

Book	Policy Manual
Section	900 Community
Title	Relations with School-Affiliated Organizations (Booster Groups)
Number	915
Status	Active ( <b>under review</b> )

Legal

[1. 24 P.S. 301](#)

[2. 24 P.S. 407](#)

[3. 24 P.S. 510](#)

[4. 24 P.S. 511](#)

5. Pol. 002

6. Pol. 003

7. Pol. 707

8. Pol. 916

9. Pol. 304

10. Pol. 806

11. Pol. 824

Adopted

July 23, 2013

Last Revised

July 26, 2016

### **Purpose**

The Board recognizes and appreciates the interest and support of school-affiliated organizations of parents/guardians and interested community residents. The Board also recognizes the need for a clear working relationship between these organizations and the schools. The following policy statements have been adopted in order to maintain current good relationships with existing school-establishment and operation of future organizations.

### **Definition**

**School-affiliated organizations** are defined as those organizations that utilize the name of the school district or any of its schools or programs, conduct any part of their operation on district property, or either support or directly affect curricular or extracurricular programs operated by the schools.

### **Authority**

Pennsylvania School Law establishes the local Board of Education as the sole local policy-making body. In matters of district policy and operating procedures, the Board will retain final authority. This authority must be recognized and respected by all school-affiliated organizations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

School-affiliated organizations must receive approval of the Board prior to using district or school names and operating in relation to district schools or programs.

Board approval should be requested through the Superintendent. Action by the Board will be taken at a public meeting after a review of the following information, which should be presented with the request for approval:

1. Statement of need for the organization.
2. Proposed name of the organization.
3. Proposed school or program affiliation.
4. Proposed constitution and/or bylaws.
5. Name of person(s) responsible for the conduct of the organization.

Board approval or disapproval will be acknowledged in writing by the Board Secretary. Copies of statements of Board approval will be filed in the official minutes of the Board and should be kept with the permanent documents of the respective organizations.

Approval of school-affiliated organizations may be revoked by the Board for reasons stated in writing, provided that the representatives of the organization have been given the opportunity to be heard prior to the Board's action. Revocation of approval by the Board will result in termination of all relationships with the district, school, and/or program.

### **Guidelines**

All booster groups and school affiliated organizations must comply with all Board policies and annually review Policy 304, 806, 824, and 916 with their membership.[8][9][10][11]

### **Fiscal Matters**

1. Accounts of all school-affiliated organizations shall be subject to an audit as requested by the Board. A copy of the audit must then be forwarded to the Superintendent's Office.
2. Written treasurer's reports shall be prepared and presented to the membership of the organization no less than once per fiscal year.
3. Funds raised in the name of the school district for its schools or programs shall be used to benefit the students of the school district, unless otherwise specified in the budget of the organizations and approved by its membership and by the Board of School Directors.

## Fundraising Activities

1. Fundraising activities conducted within the school system by students using the names of the school system or any of its respective schools and by school-affiliated organizations shall first be approved by the building principal.
2. Records of school fundraising activities shall be subject to audit, as are any other accounts within the school system.
3. Profits derived from any sale or drive by a school group or a school-affiliated organization shall be used only to benefit the students, directly or through school-affiliated organizations, or for worthy purposes designated by the students through their governmental structure.
4. School Organizations are only permitted five (5) food fundraisers that do not conform to the HHFKA for activities that occur during the school day. In all cases, Policy 915 Attachment A must be completed.

## Use of District Facilities

Refer to Policy 707 for Use of Facilities. School-affiliated organizations shall be granted use of district facilities without charge under the provisions of School Use Policy.[7]

## **Delegation of Responsibility**

The Superintendent shall be the chief liaison between the Board and school-affiliated organizations.

Building principals shall be involved in all decisions and planning affecting their respective students, programs, and facilities.

Copies of the following shall be provided annually and sent to the Superintendent's Office:

1. Constitution and/or bylaws will be provided if changed or revised from the previous year.
2. Names of all officers.
3. End of year treasurer's report detailing where monies were expended for the previous year and detailing where monies will be expended by providing a projected budget for the upcoming year.
4. Annual reports. (Include activities conducted during the previous year and activities planned for the upcoming year.)
5. All recommendations to the Superintendent or Board.

School-affiliated organizations should refer to Policy 916 regarding volunteers.[8]