

## 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 school 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 Parkview 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. Booster/Parent Organizations will prepare an agenda for each meeting and e-mail it to the PR Specialist at least three school days before the meeting. The PR Specialist will post the agenda on the group's page on the District website.
7. Booster/Parent Organizations will keep minutes for each meeting and include the names of those in attendance. The minutes will be e-mailed to the PR Specialist within 30 days of the date of the meeting. The PR Specialist will post the minutes on the group's page on the District website.
8. Booster/Parent Organizations will submit a report annually in accordance with the group's bylaws or by October 31 if the group's bylaws are silent on a due date. The report should be given to the District Administrator or his/her designee and include a list of club officers and contact information and fundraising plans (**that involve Parkview students**) for the upcoming school year. The report will also include the items that the Booster/Parent Organization plans to purchase with the money. This report should be submitted in the form of a proposed budget that shows expected revenues and expected expenditures.
9. 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.

10. Booster/Parent Organizations shall keep accurate and complete financial records using an accounting method that has been approved by the Parkview School District's business manager. A financial report will be submitted to the Parkview School District's business manager semi-annually each year or upon request from the District Business Manager.
11. The Booster/Parent Organization may request the assistance of the District Business Manager to conduct an unofficial audit of their financial records.
12. 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 school district. Personal gifts to staff members can only be of minimal value (i.e. plaques, t-shirts, etc.).
13. Only the Board of Education or the designated administrator can add or delete coaching, teaching or advisor positions.
14. Administration supervises staff members and makes recommendations to the Board of Education as to their employment.
15. All gifts of money, materials or equipment to the District or District programs must be reviewed and approved in advance by the Board of Education 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.
16. The School Board reserves the right to accept or reject any gift made to the District from a Booster/Parent Organization.
17. The School 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.
18. This document will be included or referenced in each Booster/Parent Organization's bylaws and handbook.

**APPROVED:** November 16, 2009  
**NOVEMBER 18, 2013**