

SHALER AREA SCHOOL DISTRICT

No: 916

SECTION: COMMUNITY

TITLE: SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/PTO ORGANIZATIONS

ADOPTED: SEPTEMBER 16, 1998

REVISED: NOVEMBER 19, 2003; APRIL 9, 2014

916. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/ PTO ORGANIZATIONS	
1. Purpose	<p>The Shaler Area School District Board of School Directors recognizes and appreciates the cooperation, encouragement, and support given by booster/support/parent organizations to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricula or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board of School Directors through its professional employees.</p> <p>Collaboratively, these activities should be consistent with the philosophy and objectives of the district and its Board policies. In this regard, equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising where applicable.</p>
2. Authority	<p>The ultimate goal of both the support groups and the Board of School Directors is to provide the best curricular and extracurricular programs to the students of the Shaler Area School District.</p> <p>Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of School Directors sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster/support/parent groups.</p> <p>The Board wishes to further provide Booster/Support Groups the opportunity to support local school programs, both athletic and nonathletic, however, the Board also acknowledges that these Booster/Support Groups must adhere to all Board, district, and state-wide promulgated rules and policies. In order to maintain good standing with the Board, all Booster/Support Groups which are recognized by the Board shall adhere to the established guidelines.</p> <p>Failure to comply or failure to provide any required information outlined in this policy will cause the Board to revoke the District's recognition of said group as an affiliated group and, subsequently, the right to utilize or access school facilities as an approved group.</p>
3. Guidelines	<p><u>Organization</u></p> <p>To facilitate communications between the booster groups/parent organizations and the School District, and to make clear to all concerned the purposes of the booster groups/parent organizations, the Board requires from each group a list of current officers,</p>

916. SCHOOL-RELATED GROUPS /BOOSTERS/SUPPORT/PARENT ORGANIZATIONS

<p>Pol. 222</p>	<p>their phone numbers and addresses, and a current statement of objectives or by-laws of the group. These items are to be submitted by September 30 of each school year to the Office of Business Affairs.</p> <p>Each Booster/Support Group shall use, as a minimum, the By-Law template provided by the District. By-laws should include, whenever feasible, the bonding of the organization's treasurer. Additions to the template are permissible, though any deviation from the template must be consistent with the goals and objectives of the district and Board policies.</p> <p><u>General Rules & Procedures</u></p> <p>Each Booster/Support Group shall acknowledge via written statement that the group is in compliance with all rules and regulations promulgated by the School Board, P.I.A.A. rules (if applicable) and the laws of the Commonwealth of Pennsylvania in conjunction with annual financial reporting.</p> <p>It is imperative for the Booster/Support Groups to communicate with the parents/guardians of the students they serve at the first opportunity each year. Written letters or other communications should be sent outlining fundraisers and/or Booster/Support Group dues. Parents/Guardians should be informed of meeting dates, location, and when agenda items will be discussed and/or voted on in the organization</p> <p>All Booster/Support Groups shall prohibit the sale or consumption of alcoholic beverages and are to prohibit the use of any tobacco products at any and all functions on school district property.</p> <p>District employees who act as advisors or coaches for a specific activity shall serve in an advisory role only to that specific Booster/Support Groups. They shall not be officers, directors or members of that specific Booster/Support Group and shall not control the money or accounts of that specific Booster/Support Group.</p> <p>School Board members may not act as officers in any Booster/Support Group.</p> <p>District employees shall not serve as agents of the Boosters in fund raising activities.</p> <p>School Employees and Board-approved volunteers may not be directly compensated in any manner by District Booster/Support Groups.</p> <p>In the event that a Booster/Support Group contracts with any individual(s) or outside entity for services that take place on school district owned facilities, then, that individual or entity must carry the minimum liability insurance policy as required by the District's use of facilities policy.</p> <p>It is the responsibility of each District Booster/Support Group to monitor its activities to assure compliance with Board Policy.</p>
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916. SCHOOL-RELATED GROUPS /BOOSTERS/SUPPORT/PARENT ORGANIZATIONS

District Liaison

The responsibility for all acting as the district liaison with the school-related groups and their activities will be assumed by the building principal or the appropriate administrator or his/her designee involved with the affiliated group.

Fundraising

Fundraising activities shall be requested in writing to the building principal or designee, i.e., activities director, via a "use of building" form, reviewed and approved at the building level, and conform to district guidelines. No student instructional time during the day shall be allowed for fundraising activities for any booster/support/parent organization. Student solicitation within the community for any booster/support/parent organization shall be minimal. Any exception to the above guidelines needs approval of the building principal.

Booster/support/parent organizations are strongly encouraged to adopt fair and reasonable rules regarding students and fundraising programs sponsored by their groups.

Any announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the Booster/Support Group and not the school or district.

Consistency with Board policies, guidelines, P.I.A.A. regulations and all other applicable state law are required for fundraising activities including, but not limited to, the Pennsylvania Solicitation of Funds for Charitable Purposes Act and the Small Games of Chance Act.

Insurances

The District, through its insurance broker, offers to each parent organization and booster club using District facilities or sponsoring activities involving school students, a blanket general liability policy. The policy will cover each organization for one (1) year for all of its activities.

Approved activities are those approved by the District either through a building use permit (meetings, choir/band festivals, athletic fundraiser, tournament, etc.) or a Board approved trip such as a band or choir trip or holiday tournament where team arrangements and fees are paid for by the booster club. Any activity off campus that does not require approval such as a smoker, golf outing, etc., is not an activity covered by this general liability policy.

Finances

The Board recognizes that the focus of each Booster/Support Group is student-centered and, thus, these groups contribute in a material way through services, donated supplies, donated equipment or other to school district students. Often, this can have a direct result which lessens the financial burden to the district taxpayers: however, it is the Board's responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create. The Board specifically acknowledges that expenditure reports are necessary to ensure compliance with Title IX regulations.

916. SCHOOL-RELATED GROUPS /BOOSTERS/SUPPORT/PARENT ORGANIZATIONS

Annual Financial Accounting

Each booster/support/parent organization shall name a FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of an annual accounting of the organization's revenues and expenditures shall be submitted to the designated District liaison and the Director of Business Affairs no later than August 30th of each year for the prior year's activities. The annual accounting of expenditures and revenues may be performed by an independent auditor or by a committee of organization members other than the designated/elected officers for that school year. Organizations are encouraged to complete these expenditure/revenue reviews prior to any change of officers.

Use of Facilities

SC 775
Pol. 707

Booster organizations requesting use of facilities and/or services shall initiate those requests with the building principal and in compliance with the District's policy of facility usage (Policy #707). No activity shall be permitted without such approval.

Recognition Functions

A booster/support/parent organization planning a recognition event shall request permission of the building principal or appropriate administrator or his/her designee to conduct such event and shall clear the date for the event with the principal.

To avoid conflicting events and demands on students and school personnel, each booster/support/parent organization shall submit a proposed schedule of events to the building principal or appropriate administrator or his/her designee.

SC 775
Pol. 707

Concessions

Booster/support/parent organizations involved in concessions at school events shall follow District guidelines for use of facilities. The group using any concession stand is responsible for clean-up of the facility after each use. Equipment may not be removed without permission granted by the Superintendent or his designee.

Expenditures for Equipment, Supplies, etc.

Team equipment and uniforms are the responsibility of the District. Booster/support/parent organizations may not supplant the District's responsibility by purchasing equipment or uniforms unless permission is granted by a District official. Any purchased/donated supplies or equipment becomes the property of the School District. Any expenditure of funds by a booster/support/parent organization which would create a future obligation to the District, a possible liability, or a maintenance plan to the District must be pre-approved by the Board.

Permissible Awards

The booster/support/parent organization of an athletic event/activity may provide a banquet, purchase a sweater, jacket, blazer, blanket, shirt, shorts, jersey, cap, watch, ring,

916. SCHOOL-RELATED GROUPS /BOOSTERS/SUPPORT/PARENT ORGANIZATIONS

<p>SC 162.1 et. seq.</p> <p>Pol. 616</p>	<p>scroll, photograph, medal, plaque, or similar trophy for an athlete/activity member who has earned the official award for a sport/activity. Such sponsor or sponsors may also pay the expenses for an athlete/activity member or student group to participate in educational programs, tours, contests, competitions, or field trips arranged by the booster or parent group.</p> <p>However, booster/support/parent organizations should be mindful of rules and regulations of the WPIAL, PIAA, NCAA, and other governing organizations regarding the limits allowed when providing such gifts, trips, and banquets.</p> <p><u>Exclusion from Liability</u></p> <p>The Board of School Directors does not assume any financial responsibility for a booster/support/parent organization and excludes itself from any liability a booster/support/parent organization may incur.</p> <p><u>Compliance</u></p> <p>Should any situation emerge between a booster/parent organization and the administration regarding the management of any school-related activity, the Superintendent shall resolve the issue within these established guidelines or Board policy. No booster/support/parent organization shall engage in any activity outside these guidelines.</p> <p>Further, in conducting its activities, booster/support/parent organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.</p> <p>Booster/support/parent organizations shall not use the District's tax-exempt number for purchases.</p>
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916. SCHOOL-RELATED GROUPS /BOOSTERS/SUPPORT/PARENT ORGANIZATIONS

SHALER AREA SCHOOL DISTRICT

Application for Permission to Participate in a Fund Raising Activity

NAME OF ORGANIZATION _____ SPONSOR _____

SPECIFIC TYPE OF FUND RAISING ACTIVITY (including items to be sold) _____

DATE(S) OF CAMPAIGN, EVENT, ETC. _____

PURPOSE OF RAISING MONEY _____

PERSON(S) RESPONSIBLE FOR THE MONEY MANAGEMENT _____

SCHOOL FACILITIES THAT WILL BE USED AND DATES _____

Signature of Sponsor

Date of Application

Approved / Not Approved
Principal

Approved / Not Approved
Activities Director

COMMENTS:

A copy of this application will be returned immediately to the sponsor with approval/disapproval or a suggested change in the date of activity. Copies will also be maintained in the Activities Director's office.

Name/Address of person to whom copy is to be returned: _____

Booster Club Information Sheet

1. Official Booster Club Name: _____

2. School Name: _____

3. Employer Identification Number (EIN): _____

4. Official Mailing Address: _____

5. Current Booster Club Officers for the _____ School Year:

Name:	Office Held:	How Long:
Cell#:	Email:	

Name:	Office Held:	How Long:
Cell#:	Email:	

Name:	Office Held:	How Long:
Cell#:	Email:	

Name:	Office Held:	How Long:
Cell#:	Email:	

Yearly Elections Held (When): _____

General Meeting schedule and Locations: _____

ANNUAL FINANCIAL ACCOUNTING

Name of Organization _____

School Year: _____

		<u>Expenses</u>	<u>Income</u>
Bank Balance (7/1/17)	\$100		
<u>LESS Expenses During Year:</u>			
Refunds		10	
T-Shirts		100	
Fund Raiser #1 _____		200	List what was purchased
Fund Raiser #2 _____		200	List what was purchased
Fund Raiser #3 _____		200	List what was purchased
Fund Raiser #4 _____		200	List what was purchased
Banquet		500	
Trophies		100	
Activity support item _____		100	
Activity support item _____		100	
Gear Description _____		100	
Gear Description _____		100	
Gear Description _____		100	
TOTAL EXPENSES		<u>2,010</u>	

PLUS Revenue During Year:

Donations-Individuals	500
Donations-Corporate	500
Fund Raiser #1 _____	300
Fund Raiser #2 _____	300
Fund Raiser #3 _____	300
Fund Raiser #4 _____	200
Banquet Admissions	500
Concession Stand Sales	500
TOTAL REVENUE	<u>3,100</u>

Current Fiscal Year Profit (Loss) **\$1,090**

Bank Balance (6/30/18) **\$1,190**

Summary Financial Statement Officer Approval and Preparation

Prepared By _____

Signature _____

Date _____

Position _____

Reviewed By _____

Signature _____

Date _____

Position _____