

REVISED GUIDELINE - VOL. 26, NO. 2

CORPORATION-SUPPORT ORGANIZATIONS

In accordance with Board policy, all Corporation-support organizations, including parent associations, booster clubs, and the like, are to abide by the following guidelines.

- (x) Bylaws of the organization clearly state:
 - 1. the purpose of the organization which must be to benefit the students of the Corporation;
 - 2. the name of the organization;
 - 3. the procedure for the election of officers and the length of terms;
 - 4. provisions for student and staff involvement which are to include that a Corporation administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the Superintendent.

- () ~~Each organization will, by no later than _____ of each year, submit its plan for any and all fund-raising activities to include the following:~~
 - ~~1. the purpose of each fund-raising activity;~~
 - ~~2. the fund-raising procedure;~~
 - ~~3. the bookkeeping procedure that will be used;~~
 - ~~4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds;~~
 - ~~5. an assurance that none of the proceeds from a fund-raiser are commingled with a student activity account;~~

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6. ~~an agreement that none of the activities involve the use of public funds;~~
 7. ~~a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least _____ percent (___%) of all collected funds will be spent on student activities connected with the Corporation;~~
 8. ~~agreement that any purchases made by the organization are not represented as Corporation expenditures and do not use identification numbers of the Corporation such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like;~~
 9. ~~an assurance that for any fund raisers which involve the sale to students of food items and/or beverages to be consumed on campus during the school day which is defined as midnight until thirty (30) minutes after the end of the school day, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and USDA's Smart Snacks in School regulations.~~
- (x) Each organization agrees that any donations made to the Corporation shall be done in accordance with Board Policy 7230 and the accompanying guidelines.
- (x) Each organization agrees to abide by the policies and guidelines established for use of Corporation facilities and grounds.