
Note: For information regarding District acceptance of gifts and solicitations, see CDC(LOCAL).

Each such organization must submit the following to the superintendent or designee for approval:

1. Monthly meeting minutes and Financial Reports;
2. A list of officers with names and offices for the organization;
3. The constitution and bylaws of the organization;
4. The budget and financial report of the organization, annually.

Such organizations must agree to abide by all applicable UIL, District, and campus rules.

LIAISON

The faculty sponsor of a student group will serve as the liaison between any organization formed in connection with that student group and the District. If no specific student group is involved, the principal will serve as the liaison.

A current list of officers of each organization will be kept on file in the principal's office of the school involved.

REQUESTS FOR FUNDRAISING ACTIVITIES

The district liaison/ faculty sponsor of the parent organization or booster club desiring to conduct a fund-raising activity in a District school, including a concession stand, must submit to the superintendent or designee a request containing the following information [see GE(EXHIBIT)]:

1. Purpose of the fundraising;
2. Type of activity;
3. Dates and times of the activity;
4. Name of the person who will be handling the money;
5. Name of the sponsoring organization and representative;
6. The estimated amount of money to be raised; and

7. Whether proceeds from the sale benefit the school or the District.

This request must be submitted at the beginning of the school year or no less than two weeks prior to the proposed activity for all fundraising activities, on or off-campus.

Each request for approval of a fundraising activity must be made separately.

The majority of funds generated on a campus by an approved organization shall be spent on the campus at which they were raised; however, a cap of \$500 per year may be transferred to the next chapter of the organization at the succeeding campus. If another chapter of the organization does not exist at the succeeding campus, a cap of \$500 per year may be donated to the class fund for the grade level that is leaving the chapter. All funds not exhausted at the highest grade level or that organization shall be transferred into the organization's general fund.

Each school will be limited to two major fundraising activities sponsored or conducted by parent organizations or booster clubs per year.

SALES CAMPAIGNS

Community-wide sales campaigns shall be cleared through the superintendent or designee to minimize conflicts over various organizations that might be selling merchandise at the same time. Sales campaigns shall be carefully planned by the booster clubs and parent organizations with input from the principal and/or faculty sponsor.

DONATIONS

The district liaison/ faculty sponsor of the parent organization or booster club desiring to donate money or items for use by the district must complete the appropriate form and submit it to the superintendent or designee.

PURCHASES FOR THE SCHOOL

Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current district equipment.

Coaches or sponsors shall present a list of desired items to the superintendent and receive approval from the superintendent before submitting the list to a booster club. The superintendent shall have the final authority to determine the items on the list.

Booster clubs and other parent support organizations cannot make purchases in the name of the district. Items shall be purchased in the support organization's name.

Equipment or materials purchased by a booster club/parent organization donation becomes the property of the district and shall be maintained/replaced by the district. Equipment and/or supplies purchased by a booster club/parent organization to generate revenue shall have priority use by the booster club/parent organization.

SCHOLARSHIPS

Scholarship amounts, in the name of the booster club or parent organization, shall be addressed in the name of the organization's bylaws and in an amount not to exceed a total of \$2,000 per organization. The specified amount may be reviewed annually by the board. Student scholarship criteria shall not include parent membership in the booster club or parent organization. Student scholarship checks or deposits shall be made out to the students' respective institutions of higher learning.

DISTRICT BOOSTER CLUBS AND PARENT ORGANIZATIONS WILL:

1. Be voluntary and support student activities of the school;
2. Recognize the authority of the superintendent or designee to approve or disallow any action of a school-related club or organization.
3. Have no authority to direct any school employee in any of his or her duties. Further, booster clubs and parent organizations have no authority to guide, direct, or establish guidelines for any school or student activity. Similarly, booster club officers shall not assume duties that are the responsibility of staff members.

4. Be permitted to use district facilities with prior approval of the appropriate administrator. Other parent groups may use district facilities in accordance with policy GKD.
5. Not attempt to influence District employees in the administration of duties;
6. Comply with administrative regulations, Board policy, and any applicable UIL or other governing association rules when offering money or gifts to the District [see CDC];
7. Pay all taxes and other debts incurred by the organization (food products, meals, soft drinks, and candy are exempted from taxes only if state law is followed);
8. Provide evidence of adequate insurance coverage for activities conducted on school premises (the District cannot provide insurance coverage for the booster club);
9. Assume liability for any and all personal injuries or property damage arising from their activities.
10. Ensure compliance with the following:
 - a. Funds raised by parent organizations on behalf of student groups are to be spent on students exclusively.
 - i. *Exception: a minimal expenditure from a PTOs general fund (not to exceed \$250) may be approved to provide one non-catered lunch or snack per campus served by the organization for teacher appreciation.*
 - b. An individual shall not hold an office as president and/or treasurer simultaneously in more than one booster club/parent organization.
 - c. All meetings of school-related organizations shall be public meetings.
 - d. The district liaison/ faculty sponsor of a booster club or parent organization shall be present at all meetings of the booster club or parent organization.
 - e. Information released or published by booster clubs and parent organizations shall have prior approval by the superintendent or designee.
 - f. Booster clubs and parent organizations are prohibited from using the district's tax ID number.

All parent groups or booster organizations shall submit monthly reports to the superintendent or designee by the first of the month. These reports shall include:

1. Minutes from the previous month's meeting(s). If the group did not meet, they must submit a document which details the reason(s) why the group did not meet.

2. Financial Reports corresponding to the month prior to the previous month.

Note: on March 1, minutes for February meetings are due and Financial Reports corresponding to the month of January are due, for example.

Financial Reports include:

- a. Bank statements spanning one month.
- b. a Treasurer's Report detailing deposits, expenditures, and totals corresponding to the dates of the bank statement(s).

These deadlines may be modified by the superintendent or designee in lieu of extenuating circumstances such as local, state, or national disasters.

3. All parent groups or booster organizations shall submit to the superintendent or designee a current copy of the organization's adopted bylaws and a list of officers for the new school year by July 1 of each year.
 - a. Organizational bylaws shall include provisions for disposal of funds and/or property to the district in the case that said organization disbands or ceases to operate.
 - b. These deadlines may be modified by the superintendent or designee in lieu of extenuating circumstances such as local, state, or national disasters.
4. Booster clubs/parent organizations who handle any monies through dues collections, fund-raising, etc., shall have an annual audit. The audit shall be approved by the organization's audit committee or be subject to a district audit. The organization's audit committee shall be comprised of at least three at-large members (non officers). An annual financial statement must be filed with the superintendent and must provide the following information for each fiscal year (July 1- July 1):
 - ii. Beginning cash balance.
 - iii. Total revenue and expenditures by major category.
 - iv. Closing cash balance.

v. Signatures of the audit committee.

This report is due on or before August 1 of each year. The Final Financial Audit must be completed by members of the booster or parent organization who served during the school year that the expenditures and deposits took place. The deadline for financial audits may be modified by the superintendent or designee in lieu of extenuating circumstances such as local, state, or national disasters.