

1 _____ School District

2
3 **COMMUNITY RELATIONS**

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5 School-Support Organizations

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7 ***NOTE: The following optional administrative procedure should be modified to reflect District***
8 ***practice.***

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10 Persons proposing to establish a school-connected organization shall submit a request to the
11 Board for authorization to operate at the school. The request for authorization shall contain:

- 12
13 1. The name and purpose of the organization.
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15 2. The date of application.
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17 3. Bylaws, rules, and procedures under which the organization will operate, including
18 procedures for maintaining the organization's finances, membership qualifications, if
19 any, and an agreement that the group will not engage in unlawful discrimination.
20
21 4. The names, addresses, and phone numbers of all officers.
22
23 5. A list of specific objectives.
24
25 6. An agreement to grant the District the right to audit the group's financial records at any
26 time, either by District personnel or a certified public accountant.
27
28 7. The name of the bank where the organization's account will be located and the names of
29 those authorized to withdraw funds.
30
31 8. The signature of the Superintendent of the supporting school.
32
33 9. Planned use for any money remaining at the end of the year, if the organization is not
34 continued or authorized to continue in the future.
35
36 10. An agreement to provide evidence of liability insurance as required by law (Policy 4330 -
37 Use of School Facilities).
38

39 ***NOTE: The following optional paragraph requires an organization to request renewal of the***
40 ***authorization from the Superintendent or designee on an annual basis. Districts that allow for***
41 ***an automatic renewal or that require approval from the Board should modify the following***
42 ***paragraph accordingly.***

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44 Requests for subsequent authorization shall be presented to the Superintendent or designee
45 annually, along with a financial statement showing all income and expenditures from fundraisers.
46 If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall

present his/her recommendation to the Board for approval.

NOTE: The following paragraph should be modified to reflect District practice.

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, the school team's name, or any logo attributable to the school or the District.

School-connected organizations are prohibited from hiring or directly paying District employees. Organizations may make donations to the District to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

Procedure History:

Promulgated on:

Reviewed on:

Revised on: