

1 **St. Regis School District**

2
3 **COMMUNITY RELATIONS**

4210P
Page 1 of 2

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5
6 School-Support Organizations

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9 ***Note: The following optional administrative procedure should be modified to reflect
10 district practice. ***

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12 Persons proposing to establish a school-connected organization shall submit a request to
13 the Board of Trustees for authorization to operate at the school. The request for
14 authorization shall contain:

- 15
16 1. The name and purpose of the organization
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18 2. The date of application
- 19
20 3. Bylaws, rules, and procedures under which the organization will operate,
21 including procedures for maintaining the organization's finances, membership
22 qualifications, if any, and an agreement that the group will not engage in unlawful
23 discrimination
- 24
25 4. The names, addresses, and phone numbers of all officers
- 26
27 5. A list of specific objectives
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29 6. An agreement to grant the district the right to audit the group's financial records at
30 any time, either by district personnel or a certified public accountant
- 31
32 7. The name of the bank where the organization's account will be located and the
33 names of those authorized to withdraw funds
- 34
35 8. The signature of the Superintendent of the supporting school
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37 9. Planned use for any money remaining at the end of the year if the organization is
38 not continued or authorized to continue in the future
- 39
40 10. An agreement to provide evidence of liability insurance as required by law

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42 (BP 4330 - Use of School Facilities)

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44 ***Note: The following optional paragraph requires an organization to request renewal
45 of the authorization from the Superintendent or designee on an annual basis. Districts
46 that allow for an automatic renewal or that require approval from the Board should

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modify the following paragraph accordingly.***

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Note: The following paragraph should be modified to reflect district practice.

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

Promulgated on:

Adopted on: April 9th, 2008

Reviewed on:

Revised on: