

**SECTION 16.3 - [DISTRICT BOARD POLICY](#)  
[4210](#) & [PROCEDURE 4210P](#)  
COMMUNITY RELATIONS  
SCHOOL SUPPORT ORGANIZATIONS**

**COMMUNITY RELATIONS - School Support Organizations**

The board recognizes that outside school support organizations such as Parent Teacher Associations (PTA), Parent Teacher Organizations (PTO), and/or Parent Booster Groups in cooperation with the school administrative staff, are an enriching component to the school climate. The volunteer efforts of these groups provide added resources for both students and staff.

The board encourages the formation of school support organizations and recognizes that the relationship of such organizations with the district creates a responsibility for the administration to verify that each organization's purpose, activities and affiliation are consistent with the district's goals, programs and policies.

Employee participation, cooperation, and support are encouraged, where appropriate, in such organizations. Employees shall not hold an official position, have signature authority, or financial responsibilities within the school support organization if such participation poses a conflict of interest with the employee's district employment. Employees shall not receive compensation from school support organizations.

The superintendent will develop procedures to implement this policy and to provide guidelines for district-recognized school support organizations.

Cross References:    [Board Policy 1610](#)  
                              [Board Policy 3530](#)  
                              [Procedure 4210P](#)  
                              [Board Policy 4310](#)  
                              [Board Policy 4333](#)  
  
                              [Board Policy 6114](#)  
                              [Board Policy 6700](#)

Conflicts of Interest  
Student Fund-Raising Activities  
School Support Organizations  
Contact with School/District Staff  
Non School Use of Buildings, Grounds  
Equipment  
Gifts  
Food Services Program

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Updated: April 2007  
Updated: January 2012

## **COMMUNITY RELATIONS - School Support Organizations**

The term school support organizations refers to parent-staff-student associations including but not limited to Parent Teacher Associations (PTAs), Parent Teacher Organization (PTOs), and/or 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 fund raising, renting district facilities, giving donations, or involving students.

### **PTA Groups**

An official (PTA) or (PTO) group is a local, self-governing, non-profit (and usually, tax-exempt) membership association with its own set of bylaws, elected officers, and membership. (By Washington State PTA rules, local PTA chapters are not allowed to sponsor student athletic contests.) PTAs, and PTOs are encouraged to obtain 501(c)3 status and must carry liability insurance. Principals shall maintain a current list of contact information for officers of PTA and/or PTO groups.

### **Parent Booster Groups**

Parent booster groups are separate entities from the school and school district. They generally support and supplement the athletic and music programs of a specific school, but may also support other school activities. A booster group must register with the Secretary of State as a non-profit corporation and a charitable organization. These groups are encouraged to become a 501(c)3 non-profit organization and to carry liability insurance.

### **District Approved Parent Booster Groups**

To be recognized as a district parent booster group, a group must be approved by the building principal. Each principal shall maintain a list of the school's recognized booster groups including each group's purpose, as well as information for contacting the officers of the group.

### **Employee Participation in School Support Organizations**

Employee participation, cooperation, and support are encouraged, where appropriate, in such organizations. Employees shall not hold an official position, have signature authority, or financial responsibilities within the school support organization if such participation poses a conflict of interest with their district employment. Employees must verify the appropriateness of such participation with their respective building principal or supervisor. Employees shall not receive compensation from school support organizations.

### **Site or Facility Use by School Support Organizations**

Prior to the approval of any school support organization event or activity held on district property, the responsible administrator will ensure that appropriate departments are contacted (such as Community Services, Athletics, and/or Finance/Risk Management) and that the school support organization has complied with district facility use and rental procedures.

## **Fund Raising by School Support Organizations**

If a school support organization holds a fund-raising activity at a school, on or off district property, or involving students, the entire activity must be entirely 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.

To qualify as a non-district school support organization fund-raising event or activity, the following criteria must be met:

1. The organization must have been involved in the creation and planning of the activity, the implementation, operation and management of the activity, and must handle all financial aspects of the activity (including, but not limited to: cash handling, reconciling, product management, sales, and security of cash assets and inventory).
2. The organization must provide the majority of the workforce (through its volunteers) for the activity.
3. The organization must be the authorizing signer of any contracts involved.
4. The organization must clearly advertise the activity as a PTA, PTO, or booster group event.
5. The organization must comply with district facility use procedures.
6. The organization must provide appropriate insurance coverage for the activity.

Employees should be involved only on their personal (non-staff) time unless the employee's job description requires service in an advisory capacity. District employees should not sign contracts or agreements involved with a PTA, PTO, or booster group sanctioned/sponsored activity and should not handle or secure funds generated by any fund-raiser. Employees shall not receive compensation from school support organizations.

If the activity does not meet these criteria, it is not a school support organization activity and the money raised at the activity does not belong to the PTA, PTO or booster group. Instead, it is deemed public moneys by default, belonging to the school district and subject to the laws and procedures governing the use of public funds.

## **Student Participation**

Students are discouraged from collecting money for the PTA, PTO, or booster groups. If students are asked to participate in outside organization fund-raising activities, their participation must be voluntary, infrequent, and not during instructional time. Student participation must comply with Student Fund-Raising Activities [Procedure 3530](#), including having prior approval from the principal or their designee.

## **Donations**

The established procedures for accepting gifts ([Policy 6114](#)) must be followed in order for an individual district employee, school, program, or department to accept donations of funds, materials, supplies, or equipment from outside school support organizations. Such organizations need to be aware of the Title IX equity issues when donating money and/or equipment to school athletic programs.

Cross References:

[Procedure 3530P](#)  
[Board Policy 4210](#)  
[Board Policy 4310](#)  
[Procedure 4333P](#)

[Procedure 6114P](#)  
[Procedure 6700P](#)

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