



School Connected Organizations

Adopted: 10/14/2024

The Board of Directors recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate within the school or at the school

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school. Each school connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, and any rules of the school.

The Executive Director or designee shall establish appropriate rules for the relationship between school-connected organizations and the school.

A school-connected organization shall obtain the written approval of the Executive Director or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school. (Education Code 51521)

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers

5. A list of specific objectives
 6. An agreement to grant the Board of Directors the right to audit the group's financial records, either by school personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds
 7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds. The Executive Director or designee shall be notified within 30 days of any changes in the authorized names and/or changes in banks/accounts.
 8. The signature of the principal of the supporting school
 9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
 10. An agreement to provide evidence of liability and/or directors and officers insurance when and in the manner required by law
 11. If the organization is operating as a 501 c 3, then the request for authorization shall include the IRS Determination letter qualifying the organization as tax exempt.
- Requests for subsequent authorization shall be annually submitted to the Executive Director or designee, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Board of Directors for approval. When deemed necessary by the Board or the Executive Director or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the school.
2. The organization shall not use the school's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the school, or a school team shall require the prior consent of the Executive Director or designee.
4. Funds of the school-connected organization shall not be co-mingled with school funds, including associated student body funds.
5. The organization shall not hire or directly pay any school employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the Human Resources department, provided the Board approves the position. At their discretion, employees

Employees of America's Finest Charter School may volunteer to perform activities for school-connected organizations during nonworking hours.

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References Description

11 CCR 300-312.1 Fundraising for charitable purposes

5 CCR 15500 Food sales in elementary schools

5 CCR 15501 Food sales in high schools and junior high schools

5 CCR 15575-15578 Requirements for foods and beverages outside the federal meals program

5 CCR 4900-4965 Nondiscrimination in elementary and secondary educational programs

receiving state or federal financial assistance

Bus. Code 17510-17510.95 Charitable solicitations

Bus. Code 25608 Alcohol on school property; use in connection with instruction

Ed. Code 200-270 Prohibition of discrimination

Ed. Code 35160 Authority of governing boards

Ed. Code 38130-38138 Civic Center Act; use of school property for public purposes

Ed. Code 48931 Authorization for sale of food by student organization

Ed. Code 48932 Authorization for fund-raising activities by student organization

Ed. Code 49011 Student fees

Ed. Code 49431-49431.7 Nutritional standards

Ed. Code 51520 Prohibited solicitation on school premises

Ed. Code 51521 Fundraising projects

Gov. Code 12580-12599.10 Fundraisers for Charitable Purposes Act

Pen. Code 319-329 Lottery; raffle

Federal References Description

20 USC 1681-1688 Title IX of the Education Amendments of 1972; discrimination based on sex

7 CFR 210.11 Competitive food services

7 CFR 220.12 Competitive food services

Management