

# PANTHER VALLEY SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: SCHOOL-RELATED  
GROUPS/BOOSTERS/SUPPORT/  
PTO ORGANIZATIONS

ADOPTED: September 23, 2010

REVISED:

	<p style="text-align: center;">915. SCHOOL-RELATED GROUPS/BOOSTERS/SUPPORT/PTO ORGANIZATIONS</p> <p>1. Purpose The Board recognizes and appreciates the cooperation, encouragement and support given by booster/support/PTO organizations to various extracurricular activities operating in its schools. The Board further recognizes that the purpose of such groups is to assist and support but not to direct nor supplant activities, music programs, curricular or athletic programs. It is necessary that all district-operated activities remain at the school level and under the control, direction, and supervision of the Board through its professional employees.</p> <p>The ultimate goal of both the support groups and Board is to provide the best curricular and extracurricular programs to district students.</p> <p>2. Authority Being the elected and responsible body for directing all educational and extracurricular programs and activities, the Board sets forth the following policy guidelines to maintain its legal and ethical responsibilities in relation to school booster/support/PTO groups.</p> <p>3. Guidelines <u>Organization</u></p> <p>To facilitate communications between the booster groups and the district, and to make clear to all concerned the purposes of the booster organizations, the Board shall request from each group a list of current officers, their phone numbers and addresses, and a current statement of objectives or bylaws of the group. The list shall be submitted by July 1<sup>st</sup> of the current year or three (3) weeks prior to the start of the extracurricular season. Lists of officers shall be submitted annually; objectives and bylaws should only be submitted when changed or amended.</p> <p><u>Fundraising</u></p> <p>Fundraising activities shall be requested in writing to the building principal, reviewed and approved at the building level, and conform to district guidelines. No student time during the day shall be allowed for fundraising activities for any</p>
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<p>Pol. 707</p>	<p>booster/support organization. Student solicitation within the community for any booster/support organization shall be minimal. Any exception to established guidelines shall require approval by the building principal.</p> <p><u>Insurance</u></p> <p>School-related organizations should ensure that all proper licenses have been procured for proposed fundraising and activities. Proper documentation to this effect must be on file.</p> <p>Booster/support organizations shall maintain insurance coverage recommended by the district which includes a combined single limit for bodily injury and property damage for \$500,000; premises, medical payments \$2,000 each person, \$10,000 each accident. Proof of such coverage shall be submitted to the building principal.</p> <p><u>Reporting</u></p> <p>Each booster/support group shall name an FDIC insured depository bank or FSLIC insured savings and loan association into which all proceeds and receipts shall be deposited. A copy of the annual audit/Treasurer’s report shall be submitted to the Business Manager at the end of each fiscal year.</p> <p><u>Use Of Facilities</u></p> <p>Booster organizations requesting use of facilities and/or services shall initiate those requests with the building principal in compliance with Board policy on facility usage. No activity shall be permitted without such approval.</p> <p><u>Recognition Functions</u></p> <p>A booster organization planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the principal.</p> <p>To avoid conflicting events and demands on students and school personnel, each booster/support group shall submit a proposed schedule of events to the building principal.</p> <p><u>Concessions</u></p> <p>Booster/support organizations involved in concessions at school events shall follow district guidelines for use of facilities.</p>
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<p>10 P.S. Sec. 162.1 et seq</p> <p>Pol. 616</p>	<p><u>Instructional Staff</u></p> <p>School booster/support/PTO groups shall not provide any monies maintaining the support staff of an instructional program or any athletic, music or other program. All personnel shall be funded and approved by the Board.</p> <p><u>Expenditures For Equipment, Supplies, Etc.</u></p> <p>Booster/support organizations shall refrain from expenditures for game or practice uniforms, including warm-ups, equipment, etc. Any purchase of equipment or materials for a program shall have the prior written approval of the principal.</p> <p><u>Exclusion From Liability</u></p> <p>The Board shall not assume any financial responsibility for a booster group and excludes itself from any liability a booster/support group may incur.</p> <p><u>Compliance</u></p> <p>Should any situation emerge between a booster/support organization and the administration regarding the management of any school-related activity, the Superintendent shall resolve the issue within established guidelines or Board policy. No booster/support organization shall engage in any activity outside the established guidelines.</p> <p>In conducting its activities, booster/support/PTO organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable.</p> <p>Booster/support groups shall not use the district tax-free number for purchases.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 511</p> <p>Solicitation of Funds for Charitable Purposes – 10 P.S. Sec. 162.1 et seq.</p> <p>Board Policy – 229, 616, 707</p>
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