

COMMUNITY RELATIONS

PARENT SUPPORT OR BOOSTER ORGANIZATIONS

The Board of Education approves of co-curricular activities and strongly supports parental interest and involvement. The Board recognizes that parents may wish to organize for the purpose of supporting curricular and co-curricular programs, such as athletic teams and musical groups. In order to fulfill the requirements of Education Code 51521, groups desiring to raise money to benefit a student or students at any District school shall request authorization from the Board of Education through the District Superintendent. Any such organization, which uses the name of the District or the name of any school of the District, must receive prior approval from the Board of Education. PTA/PTSA organizations are governed by state and national rules and regulations that are consistent with and encompass the provisions of this policy, and will continue to follow only their required procedures.

- A. Each parent/booster organization, whether separate or a member of an umbrella organization must have a written statement of purpose (or constitution) and bylaws enabling it to function as an organization. The request for authorization shall contain:
1. The name of the organization.
 2. The date of application.
 3. Qualifications for membership in the organization. The principal or his/her designee may attend any meeting of the organization.
 4. The names, addresses, and phone numbers of all officers.
 5. A brief description of the organization's purpose and a copy of its constitution/articles or incorporation and bylaws.
 6. A list of specific projected income budget objectives, which is to be updated and submitted to the principal annually on the anniversary date of the organization's approval.
 7. The name of the bank where the group's account will be located and a list of those officers authorized to withdraw funds, whose names are to be submitted annually to the principal or his/her designee. Authorized signatures must be of individuals not residing in the same household.
 8. A provision that expenditures directly related to a co-curricular/instructional program must be approved by the principal or his/her designee. Expenditures related to the operating costs of the organization are exempt from this provision. The principal will be responsible for establishing guidelines for expenditures and sign off on each annual plan for expenditures.
 9. Description of the procedures the organization will use to prepare an annual audit or financial statement. The Articles of Incorporation and Bylaws of a 50103 organization are sufficient to meet this requirement.

COMMUNITY RELATIONS

PARENT SUPPORT OR BOOSTER ORGANIZATIONS

10. The signature of the principal, supporting the request for authorization to organize.
 11. A requirement that if an organization ceases to exist, funds remaining in the account after the organization disbands will be distributed to the program the organization supported or to any other school program designated by the organization.
- B. Authorizations granted under this policy shall be valid for up to one calendar year. Requests for continuing authorizations by groups that remain in operation throughout the school year together with the previous year's financial statement showing all expenditures and all income from fundraisers are to be submitted by November 1 to the principal of the school, who will forward them to the Assistant Superintendent for Instruction. Organizations that operate only in relation to a season of sport or other specified co-curricular period must submit their requests and previous season's financial reports 30 days prior to the first scheduled activity in the program if they do not request annual continuing authorization.
 - C. Funds raised by any of the organizations governed by this policy are to be used only to finance the program(s) supported by that organization
 - D. Upon receipt of a written request for approval of an expenditure on a District/Booster authorization form, the principal/designee will respond within ten (10) working days, including an explanation if approval is denied. In the event of an emergency need for an expenditure, the principal will respond promptly. In his/her absence, an administrator at the site will be designated to make such decisions. In the principal's/designee's absence, the District Superintendent or his/her designee will act on such requests.
 - E. If a long-term designee is necessary, the principal will appoint someone who will consistently serve as a liaison to that organization.
 - F. It shall be the prerogative of the District Superintendent, upon the recommendation of the principal, to recommend to the Board of Education the disassociation of the school from any organization at such time as he/she determines that the organization no longer functions in the best interests of the students, the school, and/or the District.
 - G. The District Superintendent may, at his/her discretion and/or the request of the Board of Education, audit the financial records of an organization at any time. The audit may be conducted by District personnel or by a CPA, at District expense. Groups operating under this policy must permit an audit, if requested by the District Superintendent.
 - H. Any booster organization's programs, fundraisers, or other activities which use school facilities shall be authorized by the principal or his/her designee and conducted according to the District's Use of Facilities Board Policy.

COMMUNITY RELATIONS

PARENT SUPPORT OR BOOSTER ORGANIZATIONS

- I. All booster organizations shall comply with the following:
 - 1. Booster organization funds are not to be co-mingled with student body funds.
 - 2. Funds generated through student participation may not be used for any expenditures prohibited by Education Code provisions.
 - 3. The proceeds of fundraising may not be used for any expenditures prohibited by Education Code provisions.
 - 4. A seller's permit must be secured if any goods are purchased for resale, and the required sales tax must be paid.
 - 5. A use tax must be paid when items purchased from a retailer are used or consumed for which the tax has not been paid to the retailer at the time of purchase (usually applicable to out-of-state vendors).

- J. All booster organizations must have the following insurance coverage:
 - 1. Liability Insurance. The District will secure a liability insurance coverage for each participating organization. Annual premiums will be paid by each organization.
 - 2. Worker's compensation. The organization must provide Worker's Compensation Insurance if the organization has hired any employees.
 - 3. Bond Protection Insurance
 - 4. Fire and/or Theft Insurance

- K. Purchased items or equipment must be donated to the school for District inventory, meeting the District's acceptance of donation policy and providing insurance for them.

- L. All transportation arrangements for students shall be made in accordance with Board policy and administrative regulations and approved by the principal or his/her designee.

- M. Parent and/or booster organizations seeking to hire music, choral, physical education, and/or other technicians shall complete the appropriate paperwork, including fingerprinting, with the personnel department.

- N. If a booster organization does not agree with a decision relating to any of the provisions contained in this policy, the organization may appeal this decision in writing to the District Superintendent or his/her designee. The District Superintendent or designee will review the matter and respond within ten (10) working days.

- O. One-time Fund-raising Activities. Any individual(s) wishing to sponsor a one-time fund-raising event for the benefit of the District or its students will be required to comply with the District's Civic Center permit procedures. No other provisions of this policy will apply. Should the same individual(s) decide to organize further fundraising activities during the same school year on behalf of the District or its students, they will need to meet all of the provisions of this policy.

BP 1230 (d)

COMMUNITY RELATIONS

PARENT SUPPORT OR BOOSTER ORGANIZATIONS

It is the intent of this policy that the site principal establish a procedure for managing booster and parent support group activities according to the provisions written herein.

Policy Adopted: 03/28/00

MOORPARK UNIFIED SCHOOL DISTRICT
Moorpark, California