

SECTION: COMMUNITY

TITLE: RELATIONS WITH SCHOOL-AFFILIATED ORGANIZATIONS

ADOPTED:

REVISED: JANUARY 14, 2013

LACKAWANNA TRAIL SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority SC 510</p>	<p style="text-align: center;">915. RELATIONS WITH SCHOOL-AFFILIATED ORGANIZATIONS</p> <p>The Board recognizes and appreciates the interest and support of school-affiliated organizations of parents/guardians and interested community residents. The Board also recognizes the need for a clear working relationship between these organizations and the schools. The following policy statements have been adopted in order to maintain current good relationships with existing school-affiliated organizations and to provide a model for the establishment and operation of future organizations.</p> <p>School-affiliated organizations/entities are defined as those organizations that utilize the name of the school district, logos, likeness, or any of its schools or programs, or support programs operated by the schools. These organizations are typically adult/parent support groups that provide services, financial support, materials, and/or equipment for a school district sponsored program. Such programs include academic and athletic, as well as interscholastic, intramural, co-curricular, and extracurricular programs.</p> <p>Pennsylvania School Law establishes the local Board of Education as the sole local policymaking body. In matters of district policy and operating procedures, the Board will retain final authority. This authority must be recognized and respected by all school-affiliated organizations.</p> <p>The district does not assume any financial responsibility for school-affiliated organizations and excludes itself from any liability that a school-affiliated organization may incur.</p>
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<p>4. Guidelines</p>	<p><u>Approval</u></p> <p>School-affiliated organizations must receive approval of the Board prior to using district or school names and operating in relation to district schools or programs. Board approval should be requested through the Superintendent or designee. Action by the Board will be taken at a public meeting after a review of the following information by the Superintendent or designee, which should be presented with the request for approval:</p> <ol style="list-style-type: none"> 1. Statement of need for the organization. 2. Proposed name of the organization. 3. Proposed school or program affiliation. 4. Proposed constitution and/or bylaws. 5. Name of person(s) responsible for the conduct of the organization. Board approval or disapproval will be acknowledged in writing by the Superintendent. Copies of statements of Board approval will be filed in the official minutes of the Board and should be kept with the permanent documents of the respective organization. <p>A list of all approved school affiliated organizations will be kept by the Superintendent's office. Approval of school-affiliated organizations may be revoked by the Board for reasons stated in writing, provided that the representatives of the organization have been given the opportunity to be heard prior to the Board's action. Revocation of approval by the Board will result in termination of all relationships with the district, school, and/or program.</p> <p><u>Fiscal Matters</u></p> <p>Accounts and financial reports of school-affiliated organizations will be established and maintained according to procedures prescribed by the district Business Administrator.</p> <p>Accounts of all school-affiliated organizations will be audited yearly by a certified public accountant or by a committee of more than one (1) person elected or appointed by the organization.</p> <p>Written treasurer's reports will be prepared and presented to the membership of the organization no less than once per fiscal year.</p>
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	<p>Copies of treasurer's and auditor's reports and a complete listing of all disbursements and checks written by the organization will annually be provided to the Business Manager, who will make them available to the Board.</p> <p>Each school-affiliated organization shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited.</p> <p>Two (2) signatures shall be required on all checks.</p> <p>No more than one (1) authorized signer on each check may be a school district employee. School administrators and school office personnel may not be authorized signers.</p> <p>Two (2) people shall count any funds earned or received and provide the treasurer a signed proceeds receipt.</p> <p>Sales slips, receipts, invoices, or any other document pertaining to expenditures shall be retained for a minimum of seven (7) years.</p> <p>All accounts shall institute dual control. On a monthly basis, one (1) individual shall reconcile each bank statement/account and a second person shall review each reconciliation.</p> <p>Funds raised in the name of the school district or its schools or programs will be used to benefit the pupils of the school district, unless otherwise specified in the budget of the organization and/or approved by its membership.</p> <p>School-affiliated organizations are not permitted to use the sales tax exempt form or tax exempt status of the school district in accordance with state regulations.</p> <p>The organization must ensure all compensation for services is in accordance with Internal Revenue Service regulations and must ensure adequate coverage is present for all liabilities associated with working directly or indirectly with students of the school district in school district-related activities. All responsibility and liability lies with the organization not the school district.</p> <p>Current employees of the school district must be compensated through a payroll check for any additional compensation. Payment for services to individuals not current school district employees will be made by a payroll check or an accounts payable check and will be subject to all income tax reporting laws of the Internal Revenue Service. Any individual working for the school district in a compensatory capacity must be approved by the Board of School Directors.</p> <p>A detailed budget will be prepared annually, as needed, detailing the projected revenue and expenses for the following year. The budget should include a detailed</p>
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Pol. 707	<p>listing of all expenditures anticipated for the following year, including a specific description of each expenditure and the projected amount of this expenditure.</p> <p><u>Fundraising Activities</u></p> <p>Fundraising activities conducted within the school system by pupils using the names of the system or any of its respective schools and by school-affiliated organizations will first be approved by the Superintendent or a delegated agent.</p> <p>All fundraising activities will be conducted in compliance with existing district and school regulations.</p> <p>Records of school fundraising activities will be subject to audit, as are any other accounts within the school system.</p> <p>Profits derived from any sale or drive by a school group or a school-affiliated organization will be used only to benefit the students, directly or through school-affiliated organizations, or for worthy purposes designated by the students through their governmental structure.</p> <p>Organizations may not place any conditions of participation to any fundraising project for any school activity.</p> <p><u>Use Of District Facilities</u></p> <p>Use of district facilities will be in accordance with Policy 707 Use of School Facilities.</p> <p>School-affiliated organizations will be granted use of district facilities without charge under the provisions of Policy 707.</p> <p>Whenever use of a facility is granted without charge and regularly scheduled district personnel cannot cover the facility or the use, the using organization will be responsible for the costs of labor required of district personnel.</p> <p>Use of facilities by school-affiliated organizations may be decided upon by the responsible principal(s) so long as the use complies with policy and is properly recorded on the district and building calendars.</p> <p>The district shall not be held responsible for any equipment owned by the school-affiliated organization which is lost, damaged or stolen.</p> <p><u>Insurance</u></p> <p>All school-affiliated organizations shall maintain a general liability insurance policy.</p>
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<p>10 P.S. Sec. 162.1 et seq</p> <p>5. Delegation of Responsibility</p>	<p><u>Contributions</u></p> <p>The district supports contributions to schools which shall be made with the advice of the Superintendent and approval of the Board of Education.</p> <p>All gifts, contributions or equipment donated to the district shall become the property of the district.</p> <p>The district specifically supports donations to the athletic program by school-affiliated organizations. However, such donations should be made with the advice and approval of the Athletic Director and/or the Superintendent or designee. This is necessary to ensure equity among programs in keeping with Title IX and to protect athletes from potential violations of P.I.A.A. and NCAA rules and regulations concerning amateur status.</p> <p><u>Compliance</u></p> <p>No school-affiliated organization will engage in any activity outside this policy.</p> <p>All school-affiliated organizations shall follow the district's acceptable use policy for websites and/or links.</p> <p>All school-affiliated organizations shall familiarize themselves with and comply with all district policies.</p> <p>All school-affiliated organizations shall prohibit the sale and consumption of alcoholic beverages at all functions of the organization which have as their purpose the recognition of students or events and which would have members of the student body routinely in attendance.</p> <p>School-affiliated organizations must be in compliance with and function within all federal, state and local laws. Further, in conducting its activities, organizations will comply with the Solicitation of Funds for Charitable Purposes Act, as amended and other state and federal rules, as applicable.</p> <p>The Superintendent will be the chief liaison between the Board and school-affiliated organizations.</p> <p>Building principals or a designated administrator will be involved in all decisions and planning affecting their respective pupils, programs, and facilities.</p> <p><i>It must be made clear that a school employee's role (be they coach, advisor, teacher, or administrator) in the functioning of the school-affiliated organization is solely in an advisory capacity and for final approval of what the organization intends to</i></p>
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purchase or donate. S/He should not handle money or make purchases in the name of the organization. Only the organization shall control the money or accounts of the organization. Allowing a district employee to be responsible for the management of funds is a conflict of interest and must be avoided.

Copies of the following will be provided, as necessary, or at least annually, and approved by the building principal or a designated administrator and the Superintendent or designee:

1. Constitution and/or bylaws (amendments only).
2. Names of all officers.
3. Minutes of all meetings. (Only when prepared for general membership distribution or for the executive committee.)
4. All treasurer and audit reports detailing where monies were expended for the previous year and detailing where monies will be expended by providing a projected budget for the new year.
5. All notices, etc. distributed by the organization.
6. Prior to August 1 of each year, submit to the Superintendent or designee, an estimate of annual expenses and disbursement, as well as a proposed listing of fundraising and activities for the group for the coming school year.
7. All recommendations to the Superintendent or Board.

School-affiliated organizations that violate the provisions of this policy may have their approved status revoked or suspended by the Board of School Directors of the district. This revocation would include use of the district's name, logo(s), or mascot.

Disbanding School-Affiliated Organizations

A school-affiliated organization may request to disband on its own accord by submitting a Request to Disband a School-Affiliated Organization Form.

References:

School Code — 24 P.S. Sec. 510

Solicitation of Funds for Charitable Purposes Act — 10 P.S. Sec. 162.1 et seq.

Board Policy — 707