

CVUSD

Administrative Regulation

Community Relations

AR 1230

School-Connected Organizations

Persons proposing to establish a school-connected organization shall submit a request to the Governing Board for authorization to operate at the school. Parent Teacher Associations (PTAs) will submit applications to the Conejo Council PTA in lieu of submission to the Governing Board. For the purposes of this AR, Parent Support Organizations include Parent/Booster Organizations and PTAs.

Each Parent Support Organization, whether separate or a member of an umbrella organization, including Bingo operations, must have a written statement of purpose (or constitution) and bylaws enabling it to function as an organization.

One-time Fundraising Activities

Any individual(s) wishing to sponsor a one-time fundraising event for the benefit of the District or its students will be required to comply with all applicable laws, Board Policies, administrative regulations and the District's Civic Center permit procedures. It is not necessary for one-time fundraisers to comply with provisions A-M below. Should the same individual(s) decide to organize further fundraising activities during the same school year on behalf of the District or its students, they will need to meet the provisions of this entire policy.

(cf. 1330 – Use of School Facilities)

A. A Parent/Booster Organization request for authorization shall contain:

1. The name of the organization.
2. The date of application.
3. Qualifications for membership in the organization. The principal or his/her designee may attend any meeting of the organization.
4. The names, addresses, and phone numbers of all officers.
5. A brief description of the organization's purpose and a copy of its constitution/articles of incorporation and by-laws.
6. A list of specific projected objectives, which is to be undated and submitted to the principal annually on the anniversary date of the organization's approval.
7. The name of the bank where the group's account will be located and a list of those officers authorized to withdraw funds, whose names are to be submitted annually to the principal or his/her designee.
8. A provision stating that expenditures for durable goods directly related to a co-curricular /instructional program must be approved by the principal or his/her designee. Expenditures related to the operating costs of the organization are exempt from this provision.
9. A description of the procedures the organization will use to prepare an annual audit or financial statement. The Articles of Incorporation and By-laws of a 501C3 organization are sufficient to meet this requirement.
10. The signature of the principal, supporting the request for authorization to organize.
11. A requirement that if an organization ceases to exist, funds remaining in the account after the organization winds up will be distributed to the program the organization supported or to any other school program designated by the organization

B. Authorizations granted under this policy shall be valid for up to one (1) calendar year.

Requests for continuing authorizations by groups that remain in operation throughout the school year, together with the previous year's financial statement showing all expenditures and all income from fundraisers, are to be submitted by November 1 to the principal of the school, who will forward them to the Directors of Elementary and Secondary Education as appropriate. Organizations that operate only in relation to a season of sport or other specified co-curricular period must submit their request and previous season's financial reports thirty (30) days prior to the first scheduled activity in the program if they do not request annual continuing authorization.

C. Funds raised by any of the organizations governed by this policy are to be used only to finance the program(s) supported by that organization.

D. Upon receipt of a written request for approval of an expenditure for durable goods related to a co-curricular/instructional program, the principal/designee will respond within five (5) working days, including an explanation if approval is denied. In the event of an emergency need for an expenditure, the principal will respond promptly. In his/her absence, an administrator at the site will be designated to make such decisions. If a designee is necessary, the principal will appoint someone who will serve consistently for that organization. In the principal's/designee's absence, the Superintendent or his/her designee will act on such requests.

E. It shall be the prerogative of the Superintendent, upon the recommendation of the principal, to recommend to the Board the disassociation of the school from any organization at such time as he/she determines that the organization no longer functions in the best interests of the students, the school, and/or the District.

F. The Superintendent may request authorization from the Board of Education to audit the financial records of an organization at any time. The audit may be conducted by District personnel or by a CPA, at District expense. Groups operating under this policy must permit an audit, if authorized by the Board of Education.

G. All School Connected Organization programs, fundraisers or other activities which use school facilities shall be authorized by the principal or his/her designee and conducted according to Board of Education policy, administrative regulations, the rules of the sponsoring school and District Civic Center procedures. (Education Code 51521)

H. All Parent Support Organizations shall comply with the following:

1. Organization funds are not to be co-mingled with student body funds.
2. Student participation in fundraising activities will be governed by provisions of Education Code 51520.
3. The proceeds of fundraising may not be used for any expenditures prohibited by Education Code provisions.
4. A seller's permit must be secured if any goods are purchased for resale, and the required sales tax must be paid.
5. A use tax must be paid when items purchased from a retailer are used or consumed for which the tax has not been paid to the retailer at the time of purchase (usually applicable to out-of-state vendors).
6. School employees shall not sign checks on behalf of parent groups or booster organizations, when the program(s) or the team(s) for which they have any responsibility will benefit directly from the parent organization. This does not restrict other school employees from performing this function.

I. Purchased durable goods or equipment must be donated to the school for District inventory, meeting the District's donation policy stipulations.
(cf. 3290)

J. All transportation arrangements for students shall be made in accordance with Board of Education policy and administrative regulations and approved by the principal or his/her designee
(cf. 5131.1)
(cf.6153)

K. Parent Support Organizations shall secure approval from the District Personnel Office for any individuals brought in to work directly with District students.

L. If a Parent Support Organization does not agree with a decision relating to any of the provisions contained in this policy, the organization may appeal this decision in writing to the Superintendent or his/her designee.

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present this recommendation to the Board for approval.

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

Fundraising Activities and Advertisement

On Campus Fundraisers - All Parent Support Organizations and School-Connected (Non-Profit) Organizations

1. Auctions, displays, or gift baskets that include alcoholic beverage, drug, tobacco or controlled substances or the use, possession or promise of such products is not permitted on CVUSD property at any time. (Business and Professional Code section 25608) All silent auction items must not conflict with existing State law, board policies, administrative regulations, or any rules of the sponsoring school.
2. Auctions, displays, or gift baskets that include gift cards or gift certificates to vendors whose main concentration or intent is the sale of alcohol drug, tobacco or a controlled substance are not permitted on CVUSD property at any time.
3. Any advertisement of alcoholic, drug, tobacco or controlled substances is prohibited on both school grounds and through the use of school or District communication modes. Representations of items such as fake bottles, alcohol-themed glasses, mixes for alcoholic beverages and other related paraphernalia are not permitted.

Off Campus Fundraisers – All Parent Support Organizations and School-Connected (Non-Profit) Organizations

1. School-Connected Organizations shall not advertise alcoholic, drug, tobacco or controlled substances on school grounds and through the use of school or District communication modes.
2. With the exception that is set forth in item 5, below, alcohol cannot be served at fundraising activities that are conducted off-campus at a government facilities or community owned parks and community centers if students are present. This includes evenings, weekends and holidays. Auctions, displays, or gift baskets that include alcoholic beverage, drug, tobacco or controlled substances are not permitted in these locations if students are present.
3. School-Connected organizations are permitted to offer Restaurant Nights and other events at locations that may typically serve alcohol if proprietors are properly licensed (pursuant to state and federal sale of alcohol laws).
4. School-Connected organizations are permitted to conduct silent auctions that contain alcohol, alcohol related items such as wine glasses, wine tasting trips, gift cards to alcohol establishments when proper permits are secured from Alcohol Beverage Control (ABC) and activities are ABC compliant.
5. Parent-Teacher Associations, Booster Clubs and other Non-Profit organizations may invite students to perform at galas and other fundraising events whereby alcohol is being legally served and or legally offered for sale ~~sell~~ under the following conditions:
 - A) The event is clearly sponsored by a School-Connected Non-Profit organization and is not a program related activity where students are the invitees such as student awards or recognitions.
 - B) Any serving of alcohol will be legally executed by a fully licensed establishment or vendor.
 - C) Re-sale of alcohol will be properly permitted and executed in compliance with ABC regulations
 - D) Advertisement of such events shall not display alcohol in words, lists, photos etc. on school grounds or through the use of school or District communication modes.
 - E) The hosting venue is not a government facility, community park, community center or school owned property.

CSBA (9/90 12/90) 7/07

CVUSD (5/07) 6/08 3/17