

POLICY KJA

Board of Education Las Cruces Public Schools

Related Entries: KJA-R, GBJC, GBJC-R, IHAF-R, KCD, KCD-R
Responsible Office: Chief of Staff

RELATIONS WITH BOOSTER

PARENT SUPPORT ORGANIZATIONS/CLUBS

I. PURPOSE

To ensure that ~~school booster~~ district-affiliated parent support organizations/clubs, which operate independently from ~~are governed independently from~~ the school district, ~~while at the same time are supported~~ receive appropriate District support and direction as community partners in their work done ~~on behalf in support~~ of the students, staff, and programs of the Las Cruces Public Schools, and so that such organizations function in a manner consistent with the District's philosophy and objectives, Board policies, and Administrative Regulations.

II. BACKGROUND

A. The Board of Education recognizes that parent support organizations booster organizations/clubs are important partners to the District's campuses, as well as its athletic, music, and extracurricular programs. ~~Boosters have long been involved with~~ Through their fund raising and other initiatives, parent support organizations, encourage encourage student programs, activities, and leadership, and advancing the initiatives of many school district programs.

B. It is the Board's belief that ~~booster parent support~~ organizations/clubs are community partners ~~that support~~ which assist and promote Las Cruces Public School students, schools, staff, programs, and ~~school clubs~~ activities. ~~To ensure that the relationship among all entities is clear, this policy is developed to determine~~ serve to the lines of separation. ~~Conversely, maintaining ensure and maintain a good~~ an effective working relationship with district-affiliated parent support booster organizations/clubs is encouraged, as the booster clubs operate to support students.

III. DEFINITION

A. ~~"Booster Club" or "Booster Parent Support Organization"~~ "Booster-Parent Support Organization" means a non-district organization entity – composed of parents, family and community members – that is formed and operated to provide volunteers, raise funds, and otherwise support an associated school, a district or school or district club, sports team, band program, school program, or school or other student extracurricular organization. Support is shown in many ways including, volunteering time, raising money, and contributing funds to enhance the team or organization's performance. Parent Support Organizations include parent teacher organizations (PTO), booster clubs,

and _____ [are there other types?]

IV. RELATIONS WITH PARENT SUPPORT ORGANIZATIONS

- A. Only a Parent Support Organization that has been approved and recognized by the appropriate campus principal may use the District or campus name(s), image(s), mascot(s), and/ or logo(s) in its activities and materials.
- B. Approved district-affiliated parent support organizations may use District facilities with prior approval of the appropriate administrator in accordance with administrative regulations and Board policy.
- C. Before engaging in fundraising or soliciting of gifts, parent support organizations shall notify the principal or other appropriate administrator identified in Administrative Regulations.
- A-D. Parent support organizations may not use the tax-exempt number of Las Cruces Public Schools or of any school.

V. PROCESS

- A. ~~Although Booster Organizations/Clubs are affiliated with the school in the sense that they carry the name of the school and all their activities must be approved by the principal, such clubs are sole and separate entities from the school and are responsible for their own compliance with applicable Federal and State regulations.~~
- B. ~~An organization of parents or community leaders affiliated with a school must develop a constitution and/or bylaws. Those documents must be approved each year by the principal, in writing, and be filed in the principal's office. The school principal must authorize the use of the school's name each year prior to approving any of the group's activities. The principal will use a District developed form to authorize or deny authorization to any Booster Organization/Club. A copy of the signed form will be provided to the Organization/Club as well as maintained on file in the Principal's office and the Las Cruces Public Schools Finance Department. The organization's bylaws must contain the following:~~
 - 1. ~~The name of the organization.~~
 - 2. ~~The objective of the organization including the statement, "This organization will abide by all Las Cruces Public Schools Board Policies and administrative regulations."~~
 - 3. ~~Eligibility for membership and membership enrollment procedures.~~
 - 4. ~~Officer selection, election procedures, and duties of each officer.~~

- ~~5. Bonding documents for signatures from licensed insurance company within 30 days of receiving \$2,500.~~
 - ~~6. The principal or designee who will serve as an ex officio officer of the organization.~~
 - ~~7. Specific fiscal auditing and accounting procedures established by each organization. The disbursements must require the signature of two persons designated by the membership in accordance with accepted practice.~~
 - ~~8. In the event that the organization dissolves or is dissolved by the principal, language indicating how the group will handle remaining funds must be included.~~
- ~~C. The Principal, or designee, shall maintain open and two-way communication with the booster Present and/or officers. The Booster Organization/Club shall notify the Principal in advance of booster events, fundraisers, and other activities. Within three (3) school days the Principal shall approve or deny the requested activity or event.~~
- ~~D. To comply with federal and state law and regulation, Booster Organizations/ Clubs which are associated with an activity or event governed by Title IX of the Education Amendments of 1972 shall have all funds and financial transactions reported to the District. All funds and financial transactions of Booster Organizations/Clubs are subject to all federal and state laws and regulations, Board of Education policies and administrative procedural directives.~~
- ~~E. Any Booster Organization/Club event or activity that are approved by the Principal shall not involve the sale or promotion of alcohol, smoking, tobacco, or weapons to minors. Booster Organization/Club activities and events shall also abide by the Policies and Regulations of the Las Cruces Public Schools and comply with all local, state, and federal laws.~~
- ~~F. All business by the Booster Organization/Club will be conducted in open meetings, with adequate notification of all meetings to all members, and summary of proceedings kept. A copy of the summary of proceedings must be on file in the Principal or Activities Director's office.~~
- ~~G. Any activities or fund raising projects initiated by the organization and which involve the use of the name of the school must be proposed, in writing, and be authorized by the school principal, or designee, before the activity commences or any final arrangements are made.~~
- ~~1. A parent organization or booster club may conduct a fund-raiser on campus or LCPS property after receiving approval from the school principal. The fund-raiser may not involve any type of gambling.~~

~~2. If the fund raiser is held during the school (duty) day, funds must not be handled by students and/or LCPS employees if funds are to remain outside of the school's activity funds. All funds handled by students and/or LCPS employees are considered to be school activity funds and must follow all procedures established for the handling of activity funds by the District's Finance office.~~

~~3. If the fund raiser is held after the school (duty) day, funds may be handled by students authorized by their parents. These funds are not activity funds, because the students are under their parents' jurisdiction when the school day is over. Parent organizations/booster clubs must make arrangements for revenue collection by a non-LCPS employee.~~

~~H. Las Cruces Public School employees may not be involved in financial activities of the organization in any way. This includes ordering items or making sales during contract hours, collecting money or signing checks. If a LCPS employee handles funds, they become public funds. The employee's work relationship with the District takes precedence over their relationship with the parent organization. This requirement does not preclude LCPS employees from helping with fundraising in other capacities.~~

~~I. Booster Organizations/Clubs may not use the school's tax exempt number for any of their activities and must obtain their own tax exempt numbers.~~

~~J. Booster Organizations/Clubs must maintain their own accounts outside of the school. However, organizations are required to submit a detailed financial report of expenditures and revenue to the principal and LCPS Finance Department. Parent organizations (i.e., PTA, PTO, Booster Clubs, etc.) must submit their report by the 31st of July, for the preceding school year. Organizations affiliated with school athletics must submit their detailed report of expenditures and revenue within 6 weeks after the end of their season.~~

~~K. If a Booster Club is not an internal revenue service recognized IRC501(c)(3) corporation, it shall submit all its receipts to the Finance and Operations Department, to be deposited into a school activity fund designated for that Booster Club and maintained by the District.~~

~~L. Booster Organizations/Clubs may not use the school's mailing permit for mailings.~~

~~M. Booster Organizations/Clubs may contribute to and support financially the use of contracted services to perform specific tasks and shall be permitted once the contracted service has been approved by the District. In approving any contracted services paid for by Booster Organizations/Clubs, the District shall consider and ensure that such contract services will not cause a Title IX violation. All contracted workers shall follow all applicable LCPS Policies and Regulations, including background checks.~~

~~N. Booster Organizations/Clubs may donate funds to a school or to the School District. When these donated funds are deposited in a school or District account, the Booster Club relinquishes all control over these funds. Funds donated shall be used in a manner that shall not cause violation of Title IX.~~

~~O. Requests to provide Booster Organization/Club stipends to any person affiliated with the school shall require approval by the Superintendent and shall be submitted to the Finance and Human Resources Department in a manner that shall not cause violation of Title IX.~~

~~P. Organizations whose gross annual income exceeds \$100,000 are required by State Law Section 6-5A-1 NMSA 1978, to have an annual audit of their financial affairs. The organization/club is financially responsible for the audit.~~

~~Q. Principals, in conjunction with the Superintendent, shall reserve the right to terminate the relationship between the school and the Booster Organization/Club for a violation of District policies or regulations or for repetitive violations of the same.~~

B.E. The Superintendent shall establish regulations for the implementation of this policy, including the procedures for formation and district approval of parent support organizations, organization fundraising and activities, and handling of donations from parent support organizations.

VI.V. REVIEW

This policy shall be reviewed on an ongoing basis in accordance with the Board of Education policy review process.

Board of Education, President

Date Approved

History: New Policy

Legal Reference: NMSA 1978, § 6-5A-1, 20 U.S.C. A§1681 et seq., 34 C.F.R. § 106.1 et seq.

