

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

SUPERINTENDENT'S
DESIGNEE

The Superintendent's designee for overseeing the activities of a parent/booster organization shall be the principal of the campus where the organization functions. In the case of athletic booster clubs, the director of athletics may serve as the Superintendent's designee in conjunction with the campus principal. As the responsible District employee, the principal or athletic director shall:

1. Approve formation of the organization.
2. Approve the constitution and bylaws of each organization.
3. Ensure that each organization's sole function is to support the educational activities of the designated program area.
4. Have the authority to disallow the continued association of any school program and parent/booster organization that has been judged by the principal to be disruptive to the educational activities or goals of the program or group.

FACULTY LIAISON

The designated faculty sponsor of a student activity area shall serve as the liaison, under the supervision of the Superintendent's designee, between any parent/booster organization formed in connection with a student group and the District.

The designated faculty sponsor acting as the liaison shall:

1. Approve all student-/school-related activities of such organizations.
2. Work with such organizations to establish approved goals and student-support activities for the respective organizations.
3. Assist in setting the budgets of such organizations and ensuring that expenditures of such organizations are in direct support of the goals of the designated programs.
4. Ensure fair and appropriate officer elections, and ensure that elected officers are eligible for service. The designated faculty sponsor shall file lists of officers of the respective organizations with the Superintendent's designee at the beginning of the school year, and revise such lists as officers change during the school year.
5. File lists of organization activities with the Superintendent's designee at the date established by the designee. Additional activities shall be submitted at least 30 days prior to the event to aid in the development of the master calendar for the school.

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6. Require an annual report of all activities, including an audit of all funds.

SPECIFIC GUIDELINES

Parent/booster organizations shall function under the following guidelines:

1. The Superintendent or designee shall have veto power over any action of a school-related club or organization.
2. Parent/booster organizations shall have no authority to direct any school employee in any of his or her duties. In addition, parent organizations have no authority to guide, direct, or establish guidelines for any school or student activity.
3. All meetings of parent/booster organizations shall be public meetings.
4. All individuals who legally reside in the District shall be eligible for membership. Election of officers shall be on a systematic basis so that any eligible person may be nominated. Elected officers must have a child currently enrolled at the campus served by the parent/booster organization.
5. Parent/booster organizations must obtain federal tax-exempt status as a public 501(c)(3) charitable organization by applying for and obtaining a letter of determination from the Internal Revenue Service (IRS) that states the organization is exempt from federal taxes. The organization's employer identification number and a copy of the IRS's letter of determination shall be submitted to the Superintendent's designee. Such organizations may not use the District's tax identification number.
6. Parent/booster organizations shall issue receipts for all money received.
7. If any parent/booster organization disbands, ceases to operate, chooses to withdraw from association with the District, or fails to be re-approved, all funds and property of the organization shall become property of the District.
8. Booster clubs must abide by the UIL guidelines and the administration shall determine which organization might be considered as "booster." In order to avoid violation of the amateur rule, money given to the school shall not be earmarked for any particular request. The booster club may suggest or recommend how it would like the money spent, but it may not require the Superintendent or designee to spend the money in any certain way.

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9. Any parent/booster organization operating under these policies that, in the opinion of the school administration, does not adhere to these policies and any regulations established by the school administration may be disbanded and shall cease to be recognized by the District as a legitimate school-related club or organization.