

School Board Policy Committee Meeting

Tuesday, October 20, 2026 5:30 PM

Board Room, 3000 Donallen Dr, Bensalem, PA 19020

1. Call to Order and Roll Call	Speaker (s) : Committee Chairperson
2. Announcements to the Audience	Speaker (s) : Committee Chairperson
3. Public Comment #1	Speaker (s) : Committee Chairperson
4. Policies	
4.A. Policy 249 Bullying/Cyberbullying	Speaker (s) : Dr. Brian Cohen
4.B. Policy 707 Use of School Facilities	Speaker (s) : Committee Chairperson
4.C. New Policy - 810.4 Advertising Inside District Vehicles	Speaker (s) : Committee Chairperson
4.D. Policy 915, School Related Groups, and related attachments	Speaker (s) : Committee Chairperson
5. Discussion Items	
6. Public Comment #2	
7. Adjournment	Speaker (s) : Committee Chairperson

Redline Comparison

Generated 10/8/2026

Original (From): 249 — Bullying/Cyberbullying · v1.2 · Published as 249 (Active)

Compared (To): 249 SD PNN — Bullying/Cyberbullying · D-v3.2 · Published as 249 SD PNN (Draft)

Red strikethrough = removed from Original. Green = added in Compared.

Legend: Insertion · ~~Deletion~~ · Unchanged

~~Purpose~~PURPOSE bc

The Board recognizes that bullying and cyberbullying create an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. The Board is committed to providing a safe, positive learning environment for district students that is free from bullying and cyberbullying.

~~The Board is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.~~DEFINITIONS

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs or platforms.[1]

~~Definitions~~Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting.

{x } and/or outside a school setting,

~~Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting,~~ that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

- Substantially interfering with a student's education; or
- ~~Substantially interfering with~~Creating a student's education-threatening environment; or
- ~~Creating a threatening environment~~Substantially disrupting the orderly operation of the school.

~~Substantially disrupting~~Cyberbullying means bullying through the orderly operation use of the electronic technology or communication, including data, computer software or online platforms regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence-generated or modified media. Cyberbullying includes bullying conduct which occurs in a school setting.[1]

{x } and/or outside a school setting.

~~Bullying~~School setting means in the school, as defined on school grounds, in this policy school vehicles, includes cyberbullying at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

AUTHORITY

~~School setting means~~The Board prohibits all forms of bullying and cyberbullying by district students and requires that this policy be accessible in the school, on school grounds, every classroom. The policy shall be posted in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the prominent location within each school building and on the district website.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

~~Authority~~The Board directs that complaints of bullying and cyberbullying be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying or cyberbullying brought pursuant to this policy to also be reviewed for conduct which may not be proven to be bullying or cyberbullying under this policy but merits review and possible action under other Board policies.[1]

Confidentiality

~~The Board prohibits~~Confidentiality of all forms parties, witnesses, the allegations, the filing of bullying by District studentsa complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.[1]

Retaliation

~~The Board encourages students who believe they~~Reprisal or others have been bulliedretaliation relating to promptly report such incidents to the building principal reports of bullying or designee cyberbullying or participation in an investigation of allegations of bullying or cyberbullying is prohibited and shall be subject to disciplinary action.

Students With Disabilities

Students with disabilities are ~~encouraged~~entitled to ~~use the District's~~all procedural and disciplinary protections afforded under federal and state law. When a report form of bullying or cyberbullying involves a student with a disability, available from whether as the building principal, alleged victim or to put the complaint in writing, however alleged aggressor, oral complaintsappropriate special education personnel shall be ~~accepted~~consulted during the investigation and documented resolution process. The person accepting the complaintNothing in this policy shall ~~handle~~limit a student's rights under the report objectivelyIndividuals with Disabilities Education Act (IDEA), ~~neutrally and professionally~~Section 504 of the Rehabilitation Act, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policyother applicable laws.

DELEGATION OF RESPONSIBILITY

~~The Board directs that verbal and written complaints of bullying~~Each student shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. ~~The Board directs that any complaint~~responsible to respect the rights of bullying brought pursuant ~~to this policy shall also be reviewed for conduct which may not be proven to be~~others and to this policy shall also be reviewed for conduct which may not be proven to beensure an atmosphere free from bullying under this policy but merits review and possible action under other Board policies cyberbullying.

The Superintendent or designee shall develop administrative regulations to support this policy.

~~When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community~~The Superintendent or ~~others, District staff~~designee shall report the student to the threat assessment team, in accordance with applicable law and Board ensure that this policy and administrative regulations are reviewed annually with students. [21][3]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board. [1]

~~Discrimination/Harassment~~District administration shall annually provide the following information with the school safety and security incident report: [1][2]

- Board's Bullying/Cyberbullying Policy.
- ~~Every report~~Report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the cyberbullying incidents of alleged bullying. [4][5]
- Information on the development and implementation of any bullying and cyberbullying prevention, intervention or education programs.

~~Confidentiality~~GUIDELINES

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except where made by district staff. Students are encouraged to use the district's reporting form attached to this policy, or to submit a written complaint; however, oral complaints will be accepted, documented and investigated.

~~Confidentiality of all parties, witnesses, the allegations, the filing of~~Any individual receiving a complaint and the investigation shall be handled in accordance with applicable lawhandle the report objectively, ~~regulations, this policy~~neutrally and ~~the District's legal and investigative obligations~~professionally, setting aside personal biases that might favor or disfavor any person involved.

District staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly provide a summary of the observed or reported conduct to the building principal or designee.

~~Retaliation~~For purposes of this policy, a reporter is an individual, other than district staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building principal or designee shall encourage the complainant or reporter to complete the district's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building principal or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the district reporting form.

~~Reprisal or retaliation relating to reports~~As soon as practicable after the receipt of bullying or participation in an investigation a report of allegations of bullying is prohibited and/or cyberbullying, the district shall be subject to disciplinary action notify the parent(s)/guardian(s) of any student involved in the incident.

If the complainant, district staff, or other professionals with knowledge of the complainant's health and well-being indicate that notifying a parent/guardian could place the complainant or another person at risk of abuse, neglect or other imminent harm, the building principal, in consultation with the Superintendent and legal counsel, and as appropriate, law enforcement, child welfare authorities and other qualified professionals, may determine whether parental notification should be delayed as permitted by law. The basis for the delay must be documented, and parent/guardian notification shall occur as soon as legally and safely practicable.[3][4]

~~Delegation~~Every report of Responsibility bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken. Under most circumstances, a final written determination regarding whether a policy violation occurred shall be completed within sixty (60) calendar days from the initiation of the investigation. This timeline may be extended for good cause,, including but not limited to witness unavailability, law enforcement activity, language assistance needs, disability accommodations, third-party investigations, or breaks in the school calendar. The results of each investigation shall be documented in a final written determination. Upon completion of the investigation, parents or guardians of students involved shall be informed of the disposition of the report, consistent with applicable privacy laws and student record protections.

Threat Assessment

~~Each~~When a student's behavior indicates a threat to respect the rights safety of the student, other students, school employees, school facilities, the community, or others and, district staff shall make a referral to ensure an atmosphere free

~~from bullying~~the district's threat assessment team in accordance with applicable law and Board policy.[5][6]

Discrimination/Harassment

~~The Superintendent~~If, at the time of the report or designee shall develop administrative regulations~~at any time during the investigation of the alleged bullying/cyberbullying, there is reason to implement this policy~~believe that the conduct may fall within the provisions of the district's discrimination/harassment policies, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will immediately initiate steps to comply with appropriate policies and procedures. The investigation will be handled as a joint and concurrent investigation to address all applicable allegations and legal requirements.[7][8]

Investigation Procedures

~~The Superintendent~~After determining that the matter does not require handling under Policy 103, the building principal shall determine whether the investigation may be conducted by the principal or designee shall ensure that this policy and administrative regulations are reviewed annually with students~~or whether the matter must be referred to the Superintendent or another appropriate administrator.~~[1]

If law enforcement has been notified, a law enforcement report has been filed, or substantiated allegations could result in expulsion, the building principal shall consult with the Superintendent or appropriate administrator, who may seek advice from legal counsel.

~~The Superintendent or designee~~Investigations shall be timely, in cooperation with other appropriate administrators impartial, shall review this policy every three (3) years thorough and recommend necessary revisions to the Board comprehensive.[1] The investigation may include:

- Interviewing the complainant.
- ~~District administration shall annually provide~~Interviewing the following information with individual(s) accused of the school safety and security incident report.[1][6]conduct.
- Interviewing witnesses.
- ~~Board's Bullying Policy~~Reviewing physical, electronic or documentary evidence.
- ~~Report of bullying incidents~~Reviewing any other relevant information provided during the investigation.
- ~~Information on~~Conducting any additional inquiry reasonably necessary to determine the development facts and implementation of any bullying prevention, intervention or education programs address proven misconduct.

Investigative Findings

~~Guidelines~~The investigator shall prepare findings that summarize the investigation, determine whether the allegations have been substantiated, identify any violation of Board policy or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the district shall notify the parent(s)/guardian(s) of any student involved in the incident of the determination of the investigation.

The ~~Code~~complainant/reporter and the accused shall be informed of ~~Student Conduct~~the outcome of the investigation within a reasonable period of time, ~~which~~consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall ~~contain this policy, shall not~~ be ~~disseminated annually~~informed of any individual remedies provided to ~~students~~the complainant.[19][7][8]

District Response and Corrective Action

~~This policy shall be accessible~~If an investigation results in every classroom. ~~The policy shall be posted in a prominent location within each school building~~finding that bullying or cyberbullying or other misconduct occurred, the district shall take prompt and ~~on~~appropriate corrective action designed to stop the ~~District website~~conduct, prevent its recurrence, protect affected students, eliminate any hostile or disruptive environment, and prevent retaliation.[1]

The district shall document corrective actions taken and, when permitted by law, inform the complainant or reporter of responsive measures. District administrators shall monitor the effectiveness of corrective actions and take additional measures when necessary.[1]

~~Education~~If an investigation reveals violations of other Board policies or circumstances requiring additional review, referral, discipline or intervention, the district shall address those matters through the appropriate disciplinary, administrative or support processes.

Knowingly making a false report of bullying or cyberbullying or knowingly providing materially false information during an investigation may result in disciplinary action consistent with the Code of Student Conduct.

~~The District~~Any disciplinary action imposed shall ~~develop~~be consistent with the Code of Student Conduct, ~~implement~~Board policies and ~~evaluate bullying prevention~~administrative regulations, applicable collective bargaining agreements, and ~~intervention programs~~state and activities. Programs and activities shall provide District staff and students with appropriate training for effectively responding to federal law, intervening in and reporting incidents of bullying.may include:[1][92][1013][11]

{x} Counseling within the school.

~~Consequences for Violations~~{x} Parental conference.

{ x } Loss of school privileges.

~~A student who violates this policy shall be subject~~{x} Transfer to appropriate disciplinary action consistent with the ~~Code of Student Conduct~~another school building, which may include:[1][7][12]classroom or school bus.

{ x } Exclusion from school-sponsored activities.

~~Counseling within the school~~{x} Detention.

~~Parental conference~~{x} Suspension.

~~Loss of school privileges~~{ x } Expulsion.

~~Transfer to another.~~{_} Counseling/Therapy outside of school building, classroom or school bus.

~~Exclusion from school sponsored activities.~~{x} Referral to law enforcement officials.

~~Detention~~The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[1][2][10]

~~Suspension.~~Education

~~Expulsion.~~The district

~~Referral to law enforcement officials.~~{_} may

{_} shall

develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[1][11][12]

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. The report must include the total number of bullying and cyberbullying incidents that occurred during the school year, including the number of cyberbullying incidents suspected to involve artificial intelligence-generated or modified media.[2][14]

PSBA Revision 8/26 © 2026 PSBA

Footnotes

[1] 24 P.S. 1303.1-A
palegis.us
palegis.us
Legal Reference
[View source](#) 

[2] 24 P.S. 1302-E
palegis.us
palegis.us
Legal Reference
[View source](#) 

[3] Pol. 236.1
Policy Reference
[Open policy](#) 

[4] Pol. 103
Policy Reference
[Open policy](#) 

[5] Pol. 103.1
Policy Reference
[Open policy](#) 

[6] Pol. 805.1
Policy Reference
[Open policy](#) 

[7] Pol. 218
Policy Reference
[Open policy](#) 

[8] 22 PA Code 12.3
pacodeandbulletin.gov
pacodeandbulletin.gov
Legal Reference
[View source](#) 

[9] 20 U.S.C. 7118
uscode.house.gov
uscode.house.gov
Legal Reference
[View source](#) 

[10] 24 P.S. 1302-A
palegis.us
palegis.us
Legal Reference
[View source](#) 

[11] **Pol. 236**
Policy Reference [Open policy](#) 

[12] **Pol. 233**
Policy Reference [Open policy](#) 

Footnotes & Legal References — 249 SD PNN — Bullying/Cyberbullying

Footnotes

[1] 24 P.S. 1303.1-A

[2] **Pol. 805.1**
Policy Reference [Open policy](#) 

[3] 23 Pa. C.S.A. 6301

[4] **Pol. 806**
Policy Reference [Open policy](#) 

[5] 24 P.S. 1302-E

[6] **Pol. 236.1**
Policy Reference [Open policy](#) 

[7] **Pol. 103**
Policy Reference [Open policy](#) 

[8] **Pol. 103**
Policy Reference [Open policy](#) 

[9] **Pol. 216**
Policy Reference [Open policy](#) 

[10] 22 PA Code 12.3

[11] 20 U.S.C. 7118

[12] 24 P.S. 1302-A

[13] **Pol. 236**
Policy Reference

[Open policy](#) 

[14] **24 P.S. 1319-B**



BOARD POLICY

249 SD PNN Bullying/Cyberbullying

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
249 SD PNN	v3.2	DRAFT	10/8/2026

 Proposed addition  Proposed deletion

PURPOSE **bc**

The Board recognizes that bullying **and cyberbullying create** an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. **The Board is committed to providing a safe, positive learning environment for district students that is free from bullying and cyberbullying.**

DEFINITIONS

Artificial Intelligence-Generated or Modified Media means text, code, images, audio or video data that has been created or modified from its original source data through the use of artificial intelligence technology, programs or platforms.^[1]

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting

 } and/or outside a school setting,

that is severe, persistent or pervasive and has the effect of doing any of the following:^[1]

1. Substantially interfering with a student's education; **or**
2. Creating a threatening environment; **or**
3. Substantially disrupting the orderly operation of the school.

Cyberbullying means bullying through the use of electronic technology or communication, including data, computer software or online platforms regardless of their origin, using a device, system network, internet service, email, social media or other digital means, including artificial intelligence-generated or modified media. Cyberbullying includes bullying conduct which occurs in a school setting.^[1]

 } and/or outside a school setting.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.^[1]

AUTHORITY

The Board prohibits all forms of bullying **and cyberbullying** by district students **and requires that this policy be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.**^[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying **and cyberbullying** be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying **or cyberbullying** brought pursuant to this policy **to** also be reviewed for conduct which may not be proven to be bullying **or cyberbullying** under this policy but merits review and possible action under other Board policies.^[1]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying **or cyberbullying** or participation in an investigation of allegations of bullying **or cyberbullying** is prohibited and shall be subject to disciplinary action.

Students With Disabilities

Students with disabilities are entitled to all procedural and disciplinary protections afforded under federal and state law. When a report of bullying or cyberbullying involves a student with a disability, whether as the alleged victim or alleged aggressor, appropriate special education personnel shall be consulted during the investigation and resolution process. Nothing in this policy shall limit a student's rights under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, or other applicable laws.

DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying **and cyberbullying**.

The Superintendent or designee shall develop administrative regulations to **support** this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.^[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.^[1]

District administration shall annually provide the following information with the school safety and security incident report:^[1]^[2]

1. Board's Bullying/**Cyberbullying** Policy.
2. Report of bullying **and cyberbullying** incidents.
3. Information on the development and implementation of any bullying **and cyberbullying** prevention, intervention or education programs.

GUIDELINES

Reports of bullying or cyberbullying may be made orally or in writing and may be anonymous, except where made by district staff. Students are encouraged to use the district's reporting form attached to this policy, or to submit a written complaint; however, oral complaints will be accepted, documented and investigated.

Any individual receiving a complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor any person involved.

District staff who observe bullying/cyberbullying or receive a report of bullying/cyberbullying shall not conduct an independent investigation but shall take appropriate action to protect the safety of involved students and promptly provide a summary of the observed or reported conduct to the building principal or designee.

For purposes of this policy, a reporter is an individual, other than district staff, who reports alleged bullying/cyberbullying directed at one or more students. A complainant is the alleged victim or target of the conduct. In some circumstances, the same individual may serve as both reporter and complainant.

The building principal or designee shall encourage the complainant or reporter to complete the district's designated report form. If, due to age, disability or other incapacity, the complainant or reporter is unable to complete the form, the building principal or designee shall document the report and complete the form on the individual's behalf. If the report is made by someone other than the complainant, the complainant shall be notified promptly, informed of the report, and encouraged to complete the district reporting form.

As soon as practicable after the receipt of a report of bullying or cyberbullying, the district shall notify the parent(s)/guardian(s) of any student involved in the incident.

If the complainant, district staff, or other professionals with knowledge of the complainant's health and well-being indicate that notifying a parent/guardian could place the complainant or another person at risk of abuse, neglect or other imminent harm, the building principal, in consultation with the Superintendent and legal counsel, and as appropriate, law enforcement, child welfare authorities and other qualified professionals, may determine whether parental notification should be delayed as permitted by law. The basis for the delay must be documented, and parent/guardian notification shall occur as soon as legally and safely practicable.^[3]^[4]

Every report of bullying/cyberbullying shall be reviewed and investigated promptly and sufficiently to address the alleged misconduct, even if the report is anonymous or the complainant requests that no action be taken. Under most circumstances, a final written determination regarding whether a policy violation occurred shall be completed within sixty (60) calendar days from the initiation of the investigation. This timeline may be extended for good cause, including but not limited to witness unavailability, law enforcement activity, language assistance needs, disability accommodations, third-party investigations, or breaks in the school calendar. The results of each investigation shall be documented in a final written determination. Upon completion of the investigation, parents or guardians of students involved shall be informed of the disposition of the report, consistent with applicable privacy laws and student record protections.

Threat Assessment

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community, or others, district staff shall make a referral to the district's threat assessment team in accordance with applicable law and Board policy.^[5][\[6\]](#)

Discrimination/Harassment

If, at the time of the report or at any time during the investigation of the alleged bullying/cyberbullying, there is reason to believe that the conduct may fall within the provisions of the district's discrimination/harassment policies, the Title IX Coordinator must be promptly notified. Upon notification, the Title IX Coordinator will immediately initiate steps to comply with appropriate policies and procedures. The investigation will be handled as a joint and concurrent investigation to address all applicable allegations and legal requirements.^[7][\[8\]](#)

Investigation Procedures

After determining that the matter does not require handling under Policy 103, the building principal shall determine whether the investigation may be conducted by the principal or designee or whether the matter must be referred to the Superintendent or another appropriate administrator.

If law enforcement has been notified, a law enforcement report has been filed, or substantiated allegations could result in expulsion, the building principal shall consult with the Superintendent or appropriate administrator, who may seek advice from legal counsel.

Investigations shall be timely, impartial, thorough and comprehensive. The investigation may include:

1. Interviewing the complainant.
2. Interviewing the individual(s) accused of the conduct.
3. Interviewing witnesses.
4. Reviewing physical, electronic or documentary evidence.
5. Reviewing any other relevant information provided during the investigation.
6. Conducting any additional inquiry reasonably necessary to determine the facts and address proven misconduct.

Investigative Findings

The investigator shall prepare findings that summarize the investigation, determine whether the allegations have been substantiated, identify any violation of Board policy or applicable law, and recommend appropriate corrective action.

As soon as practicable after determining that an incident of bullying or cyberbullying has occurred, the district shall notify the parent(s)/guardian(s) of any student involved in the incident of the determination of the investigation.

The complainant/reporter and the accused shall be informed of the outcome of the investigation within a reasonable period of time, consistent with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be informed of any individual remedies provided to the complainant.^[9]

District Response and Corrective Action

If an investigation results in a finding that bullying or cyberbullying or other misconduct occurred, the district shall take prompt and appropriate corrective action designed to stop the conduct, prevent its recurrence, protect affected students, eliminate any hostile or disruptive environment, and prevent retaliation.^[1]

The district shall document corrective actions taken and, when permitted by law, inform the complainant or reporter of responsive measures. District administrators shall monitor the effectiveness of corrective actions and take additional measures when necessary.^[1]

If an investigation reveals violations of other Board policies or circumstances requiring additional review, referral, discipline or intervention, the district shall address those matters through the appropriate disciplinary, administrative or support processes.

Knowingly making a false report of bullying or cyberbullying or knowingly providing materially false information during an investigation may result in disciplinary action consistent with the Code of Student Conduct.

Any disciplinary action imposed shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, applicable collective bargaining agreements, and state and federal law, and may include:^[1]^[2]^[13]

☒ } Counseling within the school.

☒ } Parental conference.

☒ } Loss of school privileges.

☒ } Transfer to another school building, classroom or school bus.

☒ } Exclusion from school-sponsored activities.

☒ } Detention.

☒ } Suspension.

☒ } Expulsion.

☐ } Counseling/Therapy outside of school.

☒ } Referral to law enforcement officials.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.^[1]^[2]^[10]

Education

The district

☐ } may

☐ } shall

develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.^[1]^[11]^[12]

School Safety and Security Incidents Report

Annually, by July 31, the Superintendent shall report on the designated form, to the PA Department of Education, all new incidents as required by state law. The report must include the total number of bullying and cyberbullying incidents that occurred during the school year, including the number of cyberbullying incidents suspected to involve artificial intelligence-generated or modified media.^[2]^[14]

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Legal Footnotes

[1] 24 P.S. 1303.1-A
LEGAL REFERENCE

[2] Pol. 805.1 — Relations With Law Enforcement Agencies
POLICY REFERENCE

[3] 23 Pa. C.S.A. 6301
LEGAL REFERENCE

[4] Pol. 806 — Child Abuse
POLICY REFERENCE

[5] 24 P.S. 1302-E
LEGAL REFERENCE

[6] Pol. 236.1 — Threat Assessment
POLICY REFERENCE

[7] Pol. 103 — Discrimination/Harassment Affecting Students
POLICY REFERENCE

[8] Pol. 103.1 — Nondiscrimination — Qualified Students with Disabilities
POLICY REFERENCE

[9] Pol. 216 — Education Records
POLICY REFERENCE

[10] 22 PA Code 12.3
LEGAL REFERENCE

[11] 20 U.S.C. 7118
LEGAL REFERENCE

[12] 24 P.S. 1302-A
LEGAL REFERENCE

[13] Pol. 236 — Student Assistance Program
POLICY REFERENCE

[14] 24 P.S. 1319-B
LEGAL REFERENCE



BOARD POLICY

707 Use of School Facilities

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
707	9/22/2004	6/29/2026	9/11/2026
VERSION	DOCUMENT STATUS	PRINTED	
v4.10	DRAFT	10/9/2026	

■ Proposed addition ■ Proposed deletion

PER V.V. BC

PURPOSE

The School Board recognizes that although the primary purpose of the school buildings, facilities and property (the school facilities) is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.

AUTHORITY

The School Board shall establish a schedule of fees for the use of school facilities by approved groups, with such use to be identified in this policy as a school facility use.[\[1\]](#)

DELEGATION OF RESPONSIBILITY

The Superintendent or his/her designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.

The Superintendent or his/her designee may approve a school facility use as long as the school facility use complies 100% with School Board policy.

GUIDELINES

User Group Classifications

Eligibility to use school facilities is limited to the following categories or classes of users.

CLASS I -

All Bensalem Township School District teams, clubs and activities, including the Boy Scouts and Girl Scouts.

CLASS II -

All Bensalem Township School District-related groups, including, but not limited to:

1. Bensalem Township School District Alumni Associations.
2. PTOs, PTGs, and/or School Board-approved booster and/or parent/teacher groups.
3. Bensalem Education Foundation.
4. Just for the Kids.
5. Bensalem Township School District Employee groups.
6. PSERS.
7. Bensalem Township Based Service Organizations including, but not limited to, the Bensalem Lions Club, Kiwanis Club, Rotary, etc.

CLASS III -

Bensalem Township community and non-profit organizations that provide programs for the benefit of local youth residents and youth, including, but not limited to:

1. Bensalem non-profit youth organizations [501(c)(3) designation required].
2. Bensalem Township parochial schools and CYO organizations.
3. YWCA.

CLASS IV -

Bensalem residents, business groups and organizations not included in Classes I, II or III.

CLASS IV(A) -

Bensalem events that provide positive services to the township as approved by the School Board. Such events currently approved by the School Board at the time of the adoption of this policy are Indian Cultural Association of Pennsylvania (ICAP) events, Celtic Christmas, and the Bensalem Kollel and Outreach Center Challah Bake.

CLASS V -

1. PIAA, District One or Suburban One sanctioned events.
2. First Mid Atlantic Robotics.

CLASS VI -

Other governmental organizations or agencies not included in Classes I, II, III, IV or IV(A).

1. Bensalem Township Government including, but not limited to, the Township Police Department, Fire Companies, and Park & Recreation Department.
2. Bucks County Government.

CLASS VII -

Any and all school facility use requests not identified in and/or covered under Classes I, II, III, IV, IV(A), V & VI.

1. Political Events and Activities.-Political meetings, candidate forums, campaign events, town halls, issue advocacy events, and similar political activities may be permitted in District facilities in accordance with this policy and all applicable laws. Permission to use District facilities shall not constitute District sponsorship, endorsement, or opposition to any candidate, political party, ballot measure, political action committee, organization, or viewpoint. Approval or denial of a facility-use request shall be based solely upon the requirements of this policy and content-neutral operational considerations, including safety, security, capacity, staffing availability, scheduling conflicts, and facility suitability.

Fee Structure by Classification

CLASS I -

Class I groups may use school facilities without charge for rental or service fees. Application fees and security deposit will be waived.

CLASS II -

Class II groups may use school facilities without charge for rental or service fees during normal business hours. Application fees and security deposit will be waived. Service fees will be required for uses of buildings during off hours.

Class II requested school facility uses proposed to occur during off hours (weekends) must have prior School Board approval. The Facilities Department will provide to the School Board a breakdown of custodial fees and utility fees absorbed by the school district prior to the time the school facility use is approved.

CLASS III -

Class III groups will be required to pay an application fee, and an utility rate fee, and will be required to deposit a security deposit in order to use school facilities.

Class III groups may use school facilities without charge for rental fees.

Class III groups may use school facilities without charge for custodial fees and/or service fees during normal business hours. For usage during off hours (weekends), Class III groups will be required to pay custodial fees, together with any/all applicable service fees.

CLASS IV -

Class IV groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS IV(A) -

Class IV(A) groups will be required to pay an application fee, a reduced rental fee in an amount equal to sixty-five percent (65%) of the then current school facility rental fee, and a custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS V -

Class V.1 groups will be required to pay fees as determined by PIAA, District 1, and/or Suburban One League guidelines then in effect. Class V.2 groups will be required to pay a custodial fee, together with any/all applicable service fees.

CLASS VI -

Class VI groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

CLASS VII -

Class VII groups will be required to pay an application fee, rental fee, and custodial fee, together with any/all applicable service fees, and will be required to deposit a security deposit in order to use school facilities.

List of Available Facilities

A list of available school facilities will be prepared by the Superintendent or his/her designee and approved by the School Board. The list of available school facilities is a part of, and incorporated into, this policy, and may be amended, from time to time, as may be necessary, without the need to amend this policy.

Fees and Fee Schedule

A schedule of all school facility use fees will be prepared by the Superintendent or his/her designee and approved by the School Board. The schedule of school facility use fees may include, but shall not be limited to:

1. Application fees.
2. Rental fees.
3. Utility Rate fees.
4. Custodial fees.
5. Service fees.

The schedule of school facility use fees is a part of, and incorporated into, this policy, and may be amended, from time to time, as may be necessary, without the need to amend this policy.

The following fees shall be included within the school facility use fee schedule:

1. Application fee - a non-refundable fee to accompany an application to use any school facilities. A separate application will be required for each school facility sought to be used by a user group per occasion or season, as applicable.
2. Rental fee - a non-refundable fee for the use of a school facility. A separate rental fee may be required for each school facility sought to be used by a user group per occasion or season, as applicable.

3. Utility Rate fee - a non-refundable fee for the utility costs for the use of a school facility.
4. Custodial fee - a non-refundable fee for the custodial employee and/or grounds employee costs for the use of a school facility.
5. Service fee - a non-refundable fee for the following employee costs:
 - a. Facility or Site Supervisor.
 - b. Rental Coordinator.
 - c. Security Guard.
 - d. Cafeteria or Food Services employee.
 - e. Audio/Visual Coordinator.
 - f. Audio/Visual Assistant.
 - g. Lifeguard.
6. Security deposit.
7. Costs.

For the purpose of this policy, **regular work hours** or **normal business hours** are those hours for each building when custodial staff are regularly on duty.

A building administrator, a facility or site supervisor, and/or a custodian shall be present and responsible whenever any user group is using a school facility. As part of its review of a school facility use application, the school district shall determine which supervisory personnel [building administrator, facility/site supervisor, rental coordinator, and/or custodial employee(s)] will be required for each and every approved school facility use.

The various school facility use fees may be increased and/or decreased, from time to time, as deemed necessary in the sole discretion of the school district. Notwithstanding the generality of the foregoing, school facility use fees that are based, in whole or in part, upon school district employee salaries and/or costs, may be increased annually based upon increases in school district employee salaries and/or costs. Similarly, school facility use fees that are based, in whole or in part, upon the school district's Act 1 Index (such as rental fees and utility rate fees), may be adjusted annually based on changes in and/or to the District's Act 1 Index.

Security deposits will be held in escrow by the school district until such time as school district personnel evaluate the condition of the school facility or facilities used in a school facility use after such school facility use event and/or season has ended. All expenses and/or costs incurred by the school district as the result of a school facility use shall be deducted from the security deposit, and thereafter the remaining balance of the security deposit shall be returned to the user group within ten (10) days of the end of the school facility use event or season, whichever is later. A written notification and description shall be provided to the user group by the school district at the time of the return of the security deposit if any security deposit funds have been withheld by the school district, for theft, damage, and/or destruction of school district property, or otherwise, pursuant to this policy.

Application Process

All applications for school facility use must be completed and submitted to the school district using forms as provided by the school district. An application fee must be submitted with the school facility use application form(s), unless the user group classification of the applicant is not subject to the payment of an application fee.

A Certificate of Insurance, naming the School District of Bensalem Township as an additional insured on all policies identified thereupon, and covering the school facilities sought to be used, must accompany the application at the time of submission. The Certificate of Insurance must include policies of insurance of the kind and in the policy amounts as required by this policy and as may be required by the school district from time to time. A Hold Harmless Agreement, in a form provided by the school district, must also accompany the application at the time of submission.

Applications should be made at least forty-five (45) days in advance of the scheduled event, and no applications will be accepted prior to ~~nine~~ twelve (912) months of the event. Weekend or summer rental applications should be made at least forty-five (45) days prior to a School Board action meeting in order to be considered at that School Board action meeting. There typically is no July School Board action meeting. An application must be completed by an authorized officer, member, or agent of the user group who is at least twenty-one (21) years of age.

All applications are subject to the required approval process. The School Board reserves the right to refuse the use of any school facility at any time.

A twenty-five percent (25%) deposit of the total of all of the estimated school facility rental fees and costs must be paid to the school district. Rental cost is required no later than fourteen (14) days prior to the date of, or starting date of, the school facility rental.

The payment of any and all school facility use fees as required and/or otherwise set forth in this policy shall be paid by check, payable to the order of the Bensalem Township School District only, and shall be presented to the Superintendent or his/her designee. No cash or electronic payment will be accepted by the school district, and no cash or electronic payments should be made to any school district employees.

Cancellation Process

It is the responsibility of the applicant to contact the school district facility rental office should it be necessary for a user group to cancel its school facility use. A school facility use must be cancelled no fewer than seven (7) days prior to the scheduled date of the school facility use. If a school facility use is cancelled fewer than seven (7) days prior to the scheduled date of the school facility use, then rental fees will be still be charged by the school district and will not be refunded to the user group, and all other school facility use fees and costs already incurred by the school district for the school facility use will similarly be charged by the school district and will not be refunded to the user group.

If weather conditions prohibit a school facility use from taking place as scheduled, any building administrator, facility/site supervisor, rental coordinator or other designated school district employee may cancel the event. The school district shall not be liable to the applicant/user group for any loss due to the cancellation caused by weather conditions.

District Cancellation Rights

Notwithstanding any prior approval, permit issuance, or payment of fees, the District reserves the right to cancel, revoke, modify, relocate, or reschedule any facility use at any time when, in the sole judgment of the District, the facility is needed for educational purposes, student activities, District operations, emergency situations, construction or maintenance activities, public safety concerns, or any other District purpose. The District shall make reasonable efforts to provide notice of such cancellation and, when feasible, offer an alternative facility or date. The District shall not be liable for any costs, damages, expenses, lost revenues, or consequential damages incurred by a user group as a result of such cancellation. In the event of a District-initiated cancellation, any prepaid rental fees not associated with costs already incurred by the District shall be refunded.

Liability/Insurance Requirements

As a condition for each and every school facility use, every non-school district user group shall submit to the school district two (2) copies of its Certificate of Insurance with its application for school facility use. The certificate(s) are to be issued by the user group's insurance carrier(s) and signed by an authorized agent(s) of the insurance carrier(s). The insurance carrier(s) must be licensed to do business in the Commonwealth of Pennsylvania and must hold a rating of "A" or better from A.M. Best. The certificate(s) must name Bensalem Township School District as an additional insured on all policies identified thereupon, and shall cover all of the school facilities sought to be used as part of the school facility use, as well as any claims arising out of activities to be performed on school district property as part of the school facility use.

The user group shall carry the comprehensive form of general liability insurance and the limits shall be not less than \$1,000,000.00 for each: bodily injury, property damage, and fire.

If a user group utilizes or employs workers or employees, the organization shall carry Workers' Compensation insurance to insure their statutory liability to their employees, and the user group will provide Bensalem Township School District with a copy of their Workers' Compensation insurance documentation.

All user groups are responsible for leaving the facilities/fields in proper condition, and, as set forth above, will be responsible for all costs incurred for repairs and/or replacement of any stolen, damaged, and/or destroyed school district property in amounts in excess of the security deposit.[\[2\]](#)

As a condition of use of any and all school facilities, all user groups are required to agree, on the form(s) provided by the school district, to indemnify and hold harmless the Bensalem Township School District, its officers, officials, agents and employees, from and against all

loss or expense (including costs and attorneys' fees) by reason of liability imposed by law upon the school district for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons or on account of damage to property, including loss of use thereof, arising out of or in consequence of the use of the Bensalem Township School District Facilities, whether such injuries to persons or damage to property is due or claimed to be due to the negligence, in whole or in part, of the user group, its subcontractors, the Bensalem Township School District, and/or its officers, officials, agents and employees.

General Rules for Use

In addition to any rule described herein for the use of school district facilities, the school district reserves the right to make any rules or enforce any regulations that it deems necessary in order to promote and protect the health, safety and welfare of the community and the school district facilities.[\[3\]](#)

Availability of School District Facilities and Obligations of Applicant/User Groups

1. The use of the school district facilities, subject to restrictions, is available to organizations within the school district, as classified in the 'User Group Classification' section of this policy, above.
2. All users and user groups, their members, guests and invitees must comply with school district policies at all times.
3. All school facility uses must end, and all users and user groups, their members, guests and invitees must vacate school district facilities by 9:30 p.m., Monday through Thursday, and by 12:00 a.m. Friday, Saturday and Sunday, unless otherwise approved by the Superintendent or his/her designee.
4. The school district reserves the right to assign the various school district facilities at its discretion. For energy savings or other relevant reasons, the school district may consolidate various activities to certain schools or locations.
5. All school district student-related activities shall take preference over all community requests for the use of school district facilities as determined by the Superintendent or Facilities Department in their discretion.
6. Any user group that does not comply with the rules and regulations of the school district will be banned from continued use of any and all school district facilities.
7. Only school-related or school sponsored activities of the school district may use school district facilities during normal school hours.
8. During school hours, no school facility use by a non-school district user group can take place on or in a school district facility prior to 6:00 p.m., Monday through Friday, unless approved by the Superintendent or his/her designee.
9. If admission fees are charged at an event held in a school district facility, the user group must pay all taxes required by law; evidence of payment may be required by the school district.

10. Members and agents of the School Board shall not be refused admission to an event being held on or at school district facilities.
11. All user groups must be able to present an approved school district facility use permit when requested. Any user group who cannot present an approved school district Use Permit will be denied access to, and use of, any and all school district facilities.
12. Any user group and/or school facility use that requires the use of microphones, projectors, sound system, lighting, and/or other audio/visual equipment, facilities, and/or services of the school district must submit a prior written request to utilize these services. Such audio/visual services must be installed, operated, and/or otherwise performed by an approved school district employee. All such audio/visual related fees and costs will be billed and paid by the user group as set forth in the 'Fee Structure by Classification' section of this policy, above, and in the school facility use Fee schedule incorporated herein.
13. The school district will schedule meetings with Class III user groups as deemed necessary.
14. Use of school district swimming pools requires school district-employed lifeguards at all times unless determined otherwise by the school district. The number of lifeguards necessary for a school facility use will be determined by the school district-based factors including, but not limited to, the age, number, and skill level of the persons proposed to be in and/or around the swimming pool(s). In such cases where the school district lifeguards are not available, the user group will be required to provide certified lifeguards for the entire duration of the school facility use rental and also provide to the school district a completed Swimming Pool Usage Application/Lifeguard Verification form.
15. Unless otherwise approved by the school district prior to the school facility use, concessions for the duration of the school facility use will be operated by the school district.
16. All and every school facility use is subject to the availability of school district employees, including, but not limited to, a building administrator, a facility or site supervisor, and/or custodial staff, at the time the user group is using, or proposes to use, a school facility.
- 17.

18. Political events shall be subject to the following requirements:

- a. Political events shall be conducted only within approved indoor District facilities. Use of athletic fields, stadiums, playgrounds, parking lots, courtyards, and other outdoor District property for political events is prohibited unless specifically authorized by Board action.
- b. All campaign signs, banners, posters, literature, displays, tables, decorations, and other political materials must be removed immediately upon conclusion of the event.
- c. No political signage, literature, or campaign materials may be affixed to District property, buildings, fences, scoreboards, sidewalks, walls, doors, windows, or equipment.
- d. Event organizers shall be responsible for ensuring that participants remain within areas identified on the facility-use permit and do not interfere with District operations or activities.
- e. Distribution of literature shall be limited to the approved rental space and shall not impede access, ingress, egress, or pedestrian traffic.
- f. Political events shall comply with all Board policies governing discrimination, harassment, bullying, threats, intimidation, disorderly conduct, and disruption of the educational environment.
- g. The District may require security personnel, law-enforcement presence, traffic controls, or additional supervisory personnel when deemed necessary for public safety. Associated costs shall be the responsibility of the renter.
- h. Political fundraising activities are permitted only when otherwise lawful and specifically identified in the facility-use application
- i. Speech occurring during a rented facility use may not include conduct that constitutes unlawful harassment, true threats, incitement to imminent unlawful conduct, or speech otherwise unprotected under applicable law. Event organizers shall be responsible for maintaining orderly conduct throughout the event.
- j. No political event shall be scheduled during the student instructional day while students are present in the building unless specifically approved by the Superintendent.
- k. No campaign materials may be left on District property after the event. Costs incurred by the District for cleanup or removal shall be charged to the renter and may be deducted from the security deposit.
- l. Candidate forums sponsored by community organizations must provide all legally required notifications and opportunities for participation consistent with applicable election laws.

19. a.

Prohibited Activities[\[3\]](#)

- 1. Possession, use, or distribution of illegal drugs and/or alcoholic beverages.
- 2. Possession of weapons.
- 3. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or local, state or federal laws, ordinances, and/or regulations.

4. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, including activities requiring a Bingo License, unless such activity has been expressly authorized by the School Board.[4][5]
5. Use of tobacco products in any form.[6][7][8][9]
6. Any activity that may be destructive to any School district Facility or equipment.[2]
7. Anything which conflicts with school activities.
8. ~~Partisan political meetings.~~
9. Commercial advertising.
10. Fundraising campaigns, except as permitted by School Board policy or special action by the School Board.
11. Transfer of a School Use Facility Permit. The right and approval to use any school district facility may not be sublet or transferred to any other individual or group.
12. Installation of equipment and/or alterations to school district facilities or equipment, in any manner whatsoever, without prior, express written approval by the school district.
13. Use of any open flame without the prior, express approval of the Superintendent or his/her designee.

14.

The use of cold spark machines, cold sparklers, spark-producing devices, pyrotechnic or simulated pyrotechnic effects, and similar special-effects equipment is strictly prohibited in or on District property as part of any facility rental or use. LED special-effects lighting devices, including portable, temporary, programmable, flashing, strobing, laser, or event-style LED lighting, are also prohibited unless specifically provided and operated by the District.

Renters may not bring, install, operate, or permit a vendor or third party to use such equipment, regardless of whether the device is marketed as “cold,” “flameless,” “smokeless,” or otherwise represented as safe for indoor use.

This prohibition is intended to protect students, staff, visitors, District facilities and equipment, and fire/life-safety systems. No renter, vendor, event organizer, or District employee may waive this prohibition without prior written authorization from the Superintendent or designee, with Board approval, and when applicable, approval from the appropriate fire or code official.

15. Any activity that violates any school district policy or administrative regulations.

Safety and Security

A school facility use shall be conditioned upon proper security measures being arranged, in advance, for the school facility use. A user group is required to maintain control over all members, guests, invitees, and/or all other persons present at a school facility use.

The costs of any and all security measures, including, but not limited to, security guards, are the responsibility of the user group of the duration of the school facility use. The school district reserves the right to modify or increase the security measures required at any time, and to consult with, and utilize the services of, the Bensalem Township Department of Public Safety in determining the security measures needed for a school facility use.

Any and all security costs incurred by the school district shall be paid in advance of a school facility use, with any additional security costs incurred by the school district before or during a school facility use to be immediately paid to the school district by the user group. All such security costs are set forth in the school facility use Fee schedule incorporated herein.

All required security measures and procedures, and all other safety regulations and procedures, shall be strictly adhered to by the user group, its members, guests, invitees, and any other persons present at a school facility use. School district officials have the authority to engage additional security personnel and/or to call police before or for the duration of any part of a school facility use when, in their judgment, it becomes necessary.

Decorations

Decorations used during a school facility use must be fireproof and are subject to prior review and approval by school district officials. Approved decorations cannot be fastened to the walls or ceiling of any buildings with nails, screws, scotch tape, or other fasteners that will damage the finish of the wall or ceiling.

Decorations may be fastened to walls and ceilings with painters tape or fun tack only. Any decoration deemed to be offensive or inappropriate will be removed at the sole discretion of the school district. All decorations, furnishings, and equipment intended for use by the user group are to be delivered and put in place under the supervision of school district staff at a time as previously approved by the school district.

Debris must be removed at the end of the school facility use.

Decorations to be used in any auditorium, multi-purpose room(s), or foyer(s) of any school building(s) are to be limited to floral or flag decorations, or those of a free standing, informative display type, and are subject to prior review and approval by school district officials.

Food, Drink or Refreshments

Food, drinks or refreshments of any kind are prohibited from gymnasiums, auditoriums, classrooms, natatoriums, swimming pools, and/or areas not designated within the school facility use permit. Unless otherwise approved by the school district prior to the school facility use, any concessions for the duration of the school facility use will be operated by the school district.

Rules Specific to Designated Facilities

Kitchen -

At least one (1) member of the Bensalem Food Services staff shall be employed during the time a kitchen is in use, and an applicable service fee for all such personnel will be charged. The school district will determine the number of Food Services employees necessary for the duration of a school facility use.

Parking -

Parking for a school facility use is limited to designated parking areas located on school facilities. No vehicles are permitted to park on grass or any other non-designated parking areas at any School Facility.

Use of District Facilities on Weekends and Holidays

All school district facilities will be closed to all school facility uses on the holidays listed below unless approved by the School Board forty-five (45) days prior to said holiday. Consideration for use of school facilities on holidays will be given only in special situations upon request by Class I user groups.

1. July 4.
2. Labor Day holiday (Friday).
3. Labor Day.
4. Rosh Hashanah.
5. Yom Kippur.
6. Diwali.
7. Veteran's Day.
8. Thanksgiving Day.
9. Thanksgiving Day holiday (Friday).
10. Christmas Eve/Christmas Day.
11. New Year's Eve/New Year's Day.
12. Martin Luther King's Birthday.
13. President's Day.
14. Holy Thursday.
15. Good Friday.
16. Easter Monday.
17. Memorial Day.
18. Summer months (when in conflict with summer cleaning or during construction).
19. Election Day.

The Superintendent or the Director of Business Operations may grant approval for facility usage on holidays and Sundays only in special circumstances. The Board of School Directors will ratify usage at the next School Board meeting.

School district facilities may be used by Class II, III, IV, IV(a), V, VI, and VII user groups on Sundays in accordance with this policy. All Sunday school facility uses must be preapproved by the Superintendent or his/her designee.

Bensalem High School will be available on Saturdays for sports teams, the band, and other student activity school groups from 7:00 a.m. to 1:00 p.m. only. The sponsors or coaches must provide their Saturday practice needs in writing, no later than ten (10) days in advance, to the Facilities office and high school principal.

Violations

Any violations of rules and regulations for use of school district facilities will be subject to corrective actions up to and including barring the user group from the future use of school district facilities. The school district, at its discretion, may impose progressive corrective actions, including a verbal warning, written warning, and suspension of use rights, prior to permanently rescinding an entity's use of school district facilities.^[3]

The designated school district employee is required to report all violations of rules and regulations to the building principal and to a facility or site supervisor.

Legal Footnotes

[1] 24 P.S. 775
LEGAL REFERENCE

[2] 24 P.S. 777
LEGAL REFERENCE

[3] 24 P.S. 511
LEGAL REFERENCE

[4] 10 P.S. 328.101 et seq
LEGAL REFERENCE

[5] 61 PA Code 901.701
LEGAL REFERENCE

[6] 18 Pa. C.S.A. 6306.1
LEGAL REFERENCE

[7] Pol. 904 – Public Attendance at School Events
POLICY REFERENCE

[8] 20 U.S.C. 7972
LEGAL REFERENCE

[9] 20 U.S.C. 7973
LEGAL REFERENCE

Legal References

Additional References

24 P.S. 510.2
LEGAL REFERENCE



**BENSALEM TOWNSHIP SCHOOL DISTRICT
BENSALEM, PA 19020
FACILITIES RENTAL FORM**

NAME OF REQUESTING ORGANIZATION: _____

ORGANIZATION ADDRESS: _____

DATE _____

CONTACT PERSON: _____

PHONE (BUSINESS) _____

CONTACT PERSON ADDRESS: _____

CONTACT E-MAIL: _____

PHONE (CELL) _____

FACILITIES REQUESTED

☐ BENSALEM HS
☐ SHAFER MS
☐ SNYDER MS

☐ BELMONT ES
☐ CORNWELLS ES
☐ FAUST ES

☐ RUSH ES
☐ STRUBLE ES
☐ VALLEY ES
☐ ADMINISTRATIVE CENTER

PURPOSE: _____

DATE(S) REQUESTED: _____

TO: _____

TIME(S) REQUESTED: _____

TO: _____

DATE(S) AVAILABLE: _____

TO: _____ CODE# _____

NUMBER OF ANTICIPATED
PARTICIPANTS: _____

ADULTS: _____

STUDENTS: _____

ROOMS REQUESTED

☐ GYMNASIUM
☐ CAFE/MULTI-PURPOSE RM
☐ KITCHEN
☐ INTERNET CAFÉ

☐ LIBRARY
☐ CLASSROOM
☐ AUDION
☐ ATHLETIC FIELD

☐ AUDITORIUM
☐ NATATORIUM/POOL
☐ STADIUM

LOCATION: _____

ADDITIONAL NEEDS (EQUIPMENT, # OF CHAIRS, # OF TABLES, QTY, ETC.) _____

A/V NEEDS (MICROPHONES, PROJECTORS, SOUND SYSTEM, ETC.) _____

****Applicant is responsible for obtaining and or determining the need for any necessary permits required by any local or state agencies that may have any jurisdiction over the requested facility rental or facility usage.**

****Additionally, the user has been provided with and has read the Rules and Regulations for using School Facilities and the policies of the Board of School Directors of the Bensalem Township School District concerning the use of its buildings and agrees to follow them in letter and spirit.**

****The District reserves the right to cancel or reschedule any facility use at any time when the facility is needed for educational purposes, student activities, District operations, emergency situations, construction or maintenance activities, public safety concerns, or any other District purpose in accordance with School Board Policy 707. In the event of a District-initiated cancellation, any prepaid rental fees not associated with costs already incurred by the District shall be refunded.**

****UNDER NO CIRCUMSTANCES WILL THE RENTER HAVE ANY FIRE, PYROTECHNICS, LED FIREWORK LIGHTS, COLD SPLARKLERS, COLD SPARK MACHINES OR ANY ITEM THAT COULD POSSIBLY BE A FIRE HAZARD ON SCHOOL DISTRICT PROPERTY. VIOLATION OF THIS DIRECTIVE WILL CAUSE IMMEDIATE TERMINATION OF THE FACILITY RENTAL. NO FUNDS WILL BE REIMBURSED DUE TO RENTER VIOLATION OF THIS DIRECTIVE.**

Authorized Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

OFFICE USE ONLY

CERTIFICATE OF INSURANCE RECEIVED: _____
YES/NO

BTSD INDEMNIFICATION: YES NO
(IF "NO" REJECT,
NOTIFY & RETURN)

CLASSIFICATION: I II III IV **IV(a)** V VI (CIRCLE ONE)

APPROX. BASIC CHARGES: \$ _____ AV FEE
\$ _____ RENTAL FEE
\$ _____ CUSTODIAL FEE
\$ _____ SECURITY EVENT STAFF FEE
\$ _____ OTHER FEES (Tables/Chairs, etc. – 50 cents per chair, \$2.00 per table)
\$ _____ RENTAL COORDINATOR (\$50.00 PER HOUR)
\$ _____ TOTAL BASIC CHARGES

Board Action:

ACCEPTED: ☐

REJECTED: ☐

DATE APPROVED/REJECTED: _____

FEES RECEIVED: SECURITY DEPOSIT AMOUNT: \$ _____ CHECK NO.: _____

DATE ESCROWED: _____

DATE RETURNED: _____

APPROX. BASIC CHARGES AMOUNT: \$ _____ CHECK NO.: _____

DATE: _____

COPIES TO: DISTRICT OFFICE
BUILDING CUSTODIAN
BUILDING PRINCIPAL
ATHLETIC DIRECTOR
APPLICANT
COORDINATOR OF CUSTODIAL SERVICES

**BENSALEM TOWNSHIP SCHOOL DISTRICT
BENSALEM, PA 19020**

INDEMNITIES HOLD HARMLESS AGREEMENT:

_____ agrees to indemnify and hold harmless the Bensalem
(Organization)
Township School District, their agents or employees from and against all loss
or expense (including costs and attorneys' fees) by reason of liability
imposed by law upon the School District for damages because of bodily
injury, including death, at any time, resulting therefrom sustained by any
person or persons or on account of damage to property including loss of use
thereof, arising out of or in consequence of the use of Bensalem Township
School District's facilities whether such injuries to persons or damage to
property is due or claimed to be due to the negligence in whole or in part of
the organization, their subcontractors, the Bensalem Township School
District, their agents and employees, except only such injury or damage that
shall have been occasioned by the sole negligence of the Bensalem
Township School District, their agents and employees.

(Authorized Signature)

(Printed Signature – Title)

(Date)

RECEIPT (BTSD Copy)

The receipt of the following is hereby acknowledged:

- _____ Application Fee (Non-Refundable)
- _____ Security Deposit (Refundable)
- _____ Hold Harmless Agreement
- _____ Certificate of Insurance

Received by: _____ Date: _____

RECEIPT (Applicant Copy)

The receipt of the following is hereby acknowledged:

- _____ Application Fee (Non-Refundable)
- _____ Security Deposit (Refundable)
- _____ Hold Harmless Agreement
- _____ Certificate of Insurance

Received by: _____ Date: _____



BOARD POLICY

810.4 Advertising Inside District Vehicles

POLICY NUMBER	VERSION	DOCUMENT STATUS	PRINTED
810.4	v1.3	DRAFT	9/18/2026

■ Proposed addition ■ Proposed deletion

Purpose BC edit post Policy Cmte Mtg Sept 15.

The Board recognizes that the sale of advertising space on the inside of district vehicles can serve as an important source of revenue enhancement. Further, the Board recognizes the importance of informing students of products, services, and opportunities that may advance their educational pursuits. It is the objective of this policy to establish parameters for such advertising.

Authority

Any and all advertising signs and/or the content thereof are subject to the approval of the district in accordance with the requirements of this policy and any administrative procedures and practices established pursuant thereto.[\[1\]\[2\]\[3\]](#)

The district reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the district from any suits or actions of every nature and description brought against it by reason of the advertisement.

The district will approve the specifications for advertisements on school buses that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other specifications for advertisements the district deems appropriate.

The products and services advertised under this policy must be directly related to student's educational pursuits. Therefore, the district will not accept advertisements to be displayed or maintained on school buses if the advertisement or information contained in the advertisement:

1. Is false, misleading, deceptive, disrespectful, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, or vulgar;

3. Promotes unlawful or illegal goods, services, or activities;
4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products designed for use in connection with sexual activity;
6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
7. Declares or implies an endorsement by the district; or
8. Is controversial in nature, or not age appropriate.

The district will not allow any of its school buses to become a public forum for dissemination, debate, or discussion of public issues. The district has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the school district or its students.

Guidelines

Ads may be posted only in publications, e-publications, and inside vehicles approved by the district. All ads must conform to specifications established by the school district.

Advertising fees shall be subject to the approval of the Superintendent. All proceeds from the sale of advertising in district publications shall be used for the benefit of the district.

Advertisements permitted in district publications do not represent the district's endorsement or approval of the matters presented in the advertisements, and an advertiser may be required to include a statement to that effect in the advertisement.

Procedures

All persons and organizations wishing to use publications to advertise in accordance with this policy must submit a written application and be approved by the ~~Advertising~~ Business Affairs Committee.

The request to advertise must include a description of the location requested, an accurate color representation of the advertisement with size and materials indicated, and the period during which the advertising will remain in place.

Approval for advertising shall be evidenced by the issuance of a written invoice to the applicant.

Delegation of Responsibility

The ~~Advertising~~ Business Affairs Committee shall approve or deny all applications for advertising under this policy and may establish additional administrative regulations and procedures related thereto.

Legal

1. 24 P.S. 510
2. 24 P.S. 511
3. 24 P.S. 775

Legal References

No additional references listed.



BOARD POLICY

915 School-Related Groups/Boosters/Support/PTO Organizations

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
915	10/11/2005	V1.21	DRAFT

PRINTED
10/12/2026

■ Proposed addition ■ Proposed deletion

Purpose Per VV and DM

Bensalem Township Board of School ~~District Board of~~ Directors recognizes and appreciates the cooperation, encouragement and support given by booster/support/PTO organizations to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricula or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board of School Directors through its professional employees.

The ultimate goal of both the support groups and Board of School Directors is to provide the best curricular and extracurricular programs to the students of Bensalem Township School District.

Authority

Being the elected and responsible body for directing all education and extracurricular programs and activities, the Board of School Directors sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster/support/PTO groups.

Guidelines

Organization

To facilitate communications between the booster groups and the district, to make clear to all concerned the purposes of the booster organizations, and to meet legal and insurance requirements, the Board requires from each group a list of current officers, their phone

numbers and addresses and a current statement of objectives or by-laws of the group. This is to be submitted at the start of each school year. Lists of officers are to be submitted to the Board Secretary annually; objectives and by-laws should only be submitted when changed or amended.

Guidelines and Restrictions

1. The Athletic Director shall be the administrative liaison for organizations that support district athletic programs.
2. The building principal or designee shall be the administrative liaison for building-based organizations that support school extracurricular and student club activities. The Superintendent or designee shall designate the administrative liaisons for all non-athletic district-wide booster clubs.
3. Each organization must appoint a liaison for purposes of communication with the district. This appointed liaison must be a member of the organization's executive board. The Athletic Director shall maintain a list of organization-appointed liaisons for applicable district athletic programs; building principals shall maintain a list of organization-appointed liaisons for applicable extracurricular and student clubs in their respective buildings; and the designated administrative liaison shall maintain a list of organization-appointed liaisons for all non-athletic district-wide booster clubs.
4. Each organization shall annually submit a listing of its officers and contact information to the appropriate district administrative liaison after the annual organizational meeting.
5. Each member of the executive board of the organization must sign the attached Booster Club or Parent Organization Officer Affirmation form that states s/he has read and agreed to this policy. This documentation must be provided to the administrative liaison at the start of the new school year and/or season.

Organizations may not deny students access to district athletic, extracurricular, or club activities for any reason. Only administrative liaisons, district athletic, extracurricular or club activity advisors have the authority to determine eligibility in district athletic, extracurricular or club activities.

The following classifications of individuals are not eligible for membership in organizations:

1. District or home-schooled students eligible to participate in the sport or activity.
2. District employees, unless they are the parent/guardian of a student participating in the sport or activity or have secured district administrative approval. This does not apply to staff members who are encouraged to be part of building-specific PTO organizations.
3. Head and assistant coaches of the sport in question, whether paid or volunteer.
Coaches of district athletics or teacher activity sponsors/advisors should, when possible, attend the meetings of organizations in an advisory capacity.

Organizations are not authorized to use the district tax-free number for purchases.

Organizations shall not charge fees for services which are already available at no cost to district students.

Organizations are not permitted to use the district's name or logo without license or express permission granted in writing by the Superintendent or designee. If an organization desires to use a logo other than the designated district logo for use by the club or organization on merchandise or for any other reason, such use must be approved in writing by the Superintendent or designee.

Financial Management

The organization is required to maintain accurate financial documentation in accordance with the attached Sound Financial Management Guidelines. Any member of the organization wishing to reimburse for out-of-pocket expenses related to the operation of the organization shall complete and submit using the attached Check Reimbursement Request Form.

Consultants and Volunteers

Any organization which enlists the paid or volunteer services of a community member or consultant to work directly with students may be required to submit mandated clearances as outlined in applicable Board policy.

Fundraising and Communication

1. Fundraising activities shall be requested in writing to the building principal or designee via a Fundraising Activity Form, reviewed and approved at the building level, and conform to district guidelines. No student time during the school day shall be allowed for fundraising activities for any booster/support organization. Student solicitation within the community for any booster/support organization shall be monitored. Any exception to the above guidelines needs approval of the building principal.

2. A key to the success of any organization is clear communication. It is required by the Board that each organization has clear communication with members as to the purpose of the organization and the desired voluntary commitment of the members. It is imperative for the organization to communicate with the parents/guardians at the first possible opportunity, prior to the start of the team season or beginning of the activity.

3. Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraiser. In other words, mandatory fundraisers are not permitted.

4. District students under the age of eighteen (18) are prohibited from participating or being a part of any activity that involves games of chance as per Pennsylvania law, including but not limited to raffle baskets. The PA Bingo law allows students under the age of eighteen (18) to participate in Bingo games if they are accompanied by an adult. A permit must be obtained prior to the event pursuant to PA law.

5. Communication shall be made to parents/guardians explaining the fundraisers of the organization as well as any dues of the organization.

6. Parents/guardians shall also be informed of the organization's meeting dates and times, meeting locations, and when fundraising agenda items will be discussed and/or voted on for the organization.

7. At no time shall an organization communicate to parents/guardians that their participation in fundraising activities is required for purposes of the child's participation in a school sport or school activity. It is expected that all student participants show good faith by participating in team related activities and fundraisers as directed by the coach and/or administrative liaison. Expectations must be communicated to students and families with proper advanced notice.

8. Organizations may choose to accept a donation in lieu of fundraising.

Improvements to District Buildings and Grounds

1. The administrative liaison must be made aware of any proposals for improvements to district buildings and/or grounds before any action is taken. This includes engaging with any volunteers, community members, consultants, contractors, or service providers.
2. Proposed improvements to district buildings and grounds being made by the organization must have the approval of the Superintendent and the Board.
3. Paid consultants to the organizations to various projects including, but not limited to, constructions, should be engaged without Board approval.

Recognition Functions (Banquets)

1. In an attempt to avoid potential conflicts, an organization planning a recognition event shall request permission of the building principal or administrative liaison to conduct such an event and shall clear the date of the event with the applicable district administrative liaison and also the coach or activity sponsor/advisor.
2. To avoid conflicting events and demands on students and school district personnel, each booster/support group shall submit a proposed schedule of events to the building principal by July 1st of each school year.
3. The organization may charge parents/guardians to attend the banquet but may not charge the students without the approval of the administrative liaison.
4. No alcohol may be served at on-campus events or off-campus events to which students are invited.

Printed Programs

Organizations may print programs and charge a fee for advertising. Organizations must screen each advertisement from community and family sponsors for appropriate content before placement in printed game or activity programs. Advertising may not:

1. Advocate or campaign for a particular candidate or political party;
2. Promote or encourage hostility toward any ethnic, religious or racial group;
3. Promote or denigrate a particular religion or religious practice in a manner that suggests that the district is endorsing a particular set of religious beliefs;
4. Be derogatory towards or incite discrimination against any group or person based upon race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or handicap/disability of the group or person;
5. Promote or encourage hostility, disorder, violence, or disregard for violation of legal obligations;
6. Be libelous, or interfere with or advocate interference with the rights of any individual or the operations of the district;
7. Promote the use of tobacco products, e-cigarettes, vaping devices, smoking accessories, alcoholic beverages, illegal substances or related paraphernalia;
8. Promote the use of firearms or other forms of weaponry;

9. Promote obscenity or pornography in the context of being inconsistent with prevailing standards such as adult publications or videos;

10. Use sexual content, sexual overtones, or any material that is otherwise not suitable for children; and

11. Be associated with promotion of birth control products or programs, abortion, or any other related services.

The district shall reserve the right to require the removal of advertising content deemed to be inappropriate.

Disbanding Organizations

Should the Board deem that the efforts or activities of any organization are not in the best interest of the students or the district, the authorization to operate the organization may be withdrawn.

An organization may be disbanded on its own accord by submitting a written notice to the designated administration liaison. All monies remaining in the organization's account must be turned over to the district for use in connection with the team or activity which the organization had supported to the extent permitted by law, with any residual amount going to support district athletics or other student activities generally.

Budget

All organizations must elect or otherwise designate a treasurer. All member of the executive board will adhere to the following guidelines:

1. Establish an initial budget.

2. Follow uniform accounting procedures.

3. Follow procedures for the internal audit process.

4. Prepare a plan for fundraising activities and expenditures.

5. Produce a report of yearly income and expenditures.

6. Prepare tentative goals for yearly carryover funds.

The district reserves the right to request any budgeting or financial documentation from the organization liaison.

Insurance

School-related organizations should ensure that all proper licenses have been procured for proposed fundraising and activities. Proper documentation to this effect must be sent to the Superintendent's office and kept on file. Such documentation must also be submitted with the Facilities Rental Form.

Boosters/Support organizations need not maintain insurance coverage in as much as they are covered by the district's policies.

Reporting

Each booster/support group shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the six (6) month and annual audit/treasurer's report shall be submitted to the school principal and Board Treasurer at the end of each fiscal year. An annual audit will be conducted by the school district.[\[1\]](#)[\[2\]](#)

Use of Facilities

Booster organizations requesting use of facilities and/or services shall initiate those requests with the building principal and in compliance with the district's policy on facility usage (Policy 707). No activity shall be permitted without such approval. Note insurance certificate requirements if events involve outside vendors or performance groups.^[3]^[4]

Concessions

Booster/support organizations involved in concessions at school events shall follow district guidelines for use of facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission.^[3]^[4]

Instructional Staff

Any monies maintaining the support staff of an instructional program or any program of either school athletic, music or other program shall be funded through school district funds and the district shall make direct payments in accordance with School Code and Board policy. All personnel shall be approved by the Board of Directors. Act 30 clearances must be obtained by any person working with students.^[5]

Expenditures for Equipment, Supplies, Etc.

Occasional purchase of necessary equipment, materials or uniforms for a program shall have prior written approval of the principal. No direct payments outside P.I.A.A. guidelines may be made to student athletes for attendance at tournaments, camps, or the like.

Exclusion From Liability

The Board of School Directors does not assume any financial responsibility for a booster group and excludes itself from any liability a booster/support group may incur.

Compliance

Should any situation emerge between a booster/support organization and the administration regarding the management of any school-related activity, the Superintendent shall resolve the issue within these established guidelines and Board policy. No booster/support organization shall engage in any activity outside these guidelines.

Further, in conducting its activities, booster/support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.^[6]

Legal Footnotes

[1] 24 P.S. 440.1
LEGAL REFERENCE

[2] 24 P.S. 623
LEGAL REFERENCE

[3] 24 P.S. 775
LEGAL REFERENCE

[4] Pol. 707 — Use of School Facilities
POLICY REFERENCE

[5] 24 P.S. 508
LEGAL REFERENCE

[6] 10 P.S. 162.1 et seq
LEGAL REFERENCE

SOUND FINANCIAL MANAGEMENT GUIDELINES

Always remember these **DO's** and **DON'Ts** for sound financial management.
This list is not inclusive of all sound financial management strategies.

DO's

- Save financial records for three years (minutes, financial statements, budgets, bank statements, check request forms, receipt register, check register, returned checks, original receipts). Keep these in a safe place. Financial records shall be available to the Superintendent, a designee of the Superintendent, or administrative liaison upon request.
- Require all payments and purchases to have two executive board members' approval other than the purchaser.
- Pay with a check whenever possible.
- Always deposit all funds promptly into the organization's bank account.
- Always have a receipt and a check request form to reimburse. Include a copy of the receipt whenever possible (sample check reimbursement request form attached).
- Have the bank statement addressed and mailed or emailed to the president. The president should look over the statement, initial it and give it to the executive board.
- Meet with the outgoing treasurer to go over the books.
- Raise money for a purpose and spend it for that purpose.
- Prepare a financial statement for each executive, board and general meeting.
- Have books audited at close of fiscal year by an auditor or an audit committee (may be an internal or external audit committee).
- Use funds wisely. Remember that all persons signing on a club bank account may be liable for the use or misuse of those funds.
- Arrange for pre-approval for all credit card purchases.

DON'Ts

- Never give a blank check with signatures.
- Never have petty cash. This does not include change in a cash box needed for a fundraising event.
- Never leave cash unattended during an event or leave in an unsecured place before depositing.
- Don't compete with businesses in your area on fundraising projects.
- Don't accept financial records without having them audited.
- Don't deposit club funds into a personal account.
- Don't co-mingle funds.
- Never have an ATM card for the club checking account. Allow the organization to have a credit card with a \$0.00 allowance of cash withdrawal.



CHECK REIMBURSEMENT REQUEST FORM

Date: _____

Paid by Check No.: _____

Date of Check: _____

Amount: _____

Pay to: _____

City State Zip

For: _____

Print: _____
Person requesting check

Signature: _____
Person requesting check

Approval: _____
President

Approval: _____
Treasurer

Attach receipt and/or canceled check here

BOOSTER CLUB OR PARENT ORGANIZATION OFFICER AFFIRMATION

The Executive Board of _____ has read the District's Policy,
(Organization Name)

Booster Clubs and Parent Organizations. The following officer(s) agree to abide by the terms and conditions of the Policy in its entirety.

_____ Name	_____ Signature	_____ Title	_____ Date
_____ Name	_____ Signature	_____ Title	_____ Date
_____ Name	_____ Signature	_____ Title	_____ Date
_____ Name	_____ Signature	_____ Title	_____ Date
_____ Name	_____ Signature	_____ Title	_____ Date
_____ Name	_____ Signature	_____ Title	_____ Date
_____ Name	_____ Signature	_____ Title	_____ Date
_____ Name	_____ Signature	_____ Title	_____ Date

Upon completion, please submit this form to the designated administrative liaison.