SCHOOL-CONNECTED ORGANIZATIONS

Parent organizations/booster clubs are formed by parents of students, community members, and staff members to assist student groups financially with the cost of events, supplies, equipment, and general expenses.

Any program, fundraiser or other activity sponsored by a booster club, PTA, PFA, or any other parent club (referred to hereafter as ‘parent organization’) shall be authorized and conducted according to Board policy, administrative regulations, and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent organization, not by the school or District.

(cf. 3541.1 - Transportation: School-Related Trips)

As part of its legal and fiduciary responsibilities under California law, the District Board of Education must approve all parent organizations. All requests will be considered by the Board of Education at a regular board meeting in May each year. Authorization shall be granted for a period of up to one fiscal year, beginning on July 1st and ending on June 30th, but may be revoked by the Superintendent or designee if considered necessary.

Each parent organization shall abide by the following rules:

1. Any person or group of people desiring to raise money to benefit a student or students at one or more schools within the Chino Valley Unified School District shall request authorization to so operate by applying to the Chino Valley Unified School District Board of Education at one of the board meetings held in May.

2. Each parent organization must complete the CVUSD booster club and parent organization request for authorization (exhibit a form, approved/signed by the site principal) along with the following required documents:
   a. Exhibit B – bank information
   b. Exhibit C – officers contact information
   c. Exhibit D – operating manual acknowledgement
      (manual available @ CVUSD website)
   d. Exhibit E – hold harmless agreement
   e. Parent organization constitution/bylaws
   f. 501(c)(3) federal determination letter
   g. Proof of tax id no.
SCHOOL-CONNECTED ORGANIZATIONS (cont.)

h. Proof of state tax exempt status
   i. Certificate of insurance
   j. Insurance endorsement naming CVUSD as additional insured

3. The authorization granted by the District Board of Education shall serve the purpose of fulfilling the requirements of the Education Code 51521.

4. The parent organization shall not act as an agent of the District or school.

5. The school District’s tax-exempt status and identification number are not for parent organization use. Each parent organization must be established as a non-profit entity under section 501c (3) of the internal revenue code and must obtain its own tax identification number. Each parent organization is responsible for their own tax filings, accounting, internal controls, financial reporting, retention of records and other operations. The funds of the parent organization must never be commingled with the student body funds or any other funds of the District.

6. The parent organization shall use a separate name and logo. Any use of a name or logo affiliated with the District, a District school, or a school team shall require the prior consent of the Superintendent or designee.

7. The parent organization shall not hire or directly pay any District employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the District’s Human Resources Department.

8. Section 501(c) 6 of the Internal Revenue Code prohibits any part of the net earnings of a nonprofit organization benefiting individuals, and bars board directors and officers from profiting from their positions within a nonprofit organization. No officer or member shall be compensated, in any form, for participating in the booster club or parent organization.

9. The District Business Office and school site administrator must be notified in writing of any change in officers within 10 days of that change.

10. Financial statements shall be submitted to the school principal and the District Business Services Department within 15 days of December 31st and June 30th of each fiscal year.
SCHOOL-CONNECTED ORGANIZATIONS (cont.)

11. All funds collected from fundraisers must be deposited into the parent organization bank account. All expenses are to be paid by check from the parent organization bank account. Under no circumstances are disbursements to be made from cash collections. Proper receipts and invoices must be maintained for all disbursements. Checks must never be made payable to the order of “cash.” Officers and members must NOT cash personal checks from cash collections. All cash collected must be deposited intact.

12. The financial records of any club or organization operated under this policy are subject to audit at any time either by District personnel or an accounting firm designated by the Superintendent.

13. Goods or services are not to be ordered in the name of the school or school personnel. School personnel are not to sign parent organization checks or invoices. To avoid conflict of interest, any student advisor, coach, or teacher whose students may benefit from the operations of a parent organization shall not serve as an officer in that parent organization but may serve in an advisory capacity.

14. Parent organizations shall not hire Chino Valley Unified School District personnel for any purpose without prior approval from the District human resources office.

15. Any program, fundraiser or other activity planned by the organization shall only be permitted if properly scheduled according to district policy and school regulations:
   a. Prior to conducting any fundraiser, the parent organization must obtain written approval by the District’s business services office and the Board of Education. This is accomplished by submitting exhibit F, an "Application for Fundraising Activity Form" for each planned fundraiser to the Director of Fiscal Services or designee.

16. Any request for use of school facilities must be filed with the Maintenance, Operations, & Construction Department.

17. District administrative regulations require that all transportation arrangements involving students be made through the District’s transportation department.

18. Out of state or overnight trips planned for students must have the prior written approval of the administration and the Board of Education.
19. Board-recognized, parent organizations may utilize District printing and graphics services for group publications, provided that the following conditions are met:

   a. Requests for printing of classroom support materials shall be prioritized ahead of requests from parent organizations. The Coordinator of Innovative and Creative Services or designee will provide a reasonable time estimate for each project.

   b. Project costs for materials, labor, and equipment usage will be billed to the parent organizations. Project costs will be quoted by the Coordinator of Innovative and Creative Services or designee on a case-by-case basis.

   c. Projects may require a deposit prior to production of publications to cover the expenses of materials and/or time.

   d. Originating site principal or designee shall authorize publication appropriateness of content, photos, captions, etc. prior to printing. By approving orders submitted through the District's electronic print order submission process or by e-mail the site principal or designee is acknowledging he/she has read and examined the publication and approved its content.

   e. Publications must adhere to all copyright laws and regulations for fair use.

   f. Publications must clearly indicate that they are sponsored by the parent organization, and not by the school or District.

20. With regard to raffles/opportunity drawings, parent organizations need to familiarize themselves with Penal Code 319-330. Key elements with regards to raffles/opportunity drawings for the parent organizations are highlighted below:

   a. Must have obtained both federal and state tax-exempt status.

   b. Licensed to do business in California for at least one year.

   c. Registered with the California attorney general.

   d. Completed the California attorney general’s annual raffle registration form by September 1 of the year in which the raffle/opportunity drawing will be held.

   e. Submit an annual report to the California attorney general that includes gross receipts and expenses incurred from the operation of the raffle/opportunity drawing, as well as the charitable or beneficial purposes for which the proceeds were used.

   f. Organizations must never have a person under the age of 18 participate in this type of event.

   g. At least 90% of the gross receipts generated are to be used to benefit or provide support to the organization. “50/50” raffles are illegal.

   h. Detachable tickets must have identifying numbers.

   i. Raffle/opportunity drawings may not be conducted over the internet.
AR 1230(e)

SCHOOL-CONNECTED ORGANIZATIONS (cont.)

Chino Valley Unified School District
Regulation approved: October 19, 1995
Revised: August 1, 1996
Revised: June 3, 1999
Revised: October 2, 2008
Revised: August 15, 2019