

RELATIONS WITH BOOSTER/PTO/PTA ORGANIZATIONS

Permanent File – each organization shall submit the following documents, if applicable, to the Superintendent of Schools where they shall be maintained in the permanent file of each organization:

- Articles of Incorporation
- Bylaws
- IRS Section 501(c)(3) certification letter verifying the organization's not-for-profit, tax exempt public charity status
- Pennsylvania Department of State Charitable Organization Registration Statement

Annual File – each organization shall submit the following documents, by November 1 of each year, to the Superintendent of Schools where they shall be maintained in the annual file of each organization for a period of three (3) years:

- A list of the organization officers with contact information
- The annual budget of planned revenues/expenditures
- A financial report for the previous fiscal year. The format of the reports may vary, by organization. The school district business manager will assist the organization in modifying the format and content, if necessary.
- A signed statement from a committee, individual, or accountant appointed by the organization, that the financial records and the financial report have been examined and that no irregularities were noted.

Records – each organization shall maintain adequate financial and accurate records, compliant with all applicable laws and regulations, for the required time period(s).

Communication – the building administrator(s) is responsible for all communication between and coordination of activities/events with the organization and school.

The officers of each organization shall meet at the start of each school year with the building administrator, athletic and activities director and appropriate school personnel to prepare the annual budget and the schedule of planned activities.

The budget and schedule of planned activities are designed as flexible planning tools and may be modified at any time, as allowable of the organizations bylaws, rules and procedures. A copy of any update of the annual budget shall be submitted to the Superintendent of Schools.

The Superintendent of Schools may modify these administrative rules, as needed, and shall inform the organization and building administrator of any such changes.