

Excerpts of Bay District Schools Policy Manual



BAY DISTRICT SCHOOLS SCHOOL BOARD POLICY MANUAL

Mark McQueen, Superintendent

Board Members

Jerry Register, District 1
Ann Leonard, District 2
Christopher Moore, District 3
Winston Chester, District 4
Steve Moss, District 5

CLUBS AND OTHER FUND RAISING ACTIVITIES

6.208

Although booster and parent-teacher clubs are independent organizations, school principals reserve the right to recognize and sanction the clubs involvement in school extracurricular activities including fundraising. The school principal is not obligated or required to accept funds from the clubs or recognize the clubs as a school allied organization. Further, only the school principal shall allow a club to incorporate the school's name into the club name. The school principal has final authority on the existence of and all activities of a club. Failure to abide by the policies and procedures of the School Board may, at the discretion of the principal, result in the revocation of these privileges.

Booster and parent-teacher clubs are separate legal entities from the School Board of Bay County. Each club shall operate according to a written constitution and a set of by-laws which shall be submitted to the principal for review and approval. The clubs shall be open to all parents and community members.

Booster clubs exist as independent organizations comprised of parents and interested community members. Booster clubs serve two general purposes:

- To promote the education, general welfare and morale of students, and
- To assist in financing legitimate extracurricular activities of the athletic student body in order to augment, but not conflict with, the educational programs provided by the School Board.

The school's athletic director, assistant athletic director, or applicable athletic coach may not serve as an officer and voting member of the booster clubs. A school employee who is a member of a club is prohibited from handling club funds, including the writing or signing of club checks. A representative from the school's athletic department shall be given at least 48 hours notice of all booster club meetings and an employee designated by the principal for the parent-teacher clubs. The representative should attend as the school's liaison. The purpose of the school liaison is to foster a positive working relationship between the school and the clubs. The school liaison is to communicate to the clubs the needs of the team or activity.

Booster and parent-teacher clubs must provide current banking information, a list of current officers, and financial reports by June 1st each year. The principal may request more current financial information upon three (3) days notice to the organization.

The Superintendent shall develop administrative procedures so that each group's fund-raising activities are in compliance with Board policies and funds raised are used solely for school-related projects that are approved by the principal. Each club shall follow these administrative procedures as well as all School Board Policies.

Booster and parent-teacher clubs may elect to make gifts or donations to the school. The gift/donation to the school should be accompanied with a letter of purpose from the booster club. The letter should reflect the specific purpose of the gift/donation. **NO PAYMENTS SHALL BE MADE TO SCHOOL BOARD EMPLOYEES WITHOUT SPECIFIC APPROVAL OF THE PRINCIPAL.**

Fund Raising Activities

Liability Exposure. If a school or a school organization proposes to engage in any fund-raising activities which may expose the School Board to extraordinary liability, prior written approval must be obtained from the Superintendent or his/her designee.

Deposits of Receipts. All receipts from fund-raising activities must be deposited in the internal funds of the school and all transactions in connection with the activity must be recorded through such internal funds.

School-related or parent-teacher and booster organizations are permitted to hold their own fund-raising activities and to account for their collections and disbursements through their own bank accounts.

Each authorized organization is required to submit to the principal a financial report listing projects, receipts, disbursements, accounts payable, and other data by June 1st each year. An approved organization financial statement may be submitted instead but must supply the same information required on the School Board form.

The principal will maintain a file on each organization to contain the financial statements and the audit reports, and maintain a listing of operating organizations that have not filed reports for review by the internal accounts auditor.

Each organization must provide to the principal at the beginning of each school year a list of officers for the current year.

All parent-teacher or booster groups formed for support or promotion of any or all programs and activities of a school shall adhere to Parent-Teacher Association, Southern Association of Colleges and Schools, and Florida School Activities Association rules regarding non-interference with school administration or school programs.

A patron organization or individual shall not use a school or School Board tax identification number (Federal T.I.N.) or Florida sales tax exemption number, in accordance with State and Federal Law.

Authority: § 1001.41 Fla. Stat.

Law Implemented: §§ 1010.04, 1011.06, 1011.07, Fla. Stat.

History: New, June 12, 1989

Revised: November 8, 1989, October 14, 1993, April 10, 1996; July 22, 2014