

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

**Use of District Facilities**

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

**Purchases for the School**

Before District-affiliated school-support organizations and booster organizations, and other parent groups working with the school, purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

**Data Required**

District-affiliated school-support organizations and booster organizations, and other parent groups, shall furnish the Superintendent with the following information annually, and shall update the following information whenever there is a change:

1. Purpose and operational guidelines of the organization, which may include a constitution, bylaws, and/or a simple list of purposes, goals, and guidelines.
2. A list of officers.
3. Financial goals, including anticipated income and expenses. All fundraising projects shall be approved by the school principal by October 1. [See CDC(LOCAL) for District acceptance of gifts and solicitations.]
  - a. An annual report of all activities including an audit of all funds.
  - b. This report must be filed with the student activities business manager by September of each year, prior to the September Board meeting.
  - c. The annual report shall include an audit period covering July through June, with the audit to be completed by August.
  - d. An audit must be completed prior to acceptance of financial data by new officers.

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

- e. The annual report shall include a log reporting the check number, date, payee, and amount.
- f. The Board may order an audit of all funds at any time that there is cause for the records of the organization to be reviewed.

**Specific Guidelines**

District-affiliated school-support organizations and booster organizations, and other parent groups, shall function under the following guidelines:

- 1. The Superintendent and/or principal shall have veto power over any action of a District-affiliated school-support organization and booster organization, and other parent groups.
- 2. District-affiliated school-support organizations and booster organizations, and other parent groups, shall have no authority to direct any school employee in any of his or her duties. Further, they have no authority to guide, direct, or establish guidelines for any school or student activity.
- 3. All meetings of District-affiliated school-support organizations and booster organizations, and other parent groups, shall be public meetings.
- 4. Parents of children enrolled in the District, persons who have custody of children enrolled in the District, and persons who legally reside in the District shall be eligible for membership.
- 5. Election of officers shall be on a systematic basis so that any eligible person may be nominated.
- 6. Booster clubs shall abide by the UIL guidelines and the administration shall determine which organizations might be considered a "booster."
  - a. In order to avoid violation of the amateur rule, money given to the school may not be earmarked for any particular request. [See CDC(LOCAL) for District acceptance of gifts and solicitations.]
  - b. The booster club may suggest or recommend how it would like the money spent, but it cannot require the Superintendent or principal to spend the money in a certain way.
  - c. A gift of cash shall be for the school to use at its discretion.
  - d. Fundraisers shall avoid the environment of alcohol consumption.

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

District-affiliated school-support organizations and booster organizations, and other parent groups operating under this policy that, in the opinion of the school administration, does not adhere to the policy and any regulations established by the school administration, may be disbanded and shall cease to be recognized by the Board as a school-related club or organization.

**Board Member /  
Employee  
Participation**

Board members may participate as supporters or active members of District-affiliated school-support organizations or booster organizations. Board members shall be prohibited from serving as officers or formal voting members of any such organization. Further, Board members shall be prohibited from any involvement that require them to have responsibility for the handling of any money or finances of the organization.

District employees may participate as supporters or active members of District-affiliated school-support or booster organizations; however, an employee cannot serve in any financial capacity of a booster club or parent organization. Financial capacity includes holding the positions of president, treasurer, or fundraising chairperson.

An employee shall not:

1. Serve as an authorized check signer or have any responsibility for the handling of any money or other assets of the organization.
2. Be a member of the audit committee.
3. Use District time or resources on behalf of the school-support or booster organization, unless authorized to do so by the Superintendent or designee or booster organization.
4. Serve as voting members.

**Dissolution /  
Disaffiliation**

District-affiliated school-support organizations and booster organizations, and other parent groups, are created for the purpose of providing valuable financial and logistical support for the District's campuses, programs, and students. All assets and funds raised by these organizations are designated for this purpose. In the event a District-affiliated school-support organization and booster organization, and other parent group, is dissolved or becomes disaffiliated with the District, whether voluntary or involuntarily, all assets and funds of the organization shall be immediately donated to the District, campus, or program for which the organization was formed.

District-affiliated school-support organizations and booster organizations, and other parent groups, may be dissolved in accordance with the bylaws of the organization. District-affiliated school-support

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

organizations and booster organizations, and other parent groups, may be disaffiliated with the District if the Superintendent or designee determines that the organization is not in compliance with the District policies and procedures and it would be in the best interests of the District for the organization to no longer be affiliated with the District.