

**Unity School District – Board of Education
Board Policy 881
Community Organization Collaboration
Last Revised 5/11/2021**

Booster, Community Service, Parent, and Alumni Organizations

The following rules apply to the relationship between the Unity School District (District) and booster, community service, parent, alumni organizations (Organizations):

District Approval

District affiliation with any Organization must be approved by the District. At all times, including after approval, the Organization will remain a separate and distinct entity from the District.

Nondiscrimination

The District prohibits discrimination on the basis of a protected class (e.g., sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability). All Organizations affiliated with the District shall prohibit such discrimination in accordance with Board Policy 113 - Non-Discrimination in District Programs, Activities, and Operations.

Bylaws

- A. Organizations shall establish and maintain bylaws that do not conflict with any of the following: District-established handbooks and codes of conduct; Board of Education (Board) policies; federal or state laws; or Wisconsin Interscholastic Athletic Association (WIAA) rules.
- B. Upon request of the District, an Organization shall submit a copy of the Organization's bylaws to the District Administrator.

Financial Operations and Funding

- A. Organizations shall be considered a separate legal entity from the District and shall not use the District's tax exemption number and/or federal tax ID number in any financial transaction(s) of the Organization without express written consent of the District. Such Organizations are encouraged to acquire Sec. 501(c)(3) status, pursuant to the Internal Revenue Code.
- B. Organizations are required to maintain a bank account separate from any District bank account and shall not commingle funds with the funds of the District.
- C. Organizations shall keep accurate and complete financial records using an accounting method that has been approved by the District Finance Director.
 - 1. Organizations shall submit a financial report to the District Finance Director upon request, or once per year.

2. Organizations may request the assistance of the District Finance Director to conduct an unofficial audit of their financial records.
- D. Organizations must receive the approval of the District Administrator for any fundraising activities or events which involve District students, staff, or property.
 - E. Organizations shall comply with Board Policy 841 – Gifts, Bequests, and Scholarships and Administrative Rule 353.3 – Volunteering when presenting the District or its students offers of support, including, but not limited to, gifts, bequests, scholarships, funds, supplies, equipment, and voluntary service.

District Support and Sponsorship

- A. District employees may serve as members, custodians, clerical assistants, ex-officio officers, or officers of Organizations, provided the following:
 1. District employees serving as members, custodians, clerical assistants, ex-officio officers, or officers of such Organizations, should act as ambassadors of the District, articulating District codes of conduct, handbook provisions, and Board policies when necessary.
- B. Organizations that wish to use District facilities shall comply with Board Policy 742 – Use of School Owned Facilities, Equipment and Materials. Organizations that wish to conduct other activities on or through the use of District property, including, but not limited to: distributing literature or making verbal announcements, must seek prior written approval from the District Administrator or the Building Principal.
- C. Organizations seeking to use the District name, logos, mascots, slogans, or other such items that are protected by or regularly used and identified with the District must obtain prior written approval from the District for such use and must clearly identify themselves as independent of the District when using such items.

Prizes/Scholarships/Other Awards

- A. The District, upon request of an Organization, may administer or assist in the administration of student awards offered by Organizations (i.e., prizes, scholarships, fellowships, or other forms of financial assistance).
- B. The District may permit restrictive awards that have been designated for students of a particular protected class (e.g., sex or race) by a domestic or foreign will, trust, bequest, or similar legal instrument, so long as the overall effect of all such restrictive awards is nondiscriminatory.
- C. If working with Organizations to determine student award recipients, the District must observe the following:
 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 consent of the student who is eighteen (18), or if the student is under the age of eighteen (18), the consent of the student's parent or legal guardian, in accordance with Board Policy 347 – Student Records.

2. A Building Principal, upon the request of the Organization, may assemble a committee of staff members for the purpose of advising the Organization in the selection of any student award recipients.
- D. The District may periodically review and/or revise their award procedures.

Educational Programming and Communication

- A. Any educational programming or communications of Organizations when presented to District students must benefit the education and/or development of the District and its students. Such programming or communications include, but are not limited to, the following:
1. Surveys or questionnaires distributed by Organizations to District students;
 2. Fundraising activities run by Organizations that involve District students and/or staff;
 3. Materials with commercial messages distributed by Organizations to students and/or staff; and
 4. Speakers hired by Organizations to present messages to students and/or staff.
- B. Speakers hired by Organizations who will be presenting to students shall serve the educational or developmental interests of District students and shall limit any commercial aspect of their messages to the naming of any business affiliation.
- C. Organizations, staff, and students may distribute or post literature related to non-school sponsored activities, utilizing District property, so long as they follow the guidelines set forth under Administrative Rule 852.1 – Distribution of Non-School Materials.

Restrictions

- A. Organizations shall not compensate District staff in any form (e.g., salary, cash, merchandise, or share of proceeds).
1. Organizations may gift District staff with items of minimal value (e.g., plaques or t-shirts).
- B. Organizations shall not be permitted to use the name, picture, and/or personal appearance of any District student(s), with or without endorsement, in the promotion of an event, item, plan, or service without the express written consent of the student's parent or legal guardian.
- C. Organizations shall not violate any WIAA rules.
- D. Organizations must not be involved in the selection, evaluation, or decision-making of school employees, including coaches and advisors.
- E. Organizations must not sponsor any business or organization that has as its primary function the sale or distribution of alcohol, tobacco products, controlled substances, or products/items which are inappropriate for school-age children.

- F. Organizations must refrain from soliciting advertising, business, resources, or funds that primarily benefit an entity or a person other than the District and its students, while purporting or appearing to act on the District's behalf.
- G. Organizations shall not allow an individual who has not passed a background check to volunteer in any program, activity, or event that involves District students or that uses any District identifier (e.g., name, logo, mascot, or slogan).

District Authority

- A. The District reserves the right to accept or to reject any and all offers of support from Organizations, including, but not limited to, gifts, bequests, scholarships, funds, supplies, equipment, or voluntary service.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. Upon approval of the District Administrator, any gifts of money, supplies, or equipment become the property of the District.
- B. The District reserves the right to accept or reject any fundraising events or activities of an Organization that involve District students, staff, or facilities.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any previously authorized fundraising events or activities of an Organization, if the Organization does not comply with the terms of this Policy.
- C. The District reserves the right to accept or reject any Organization's request for use of District assets, including but not limited to District facilities, technology, and communication networks.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any authorized use of the District's property or facilities by the Organization, if the Organization does not comply with the terms of this Policy.
- D. The District reserves the right to accept or reject any Organization's use of the District name or other identifier (e.g., mascot, logo, or slogan).
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any authorized use of the District's name or other identifier, if the Organization does not comply with the terms of this Policy.
 - 3. Any Organization who uses the District's name or other identifier, or derives its identity from the District, shares the responsibility with the Board in preserving the District's good name, reputation, and image.

- E. The District reserves the right to accept or reject any programming or communications an Organization intends to share with District students.
 - 1. The Board delegates this approval authority to the District Administrator.
 - 2. The District Administrator may revoke any previously authorized programming or communications of an Organization, if the Organization does not comply with the terms of this Policy.

- F. The District reserves the right to recognize any sponsors making contributions that are advantageous to the District and its students.
 - 1. The District may recognize such sponsors on a case-by-case basis.
 - 2. All such recognitions will read “made possible through funding by (business name).”
 - 3. The District will not recognize any sponsorship that promotes illegal or unhealthy activities.

- G. The District Administrator has the authority to terminate the relationship with any Organization if the Organization places its interests above the interests of the District or District students, fails to adhere to its bylaws, or fails to comply with any other term of this Policy.