

SECTION 16.1 – SCHOOL SUPPORT ORGANIZATIONS

Overview

The term school support organization refers to parent-staff-student associations including but not limited to Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs) and Booster Groups. (The term school support organization does not refer to loosely formed groups of parents or individuals that informally support classroom or student activities.) Such outside groups are not governed by the district; however, they must follow certain school district policies and procedures especially when fundraising, renting district facilities, gifting donations, or involving students.

References

[Policy/Procedure 4210/4210P – School Support Organizations](#)

School Administrative Requirements

To be recognized as a district parent booster group, a group must be approved by the building principal. Each principal is required to maintain a list of the school's recognized booster groups including each group's purpose and mailing address as well as information for contacting the officers of the group. Principals are responsible to work with new groups to verify that their purpose, activities and affiliation are consistent with the district's goals, programs and policies.

Prior approval of any school support organization event or activity held on district property must be coordinated with each principal to ensure that appropriate departments have been contacted and to ensure compliance with district facility use and rental procedures.

If a school support organization holds a fundraising activity at a school, on or off district property, or involving students, the entire activity must have been conducted at the direction and/or supervision of the PTA, PTO or booster group in order for the money generated from the event to belong to the group. The school support organization must be clearly in charge of the activity, from start to finish.

Organizational Guidelines – School Support Organizations

The "[Organizational Guidelines – School Support Organizations](#)" document has been developed as a handout to be provided to existing and proposed parent booster groups (see [Section 16.2](#)). It should also be made available to school PTAs. It provides valuable information on a number of topics from fundraising to non-profit status. Please distribute as appropriate to staff and parent groups.