

ADMINISTRATIVE PROCEDURE

SCHOOL-COMMUNITY RELATIONS

BOOSTER CLUBS/PARENT ORGANIZATIONS

Auditor -

Each Booster Club or Parent Organization shall have an independent accountant or a certified public accountant annually review the revenues and expenditures of the organization and present to the Board of Education a letter stating the summary of the review.

Budget -

The Booster Clubs and Parent Organizations shall develop a yearly budget indicating sources of revenue and a listing of anticipated expenditures.

Fund Raisers -

The Booster Clubs and Parent Organizations shall not use students for door to door fund raising. Fund raising shall only occur when a specific need is demonstrated and the School District is unable to fulfill that need. The designated needs must be presented to the administration.

Insurance -

The Board of Education will provide liability insurance for all approved Booster Clubs and Parent Organizations equal to the amount the Board purchases for the District. The Board of Education will provide a certificate of insurance upon request of the Booster Club or Parent Organization.

Use of District Facilities -

The Booster Clubs and Parent Organizations may use available district facilities and equipment upon request and approval of the administration.

Use of District and/or Building Names and Logos -

The Booster Clubs and Parent Organizations may use the district and/or building names and logos after approval of the administration.

Tax Exemption -

All Booster Clubs and Parent Organizations must have an Illinois Department of Revenue Tax Exemption Number prior to implementation of any fund raising. A verification letter from the Illinois Department of Revenue must be on file at the District Office.

Approval of By-Laws -

The Booster Clubs and Parent Organization by-laws must be presented to the Board of Education for approval. Once the bi-laws are approved, the Organization will be designated as a sanctioned organization of the Board of Education. A copy of all by-laws must be on file at the District Office.

Contractual Employees -

The Booster Clubs and Parent Organizations can not employ or contract individuals to train or educate the students of the District.

Supply and Equipment Donations -

The Booster Clubs and Parent Organizations may donate supplies and equipment to the school district. The Board of Education and administration reserves the right to determine the most effective and efficient use of the gift. The administration may designate the activity that the gift was presented to the Board has first priority for use of the gift.

Fund Balance -

The Booster Clubs and Parent Organizations will not have a fund balance in excess of one fifth of the prior year's expenditure budget, unless the Executive Board has designated the fund balance to be used for a specific, targeted purpose or project. This Executive Board will give a written report to the Board of Education on the specific purpose and its cost to the Board of Education.

Administration -

The Booster Clubs and Parent Organizations shall invite their administrative resource to all meetings of the organizations. The organizations will involve the administration or designee in all areas of the organization, including budget development or fund raising consideration.

ADOPTED: December, 2008

REVISED: June 11, 2014; October 24, 2017