

# CAMBRIA HEIGHTS SCHOOL DISTRICT

SECTION: COMMUNITY

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

ADOPTED: July 22, 2003

REVISED: November 14, 2006

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| <p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> | <p style="text-align: center;">915. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/<br/>PTO ORGANIZATIONS</p> <p>The Cambria Heights School District Board recognizes and appreciates the cooperation, encouragement and support given by booster/support/PTO 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, curricular 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 through its professional employees.</p> <p>The ultimate goal of both the support groups and Board is to provide the best curricular and extracurricular programs to the students of the Cambria Heights School District.</p> <p>Being the elected and responsible body for directing all education and extracurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster/support/PTO groups.</p> <p><u>Organization</u></p> <p>To facilitate communications between the booster groups and the school district, to make clear to all concerned the purposes of the booster organizations, and to meet legal and insurance requirements, the Board requires from each group a list of current officials, their phone numbers and addresses and a current statement of objectives or bylaws of the group. This is to be submitted at the start of each school year. Lists of officers are to be submitted to the Board Secretary annually; objectives and bylaws should only be submitted when changed or amended.</p> |
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| <p>Pol. 229</p>            | <p><u>Fundraising</u></p> <p>Fundraising activities shall be requested in writing to the building principal or designee via a Fundraising Activity Form, reviewed and approved at the building level, and conforming to district guidelines. No student time during the school day shall be allowed for fundraising activities for any booster/support organization.</p> <p>Student solicitation within the community for any booster/support organization shall be monitored. Any exception to the above guidelines needs approval of the building principal.</p>                             |
| <p>Pol. 707</p>            | <p><u>Insurance</u></p> <p>School-related organizations should ensure that all proper licenses have been procured for proposed fundraising and activities. Proper documentation to this effect must be sent to the Superintendent or Business Manger and kept on file. Such documentation must also be submitted with the Use of Facilities Form.</p> <p>Boosters/Support organizations may not need to maintain insurance coverage in as much as they are covered by the district's policies. The determination of this coverage is the responsibility of the Superintendent or designee.</p> |
| <p>SC 440.1, 623</p>       | <p><u>Reporting</u></p> <p>Each booster/support group shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the annual audit/treasurer's report shall be submitted to the school principal and Board Treasurer at the end of each fiscal year. An annual audit will be conducted by the school district.</p>   |
| <p>SC 775<br/>Pol. 707</p> | <p><u>Use Of Facilities</u></p> <p>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 on facility usage (Policy 707). No activity shall be permitted without such approval. Note insurance certificate requirements if events involve outside vendors or performance groups.</p>  |
|                            | <p><u>Special Recognition Events</u></p> <p>A booster organization planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the principal.</p>  |

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|  | <p>To avoid conflicting events and demands on students and school district personnel, each booster/support group shall submit a proposed schedule of events to the building principal by July 1<sup>st</sup> of each school year. Adjustments will be allowed with valid reason.</p> <p><u>Concessions</u></p> <p>Booster/Support organizations involved in concessions at school events shall follow district guidelines for use of facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission.</p> <p><u>Instructional Staff</u></p> <p>Any monies maintaining the support staff of an instruction program or any program of either school athletic, music or other program shall be funded through school district funds and the district shall make direct payments in accordance with School Code and Board policy. All personnel shall be approved by the Board. Appropriate clearances may be required for any person working with students.</p> <p><u>Expenditures For Equipment, Supplies, Etc.</u></p> <p>Expenditures by school-related group/booster/support/PTO organizations shall spend their revenues on costs and materials related to the objectives and bylaws for that organization. Occasional purchase of necessary equipment, materials or uniforms for a program shall have prior written approval of the principal. No direct payments outside P.I.A.A. guidance may be made to student athletes for attendance at tournaments, camps, or the like.</p> <p>All funds/revenues related to a specific school-related group/booster/support/PTO organization will remain in an account for specific purpose(s) of that organization. All equipment purchased by a school-related group/booster/support/PTO organization will remain the property of Cambria Heights School District.</p> <p><u>Exclusion From Liability</u></p> <p>The Board does not assume any financial responsibility for a booster group and excludes itself from any liability a booster/support group may incur.</p> |
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| <p>10 P.S.<br/>Sec. 162.1 et seq</p> | <p><u>Compliance</u></p> <p>Should any situation emerge between a booster/support organization and the administration regarding the management of any school-related activity, the Superintendent shall resolve the issue within these established guidelines and Board policy. No booster/support organization shall engage in any activity outside these guidelines.</p> <p>Further, in conducting activities, booster/support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.</p> |
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