



Book	Policy Manual
Section	Second Reading by Board
Title	po9215 SCHOOL SUPPORT ORGANIZATIONS (SSO)
Code	po9215
Status	Second Reading

### Renum./Replacement - Spec. Upd. - School Support Organizations

#### ~~9211~~9215 - ~~DISTRICT-SUPPORT-ORGANIZATIONS~~SCHOOL SUPPORT ORGANIZATIONS (SSO)

The Board 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 recognizes that parent teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. ~~( )~~ The Superintendent is authorized to provide support and assistance as appropriate upon the request of such an organization.

The Board encourages parents and District staff to participate in such organizations.

**[ ] OPTION [DRAFTING NOTE: The more oversight the District takes on with respect to these organizations, the more obligation it takes on relative to the activities of the organization. Districts should carefully consider whether this level of oversight serves the interests of the organization and/or the school/District.]**

The Superintendent shall:

- A. ~~( )~~ review the objectives of each volunteer group to determine that relevant educational needs are being addressed;
- B. ~~( )~~ provide assistance to a group in planning its activities;
- C. ~~( )~~ monitor the plans and activities of each group to ensure compliance with laws, Board policies, and the Superintendent's administrative guidelines;
- D. ~~( )~~ communicate school and/or District needs and concerns to the volunteer groups and those of the groups to the Board;
- E. ~~( )~~ approve in District fund raising activities of a volunteer group as well as fund raising activities held off premises which involve students and require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules;
- F. ~~( )~~ establish and maintain procedures related to proposed monetary and other gifts to the District that will provide for proper screening, acceptance, acknowledgement, and use, consistent with accounting procedures established by the State.

Any organization described in this policy must obtain advance written permission from ~~( )~~ the Superintendent ~~( )~~ Building Principal or Superintendent ~~( )~~ the Board **[END OF OPTIONS]** before using any of the District's logos or name ~~( )~~ as well as the District's or school's slogans, specifically: \_\_\_\_\_, \_\_\_\_\_ **[DRAFTING NOTE:**

**Identify any specific slogans or taglines that would identify a connection to the District or a school] [END-OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.

By the end of \_\_\_\_\_ of each year, each group shall submit its tentative goals and objectives along with its fund-raising plans for the next school year to the Superintendent for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the Superintendent is to be advised before any final revisions are made.

The Superintendent shall implement administrative guidelines that will require each group's fund-raising activities are in compliance 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. The guidelines shall also require that the funds are used for school-related projects that have the approval of the Superintendent and the Principal.

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.

**[END-OF OPTION]**

Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.

**[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSO), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]**

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, 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. **[END-OF OPTION]**

**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; (d) Funds raised through cooperative agreements with outside organizations; (e) Rental fees charged outside entities for use of school facilities; and (f) Student activity funds.

The ( X ) Superintendent (  ~~) Principal **[END-OF OPTION]** is authorized to provide support and assistance as appropriate upon the request of such an organization.~~

## **X ] 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; 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);
- 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;

~~{END OF OPTION}~~

### Annual Requirements

~~(-) The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:~~

- A. ~~the goals and objectives of the organization; and~~
- B. ~~the current telephone number, address and position of each officer of the organization.~~

~~(-) The SSO shall file a statement of total revenues and disbursements at the end of the school year.~~

~~(-) The SSO shall also annually provide a digital record an annual remittance of insurance coverage.~~

Approval is required before an SSO undertakes any fundraising activity 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 \_\_\_\_\_ on the District's website.~~

~~(-) 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.~~

~~{END OF OPTIONS}~~

### 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, and documentation of its recognition as a nonprofit organization.

~~(-) 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.~~

~~{END OF OPTIONS}~~

### 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.~~

~~(-) All the voting members of any SSO board shall not be District staff members.~~

~~(-) A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.~~

**[END OF OPTIONS]**

### **[ X Limitation of Liability**

The Superintendent shall require each SSOs 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.

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.

**(X )** 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.

~~(-) SSOs shall purchase liability insurance (riders—self insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any act or omission on the part of the SSO. The amount of insurance coverage shall not be less than \$1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.~~

~~(-) The Board may require additional coverage for on site events.~~

~~(-) The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage.~~

**[END OF OPTIONS]**

### **[ - ] Required Compliance Measures**

~~(-) Any organization described in this policy must obtain an advance written cooperative agreement from ( ) the Superintendent ( ) Building Principal or Superintendent ( ) the Board **[END OF OPTION]** before using any of the District's logos or name ( ) as well as the District's or school's slogans, specifically: \_\_\_\_\_,~~

\_\_\_\_\_ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.

~~(-) By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the Superintendent 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 Superintendent shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than \_\_\_\_\_ of each year.~~

**[END OF OPTIONS]**

### **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.

**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.
- 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 assure 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.

118.13 Wis. Stats.

118.27 Wis. Stats.

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

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**Last Modified by Ellen Suckow on May 28, 2026**