

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

**Definition**

For purposes of this policy, "District-affiliated school-support organizations" shall include, but not be limited to, the Parent Teacher Association (PTA), the Parent Teacher Student Association (PTSA), booster clubs, and other parent organizations.

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District-affiliated school-support organizations ~~and booster organizations~~, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

~~Before engaging in fundraising or soliciting gifts, including funds that will be designated for the purchase of computer hardware or software, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations.]~~

District-affiliated school-support organizations exist to promote communication and greater involvement between the school and the community, including parents and other interested citizens, and to support the students of the District. Participation is encouraged with the belief that a better understanding of school operations will foster cooperation and support. While fundraising and financial support may be a major part of an organization's program (based on the specific group), each organization should also strive to further the District's and each school's goals and objectives.

District-affiliated school-support organizations shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

All approved District-affiliated school support organizations operating within the schools shall operate within all applicable policies and administrative procedures.

**Purpose**

Parents and members of the community are encouraged and welcomed to participate in determining educational goals and objectives that will meet the needs of students in the District. The Board recognizes that District-affiliated school-support organizations are mediums through which parents and District personnel may strengthen ties with the school and the District and work to enhance educational progress for all students.

**Board Responsibility**

The Board is responsible for the oversight of District-affiliated school-support organizations that use the school's name or claim any connection with the school. The Board shall approve and recognize, through the Superintendent, only those organizations that meet established guidelines and, in the opinion of the Board, operate for the benefit of the school and its students.

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Principal  
Responsibilities

The principal shall be responsible for ensuring that District-affiliated school-support organizations at their campus or interacting with their campus follow all District fundraising policies and regulations.

PTA/PTSA/501(c)(3)  
Parent Organizations

The PTA and the PTSA shall be the parent organizations for the District. The PTA and PTSA are national partners of public education, bringing into closer relation the home and the school to cooperate in the education of children and youth. The PTA and PTSA provide the leadership training, liability insurance, and parental training and assistance for parent organizations that will assist the Board in strengthening connections with parents and the community.

Each school-related PTA, PTSA, and 501(c)(3) district-affiliated school support organizations shall annually submit the following to the principal:

1. A copy of the organization's bylaws.
2. The name, address, and telephone number of the persons authorized to sign any legal papers, documents, instruments, or checks on behalf of the organization. PTA and PTSA organizations must adhere to PTA standing rules.
3. The name, address, and telephone number of all current officers.
4. The name, address, and telephone number of the depository for the organization's funds.
5. A schedule and/or calendar from the booster club for fundraising activities including location and a brief description.

The District strongly recommends that PTA, PTSA, and 501(c)(3) district affiliated school support organizations obtain liability insurance coverage as the District's liability insurance policy does not provide for school-related PTA, PTSA, and district affiliated school support organization events.

Organizations classified as 501(c)(3) must comply with IRS reporting requirements to maintain their nonprofit status.

Booster club members shall become familiar with UIL fundraising rules and guidelines.

To support transparency, ensure compliance, and uphold fiscal accountability, each affiliated organization must submit annual documentation confirming that a financial audit or reconciliation has been conducted. This documentation should demonstrate that the organization's financial statements are free of material misstatements and reflect sound financial standing.

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Other District-Affiliated School-Support Organizations

Failure by the organization to submit the documents to the principal and to adhere to the above requirements may result in the organization being disavowed and denied permission to participate in any school activities or utilize District facilities in the manner previously allowed.

The following guidelines shall apply to all PTAs/PTSAs/501(c)(3) organizations and other District-affiliated school-support organizations:

1. The Superintendent and/or principal shall have veto power over any action of a District-affiliated school-support organization.
2. School employees shall not have signature authority on any depository account, including a checking account, for a District-affiliated school-support organization.
3. District-affiliated school-support organization have no authority to direct any school employee in any of his or her duties. Further, they have no authority to guide, direct, or establish guidelines for any school or student activity. Similarly, District-affiliated school-support organization officers may not assume duties that are the responsibility of staff members.
4. Organizational bylaws shall include provisions for disposal of funds and/or property to the District in case said organization is disavowed, disbands, or ceases to operate.
5. District-affiliated school-support organizations must abide by the UIL guidelines. The District-affiliated school-support organization may suggest or recommend how it would monies to be spent but cannot require the Superintendent or principal to spend the money in any certain way. All donations of gifts are for the District to use at its discretion.

Any other District-affiliated school-support organization operating under this policy that, in the opinion of the school administration, does not adhere to this policy and any regulation established by the school administration will cease to be recognized by the Board as a legitimate District-affiliated school-support organization and shall not be eligible to use District facilities or services.

Fundraising Projects

Before engaging in fundraising or soliciting gifts including funds that will be designated for the purchase of computer hardware or software, a District-affiliated school-support organization shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

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Purchases for the School

Fundraising projects are subject to state and federal law and District policies and regulations. Door-to-door selling by students shall not be permitted under any circumstances.

District-affiliated school-support organizations shall not make purchases in the name of the District or utilize the District's tax-exempt number or status. Items must be purchased in the support organization's name. If the District-affiliated school-support organization wants to make a monetary donation to the school for a specific item or piece of equipment, the organization can give the donation to the school, which must deposit the funds into the campus activity or student activity fund. The school shall initiate a purchase order to purchase the specific item or piece of equipment out of the campus activity or student activity fund.

Equipment or materials purchased for schools by a District-affiliated school-support organization shall become the property of the District.

**Use of District Facilities**

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

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