

District Name: Alcorn School District

Section:

Policy Code: Relations with Parent Organizations

PARENT ORGANIZATIONS

The Alcorn School District expresses our appreciation for the many hours of dedicated service in support of our students that our various booster clubs offer each year. Our relationships with booster clubs are vital part of our efforts for the students of our district to achieve excellence in extra-curricular activities. Through parent support, our students are afforded many opportunities to develop and showcase their talents through quality programs.

Parent organizations are not considered a part of the school system, but it shall be the duty of the Superintendent and respective principals to represent the best interests of the Board, school system and schools in the functioning of such organizations to help identify opportunities for these organizations to assist the school in achieving its goals. The directors, coaches, administrators and School Board thank you for your ongoing support of our student body.

PARENT ORGANIZATIONS AND BOOSTER CLUB GUIDELINES

All parent organizations must comply with the following conditions in order to operate in partnership with the schools.

1. Each parent organization or booster club that is involved with school activities or school students should develop and establish a constitution and bylaws setting forth the purpose of the organization and the general rules and procedures by which it shall operate. A copy of the bylaws and any subsequent modifications shall be provided to the principal.
2. Parent organizations are responsible for electing their own officers and maintaining their membership. No district employee may represent a booster club as an officer. Any members that are going to interact with students while under the jurisdiction of the school system must be approved volunteers by the principal of the school.
3. Parent organizations and booster clubs shall secure the advice and approval of the principal of the school before planning any function in which students are to participate or any function which is likely to reflect upon the Alcorn School District.

4. Supplementing the income for a school employee by any parent organization is prohibited.
5. Booster clubs must support the extra-curricular activity as whole, not individual participants.
6. Students are not required to participate in booster sponsored fund raisers to participate in a specific extra-curricular activity.
7. A parent organization shall secure the prior advice and approval of the principal before planning any fundraising activity intended to benefit a school program. At that time, the principal should suggest needs of the school, including those not requiring fundraising, that are conducive to the active involvement of interested parents in meaningful service to the school and its students. No booster club, or individual member, may organize pupils or solicit money in the name of any school without prior approval from the principal, and ultimately, the School Board. The appropriate Fundraiser Request form must be signed by the principal and submitted for approval no later than the Wednesday prior to a Board meeting.
8. The program director/coach, or his/her designee, of the specific extra-curricular activity must be present at all booster club meetings and apprised of all potential club activities. Any action taken at a booster club meeting is subject to review and revocation by the director/coach and principal.
9. Any item purchased by such organization for school or school activity use shall be the property of the Alcorn School District. The item purchased shall be kept and maintained to be use for school programs. The principal shall be required to give prior approval of any fixed asset item to be purchased.
10. Parent organizations are responsible for maintaining their own financial records. Financial records are subject to review by the principal or superintendent staff, upon request. For School audit purposes, booster clubs must complete and turn in the following information to the principal by September 1st each school year:
 1. List of club officers for both the upcoming and previous years.
 2. Annual financial report from the previous year.
 3. All meeting minutes from the previous year.
11. Booster club members may not represent the district nor bind the district and employees to a third party with whom the organization may conduct business. No organization shall buy or contract in the name of the Alcorn School District except with the express written consent of the superintendent. In addition, it is equally important that no organization or person buy or contract in the name of any school without the express written consent of the principal. Booster clubs may not use the school tax ID # for purchases.

12. The superintendent shall grant or deny parent organizations approval to operate at each school. The principal has the authority to disband any booster club that does not follow guidelines or is detrimental/disruptive to the overall climate of the activity. Parent organizations that do not comply with Board policies may have the approval to operate within the school revoked.