

SECTION: COMMUNITY

TITLE: RELATIONS WITH BOOSTER/
PTO/PTA ORGANIZATIONS

ADOPTED: June 21, 2010

REVISED: April 24, 2017

EPHRATA AREA SCHOOL DISTRICT

	<p style="text-align: center;">915. RELATIONS WITH BOOSTER/PTO/PTA ORGANIZATIONS</p> <p>1. Purpose Booster/PTO/PTA organizations for the district are uniquely important to the continuation of excellence in instructional and extracurricular activities for district students. The purpose of the Booster/PTO/PTA organizations shall be to provide positive support to the students, the program, and district staff in a particular area or activity (i.e., music, athletics, etc.).</p> <p>Booster/PTO/PTA organizations shall comply with Board policies, established guidelines and administrative regulations.</p> <p>2. Definitions A Booster club is an organization comprised of current parents/guardians and community members who choose to support an extracurricular or cocurricular activity. Students are not eligible for membership in any Booster club.</p> <p>A PTO/PTA is an organization comprised of parents/guardians, educators, students, and members of the community who choose to support the educational programs and extracurricular activities of the district.</p> <p>3. Authority The Board shall approve Booster/PTO/PTA organizations to provide services to district programs and activities, subject to the provisions of this policy.</p> <p>4. Delegation of Responsibility The Superintendent or designee shall develop administrative regulations to implement this policy.</p> <p>5. Guidelines In order to initiate a Booster club for a particular activity, the following process must be followed:</p> <ol style="list-style-type: none"> 1. Individuals wishing to initiate a Booster club shall discuss their intent with the appropriate coach/ advisor. 2. The coach/advisor shall 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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	<p>4. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.</p> <p>In order to initiate a PTO/PTA organization, the following process must be followed:</p> <ol style="list-style-type: none">1. Individuals wishing to initiate a PTO/PTA organization shall discuss their intent with the building principal.2. If approved by the building principal, a formal written request shall be submitted by the PTO/PTA 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. <p>In the case of Booster clubs, written bylaws must be completed and submitted to the Superintendent or designee before the activity season begins.</p> <p>In the case of PTO/PTAs, written bylaws must be completed and submitted to the Superintendent or designee before engaging in any organization activities.</p> <p>The written bylaws shall comply with the philosophy, mission, and policies of the district.</p> <p>Violation of Board policies or administrative regulations may result in the revocation of the Booster/PTO/PTA organization's approval and participation in district activities.</p> <p><u>Finances</u></p> <p>The district does not assume any financial responsibility for a Booster/ PTO/ PTA organization and excludes itself from any liability that a Booster/PTO/PTA organization may incur.</p> <p>All Booster/PTO/PTA organizations shall comply with the following accounting and report procedures:</p> <p><i>Accounting Procedures –</i></p> <ol style="list-style-type: none">1. The treasurer of the organization shall handle all funds.2. A bank account shall be established for each organization.3. All funds shall be deposited into the authorized bank account.
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	<ol style="list-style-type: none">4. Two (2) signatures shall be required on all checks.5. 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.6. Two (2) people shall count any funds earned or received and provide the treasurer with a signed proceeds receipt.7. Sales slips, receipts, invoices, or any other document pertaining to expenditures shall be retained for a minimum of seven (7) years.8. 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.9. A copy of the annual budget shall be provided to the Superintendent or designee, and the building principal or designee at the beginning of each school year.10. At the end of each season/school year, a treasurer's report must be turned into the Superintendent or designee within twelve (12) weeks of the season/school year ending.11. There should be a maximum limit on carryover 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><i>Report –</i></p> <ol style="list-style-type: none">1. An annual examination of financial records shall occur.2. The examination shall be conducted by a committee or a qualified accountant.3. If the organization chooses to utilize a committee, its members shall not include the signers on the checking account.4. The results of the examination shall be reported and filed with the Superintendent or designee. <p>Booster/PTO/PTA 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 and the Pennsylvania Association of Nonprofit Organization (PANO).</p>
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<p>10 P.S. Sec. 162.1 et seq 10 P.S. Sec. 311 et seq</p>	<p><u>Fundraising</u></p> <p>Booster/PTO/PTA organization fundraising activities must have preapproval by the building principal or designee. 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/PTO/PTA organizations shall not violate P.I.A.A. regulating standards or the Solicitation of Funds for Charitable Purposes Act, as amended, the Pennsylvania Small Games of Chance Act, or any other requirements established regarding fundraising.</p>
<p>Pol. 702</p>	<p><u>Contributions</u></p> <p>The district supports contributions to district schools, which shall be made with the advice and approval of the Superintendent or designee in accordance with Board policy.</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(s) and/or Superintendent or designee in order 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. regulating standards concerning amateur status.</p> <p><u>Insurance</u></p> <p>Booster/PTO/PTA organizations shall collectively maintain a general liability insurance policy facilitated by the district’s business department and request Certificates of Insurance naming the district as an additional insured party as needed for the use of facilities.</p> <p><u>Coaching Staff</u></p> <p>The role of district coaches/advisors with the Booster club is solely as an advisor. Coaches/Advisors 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>Permission to use a school or the district’s name, logo, or mascot is revocable at any time for any reason, and otherwise contingent upon complying with Board policies.</p> <p>All Booster/PTO/PTA websites/links shall follow the Board’s Acceptable Use Policy.</p> <p>References:</p> <p>Solicitation of Funds for Charitable Purposes Act – 10 P.S. Sec. 162.1 et seq.</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>Board Policy – 702, 815</p>
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