

PROPOSED REVISIONS

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

Prior Approval

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the appropriate liaison or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

Web-Based Solicitations

An organization or group may engage in web-based sales and solicitations of donated money or items to support District or campus programs. The organization or group shall obtain approval from the appropriate liaison or other appropriate administrator identified in administrative regulations before beginning the fundraising project.

Use of District Facilities

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

Parent-Teacher Organization

The Board recognizes the valuable services performed by the parent-teacher organization and its state and local divisions as a representative agency whose objectives are to:

1. Promote the welfare of children and youth in home, school, and community;
2. Raise the standards of home life;
3. Secure adequate laws for the care and protection of children and youth;
4. Bring into closer relations the home and the school so that parents and teachers may cooperate intelligently in the training of the child; and
5. Develop between educators and the general public united efforts to secure the highest advantages in physical, mental, and social education for every student.

Booster Organizations

District booster clubs shall:

1. Be voluntary and provide unified support for student activities of the school.

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2. Be limited to a single club or organization for each area of student activity, i.e., athletics, band, choir, or dance team.
3. Encourage involvement by all parents of students participating in the supported activity.
4. Not be involved in decision or policy-making activities for a student group.
5. Have no authority in directing or influencing District employees in the administration of duties.
6. Comply with all UIL guidelines.
7. Comply with administrative regulations and Board policy when offering money or gifts to the District [see CDC].
8. Submit a copy of current adopted bylaws and operating procedures to the principal.
9. Prepare a written financial report of actual revenues and expenditures for the school year. The treasurer of the booster club should prepare the financial report.
10. Have an organizational review committee conduct an annual review of the organization's financial report and the related financial activity for the school year and prepare a written report communicating the results of the committee's review to the organization.
11. Submit the annual financial report and the review committee's report to the school principal and to the District's internal auditor by the beginning of each year.
12. Pay all taxes and other debts incurred by the organization.
13. Issue receipts for all money received.

**Formation of
Organizations**

All booster and parent organizations must:

1. Obtain a unique tax identification number (EIN) in accordance with Internal Revenue Service (IRS) procedures. Such organizations may not use the District's tax identification number.
2. Submit the organization's EIN to the District's internal auditor (if available).

All booster and parent organizations are encouraged to:

1. Obtain federal tax-exempt status as a public 501(c)(3) charitable organization in accordance with IRS procedures within one year of formation.

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2. Maintain 501(c)(3) tax-exempt status in accordance with IRS procedures.
 3. Submit a copy of the IRS's Letter of Determination to the District's internal auditor (if available).
- Liaison**
- The faculty sponsor of a student group associated with a booster or parent organization shall serve as the liaison between the parent group and the District.
- The liaison shall:
1. Approve all student- or school-related activities of such organizations;
 2. Work with the organizations to establish approved goals and student-support activities for the respective organizations;
 3. Assist in setting the budgets of such organizations and ensuring that expenditures of such organizations are in direct support of the goals of the designated programs;
 4. File lists of officers of the respective organizations with the school principal at the beginning of each school year and revise such lists as officers change during the school year; and
 5. File lists of organization activities for the coming year with the principal at a date established by the principal. Additional activities should be submitted, at least 30 days prior to the event, to aid in the development of the master calendar for the school.
- Authorized Signer**
- No District employee shall be an authorized signer for the bank account of a PTA, PTO, or booster club.
- The liaison between the parent group and the District shall be prohibited from serving as an officer.
- Financial Need**
- An organization may donate funds to the school or District to assist a student with fees when that student's financial need has been established in accordance with FP(LOCAL).
- Bonfires**
- Bonfires shall be prohibited.
- Raffles**
- For information on raffles, see GKB(LEGAL).
- Bingo**
- Bingo games may only be conducted in accordance with state charitable Bingo administrative rules.