

DISTRICT-AFFILIATED SCHOOL-SUPPORT ORGANIZATIONS AND BOOSTER ORGANIZATIONS, AND OTHER PARENT GROUPS, SHALL ORGANIZE, FUNDRAISE OR SOLICIT DONATIONS, AND FUNCTION IN A WAY THAT IS CONSISTENT WITH THE DISTRICT'S PHILOSOPHY AND OBJECTIVES, BOARD POLICIES, DISTRICT ADMINISTRATIVE REGULATIONS, APPLICABLE UIL OR OTHER GOVERNING ASSOCIATION GUIDELINES, AND FINANCIAL AND AUDIT REGULATIONS. [SEE ALSO CDC AND CFC]

PARENTAL
ENGAGEMENT
PROGRAM

It is within the mission of the District to develop strong partnerships with the home. Parents and schools working as partners increase student achievement and develop positive attitudes about self and school. A parental engagement program will be implemented at each elementary, middle, and high school campus. The major objective of the program is to create a process to:

1. Facilitate communication and cooperation among the community, parents, and schools;
2. Establish active parent participation at various levels of the education process; and
3. Empower parents to become decision makers in the education of their children in an effort to improve their academic success.

PARENTAL
PARTICIPATION IN
ACTIVITIES

The District shall encourage full participation and involvement of parents in the education of their children through the following activities:

1. Continuously projecting and delivering the message that parents are always welcome in the District's schools.
2. Encouraging administrators and teachers to continuously communicate with parents by means of report cards, progress reports, copies of test papers, notices of concern, copies of test scores, open houses, telephone calls, the District's truant officer, and other appropriate methods. [See EIA(LOCAL)]
3. Encouraging formation of an active participation in advisory councils and groups for the different special population programs. [See EHB and EHBA]
4. Ensuring that District and campus committees and councils have broad parent representation. [See BQA and BQB]
5. Holding public hearings for program proposals and AEIS reports.
6. Supporting the PTA and other parent/booster organizations.

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

7. Including in all regular Board meeting agendas a specified period of time for public comment. [See BED]
8. Allowing and encouraging administrators and teachers to involve parents in other appropriate ways.

PARENT-TEACHER ORGANIZATIONS

Citizens are encouraged to participate in determining educational goals and objectives that will meet the needs of students in the community. The Board recognizes parent-teacher organizations as a medium through which District personnel, parents, and other citizens may discuss educational concerns and problems and work together toward solutions.

OTHER PARENT GROUPS

Clubs operating within the schools with connections to parent organizations shall operate within the general regulations for local groups, subject to approval of the Superintendent.

BOOSTER CLUBS

Booster clubs may be organized to assist and support school activities and to support curricular and cocurricular initiatives; to this end, the Board recognizes that booster clubs can offer invaluable services to District schools.

The majority of activities supported by booster clubs are related to UIL activities governed by the UIL constitution and contest rules, which contain regulations concerning procedures and eligibility for the District, the schools, and the students. In order to ensure that booster clubs operate within the UIL rules, state law, and District policy, all booster clubs shall be approved by the Superintendent or designee, who shall not coach or direct a UIL contest and shall conform to the requirements of this policy.

The Superintendent or designee may recognize one official parent/booster organization for each student club or student organization per campus. The recognition of a parent/booster club shall be predicated on the booster club's adoption of a constitution and by-laws in conformity with this policy.

The recognition of a parent/booster club by the Superintendent or designee does not grant the booster club authority to bind the District or any of its employees to a third party with whom the booster club may conduct business.

SUPERINTENDENT'S REPRESENTATIVE

The Superintendent's designee for purposes of this policy is the principal of each campus.

The Superintendent or designee shall be an ex officio member of all booster organizations.

BOOSTER CLUB FUNDS

Accounting procedures established by the financial services department for the District shall be followed by all booster clubs for all

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

booster club financial transactions and may be subject to District audit as directed by the Board or the Superintendent.

Periodic (at minimum, two times per year) financial statements itemizing all receipts and expenditures shall be made to the general club membership.

Year-end financial statements should be submitted to the principal.

Money given to the school may not be earmarked for any particular request. The booster club may suggest or recommend how it would like the money spent, but it shall not require the Superintendent or principal to spend the money in any specific way. A gift of cash or other valuable consideration shall be given to the school for use at its discretion. Items purchased from such funds shall be subject to District policies.

The booster club may not give a coach or sponsor a petty cash fund or miscellaneous fund to use at his or her discretion. In addition, booster clubs may not provide a coach or sponsor with a debit/check or credit card.

Booster clubs may not use locally raised funds to employ an additional coach to supplement positions established by the Board.

FUNDRAISING
FUND RAISING
PROJECTS

FUNDRAISING Fund raising projects are subject to state law just as PTA and other school-related organizations must meet legal requirements. Nonprofit status may be obtained from the Internal Revenue Service.

BEFORE ENGAGING IN FUNDRAISING OR SOLICITING GIFTS, AN ORGANIZATION OR GROUP SHALL NOTIFY THE PRINCIPAL OR OTHER APPROPRIATE ADMINISTRATOR IDENTIFIED IN ADMINISTRATIVE REGULATIONS.

SALES CAMPAIGNS

Communitywide sales campaigns shall be cleared through the Superintendent or principal to minimize conflicts among various organizations, such as the yearbook staff, senior class, drama club, and the like, that might be selling merchandise at the same time. Sales campaigns shall be carefully planned by booster clubs with input from the principal. Fund-raising activities held on the campus must be approved by the principal and documented on the District's forms.

SPONSORED
PROJECTS

Sponsored projects, such as money-making activities and non-UIL contests, shall support the educational goals and philosophy of the school and shall not become a means for exploiting students. All such contests shall be carefully investigated before committing the school's support. Booster clubs and the campus principal are encouraged to seek advice from the UIL staff wherever practicable.

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

PURCHASES FOR
THE SCHOOL

Before parent groups or other groups working with the school purchase supplies and/or equipment for the schools, including computer hardware and software and/or other products, they shall obtain approval from the principal for their plans. The principal shall consult with the business office to determine the type or brand of equipment and/or other products to buy in order to ensure compatibility with current District equipment and/or other products. All such purchases shall become the property of the District upon presentation to the schools. **[SEE CDC(LOCAL) FOR DISTRICT ACCEPTANCE OF GIFTS AND SOLICITATIONS]**

GIFTS / AWARDS

It is contrary to UIL rules for a booster club or any other organization to give a coach, music director, or sponsor of any UIL event more than the maximum allowed by UIL per calendar year as any type of gift.

Before giving any presents, meals, and other presentations to show appreciation to coaches, sponsors, and/or students, booster clubs shall discuss the matter with the Superintendent or principal in order to ensure that any UIL rule, to include the "amateur rule" as defined by UIL, is not violated.

MINUTES
MAINTAINED

Minutes of booster club meetings shall be taken at each meeting, and a copy shall be kept on file in the office of the appropriate campus principal.

CAMPUS
INFORMATION

All booster club meetings shall be open to the public. The principal of each campus shall keep booster clubs up to date with information concerning current activities.

BOOSTER CLUB
WRITTEN POLICIES

Booster clubs shall develop a written constitution and bylaws to cover the following areas, which shall be approved by the Superintendent or designee:

1. Planning, publicizing, and holding effective meetings.
2. Managing finances:
 - a. Methods of financing the club.
 - b. Compliance with state and federal tax laws.
 - c. Development and amendment of an annual budget.
 - d. Administration of funds.
 - e. Method of bookkeeping.
3. Electing officers and their duties.
4. Taking, distributing, and filing minutes.

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

5. Issuing press releases and developing other techniques for effective communication.
6. Interacting properly with directors, coaches, and sponsors through the lines of authority as established by the Board.
7. Following a sportsmanship code governing behavior of booster club members and fans at contests and treatment of guests, judges, and officials.
8. Working in the best educational interest of the students and their overall development in a range of activities.
9. Prohibiting awards from booster clubs to UIL participants.
10. Formulating plans to support the school through both good and bad seasons.

SCHOOL
PROGRAMS /
PERSONNEL

Booster clubs have no authority to direct the duties of a coach, music director, or sponsor. The schedule of contests, the rules for participation, the method of earning letters, and all other criteria dealing with the interschool programs shall remain under the jurisdiction of the Board and/or administration.

USE OF DISTRICT
FACILITIES

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate site administrator, who shall coordinate the facility use with the associate superintendent for operations. Other parent groups may use District facilities in accordance with policy GKD.