

McGUFFEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH
BOOSTER/PTA/PTO
ORGANIZATIONS

ADOPTED: November 21, 2013

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Definition</p> <p>4. Guidelines</p>	<p style="text-align: center;">915. RELATIONS WITH BOOSTER/PTA/PTO ORGANIZATIONS</p> <p>Booster/PTA/PTO Organizations for the McGuffey School District are uniquely important to the continuation of excellence in instructional and extracurricular activities for district students. The purpose of Booster/PTA/PTO Organizations is to provide positive support to the students, the programs, and the personnel in a particular school, area, or activity; i.e., music, athletics, etc. Booster/PTA/PTO organizations shall comply with Board policies, established guidelines and administrative rules, as charged by the Superintendent or designee. The following shall be implemented by each Booster/PTA/PTO Organization.</p> <p>The Board agrees that approved Booster/PTA/PTO Organizations may provide services in conjunction with and subject to the approval by the Superintendent or designee and within the following guidelines. This policy applies to approved new and current Booster/PTA/PTO Organizations.</p> <p>A Booster/PTA/PTO Organization is an organization comprised of parents/guardians and community members who choose to support an extracurricular activity. Students are not eligible for membership in any Booster/PTA/PTO Organization.</p> <p><u>Recognition</u></p> <p>A Booster/PTA/PTO Organization, in order to gain recognition of the Board of School Directors, must:</p> <ol style="list-style-type: none"> 1. Present to the Board a set of by-laws or similar rules governing the activities of the organization. The by-laws or similar rules must be consistent with the philosophy, mission, and policy of the school district. Amendments and updates must also be presented to the Board as changed. 2. Agree that it will comply with all district policies and guidelines relating to Booster/PTA/PTO Organizations, as well as with the P.I.A.A. and District 7 rules and regulations, and any other governing body regulating the activity which the booster organization is organized to support.
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In order for Booster/PTA/PTO Organizations to receive continued recognition by the school district, that organization must submit to the Business Office the following:

1. An annual accounting of expenditures for the prior school year (July 1 – June 30). This report shall be filed prior to September 15th each year.
2. A current list of officers, their telephone numbers and addresses.
3. An annual Treasurer’s Report following approval by the Booster/PTA/PTO Organization.

Other Guidelines And Restrictions

The following classifications of individuals are not eligible for membership in booster clubs or parent organizations:

1. District or homeschooled students eligible to participate in the sport or activity.
2. Head and assistant coaches of the sport in question, whether paid or volunteer. Coaches may attend meetings and function in an advisory capacity.

Finances

The district does not assume any financial responsibility for a Booster/PTA/PTO Organization and excludes itself from any liability that a Booster/PTA/PTO Organization may incur.

Account Procedures

Booster/PTA/PTO Organizations must follow appropriate practices in maintaining and disbursing funds.

The treasurer of the Booster/PTA/PTO Organization shall handle all funds.

Each Booster/PTA/PTO Organization must apply for an Employer Identification Number (EIN) with the Internal Revenue Service. The school districts EIN may not be used by any outside organization.

A bank account shall be established for each Booster/PTA/PTO Organization.

All funds shall be deposited into the authorized bank account.

A minimum of two (2) signatures shall be required on all checks. All signators shall be approved formally by the organization's membership.

No more than one (1) authorized signer on each check may be a district employee. School administrators and school office personnel may not be authorized signers.

Two (2) people shall count any funds earned or received and provide the Treasurer with a signed proceeds receipt.

Sales slips, receipts, invoices, or any other document pertaining to expenditures shall be retained for a minimum of seven (7) years.

Booster/PTA/PTO Organizations shall not use the McGuffey School District's tax-exempt number for purchases. Booster/PTA/PTO Organizations who wish to have tax-exempt status must file an application for 501(c) (3) status with the Internal Revenue Service.

On a monthly basis, each bank statement/account must be reconciled. Also, the reconciliations must be reported to the officers at a Booster/PTA/PTO Organization meeting.

A copy of the Booster/PTA/PTO Organizations budget shall be voted on by the Booster/PTA/PTO Organization at the beginning of the school year.

At the end of each season/school year a Treasurer's report must be voted on by the Booster/PTA/PTO Organization. This should occur within twelve (12) weeks of the season/school year ending and must be submitted to the Business Office.

Reporting

An annual examination of financial records shall occur. The examination shall be conducted by a committee of the Booster/PTA/PTO Organization or a qualified accountant. If the Booster/PTA/PTO Organization chooses to utilize a committee, its members shall not include the signers on the checking account. A signed statement of review shall be submitted to the McGuffey School District's business office.

The Board shall have the option to have an independent audit of the financial records with any associated costs borne by the school district.

<p>Pol. 229</p>	<p><u>Fund Raising</u></p> <p>Booster/PTA/PTO Organizations must comply with all procedures outlined in Board Policy 229 Student Fund Raising.</p> <p><u>Guidelines For Fundraising</u></p> <p>Students are not to be required to take part in fundraising activities, nor are they to be singled out if they do not wish to participate in the fundraising activity.</p> <p>Non-secondary students must be accompanied by a parent or guardian when participating in door-to-door fundraising activities.</p> <p>All advertising must be in accordance with district policy and administrative guidelines.</p> <p>Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the Booster/PTA/PTO Organization and not the school or district. The district requires that activities and programs initiated and supported by the Booster/PTA/ PTO Organization shall not violate P.I.A.A. regulating standards or Pennsylvania gambling guidelines.</p> <p>At the secondary level, students may be asked to fund raise to support a Booster/PTA/PTO Organization associated with an extracurricular activity. If students and their parents/guardians choose not to participate in the fund raising activity, they may choose to pay an equal fund raising fee in lieu of participation, or choose not to accept or take part in the items/activities supported by the fund raising. The Booster/PTA/PTO Organization is encouraged to work with families who demonstrate a financial hardship while maintaining the confidentiality of that information.</p> <p>No participation fee will be charged to any student involved in any school-related activity, club, or sports team unless approved by the Board of School Directors.</p>
<p>Pol. 702</p>	<p><u>Contributions</u></p> <p>The district supports contributions to the school which shall be made in accordance with Board Policy 702, Gifts, Grants, Donations.</p>

<p>34 CFR Sec. 106.41</p>	<p>The district also supports contributions to the Athletics Department. However, Booster/PTA/PTO Organization donations to individual sports shall be made with the advice and approval of the athletic director and/or Superintendent or designee. This is necessary to ensure equity among programs in keeping with the guidelines of Title IX and to protect the athletes from potential violations of P.I.A.A. regulations concerning amateur status. Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.</p> <p><u>Coaching Staff</u></p> <p>A district coach’s/advisor’s/director’s role with the Booster/PTA/PTO Organization is solely as an advisor.</p> <p>Booster/PTA/PTO Organizations shall not subsidize any part of a coach’s salary, nor shall they hire or solicit any additional coaches. All coaches and volunteer coaches shall follow district employment guidelines and practices.</p> <p><u>Miscellaneous</u></p> <p>The district shall not be held responsible for any equipment supplied by the Booster/PTA/PTO Organization, which is lost, stolen, or damaged.</p> <p>Use of the district’s or school’s name, logo, or mascot is revocable and contingent upon complying with Board policy.</p>
<p>Pol. 815</p>	<p>All Booster/PTA/PTO Organization websites/links shall follow district acceptable use policies.</p> <p>All Booster/PTA/PTO Organizations shall familiarize themselves and comply with all Board policies.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 216, 510, 511</p> <p>Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41</p> <p>Board Policy – 229, 702, 707, 815, 913</p>