

# Policy Guide



Policy No. 918

Section COMMUNITY

Title BOOSTER/PARENT ORGANIZATIONS

Adopted MARCH 18, 2010

Last Revised JUNE 20, 2023

<b>POLICY NO. 918 BOOSTER/PARENT ORGANIZATIONS</b>	
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes the existence and appreciates the efforts of the various community based boosters and parent organizations at work in the school community. The Board further recognizes that the purpose of such groups should be to assist and support, but not to direct or supplant, the existing student activity or athletic program. It is necessary that all district-sponsored activities remain at the district level and under the control, direction and supervision of the Board and district administration.</p>
<b>Section 2</b>	<p><b><u>Authority</u></b></p> <p>Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board of School Directors sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to boosters/parent organizations (“Organization(s)”).</p>
<b>Section 3</b>	<p><b><u>Guidelines</u></b></p> <p><b><u>Recognition</u></b></p> <p>Organizations are formed and operated independently of any Keystone Oaks School District extra-curricular, co-curricular activities, or athletic teams. Organizations must apply for and secure recognition by the District before identifying or representing themselves as approved or endorsed affiliates, by</p>

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submitting the information below and receiving Board approval. Failure to comply with any of the restrictions on affiliate group activities or in the event issues are identified that are not of a minor nature may cause the Board to revoke the District's recognition of said group as an affiliated group. Submissions under this policy for Organizations associated with athletic teams shall be submitted to the Superintendent or their designee. All other Organizations shall submit required materials to the principal of the building through which the activity is organized or their designee. The building principals and the Athletic and Activities Program Facilitator will collaborate with the Superintendent or their designee.

Organization

To facilitate proper organization and recordkeeping between the Organizations and the District:

1. The District encourages each Organization to adopt a set of by-laws.
2. Each Organization shall submit to the District information of at least one point of contact, including their phone numbers, addresses and email addresses, by July 31 of each school year. Should information need to be updated at any other time, the District requests that any changes be submitted to the appropriate administrator in a timely manner.
3. Each Organization shall name a FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. Any and all accounts shall be operated under the name of the specific Organization and its associated tax I.D./EIN number. There shall be no Organization accounts opened or operated under a specific individual's name/social security number.
4. Organizations shall not be permitted to use the District's tax-exempt number for purchases.
5. Potential Expenses

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- a. Fully funded athletic or club activities may include additional costs (e.g., activity fees, individualized and non-reusable clothing or equipment) for students to participate in accordance with Policy 122: Extracurricular Activities and Policy 123: Interscholastic Activities and Policy 110: Instructional Supplies.
  
- b. Partially funded athletic or club activities may include additional costs or volunteer obligations for students to participate. Itemized, required expenses and volunteer obligations shall be shared with participants at the time of registration (e.g., facility rental, uniforms, transportation, officials, etc.).

Insurances

The District, through its insurance broker, offers to each Organization using district facilities or sponsoring activities involving district students, a blanket general liability policy. The policy will cover each Organization for one (1) year (July 1 through June 30). Specific terms of coverage and exclusions from coverage are recited in the various policies themselves, which are available for inspection. Groups are free to secure such additional coverage as they deem appropriate.

Approved activities are those approved by the District either through a building use permit (see Policy 707: Use of School Facilities) or a Board approved trip where team or club arrangements are fees are paid for by the booster club. Any activity off campus that does not require approval by the Board is not an activity covered by this general liability policy.

Exclusion From Liability

Unless specifically covered under the Insurances section above, Organizations are independent entities, separate and apart from the Keystone Oaks School District, and the Board does not assume any financial responsibility for an Organization and excludes itself from any liability, financial or otherwise, an Organization may incur.

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Use of Facilities

Organizations requesting use of facilities and/or services shall comply with the District's policy on facility usage (See Policy #707: Use of School Facilities). No activity shall be permitted without such approval.

Use of District Logo

Organizations desiring to use the District's logo(s) for promotional materials, clothing, sponsorships or any other purpose must comply with the District's "Name, Logo and Mascot Image Usage Guidelines."

Concessions

Organizations involved in concessions at school events shall follow district guidelines for use of such facilities and must complete a Concession Stand Article of Agreement with the District on an annual basis prior to operating any concession stands on district property.

Fundraising

Consistent with IRS regulations, the extent of student or member participation in fundraising activities of Organizations shall have no implications on the opportunities for students to participate in the activity or sport or on the receipt of awards or benefits distributed by the Organization.

Fundraising activities that would take place during the school day shall be requested in writing to the building principal or the Athletic and Activities Program Facilitator on a district approved form no later than twenty (20) days prior to the event, which must be reviewed and approved at the building/athletic office level before any such fundraising may occur. Any fundraising activities that are to occur on school district property that would require a Small Games of Chance License obtained through the Allegheny County Department of Revenue (e.g. raffles, 50/50, games of chance, lotteries) must comply with Policy 707: Use of School Facilities. Small Games of Chance Licenses must be provided upon request. A license can be for the individual organization or through an umbrella organization.

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No student instructional time shall be allowed for fundraising activities for any Organization. Any student fundraising shall comply with Policy 229: Student Fundraising.

Expenditures for Equipment, Supplies, Etc.

Organizations are not permitted to donate funds, equipment, materials or supplies equal to or greater than \$1,000 without approval of the District in accordance with Policy 702: Gifts, Grants and Donations. This prohibition applies specifically to any donations of uniform clothing, installation of equipment or improvements to real estate.

Any purchased/donated supplies or equipment by any Organization to the District becomes the property of the District in accordance with Policy 702: Gifts, Grants and Donations. Any expenditure of funds by an Organization which would create a future obligation to the District, a possible liability, or a maintenance plan to the District must be pre-approved by the Board.

Organizations shall not be permitted to use the District tax-exempt number for purchases, nor shall Organizations be permitted to use District funds for any such purchases.

Improvements to the District Buildings and Grounds

Any proposed modifications or improvements to the District's buildings and grounds by an Organization must be submitted to the building principal, the Assistant to the Superintendent for Operations and the Superintendent or their designee. Board approval may be required based upon the nature and scope of the proposed modification or improvement. The Board reserves unto itself the right to attach such conditions to its approval of such proposals as may be necessary to ensure compliance with applicable law and to protect and maintain the District's properties and its resources.

No work shall commence without written approval of the Superintendent or their designee.

Organizations conducting preliminary evaluations or studies in connection with substantial programs or projects are cautioned

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that no interim cooperation or participation in exploratory discussions obligates the District to proceed until a formal proposal is presented to and approved by the Board, and the District has no financial obligations except such as are formally acknowledged and approved by the Board.

Recognition Functions

The District requests that any organizations planning a recognition event clear the proposed date for the event with the building principal and/or the Athletic and Activities Facilitator prior to scheduling to limit potential conflicts with other previously scheduled school/organization events.

When banquet facilities are used off of school grounds, the following guidelines will apply:

1. The event will be recognized as a school function. All school rules will apply and be enforced.
2. No alcoholic beverages or controlled substances will be permitted at the event. This prohibition includes all those in attendance.
3. An announcement must be made at the beginning of each event summarizing the foregoing.

Compliance

Should any situation emerge between an Organization and the administration regarding the management of any school-related activity, the Superintendent or their designee shall resolve the matter within these established guidelines and/or Board policy. If the matter is escalated to the Board level, the Board's decision shall be final in resolving such matters. No Organization shall engage in any activity outside these guidelines.