

PLEASANT VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL-AFFILIATED
ORGANIZATIONS

ADOPTED: June 22, 2006

REVISED: January 8, 2009
July 1, 2009
November 17, 2011
August 23, 2012

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| <p>915. SCHOOL-AFFILIATED ORGANIZATIONS</p> | |
| <p>1. Purpose</p> | <p>The Board recognizes and appreciates the interest and support of school-affiliated organizations through the volunteer efforts focused on supporting programs and activities of the students. The Board seeks to foster this spirit of cooperation, encouragement, and support through the establishment of a formal policy. The purpose for this support group policy is to develop a framework to provide for an effective relationship among the support groups, their members, and school district personnel and programs. It is believed a well-defined support organization policy should serve to ensure the effective operation of support groups which work in concert with the school, particularly the advisor/director/coach, to achieve the goals of the school district programs.</p> |
| <p>2. Definition</p> | <p>School-Affiliated Organizations (SAO) - are defined as those organizations that utilize the name of the school district or any of its schools or programs, and directly affect curricular or extracurricular programs operated by the schools.</p> |
| <p>3. Authority</p> | <p>A Board-approved advisor/director/coach is to act as the liaison between the SAO and the school activity. The advisor/director/coach will involve the building principal/athletic director in decisions where indicated in this policy and whenever appropriate.</p> <p>The primary role of SAOs is to provide support for school district programs in accordance with needs expressed by the advisor(s)/director(s)/coach(es), which shall be in keeping with the goals for their particular program(s) and within the parameters of the school district's mission, goals, regulations, procedures and policies.</p> <p>The Board may, upon request of an advisor/director/coach, authorize the formation of a SAO.</p> |

In matters of school district policy and operating regulations and procedures, the Board will retain final authority. This authority must be recognized and respected by all SAOs.

A committee comprised of the athletic director, building principal (if appropriate), or other school official (as deemed appropriate) will review the following information and recommend approval or disapproval of a SAO to the Board:

1. Purpose of the organization.
2. Proposed name of the organization.
3. Proposed school(s) or program(s) affiliation.
4. Proposed constitution and/or bylaws.
5. Name of officers responsible for the conduct of the organization.
6. Name of advisor/director/coach.
7. Copy of organization's bonding insurance. Such insurance shall provide a minimum coverage of \$20,000 and shall be purchased by the SAO.

Action by the Board will be taken at a public meeting. Board approval or disapproval will be acknowledged in writing by the Board Secretary.

Violation of policy may lead to revoking the SAO's approval by the Board for that organization's use of the name and facilities of the school district in conjunction with its activities and prohibiting the organization from interacting with the teams, clubs, groups and/or organizations of the school district. Approval of a SAO may be revoked by the Board for reasons stated in writing, provided that the representatives of the organization have been given the opportunity to be heard prior to the Board's action. Revocation of SAO approval by the Board will result in its termination of all relationships with the school district, school, and/or program.

SAOs and their members shall operate within the guidelines and policies set forth by the school district. SAO issues and concerns need to be communicated through the officers of the organization to the advisor/director/coach. The decision of the advisor/director/coach is final.

SAOs may be disbanded, with concurrence by the Board, when support for these activities is discontinued by the coach/director/advisor. Any monies left will be deposited into the student activity account with the school for that particular activity.

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| <p>4. Guidelines</p> | <p>SAOs that support P.I.A.A. sports or activities shall operate within P.I.A.A. regulations and guidelines.</p> <p>It is recommended that each SAO file with the Bureau of Charitable Organizations, Pennsylvania Department of State.</p> <p>Parental participation is not mandatory. No student will be denied the ability to participate in an activity due to lack of personal funds or parental participation.</p> <p>In order to help ensure that fundraising activities are properly conducted, and finances are properly received, accounted for, and dispersed, the following guidelines should be adhered to by each SAO:</p> <ol style="list-style-type: none"> 1. The SAO must have at least three (3) offices in its executive structure. 2. The SAO, in subsequent years, shall indicate its intention to continue to function as a support group by submitting a list of officers annually to the applicable coach/director/advisor, who shall in turn submit to the applicable building principal(s). 3. The SAO must provide, annually, current established bylaws to the applicable coach/director/advisor, who shall in turn submit to the building principal, who shall keep a copy on file in the building office. 4. Two (2) officer signatures are required for issuing all checks and/or withdrawing funds. Original bank statement(s) must be available for review at regularly scheduled SAO meetings. 5. All SAO accounts and financial reports shall be established and maintained according to prudent and accepted business practices. Financial reports shall be maintained and available for review for at least two (2) years. 6. All SAOs are expected to maintain accurate financial records that reflect appropriate use of funds in accordance with the organization's bylaws. All SAOs are expected to maintain tax-exempt status. Form 990 – Return of Organization Exempt From Income Tax, must be filed annually with the Internal Revenue Service and a copy submitted to the Business Office by April 30th of each year. 7. Written treasurer's reports shall be prepared and presented to the membership of the organization at each meeting and a copy provided to the school district's Business Manager or designee by the 15th day of each month, regardless of whether there is a meeting. A copy of the previous month's reconciled bond statement must also be submitted by the 15th of each month to the Business Manager or designee, regardless of whether there has been a meeting or not. |
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| <p>Pol. 221</p> | <ol style="list-style-type: none">8. Each organization must provide annually a copy of their bonding insurance, which shall provide a minimum coverage of \$20,000 and shall be purchased by the SAO.9. Upon request, SAOs are required to submit minutes of all meetings to the applicable coach/director/advisor, who shall in turn submit to the building principal, Athletic/Activity Director, Board and/or Superintendent or designee.10. The manner in which all activities are conducted must reflect positively on both the SAO and the school district. All activities must be conducted in a manner that is consistent with all school district policies and the school district's mission.11. SAOs shall not serve as a lobbying force or special interest group whose purpose is to control or negatively influence the managerial or administrative decisions of the coach/director/advisor, Athletic/Activity Director, building principal, administration or Board.12. Food and drink concessions at home football games, wrestling matches, girls' basketball games, track, other athletic events that occur in the stadium, and all district/state playoff games will be the main fundraising activity of the All Sports Club. The band concession stand at all varsity home football games will remain with the band. Boys' basketball concessions shall remain with the senior class.13. Any athletic SAO must include in their membership dues a \$5.00 charge per family, which will be paid to the All Sports Club in return for a one-year family membership to the All Sports Club. Also, each athletic SAO is required to send a representative to each meeting of the All Sports Club.14. All 50/50 and small games of chance will be run in conjunction with the All Sports Club. If a SAO chooses to use the All Sports Club's license, they must give the All Sports Club a payment of \$25.00/year for unlimited use of the small games of chance license. (Ex: the field hockey SAO can only sell 50/50 and small games of chance at home field hockey games.)15. Any athletic SAO selling clothing/merchandise as a fundraiser must sell items that are specific to that particular sport or activity and should consider selling items that would fall within guidelines of the student dress policy (Board Policy No. 221). Further, although SAOs are not limited to selling items that fall within the student dress policy, they should make it clear to purchasers that items that deviate from the policy cannot be worn in school. |
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| <p>Pol. 707</p> | <p>16. No organization may sell merchandise specific to another organization or activity without having secured the written consent of the coach/director/advisor and the Athletic/Activity Director, Assistant to the Superintendent and Business Manager through the proper and timely submittal of the school district's <i>Permission for Fund Raiser</i> form.</p> <p>17. PTOs may sell general PV attire, but may <u>not</u> sell attire specific to a particular sport or activity without having first obtained the written consent of the particular coach/director/advisor and the Athletic/Activity Director.</p> <p><u>Fundraising Activities</u></p> <p>Fundraising activities conducted within the school district by pupils using names related to the school district or any of its respective schools and by school-affiliated organizations shall be conducted in compliance with the parameters of the school district's mission, goals, regulations, procedures and policies. The <i>Permission for Fund Raiser</i> form must be completed and approved by all appropriate parties as listed on the form.</p> <p>Fundraising shall have a specific purpose, which must fall within the parameters of the school district's mission, goals, regulations, procedures and policies and which must be stated on the <i>Permission for Fund Raiser</i> form.</p> <p>Fundraising projects conducted on school property must follow Board policy No. 707 regarding facilities usage.</p> <p>Profits derived from any sale/drive/event conducted by a school group or SAO shall be used only to benefit the students directly or through school-affiliated organizations, or for worthy purposes designated by the students through their governmental structure and as approved by the building principal. Money spent by the SAO shall be agreed upon by the SAO and the coach/director/advisor, who shall ensure that such expenditure is within the mission and the policies, regulations, guidelines and procedures of the school and school district.</p> <p><u>Recognition</u></p> <p>Student recognition is an acceptable and appropriate practice. In such cases, the following shall be considered:</p> <ol style="list-style-type: none">1. Modes of recognition shall be in accordance with established criteria and developed in conjunction with the coach/advisor/director. |
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| <p>5. Delegation of Responsibility</p> | <p>2. Recognition in the form of awards must contain appropriate insignia or comparable identification. Failure to do so may endanger the amateur standing of the athlete.</p> <p>3. All banquets shall be held on school grounds, unless otherwise approved by the Superintendent and/or designee prior to the solicitation for and/or holding of said banquet.</p> <p><u>Equipment</u></p> <p>Athletic uniforms are the responsibility of the school district. SAOs may not supplant the school district's responsibility by purchasing athletic uniforms (except footwear or other activity-related items, which must be approved by the coach/director/advisor and the Athletic/Activity Director). Instrumental band uniforms are the responsibility of the school district as well. Any exception to this guideline must be first cleared by the administration.</p> <p>Any equipment bought by the SAOs for student use becomes school district property.</p> <p>It shall be the responsibility of the building principal to implement this policy.</p> <p>The Superintendent or designee shall be the chief liaison between the Board and the SAOs.</p> <p>Building principals shall be involved in all decisions and planning affecting their respective pupils, programs, and facilities.</p> <p>If ever in doubt as to appropriateness with regard to the school district's mission, goals, policies, regulations, guidelines and/or procedures, SAOs shall be responsible to clear any and all activities through the coach/director/advisor, who shall advise and/or consult with the building principal.</p> <p>The Board does not assume any financial responsibility for a group and excludes itself from any liability a group may incur.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 221, 707</p> |
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