/CFO and

the Superintendent or designee and strictly adheres to all requirements of Ohio Revised Code and guidance issued by the Ohio Attorney General.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All crowdfunding activities are subject to AG 6605.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the Treasurer may be permitted on school grounds in accordance with the Superintendent's administrative guidelines.

These administrative guidelines should:

A. specify the times and places in which funds may be collected;

B. describe permitted methods of solicitation which do not place undue pressure on students;

C. limit the kind and amount of advertising for solicitation.

All other fundraising shall be done in accordance with Board Policy 9700 - Relations with Special Interest Groups.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection of a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a fundraiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fundraising activity or a product that will be sold as a fundraiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Treasurer, in writing, that they ~~s/he~~ received such compensation and shall thereafter properly transmit said compensation to the Treasurer at their earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each student organization granted permission to solicit funds.

Revised 11/17/14
Revised 12/12/16

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Legal
R.C. 1716.02, 1716.03, 3313.811
Auditor of State Bulletin 2000-006
7 C.F.R. Parts 210 and 220

SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po6605

Special Update - School Support Organizations - October 2026 Revised CROWDFUNDING

ADOPTED Dec 18, 2017 · REVISED May 22, 2019

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. This policy does not apply to independent fundraising or crowdfunding campaigns conducted by recognized School Support Organizations (See policy 6608 and policy 9215).

For purposes of this policy, "crowdfunding" ~~"Crowdfunding"~~ is ~~defined as~~ the solicitation of funds, supplies, or other resources from individuals and/or organizations to support specific ~~identified~~ activities , projects, or programs ~~or projects that enhance the educational program or a specific cause~~ approved by the District. Crowdfunding ~~The solicitation~~ is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval ~~of the Board upon the recommendation~~ of the Superintendent.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name or slogan that would associate an activity with the District. Unauthorized use of District branding is strictly prohibited. (See Policy 9700.01 - Advertising and Commercial Activities)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. The Principal (or Athletic Director, as applicable), the Treasurer/CFO and the Superintendent or designee shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with District goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board Policy, it will result in the immediate cessation of the crowdfunding activity and the Superintendent may prohibit future fundraising privileges.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board ~~District~~ policies and District administrative guidelines and applicable State and Federal law, including , Family Educational Rights and Privacy Act (" FERPA " and Individuals with Disabilities Education Act ("IDEA") ~~IDEIA~~.

All funds raised through approved crowdfunding activities shall be disbursed in accordance with Policy 6608 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursements and all other applicable Board policies.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Direct cash payment ~~Cash~~ or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate Board ~~District~~ policies.

Approved crowdfunding activities must be conducted through a district-approved platform that meets the following standards:

A. Systems and Organizational Controls (SOC 2) Type I Certification or equivalent standard recognized as best practice in the industry. (minimum):

The platform must demonstrate compliance with SOC 2 or equivalent standards, ensuring strong controls for security, availability, processing integrity, confidentiality, and privacy. Compliance with this standard guarantees that the platform adheres to industry-recognized best practices for safeguarding sensitive data and financial transactions.

B. Low Fees: Platforms must not exceed a fifteen percent (15%) fee structure to ensure that the funds raised benefit the District maximally and minimize donor loss.

C. Direct District Remittance: Platforms must remit monetary funds directly to the school district or ship approved materials directly to the school, and may not distribute funds to an individual employee's personal account.

All crowdfunding activities are subject to applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising. ~~All crowdfunding activities are subject to AG 6605.~~

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SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po6608

Special Update - School Support Organizations - October 2026 New ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS

New Policy - Special Update - SSOs

6608 - **ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS**

The Board recognizes that the proper accounting, oversight, and transparency of all disbursements from fundraisers and crowdfunding campaigns organized by students or parent groups for the purpose of providing benefit to the District's programming or facilities must be in alignment with applicable Federal and State accounting standards. Proper documentation and reporting are essential for compliance with the Governmental Accounting Standards Board Statement No. 84 (GASB 84) and Federal reporting requirements

Fundraisers and crowdfunding campaigns conducted and organized by students, parent groups, and other private entities shall meet the compliance, accounting, and reporting requirements established herein. Parent groups may include, Parent School Organizations ("PSOs"), Parent Teacher Associations ("PTAs"), Parent Teacher Organizations ("PTOs"), Educational Foundations, Booster clubs, and/or other private entities established for the benefit of the District, school, or a school organization. (See also, Policy 5830 – Student Fundraising, Policy 9215 – School Support Organizations)

Definitions

For purposes of this policy, the following terms shall be defined as:

Custodial Funds: Funds held and managed by the school district for student activities under GASB 84.

Noncustodial Funds: Funds raised and managed independently by parent groups or private organizations.

F-33 Federal Financial Form Line 19: The line on the annual, mandated Federal report that is required to detail the "Contributions and Donations From Private Sources," which includes revenue associated with private donations, stipends, or on-behalf payments through fundraising activities. (Financial Accounting for Local and State School Systems: 2014 Edition)

Accounting and Compliance Requirements – Custodial Funds

A. Student-Organized Fundraising

Funds raised by students whose funds are managed by the District are classified as custodial funds. All funds collected must be deposited into the District's custodial accounts and proper accounting and General Ledger code attribution is recommended.

Disbursements from the custodial accounts must be properly documented with receipts and expenditure records.

A profit and loss report must be prepared and submitted ~~to the Principal~~ within ten (10) business days following the close of the fundraiser. The profit and loss report of each fundraiser shall be

approved by the Principal (or Athletic Director, as applicable), the Treasurer/CFO, and the Superintendent or designee.

As defined in the Financial Accounting for Local and State School Systems: 2014 Edition, all revenues and expenditures from student fundraising must be included on the F-33 Federal Financial Report. This data is collected through the District's Annual Report to the Ohio Department of Education and Workforce ("DEW:) ~~of Public Instruction ("DPI")~~.

B. Parent Group-Organized Fundraising (Non-Custodial Funds)

Funds raised by parent groups and/or other private individuals are considered non-custodial funds under GASB 84.

Even though the funds raised by parent groups and/or other private individuals are non-custodial, parent groups are required to prepare and submit a profit and loss report for each fundraiser, donation, or crowdfunding campaign within ten (10) business days following the close of the fundraiser. The profit and loss report of each fundraiser shall be approved by the Principal (or Athletic Director, as applicable), the Treasurer/CFO, and the Superintendent or designee.

Any disbursements to the school or District must follow the established procedures for gifts to the District. (See also Policy 7230 – Gifts, Grants, and Bequests)

District Oversight

All reports shall be available to the Treasurer/CFO and the Superintendent or designee to review, approve, implement appropriate financial controls and maintain necessary record-keeping.

These reports should be available in a format that enables web-based access and can generate reporting of financial transactions as needed, both by program, source, or group, as well as in an aggregating manner to improve transparency and facilitate compliant reporting.

Disbursements that include payments on behalf of the school district (e.g., purchase of equipment) must also be properly categorized in required annual reporting.

Failure to comply with this policy may result in suspension or restrictions to fundraising activities of a student group, foundation, parent organization, and/or other private entity. Improper reporting will result in additional audits or financial reviews of the offending organization's financial records. The Superintendent may impose other corrective actions that are necessary and appropriate to protect the integrity of the Board's financial operations and to meet the financial reporting standards.

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SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po6610

Special Update - School Support Organizations - October 2026 Revised STUDENT ACTIVITY FUND

ADOPTED Jul 23, 2007 · REVISED Sep 17, 2025

6610 - **STUDENT ACTIVITY FUND**

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate activities of the student body organization.

For purposes of this policy, a "student activity fund" may include, but not be limited to , activities such as co-curricular and approved extracurricular ~~extra-curricular~~ activities.

Each activity covered by this policy must be recognized by the Board of Education in accordance with policy 2430 - District-Sponsored Clubs and Activities before monies can be collected or disbursed in the name of said activity. Any and all proposed expenditures from a student activity fund must be approved by the Board or its designee prior to disbursement and must serve a valid and proper public purpose.

The Superintendent/designee and the Treasurer/CFO is directed to obtain annually prior to the start of the new school year a list of student activities with a brief description of their objectives, activities, and limitations of each fund.

The Board authorizes the maintenance of approved student activity funds.

The Board authorizes the Treasurer/CFO to act on its behalf to review and approve each expenditure from a student activity fund prior to disbursement. In approving an expenditure, the Treasurer/CFO or designee shall determine that it is related to achieving one (1) or more of the stated purposes for which the student activity has been organized and will serve a valid and proper public purpose.

A charitable donation may be made to an organization or individual in accordance with the Treasurer/CFO's guidelines for activity fund expenditures.

An expenditure shall not be approved if it accrues to the personal benefit of a member of the staff or a member of the student group. Monies are not to be disbursed to a school class or group for any activity or event that will occur after the students have graduated.

Fundraising and crowdfunding for all student activities will be in accordance with Board Policy 5830 - Student Fundraising, Policy 6605 Crowdfunding, Policy 6608 Accountability and Oversight of Fundraiser and Crowdfunding Disbursements, and Policy 9700 - Relations with Special Interest Groups.

All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation ~~approved by~~ of the Superintendent and Treasurer/CFO as approved by the Board.

The Treasurer/CFO shall implement administrative guidelines which will ensure that all student activity funds are managed, recorded, and deposited in accordance with Policy 6600 - Deposit of Public Funds Cash Collection Points, Ohio law and sound fiscal practice.

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Legal
R.C. 9.39, 3313.47, 3313.51, 3313.53, 3315.01, 3315.062
R.C. 3315.12, 3315.14, 3317.024, 5705.41, 5705.412
A.C. 117-2-18, 117-2-20

SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po7230

Special Update - School Support Organizations - October 2026 Revised GIFTS, GRANTS, AND BEQUESTS

ADOPTED Jul 23, 2007

7230 - **GIFTS, GRANTS, AND BEQUESTS**

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

All accepted gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board. The title of all gifts shall be in the name of the Board.

Any equipment proposed to be purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Director of Business Services, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus prohibit ~~deny~~ the use of the equipment by students or District employees. The Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable.

All gifts to employees shall be consistent with the Board's adopted policy regarding employee ethics or gifts to an individual employee.

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Legal
R.C. 9.20, 9.26, 3313.36, 3313.37

po9210

Special Update - School Support Organizations - October 2026 Renumber/Rescind PARENT ORGANIZATIONS

Renumber/Rescind Policy - Special Update - SSOs

~~9210 - **PARENT ORGANIZATIONS**~~

~~The Board of Education supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.~~

~~Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the _____ as a prerequisite to organizing.~~

~~Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.~~

~~[ ] Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.~~

~~[ ] The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.~~

~~The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.~~

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po9211

Special Update - School Support Organizations - October 2026 Renumber/Rescind DISTRICT SUPPORT ORGANIZATIONS

Renumber/Rescind Policy - Special Update - SSOs

9211 - **DISTRICT SUPPORT ORGANIZATIONS**

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, help meet the educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

Each support organization must maintain and provide proof of general liability insurance coverage. The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.

[] Because of the connection between support organizations and the School District programs and students, and because of the common use of the School District name in connection with the organization's activities, the public perception may be that the organizations and their activities are school-sponsored and approved by the Board, notwithstanding the fact that such organizations are independent entities, are not agents of the Board, and are not under the control or authority of the Board. In order to prevent disruption to the District's educational programs and injury to the District's reputation by conduct and activities of a support organization which are inconsistent with the District's mission, only organizations formally recognized by the Board will be permitted to use the School District name, as well as any logos or other insignia or emblems associated with and used to identify the District and/or school-sponsored programs and activities.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:

A. School employees and Board-approved school volunteers may not be directly compensated in any manner by District support organizations.

   ( ) Additionally, school employees and Board members will not manage or have access to District support organization funds or serve as a voting member or officer of the organization.

   [DRAFTING NOTE: It is highly advisable that school employees and Board members not serve as voting members or officers, or have any access or role in managing the organization's funds because when misconduct occurs, it may negatively impact their jobs, licenses, or any official role with the Board of Education.]

   [END OF OPTION]

B. In addition to parents, membership should be made available to District staff and members of the community.

C. Each District support organization shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board.

D. It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board Policy.

E. (1) The organization shall permit the Board to review all financial books and documentation upon request and shall conduct a financial audit upon request of the Board. In addition, organizations must produce the following documents to the Superintendent and/or Treasurer upon request:

1. (1) A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).
2. (1) A copy of the Articles of Incorporation or amended Articles of Incorporation on file with the Ohio Secretary of State (if applicable).
3. (1) A copy of any filing with the Ohio Attorney General (if applicable).
4. (1) A copy of the support organization's Bylaws and any amendments.
5. (1) A current list of names, addresses, and titles of each officer of the organization. No administrative employee of the School District may be an officer of the booster organization in order for the organization to obtain Board recognition.
6. (1) A description of the projects or activities the organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.
7. (1) The organization's balance sheet, together with an accounting of the organization's income and expenses for the preceding calendar year.
8. (1) Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.

F. (1) Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport to avoid duplication of effort and to maximize the benefit to the organization or group.

G. (1) The activities of District support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.

H. (1) The time, date, purpose, location, and conduct of all fund-raisers on District property shall have prior approval of the administration. District support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.

I. (1) Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.

J. (1) All food items and beverages available for sale to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from midnight before to thirty (30) minutes after the end of the official school day) as fund-raisers, including items sold by student clubs and organizations, parent groups, or booster clubs, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund-raisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the Principal, in advance. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550 - Competitive Food Sales.

K. (1) Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.

L. (1) The Superintendent shall implement administrative guidelines that require each District support organization's fund-raising activities to be in compliance with Board policies and that the funds generated by such fund-raising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and Principal.

M. (1) District support organizations are encouraged to obtain 501(c)(3) status so that community members may properly take tax deductions for donations to the organization.

N. ~~(1) Donations from District support organizations must be made in accordance with Board Policy 7230 - Gifts, Grants, and Bequests and any accompanying guidelines. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies and administrative guidelines.~~

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~~Legal~~
~~7 C.F.R. Parts 210 and 220~~
~~R.C. 3313.203~~
~~Ohio Ethics Commission Advisory Opinion 2008-01~~

SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po9215

Special Update - School Support Organizations - October 2026 Renumbered/Replacement SCHOOL SUPPORT ORGANIZATIONS (SS0s)

Renumbered/Replacement Policy - Special Update - SSOs

9215 - **SCHOOL SUPPORT ORGANIZATIONS (SSOs)**

The Board believes that school support organizations ("SSOs") provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster Club, Parent School Organization ("PSO"), Foundation, Parent Teacher Association ("PTA"), Parent Teacher Organization ("PTO"), Parent Teacher Support Association, or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public.

A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic, or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO.

Donation: Any gift or contribution of money, materials, property, or securities from any nongovernmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic, or social activity related to a school.

Internal School Funds: Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the School Board that are to be accounted for at the local school level; (e) Funds raised through cooperative agreements with outside organizations; (f) Rental fees charged outside entities for use of school facilities; and (g) Student activity funds.

The Superintendent is authorized to provide support and assistance as appropriate upon the request of such an organization.

Prior Approval Process

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club, or any academic, arts, athletic, or social activity or event related to a

school, the SSO shall submit documentation to the District that, at a minimum, documents the following:

A. The SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation established in accordance with State and Federal law and regulations; which is required as a condition of being approved by the Board; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3); (SSOs are strongly encouraged to obtain and maintain tax-exempt status under section 501(c)(3) of the Internal Revenue Code);
B. The goals and objectives of the SSO; and
C. The telephone number, address, and position of each officer of the organization.

Additionally, prior to approving an SSO, the Superintendent shall:

A. review the objectives of the SSO to determine that relevant educational needs are being addressed;
B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative guidelines.

Annual Requirements

~~The~~ Each SSO shall annually submit its compliance documentation to the District on a schedule established by the administration so that all materials are reviewed and approved by the Treasurer/CFO and the Superintendent or designee prior to the Board's annual January Organizational Meeting. The digital form shall document, at a minimum:

A. verification of the SSO's continued existence and compliance as a registered nonprofit organization, or, for an SSO without 501(c)(3) tax-exempt status, confirmation of an independent organizational bank account under its own Employer Identification Number (EIN), copies of applicable state or federal tax filings, and assurance that donations are accounted for properly and not represented to donors as tax-deductible under Internal Revenue Code Section 501(c)(3);
B. the goals and objectives of the organization;
C. the current telephone number, address, and position of each officer of the organization;
D. a statement of total revenues and disbursements and a balance sheet for the preceding fiscal year, which has been internally audited and signed by at least two (2) members of the organization who do not manage organization funds and have not received or approved any disbursements during the audit period;
E. ~~The SSO shall also annually provide a digital record of an annual remittance of insurance coverage.~~ digital documentation of current liability insurance coverage (either confirmation of coverage under the District's liability insurance program or a current Certificate of Insurance naming the Brecksville-Broadview Heights City School District Board of Education as an additional insured); and
F. the SSO's current bylaws including any adopted amendments.

Prior written approval ~~Approval~~ is required before an SSO undertakes any fundraising activity that will raise funds for a school purpose to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.

The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by the Superintendent on the District's website.

For any SSO that has met the requirements of this policy and is officially listed on the District's website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.

Recordkeeping Requirements

All SSOs shall maintain, at a minimum, the following:

A. detailed statements of receipts and disbursements;

B. minutes of any meetings; and
C. a copy of its charter, bylaws, State or Federal filings and registrations, and documentation of its recognition as a nonprofit organization by the IRS and the State of Ohio.

The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the District community.

Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.

SSO Officer Responsibilities

The SSO officers shall be responsible for the following:

A. safeguarding the SSO funds;
B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and
C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.

SSO officers who become aware of a potential violation of board policy or the law, or become aware of circumstances which might threaten an organization's good standing with a state or federal government agency or the school community, shall promptly report their concerns to the Superintendent.

All the voting members and officers of any SSO board shall not be District staff members or Board members.

A District staff member or Board member may not be a treasurer or bookkeeper for an SSO, nor manage or have access to SSO funds. Further, a staff member or Board member shall not be the signatory on the checks of an SSO.

Limitation of Liability

The Superintendent shall require each SSO's fundraising activities comply with all applicable Board policies ~~including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day~~, including Policy 5830 - Student Fundraising and Policy 8550 - Competitive Food Sales, and all SSOs shall strictly adhere to all requirements governing the sale of food items and beverages on school campus during, before and after the school day.

Raffles and all other games of chance are prohibited, except those expressly permitted under Ohio Revised Code Chapter 2915 (such as 50/50 raffles) that receive prior written approval from the Treasurer/CFO and the Superintendent or designee and strictly adhere to all requirements of the Ohio Revised Code, guidance issued by the Ohio Attorney General, and Policy 5830 - Student Fundraising.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursements. Staff members and Board-approved volunteers shall not receive any compensation from an SSO. The School District Tax identification number shall not be used for SSO purchases or accounts.

SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

Each recognized SSO must maintain continuous liability insurance coverage. At the discretion of the District's insurer, an authorized SSO may be covered under the District's liability insurance program to protect the SSO and the Board against claims for damage or injury resulting from any act or omission of

the SSO, and the SSO shall pay for such coverage upon written notification from the Treasurer/CFO. If the District's insurer will not cover an SSO, the SSO is responsible for securing its own independent liability insurance policy.

Whenever an SSO either chooses to carry its own independent liability insurance policy instead of utilizing the District's coverage or is required to secure its own policy because coverage is not provided under the District's insurance program, the SSO shall maintain coverage of not less than $1,000,000 and must provide the District with a current certificate of insurance (COI) naming the Brecksville-Broadview Heights City School District Board of Education as an additional insured on the policy. The Board may require additional coverage for on-site events.

Required Compliance Measures

Any organization described in this policy must obtain an advance written cooperative agreement from the Superintendent before using any of the District's logos or name as well as the District's or school's slogans, specifically: any name, mascot, or slogan that would associate an activity with the District for the purpose of describing or promoting the organization or any activity of the organization.

~~By the start of each year~~ As part of its annual compliance submission, each group shall submit its tentative goals and objectives along with its fundraising plans for the ~~next~~ school year to the Treasurer/CFO and the Superintendent or designee for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent is to be advised before any final revisions are made.

The Treasurer/CFO and the ~~The~~ Superintendent shall ensure that the Board receives an annual accounting of each group's receipts and expenditures ~~by no later than _____ of each year~~ prior to the Board's annual January Organizational Meeting.

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "Protected Classes").

Persons shall not be excluded from participation in SSOs based upon the extent or level of their past participation. Additionally, no individuals shall be threatened or pressured to join an SSO or encouraged to not join a particular group.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste, including violating the law or board policies.
B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.
C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to ensure compliance with Board policy.
D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the Superintendent.

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Legal
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act

SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po9700

Special Update - School Support Organizations - October 2026 Revised RELATIONS WITH SPECIAL INTEREST GROUPS

ADOPTED Jul 23, 2007 · REVISED Sep 17, 2025

9700 - **RELATIONS WITH SPECIAL INTEREST GROUPS**

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fundraising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its designee; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

Youth membership organizations as defined in State law are permitted to display materials and speak with students in accordance with Policy 5224 - Youth Membership Organization Access.

A. **Political Interests**

All materials or activities proposed by outside political sources for student or staff use or participation shall be reviewed by the principal on the basis of the proposed activities or materials ~~their~~ educational contribution to part or all of the school program, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extracurricular ~~extra-curricular~~ activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages.

Professional staff may, however, utilize political materials or those provided by special interest groups ~~interest-groups~~ in adopted courses of study with the approval of the principal.

School facilities or equipment may not be used as a means of producing or disseminating to the community any materials that advertise ~~advertises~~ or promote ~~promotes~~ a political party, a political cause or the candidacy of an individual for public office. Students and employees of the Board shall not be used to distribute campaign literature within the schools or on school grounds.

B. **Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;

2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

3. involve any direct cost to the District;

4. interrupt the regular school program;

5. cause the participants to leave the School District, unless:

    a. the Board's Policy 2340 - Field and Other District- Sponsored Trips - has been complied with in all aspects;

    b. the Board has granted special permission;

    c. the parents of a minor student have granted their permission.

C. **Distribution/Posting of Literature**

No outside organization other than a youth membership organization , or staff member or student representing an outside organization , may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall develop administrative guidelines that:

1. establish criteria concerning distribution or posting of student materials;

2. address distribution or posting of materials employees wish to distribute on behalf of an employee organization in compliance with the terms of negotiated collective bargaining agreements;

3. prohibit the use of the District or school mail system by the community, students or staff for distribution of non - school-related materials unless authorized by the Superintendent;

4. prohibit distribution of materials from any profit-making organization to students to take home to their parents unless authorized by the Superintendent;

5. permit flyers and notices from outside non-profit organizations to be made available for students to pick up ~~pick-up~~ at the literature distribution rack/table by the school building's office, under the following circumstances:

    a. the flyer/notice publicizes a specific community activity or event that is age-appropriate for the students that attend the school;

    b. if the event or activity is religious in nature, the flyer may not contain a proselytizing message (i.e., a message that promotes and/or advocates the benefits of the specific religion);

    c. the organization submits the number of copies of the flyer that it wants placed in the literature distribution rack/table;

    d. the organization shows the building principal its 501(C)(3) or other proof of non-profit status, and the principal confirms that the flyer/notice does not overtly advocate or entice support for any religious organization;

    No student shall be required to take any of the flyers/notices placed in the literature/distribution rack/table, and the rack/table shall contain a clear notice that the Board does not support or endorse any of the organizations and/or activities/events identified in the flyers/notices.

D. **Solicitation of Funds**

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations, individuals, or staff members who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy 5830 - Student Fundraising, no District student may participate in the solicitation without the Superintendent's approval.

The Board disclaims all responsibility for the protection of, or accounting for, such funds.

Solicited funds are not to be deposited in any regular or special accounts of the District.

A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

E. **Prizes/Scholarship**

In the administration of scholarships and/or prizes, the District shall not discriminate on the basis of any Protected Class, consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, in any of its student programs and activities.

The Board ~~of Education~~ is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the principal.

3. The principal, together with a committee of staff members designated by the principal, may be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

F. **Sale of School Supplies**

In determining the appropriateness of the sale of school supplies by organizations other than the School District, the Board requires that:

1. the organization have a purpose which will benefit the School District and its students;

2. the organization's planned activities are clearly in the best interest of the School District and its students;

3. the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Board.

G. **Surveys and Questionnaires**

Neither District-related nor nondistrict-related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to the Superintendent ~~him/her~~ for review and approval before they are released.

Students shall not be required to complete surveys to provide marketing information to vendors, or distribute to vendors any personal information of students, including but not limited to names, addresses, and telephone numbers, except as may be required by law. In addition, the District shall not enter into any contract for products or services, including electronic media services, where personal information will be collected from the students by the providers of the services.

See also Policy 2416 and AG 2416.

Revised 12/12/16

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Legal
R.C. 3313.75-.78

SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - OCTOBER 2026

po9700.01

Special Update - School Support Organizations - October 2026 Revised ADVERTISING AND COMMERCIAL ACTIVITIES

ADOPTED Jul 23, 2007 · REVISED May 24, 2023

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board of Education may permit advertising in school district facilities or on school district property in the following categories or forums in accordance with the guidelines set forth herein:

A. **Product Sales** (in accordance with Policy 8510 – Wellness):

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);

2. fundraising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits;

B. **Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;

2. corporate logos or brand names on school equipment (e.g., marquees, message boards, or scoreboards);

3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;

4. ads in school publications (newspapers, ~~and~~ yearbooks, and event programs);

C. **Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants, or gifts;

2. the Board approves the use of instructional materials developed by commercial organizations, such as films and videos, only if the educational ~~education~~ value of the materials outweighs their commercial nature.

   The films or materials shall be carefully evaluated by the school principal/designee for

classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds or school property:

A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
C. The Board reserves the right to consider requests for advertising in the schools, on a case-by-case basis.
D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
E. No advertisement shall promote any specific religion or religious, ethnic, or racial group, political candidate or political ideology, or ballot issue, and shall be non-proselytizing.
F. No advertisement may contain libelous material.
G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
H. No advertisement shall be false, misleading or deceptive.
I. To the extent feasible, each advertisement must be reviewed in advance for age appropriateness.
J. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district, inappropriate, or inconsistent with the guidelines set forth in this policy.
K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of any Protected Class, consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity in any of its student programs and activities ~~on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate~~.
L. Students shall not be required to advertise a product, service, company or industry.
M. Advertising will not be permitted on the outside or the inside of school buses.
N. The Superintendent or designee is responsible for screening all advertising.
O. The Superintendent or designee may require that samples of advertising be made available for inspection.
P. The inclusion of advertisements in school district publications, in school district facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.
R. All contracts in excess of $5,000 or as otherwise provided by law shall be submitted to the Board of consideration.

In addition to the guidelines set forth in this policy, the Superintendent shall prepare administrative guidelines addressing Administrative Guideline 9700B - ~~the~~ Criteria for Commercial Messages and the process by which advertising shall be accomplished. ~~(See At 9700B.)~~

Accounting

Advertising revenues must be properly reported and accounted for.

Revised 10/22/07

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