

AVON GROVE SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH BOOSTER/
PTO/PTA ORGANIZATIONS

ADOPTED: June 28, 2007

REVISED: October 23, 2008
May 14, 2009
November 12, 2009

915. RELATIONS WITH BOOSTER/PTA/PTO ORGANIZATIONS	
1. Purpose	<p>Booster/PTO/PTA organizations for the Avon Grove School District are uniquely important to the continuation of excellence in instructional and extracurricular activities for the students of the District. The purpose of Booster/PTO/PTA organizations is to provide positive support to the students, the program, and the personnel in a particular area or activity; i.e., music, athletics, etc.</p> <p>Booster/PTO/PTA organizations shall comply with District Policies, established guidelines and administrative rules and with the review and revision of the guidelines and administrative rules, as charged to the Superintendent. The following shall be implemented by each Booster/PTO/PTA organization.</p>
2. Authority	<p>The Board agrees that approved Booster/PTO/PTA organizations may provide services in conjunction with and subject to the approval of the Superintendent or his/her designee subject to the guidelines which follow.</p>
3. Definition	<p>A Booster Club is an organization comprised of current parents, guardians and community members who choose to support an extra- or co-curricular activity. Students are not eligible for membership in any Booster club.</p> <p>A PTO/PTA is an organization comprised of parents, educators, students, and members of the community who choose to support the educational programs and extracurricular activities of the District.</p>
4. Guidelines	<p><u>Initiation of Booster/PTO/PTA Organization</u></p> <p>A. To initiate a Booster club for a particular activity, the following process must be followed:</p> <ol style="list-style-type: none"> 1. Parents/guardians shall discuss their intent with the appropriate coach/advisor. 2. The coach/advisor shall then discuss the request with the building principal. 3. If approved by the building principal, a formal written request shall be submitted by the Booster club to the Superintendent or designee for approval.

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4. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.

B. To initiate a PTO/PTA organization, the following process must be followed:

1. Parents/guardians shall discuss their intent with the building principal.
2. If approved by the building principal, a formal written request shall be submitted by the PTO/PTA organization to the Superintendent or designee for approval.
3. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.

General guidelines that all Booster/PTO/PTA organizations must follow:

1. In the case of Booster clubs, by-laws must be completed and submitted to the Superintendent or his/her designee before the activity's season begins.
2. In the case of PTO/PTAs, by-laws must be completed and submitted to the Superintendent or his/her designee before engaging in any organization activities.
3. The by-laws shall be compliant with the philosophy, mission, and policies of the District.
4. Violation of Board Guidelines could result in the revocation of the Booster/PTO/PTA organization's function and participation in District activities.

Finances:

1. The District does not assume any financial responsibility for a Booster/PTO/PTA organization and excludes itself from any liability that a Booster/PTO/PTA organization may incur.
2. Accounting Procedures:
 - a. The treasurer of the organization shall handle all funds.
 - b. A bank account shall be established for each organization.
 - c. All funds shall be deposited into the authorized bank account.
 - d. Two signatures shall be required on all checks.

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- e. No more than one authorized signer on each check may be a school district employee. School administrators and school office personnel may not be authorized signers.
- f. Two people shall count any funds earned or received and provide the treasurer with a signed proceeds receipt.
- g. Sale slips, receipts, invoices, or any other document pertaining to expenditures shall be retained, for a minimum of seven years.
- h. All accounts shall institute a dual control. On a monthly basis, one individual shall reconcile each bank statement/account and a second individual shall review each reconciliation.
- i. A copy of the budget shall be provided to the Superintendent or his/her designee, and the building principal or his/her designee at the beginning of each school year.
- j. An end of each season/school year a treasurer's report must be turned into the Superintendent or his/her designee, within twelve (12) weeks of the season/school year ending.
- k. There should be a maximum limit on carryover money and any amount over the maximum should have a written plan identifying the projected use thereof, i.e. long-term projects, etc., attached to the treasurer's report.

3. Report

- a. An annual examination of financial records shall occur.
- b. The examination shall be conducted by a committee or a qualified accountant.
- c. If the organization chooses to utilize a committee, its members shall not include the signers on the checking account.
- d. The results of the examination shall be reported and filed with the Superintendent or his/her designee.

Booster/PTO/PTA organizations shall not use the District tax-free number for purchases. Organizations should strongly consider filing with the Commission on Charitable Organizations, Pennsylvania Department of State, as a charitable non-profit organization. PANO – Pennsylvania Association of Non-Profit Organization. <http://www.pano.org/index.php>

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<p>SC 216 34 C.F.R. § 106 et seq.</p>	<p><u>Fundraising:</u></p> <ol style="list-style-type: none">1. Booster/PTO/PTA organization fund-raising activities must have pre-approval by the building principal or his/her designee.2. Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or District. <p>The District requires that activities and programs initiated and supported by Booster/PTO/PTA organizations shall not violate PIAA regulating standards or Pennsylvania Gambling Guidelines i.e., 50/50, bingo etc. Information on obtaining a license can be found at the following website: http://dsf.chesco.org/treasurer/cwp/view.asp?a=3&q=614281.</p> <p><u>Contributions:</u></p> <ol style="list-style-type: none">1. The District supports contributions to schools which shall be made with the advice and approval of the Superintendent or his/her designee.2. The District also supports contributions to the Athletics Department. However, Booster club donations to individual sports shall be made with the advice and approval of the Athletics Directors and/or Superintendent or his/her 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 PIAA regulations concerning amateur status.3. Any gifts or equipment which would require installation, storage or maintenance shall require a formal acceptance by the Board. Any such equipment donated shall become property of the District. (see Board Policy # 702 and AR # 702) <p><i>*Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.</i></p> <p><u>Insurance:</u></p> <p>Booster/PTO/PTA organizations shall maintain a general liability insurance policy that names the District as an additional insured party, and as needed for the use of facilities.</p>
<p>34 C.F.R. § 106 et seq.</p>	<p><u>Coaching Staff:</u></p> <ol style="list-style-type: none">1. Coaches/advisors of the District role with the Booster club is solely as an

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	<p>advisor. He/she shall not handle money or make purchases in the name of the Booster club.</p> <p>2. Booster clubs shall not subsidize any part of a coach's salary, nor shall they hire or solicit any additional coaches. All volunteer coaches shall follow District guidelines found in the Coaches Manual.</p> <p><u>Miscellaneous:</u></p> <p>1. The District shall not be held responsible for any equipment supplied by the Booster/PTO/PTA organization, which is lost, stolen or damaged.</p> <p>2. Use of a school or the District's name, logo or mascot is revocable and contingent upon complying with District policies.</p> <p>3. All Booster/PTO/PTA websites/links shall follow District Acceptable Use policies. (see Board Policies # 241, # 341, # 441, #541)</p> <p>4. All Booster/PTO/PTA organizations shall familiarize and comply with all District policies. The administration shall inform the organizations of all applicable policies and/or proposed policy revisions.</p>
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