

SCHOOL RELATIONSHIP WITH BOOSTER CLUBS AND OTHER PARENT ORGANIZATIONS

Parent organizations and booster clubs exist to promote communications, enhance community involvement and support the students of the school district. Topeka Public Schools encourage participation by parents and other interested citizens in these groups. While fundraising and financial support may be a major part of the club's activity, each club or organization should also strive to further the District's mission.

In order to use a school's name, logo, or mascot in its activities, all booster clubs and parent organizations shall comply with the terms of this policy, subject to the approval of the superintendent or the principal for organizations that are school specific.

School-related booster clubs and parent organizations shall organize and function in a manner consistent with the District's objective, in compliance with Board policy and in compliance with Kansas State High School Activity Association (KSHSAA) rules and regulations.

- I. Each school-related booster club and parent organization shall annually submit the following to the principal:**
 - A. A copy of the by-laws of the organization or club.**
 - B. The name, address and telephone number of the persons authorized to sign any legal documents or checks on behalf of the organization. It is recommended that two signatures be required on all checks.**
 - C. The name, address and telephone number of all current officers.**
 - D. The name, address and telephone number of the depository for the club's funds;**
 - E. A schedule and/or calendar of any proposed fundraising activities, including the location and a brief description.**

The principal shall retain this information for not less than two years.

- II. The following shall apply to booster club and parent organization activities:**
 - A. The superintendent, executive director of administration and/or principal have veto power over the existence of any school-related booster club or parent organizations. Once approved as a school-related booster club or parent organization, any proposed activity of the club or organization involving use of school facilities or fundraising for school activities must be approved in writing by the principal.**
 - B. Announcements of booster club or parent organization activities must clearly indicate the activity is sponsored by the club, not the school or the school district. The booster club or parent organization shall be responsible for insuring its activities are adequately supervised.**

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- C. Booster clubs and parent organizations have no authority to direct school employees in the performance of their duties and no authority to direct or guide any school-sponsored activity. Employees of the District shall not serve in a financial capacity of a booster club or parent organization. Financial capacity includes holding positions as treasurer, fundraising chairperson, or serving as a check signer.**
 - D. Organizational by-laws shall include provisions for disposal of funds and/or property to the school district should the club disband or cease to operate. Exceptions may be made for nationally affiliated organizations with bylaw constraints on the dispersal of funds.**
 - E. Booster clubs and parent organizations must comply with KSHSAA Rules, which treat booster clubs like schools and prohibit booster clubs from engaging in any activity which is prohibited for a school.**
 - F. Booster clubs and parent organizations that maintain financial operations outside the control of the school can create a negative image for the school by failing to maintain proper accounting controls. School-related booster clubs and parent organizations shall agree to comply with the following accountability controls:**
 - 1. Comply with the financial reporting guidelines established by the school;**
 - 2. Make the financial records of the club or organization available to the school's auditors and authorized school employees upon request;**
 - 3. Provide required financial reports;**
 - 4. Agree to not provide any payment or benefit to a school employee, student, athletic team, or student activity without the prior approval of the principal, the superintendent or the Board of Education.**
- IV. Failure to submit the documents to the principal and to adhere to these requirements may result in the club or organization being denied permission to participate in school activities or to use the school's name, logo or mascot in any of its activities. Additionally, the club may be denied use of school district facilities or services.**

