

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH
BOOSTER/PTA/PTO
ORGANIZATIONS

ADOPTED: May 23, 2012

REVISED:

	<p style="text-align: center;">915. RELATIONS WITH BOOSTER/PTA/PTO ORGANIZATIONS</p> <p>1. Purpose Booster/PTA/PTO organizations for the Morrisville Borough School District are uniquely important to the continuation of excellence in instructional and extracurricular activities for district students. The purpose of booster/PTA/PTO organizations is to provide positive support to the students, the program, and the personnel in a particular area or activity; i.e., music, athletics, etc. Booster/PTA/PTO organizations shall comply with Board policies, established guidelines and administrative rules and with the review and revision of the guidelines and administrative rules, as charged to the Superintendent. The following shall be implemented by each booster/PTA/PTO organization.</p> <p>2. Authority The Board agrees that approved booster organizations may provide services in conjunction with and subject to the approval of the Superintendent or designee subject to the following guidelines.</p> <p>3. Definitions A booster club is an organization comprised of current parents/guardians and community members who choose to support an extracurricular activity. Students are not eligible for membership in any booster club. A PTA/PTO is an organization comprised of parents/guardians, educators, students and community members who choose to support the educational programs and extracurricular activities of the district.</p> <p>4. Guidelines <u>Initiation Of Booster/PTA/PTO Organization</u> To initiate a booster club for a particular activity, the following process must be followed:</p> <ol style="list-style-type: none"> 1. Parents/Guardians shall discuss their intent with the appropriate coach/advisor. 2. The coach/advisor shall then discuss the request with the building principal. 3. If approved by the building principal, a formal written request shall be submitted by the booster club to the Superintendent or designee for approval.
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4. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.

To initiate a PTA/PTO organization, the following process must be followed:

- 1. Parents/Guardians shall discuss their intent with the building principal.
- 2. If approved by the building principal, a formal written request shall be submitted by the PTA/PTO organization to the Superintendent or designee for approval.
- 3. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.

General Guidelines That All Booster/PTA/PTO Organizations Must Follow

In the case of booster clubs, bylaws must be completed and submitted to the Superintendent or designee before the activity’s season begins.

In the case of PTA/PTOs, bylaws must be completed and submitted to the Superintendent or designee before engaging in any organization activities.

The bylaws shall be compliant with the philosophy, mission, and policies of the district.

Violation of Board policy or guidelines could result in the revocation of the booster/PTA/PTO organization’s function and participation in district activities.

Finances

The district does not assume any financial responsibility for a booster/PTA/PTO organization and excludes itself from any liability that a booster/PTA/PTO organization may incur.

Accounting Procedure –

The Treasurer of the organization shall handle all funds.

A bank account shall be established for each organization.

All funds shall be deposited into the authorized bank account.

Two (2) signatures shall be required on all checks.

	<p>No more than one (1) authorized signer on each check may be a district employee. School administrators and school office personnel may not be authorized signers.</p> <p>Two (2) people shall count any funds earned or received and provide the Treasurer with a signed proceeds receipt.</p> <p>Sale slips, receipts, invoices, or any other document pertaining to expenditures shall be retained for a minimum of seven (7) years.</p> <p>All accounts shall institute a dual control. On a monthly basis, one (1) individual shall reconcile each bank statement/account and a second individual shall review each reconciliation.</p> <p>A copy of the budget shall be provided to the Superintendent or designee, and the building principal or designee at the beginning of each school year.</p> <p>An end of each season/school year Treasurer’s Report must be turned into the Superintendent or designee, within twelve (12) weeks of the season/school year ending.</p> <p>There should be a maximum limit on carry over money and any amount over the maximum should have a written plan identifying the projected use thereof, i.e. long-term projects, etc., attached to the Treasurer’s Report.</p> <p><i>Report –</i></p> <p>An annual examination of financial records shall occur.</p> <p>The examination shall be conducted by a committee or a qualified accountant.</p> <p>If the organization chooses to utilize a committee, its members shall not include the signers on the checking account.</p> <p>The results of the examination shall be reported and filed with the Superintendent or designee.</p> <p>Booster/PTA/PTO organizations shall not use the district tax-free number for purchases. Organizations should strongly consider filing with the Commission on Charitable Organizations, Pennsylvania Department of State, as a charitable nonprofit organization.</p>
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<p>Pol. 913</p>	<p><u>Fundraising</u></p> <p>Booster/PTA/PTO organization fundraising activities must have pre-approval by the building principal or designee.</p> <p>Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or district.</p> <p>The district requires that activities and programs initiated and supported by booster/PTA/PTO organizations shall not violate P.I.A.A. regulating standards or Pennsylvania gambling guidelines, i.e., 50/50, bingo, etc.</p>
<p>Pol. 913.1</p>	<p><u>Contributions</u></p> <p>The district supports contributions to school which shall be made with the advice and approval of the Superintendent or designee, and in accordance with policy 913.1.</p> <p>The district also supports contributions to the Athletics Department. However, booster club donations to individual sports shall be made with the advice and approval of the Athletic Director and/or Superintendent or designee. This is necessary to ensure equity among programs in keeping with the guidelines of Title IX* and to protect the athletes from potential violations of P.I.A.A. regulations concerning amateur status.</p>
<p>Pol. 702</p>	<p>Any gifts or equipment which would require installation, storage or maintenance shall require a formal acceptance by the Board. Any such equipment donated shall become property of the district.</p>
<p>34 CFR Sec. 106.41</p>	<p>* Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.</p> <p><u>Coaching Staff</u></p> <p>A district coach's/advisor's role with the booster club is solely as an advisor. S/He shall not handle money or make purchases in the name of the booster club.</p> <p>Booster clubs shall not subsidize any part of a coach's salary, nor shall they hire or solicit any additional coaches. All volunteer coaches shall follow district guidelines found in the Coaches Manual.</p>

<p>Pol. 815</p>	<p><u>Miscellaneous</u></p> <p>The district shall not be held responsible for any equipment supplied by the booster/PTA/PTO organization, which is lost, stolen or damaged.</p> <p>Use of a school or the district’s name, logo or mascot is revocable and contingent upon complying with Board policies.</p> <p>All booster/PTA/PTO websites/links shall follow district acceptable use policies.</p> <p>All booster/PTA/PTO organizations shall familiarize themselves and comply with all Board policies. The administration shall inform the organizations of all applicable policies and/or proposed policy revisions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 216, 510, 511</p> <p>Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41</p> <p>Board Policy – 702, 707, 815, 913</p>
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