

Williamson County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: <h2 style="text-align: center;">Parent Organizations/Booster Clubs</h2>	Descriptor Code: 4.503	Issued Date: 11/16/15
		Rescinds: 4.503	Issued: 06/03/14

1 Booster clubs and parent organizations (hereinafter “school support organization” or “organization”) are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students’ activities. The Principal is responsible for maintaining close communication with such organizations to ensure the organizations’ goals are in compliance with Board policies. All fundraising activities must be approved by the Superintendent of Schools or designee prior to any such activity. After receiving the Superintendent of Schools’ recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Board as a viable school support organization.

- 10 1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution, along with all incorporation documents, to the Superintendent’s office. These will clearly identify the organization as a school support organization separate from school district student organizations and will provide details of the structure of the organization including:
 - 15 a. officers and their duties;
 - 16 b. election of officers and term limits;
 - 17 c. purpose and goals;
 - 18 d. dues structure, if any; and
 - 19 e. intended use of funds generated by the organization.
- 21 2. The organization must include one representative from the school faculty as a member of the governing board. However, the following persons are prohibited from being the Treasurer of an organization and from having signature authority over an organization’s bank funds: Board members, the Superintendent of Schools, the school Principal, any individual responsible for the school’s accounting, and any employee charged with directing or assisting in directing a school club or activity associated with the organization. Further, the majority of the organization’s voting members shall not be school employees or Board members.
- 29 3. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the Board. No school support organization websites will be hosted by the district.
- 33 4. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. The organization shall adopt and maintain a written policy which includes reasonable procedures for accounting, controlling and safeguarding any funds or other property of the organization.

- 1 5. The organization must maintain bank, financial, and tax exempt status separate from the school.
2 The organization will provide to the Superintendent's office, annually by July 31 of each year,
3 and upon request, a complete set of financial records or detailed treasurer's report, including all
4 annual receipts and disbursements for the preceding school year. The organization shall
5 maintain each year's financial records for no less than 4 years.
6
- 7 6. Any plan, project or movement instituted to expand, modernize, renovate, or render
8 maintenance to school-controlled and/or owned properties, or provide academic achievement
9 awards and other educational recognition to students or student bodies will be presented to the
10 Board in official session for its consideration, comment, evaluation, approval and sponsorship.
11 This must be done before any public announcement is made.
12
- 13 7. In no manner will Board sanctioning of an organization preclude the organization from
14 compliance with state and federal laws as they pertain to equal opportunity and treatment of all
15 students. Gifts or services provided to the school should benefit both boys' and girls' activities.
16 Each organization shall operate within the standards and guidelines established by a related
17 state association, if applicable, and shall not promote, encourage or acquiesce in any violation
18 of student or team eligibility requirements, conduct codes or sportsmanship standards.
19
- 20 8. The Board reserves the right to revoke the sanctioning of any organization if it is found that the
21 organization's operations and purpose are not consistent with the policies adopted by the
22 Board.
23
- 24 9. The organization shall supply by July 31 of each year verification of its continued status as a
25 non-profit organization and the current telephone number, address and position of each officer
26 of the organization, on a form provided by the schools. It shall be the responsibility of the
27 Principal of each school to insure that all school support organizations receive, understand and
28 comply with this policy by September 1 of each school year.

Legal References

1. Title IX, Education Amendment of 1972, 20 U.S.C. §1681, *et. seq.*; 34 CFR 106.41; TCA 49-2-601, *et. seq.*

Cross References

- Gifts and Bequests 2.401
Fundraising Activities 2.601
Student Activity Funds Management 2.900