

Policy 1230: School-Connected Organizations

Status: ADOPTED

Original Adopted Date: 12/01/1990 | **Last Revised Date:**
05/01/2016 | **Last Reviewed Date:** 05/01/2016

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability and/or directors and officers insurance when and in the manner required by law

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The 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.
4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. The 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 personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

State	Description
11 CCR 300-312.1	Fundraising for charitable purposes
5 CCR 15500	Food sales in elementary schools
5 CCR 15501	Food sales in high schools and junior high schools
5 CCR 15575-15578	Requirements for foods and beverages outside the federal meals program
5 CCR 4900-4965	Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance
Bus. Code 17510-17510.95	<u>Charitable solicitations</u>
Bus. Code 25608	<u>Alcohol on school property; use in connection with instruction</u>
Ed. Code 200-262.4	<u>Prohibition of discrimination</u>
Ed. Code 35160	<u>Authority of governing boards</u>
Ed. Code 38130-38138	<u>Civic Center Act; use of school property for public purposes</u>
Ed. Code 48931	<u>Authorization for sale of food by student organization</u>
Ed. Code 48932	<u>Authorization for fund-raising activities by student organization</u>
Ed. Code 49011	<u>Student fees</u>
Ed. Code 49431-49431.7	<u>Nutritional standards</u>
Ed. Code 51520	<u>Prohibited solicitation on school premises</u>
Ed. Code 51521	<u>Fundraising projects</u>
Gov. Code 12580-12599.10	<u>Fundraisers for Charitable Purposes Act</u>
Pen. Code 319-329	<u>Lottery; raffle</u>
Federal	Description
20 USC 1681-1688	Title IX of the Education Amendments of 1972; discrimination based on sex
7 CFR 210.11	Competitive food services
7 CFR 220.12	Competitive food services
Management Resources	Description
Court Decision	Serrano v. Priest (1976) 18 Cal. 3d 728
Fiscal Crisis & Management Assistance Team Pub.	2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>California Office of the Attorney General, Registry of Charities and Fundraisers</u>

Website
Website
Website

California State Parent Teacher Association
CSBA
Fiscal Crisis and Management Assistance Team

Code

Description

0200	<u>Goals For The School District</u>
0410	<u>Nondiscrimination In District Programs And Activities</u>
1100	<u>Communication With The Public</u>
1114	<u>District-Sponsored Social Media</u>
1114	<u>District-Sponsored Social Media</u>
1260	<u>Educational Foundation</u>
1321	<u>Solicitation Of Funds From And By Students</u>
1321	<u>Solicitation Of Funds From And By Students</u>
1330	<u>Use Of School Facilities</u>
1330	<u>Use Of School Facilities</u>
3260	<u>Fees And Charges</u>
3260	<u>Fees And Charges</u>
3312	<u>Contracts</u>
3452	<u>Student Activity Funds</u>
3541.1	<u>Transportation For School-Related Trips</u>
3541.1-E(1)	<u>Transportation For School-Related Trips</u>
3541.1-E(2)	<u>Transportation For School-Related Trips</u>
3554	<u>Other Food Sales</u>
3554	<u>Other Food Sales</u>
4127	<u>Temporary Athletic Team Coaches</u>
4127	<u>Temporary Athletic Team Coaches</u>
4227	<u>Temporary Athletic Team Coaches</u>
4227	<u>Temporary Athletic Team Coaches</u>
4327	<u>Temporary Athletic Team Coaches</u>
4327	<u>Temporary Athletic Team Coaches</u>
5030	<u>Student Wellness</u>
5142.2	<u>Safe Routes To School Program</u>
5142.2	<u>Safe Routes To School Program</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6142.6	<u>Visual And Performing Arts Education</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145	<u>Extracurricular And Cocurricular Activities</u>
6145.2	<u>Athletic Competition</u>
6145.2	<u>Athletic Competition</u>
6153	<u>School-Sponsored Trips</u>
6153	<u>School-Sponsored Trips</u>
7214	<u>General Obligation Bonds</u>
7214	<u>General Obligation Bonds</u>