



Book	Policy Manual
Section	9000 Community Relations
Title	GUIDELINES FOR EXTERNAL AND INTERNAL SUPPORT ORGANIZATIONS
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9211 - **GUIDELINES FOR EXTERNAL AND INTERNAL SUPPORT ORGANIZATIONS**

The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.

All funds handled by Board employees during normal working hours shall be included in and become part of the internal funds of the school and accounted for in the District-level accounting system.

All school organizations, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board.

Parent Organizations

The Board supports all parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parent organization must share responsibility with the Board for the welfare of participating students. Any new parent organization desiring to use the name or offices of the District must obtain the approval of the Principal as a prerequisite to organizing.

Booster Clubs and Other Outside Support Organizations

Outside support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. Outside support organizations shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability (including HIV, AIDS, or sickle cell trait), marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes"). Persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Outside support organizations shall obtain their own tax identification number and submit a W-9 and bylaws to the principal for review and approval.

If approved by the principal, a school-based support organization may have all financial transactions accounted for in school internal funds.

Outside support organizations shall indemnify and hold the board harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out their activities. Outside support organizations shall purchase liability insurance (riders - self-insured) to cover such indemnification and to protect the outside support organization and Board against claims for damage or injury resulting from any act or omission on the part of the outside support organization. The amount of insurance coverage shall not be less than \$1,000,000 and the outside support organization shall provide the Board with sufficient documentation demonstrating that the Board is named as an additional insured on the policy.

In order to use District facilities, each group shall abide by Policy 7510 - Use of District Facilities and file appropriate forms with the principal.

By the beginning of each school year, each outside support organization shall submit its participation requirements, dues, fees, tentative goals, and objectives, and its fund-raising plans for the next school year to the principal for review. Should an outside support organization propose a change to these submittals during the school year, the principal shall be advised before any final revisions are made. This information shall be made available on the school's website at the beginning of each school year. All activities must be approved by the principal.

Each outside organization shall be subject to audit upon request by the District. Audits may be conducted by the District at the District's expense or the outside organization may hire an outside CPA to conduct the audit at its expense.

School-Based Organizations

School-based organizations include, but are not necessarily limited to, clubs, classes and departments, and other school-sponsored groups.

All fund-raising activities must be approved by the principal. The financial transactions of each school organization shall be accounted for in the school internal funds.

Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements if authorized by Superintendent.

Student participation in fund-raising activities shall not be in conflict with the program as administered by the Board and shall be in compliance with Policy 5830 and Policy 6610.

Fund-raising activities by a school, by any group within a school, or in the name of a school shall not conflict with programs as administered by the Board.

Funds collected shall be expended to benefit students of the particular school raising funds unless those funds are being collected for a specific documented purpose or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds or the student body.

Those internal account funds designated for general purposes shall be used to benefit the student body.

Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial & Program Cost Accounting & Reporting for Florida Schools, Red Book 2014. Sound business practices shall be observed in all transactions.

Each school organization shall be subject to audit upon request by the District. Audits may be conducted by the District at the District's expense which may include hiring an outside CPA to conduct the audit.

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7 C.F.R. 210.11

42 U.S.C. 1779

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

F.S. 1010.01

F.S. 1010.20

F.S. 1011.07

F.A.C. 5P-1.003, Responsibilities for the School Food Service Program

F.A.C. 6A-1.001, District Financial Records

F.A.C. 6A-1.087, School Board Responsible for Internal Funds

F.A.C. 6A-1.091, Purchases from Internal Funds

Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014