

BOOSTER/PARENT ORGANIZATION GUIDELINES

The following guidelines are to be shared with all Booster/Parent Organizations.

1. Booster/Parent Organizations shall be considered a separate legal entity from the District and shall not use the District's tax exemption number and/or federal tax ID number in any financial transactions of the organization. Such organizations are encouraged to pursue organization under Sec. 501 (c) of the Internal Revenue Code or its corresponding future provisions.
2. Any PTA/PTO, Booster Club or other school sponsored volunteer organizations, including its members, that provide financial support or other services for a school in the District on behalf of the District, with the District's consent will be covered under the District's liability insurance.
3. Booster/Parent Organizations will comply with all school rules, regulations, Board policies, appropriate federal/state laws and WIAA rules/regulations (WIAA applies only to athletics).
4. Booster/Parent Organization activities shall not interfere with school operations and the process of education.
5. Booster/Parent Organizations will establish and maintain bylaws that do not conflict with the school rules, regulations, Board policies, federal/state laws and WIAA rules (WIAA applies only to athletics), which are submitted to the district administrator or his/her designee for review. Modifications should be submitted as soon as they are adopted by the Booster/Parent Organizations.
6. The goal of the Booster/Parent Organization fundraising activities should be for school and/or educational purposes. All fundraisers (**that involve Parkview students**) require approval by the district administrator or his/her designee. Principals will be responsible for approving in-school fundraisers. Any fundraisers not provided in the report listed under #8 above must be approved by the District Administrator or designee prior to the event.
7. The Booster/Parent Organization may request the assistance of the District business manager to conduct an unofficial audit of their financial records.
8. Staff members (coaches, advisors, directors, supervisors, teachers, etc.) may not receive any compensation of any kind for their assigned activities other than that provided by the district. Personal gifts to staff members can only be of minimal value (i.e. plaques, t-shirts, etc.).
9. Only the Board or the designated administrator can add or delete coaching, teaching or advisor positions.
10. Administration supervises staff members and makes recommendations to the Board as to their employment.

11. All gifts of money, materials or equipment to the District or District programs must be reviewed and approved in advance by the Board or their designee and become property of the District. Items purchased or money donated as a result of a Booster/Parent Organization fundraiser that was previously approved by the Board will go towards the intended purpose.
12. The Board reserves the right to accept or reject any gift made to the District from a Booster/Parent Organization.
13. The Board reserves the right to withdraw permission to use the District's name, logo or mascot by the Booster/Parent Organization that fails to comply with this policy.

APPROVED: November 16, 2009
November 18, 2013
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