

Shelby County Board of Education

7007

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SCHOOL SUPPORT ORGANIZATIONS

I. PURPOSE

To promote a positive relationship between the school and parents/the community and provide support to schools in recognizing and promoting student activities while ensuring fiscal accountability of the school support organization in accordance with state law and regulations.

II. SCOPE

This policy applies to school support organizations in all schools, including but not limited to booster clubs, PTOs, PIEs, PTAs and PTSAs. This policy shall not apply to entities or groups of persons whose sole function is in the capacity of a donor, partner and/or adopter and which do not fall within the definition of a school support organization (see Section III below).

III. DEFINITION (*TCA 49-2-603*)

School support organization - booster club, foundation, parent teacher association (PTA), parent teacher organization (PTO), parent teacher student association (PTSA), Parents (Partners) in Education (PIE), or any other nongovernmental organization or group of persons whose primary purpose is to support a school district, school, school club, or academic, arts, athletic, or social activities related to a school which collects or receives money, materials, property or securities from students, parents, or members of the general public.
District recognized school support organizations:

- a. Parent Organization – an organized volunteer group of parents authorized by the District whose primary purpose is to promote the entire school through organized efforts and activities.
- b. Booster Club – an organized volunteer group of parents, adult community members, and/or staff authorized by the District to provide fundraising and other services in support of a school-recognized club, sports team, band, or organization.

A group of persons who merely request that students, parents, or members of the general public make donations to a school district, school, school club, or academic, arts, athletic, or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a school support organization.

School representative - Based upon the primary purpose of the school support organization, a school representative who

- a. Provides support to the District or an individual school shall include a school board member; Superintendent, a principal; and any individual who is primarily responsible for accounting for school system funds or the funds of an individual school.
- b. Provides support to a school club or academic, arts, athletic, or social activity related to a school shall include a school board member; Superintendent, a principal; and any individual who is primarily responsible for accounting for school system funds or the funds of an individual school and any individual who works for the school system and who as part of his/her employment by the District is charged with directing or assisting in directing the related school club or activity (e.g., coaches, assistant coaches, band directors, or any other school sponsor of a related club or activity).

IV. POLICY STATEMENT

A. General Approval Requirements (*TCA 49-2-604*)

Shelby County Schools recognizes that school and district-wide programs are enriched and enhanced through the efforts of school support organizations. It is therefore the intent of the District to ensure that the operations of such organizations are parent-led and conducted in a manner that adheres to acceptable practices. To this end, organizations seeking to be recognized (approved) by the District as a viable school support organization must:

1. Submit an application to the Superintendent or his/her designee requesting recognition and approval to function as a district and/or school support organization.
2. Provide details of its structure including:
 - a. Proof of nonprofit, or foundation status including chartered membership
 - b. Current list of officers and officers' duties, telephone numbers, and addresses
 - c. Goals and objectives

- d. Additional information as deemed appropriate by the Superintendent or his/her designee

The Board authorizes the Superintendent or his/her designee to develop a process to approve organizations as school support organizations. Such approval shall be required prior to

- (1) the use of the name of the District or schools; mascot or logos;
- (2) the use of District property or facilities for the raising of money, materials, property or securities; and
- (3) the organization undertaking any fundraising activity.

Such approval shall not make the fundraising activity a school/district-sponsored activity.

The District inclusive of the board, Superintendent, principals and/or other school officials shall not incur any liability for the failure of an approved school support organization to safeguard school support organization funds.

Annual/Periodic Requirements

Approved school support organizations shall annually submit to the Superintendent or his/her designee:

- (1) proof of its continued nonprofit or foundation status;
- (2) the goals and objectives of the organization;
- (3) the current telephone number, address and position of each officer of the organization;
- (4) minutes of meetings; and
- (5) prior to the end of the school year, a statement of total revenues and disbursements.

Additional information may be required as deemed appropriate by the Superintendent or his/her designee.

B. School Support Organization Requirements (TCA 49-2-604)

Approved school support organizations shall at a minimum be required to

1. Operate within the standards and guidelines set by a related state association as applicable;
2. Maintain statements and records for a period of at least four (4) years and make available upon request by any member of the organization, Superintendent or his/her designee, school principal, or the office of the comptroller of the treasury
 - (a) detailed statements of receipts and disbursements;
 - (b) minutes of any meetings;

- (c) a copy of its charter, bylaws and documentation of its recognition as a nonprofit organization; and
3. Adhere to all applicable federal and/or state statutes and guidelines.

Prohibited Activity

Approved school support organizations shall be prohibited from having as its treasurer, bookkeeper, and/or signatory of checks any School Representative. A majority of the voting members of any school support organization board should not be composed of School Representatives.

C. Posting/Publishing of School Support Organizations Compliance
(TCA 49-2-605)

The Superintendent or his/her designee shall annually post or publish a list of organizations that have satisfied the requirements of this policy and are approved as District school support organizations. The Board authorizes the Superintendent to determine the appropriate method for posting or publishing this information by written or electronic means.

D. Public Records (TCA 49-2-605)

In accordance with State statute, any forms, annual reports, or financial statements required for submission to the Superintendent or any school principal shall be open to public inspection.

E. Sanctions - Suspension/Revocation of Approval

School support organizations must work with the school in achieving the goals set forth for the school. It is the principal's responsibility to ensure the school support organization is a positive reflection of the school. If the principal deems necessary, he/she may recommend to the Superintendent or his/her designee that the approval of the organization to function within the District as a recognized school support organization be suspended or revoked. The Superintendent reserves the right to revoke the approval of any organization if it is found that the organization's operations and purpose are not consistent with the directives of the Superintendent or the policies adopted by the Board.

F. Funds - Collection of Money/Disbursement of Donations
(TCA 49-2-606)

The collection of money and disbursement of donations by approved school support organizations shall be in accordance with applicable State statutes.

1. Collection of Money

- a. The school principal has the authority to enter into an agreement with a school support organization to operate and collect money for a concession

stand or parking at a related school academic, arts, athletic, or social event on school property.

- b. The principal also has authority to enter into an agreement with a school support organization to operate a bookstore located on the school grounds that makes direct sales of items to students where any money the school support organization collects or any portion designated by the agreement shall be considered as school support group funds and not as student activity funds.
- c. A principal may allow funds raised by fundraisers conducted by a school support organization outside the school day and involving students to be collected during the school day by the school support organization. Such funds shall be school support organization funds provided school employees are not involved in the accounting of such funds and the funds are turned-in using sealed envelopes.

2. Disbursement of Donations (*TCA 49-2-607*)

Donations made by a school support organization to a school shall be disbursed only in accordance with applicable State statutes and any written conditions that the school support organization may place upon the disbursement of the funds, and shall be in accordance with the goals and objectives of the school support organization. Donation of funds by a school support organization to an individual school shall not be considered as student activity funds but instead as internal school funds from the point of their donation to the respective school.

Any disbursements of donated funds by a school official or employee shall be made in accordance with any relevant federal, state, or local government laws.

G. Prohibited Actions (*TCA 49-2-608*)

School support organizations in accordance with State statute shall be prohibited from:

1. Using the school's or school district's sales tax exemption to purchase items;
2. Representing or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon the school or school district;
3. Using school support organization funds for a purpose other than purposes related to the goals and objectives of the school support organization that relate to supporting a school district, school, school club or school academic, arts, athletic, or social activity; or
4. Maintaining or operating a bank account that bears the employer identification number of a school board, school, or any other school related governmental entity. From July 1, 2007, any funds deposited into the bank

account shall be presumed to be a donation to the entity whose employer identification number is used and shall be treated as student activity funds.

V. RESPONSIBILITY

- A. Parents, teachers, students, and any individual who participate in school support organizations are responsible for complying with applicable laws and Board policies.
- B. Principals are responsible for
 - 1. collaborating with school support organizations to promote positive relationships between the school and parents/the community; and
 - 2. maintaining close communication with school support organization to ensure the organizations' goals and the school's local practices related to such organizations are in compliance with Board policies.
- C. The office responsible for family and community engagement is responsible for managing the school support organization application approval process.
- D. The Superintendent or designee is responsible for annually posting/publishing a list of organizations that are recognized as school support organizations.
- E. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

- 1. Title IX Education Amendment of 1972,
20 U.S.C. § 1681, et. seq.; 34 CFR 106.41
- 2. Shelby County Schools School Activity
Accounting Procedures Manual
- 3. TCA 10-7-503-504
- 4. TCA 49-2-601 et. seq.

Cross References:

- 1. 6047 Student Fees and Debts
- 2. 7009 Family Engagement