

Swartz Creek Community Schools

Pursuant to Policy No. 9211, the following are procedures for District-Support Organizations:

DISTRICT-SUPPORT ORGANIZATIONS

In accordance with Board policy, all District-support organizations, including parent associations, booster clubs, and the like, are to abide by the following guidelines:

Bylaws of the organization clearly state:

1. the purpose of the organization must be to benefit the students of the District;
2. the name of the organization;
3. the procedure for the election of officers and the length of terms;
4. provisions for student and staff involvement which are to include that a District administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the Superintendent.

Each organization, should submit its plan for any and all fund-raising activities, to responsible administrators, to include the following:

1. the purpose of each fund-raising activity;
2. the fund-raising procedure;
3. the bookkeeping procedure that will be used;
4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds;
5. assurance that none of the proceeds from a fund-raiser are commingled with a student activity account;
6. agreement that none of the activities involve the use of public funds;
7. agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like.

Each organization agrees that any donations made to the District shall be done in accordance with Board Policy 7230 and the accompanying guidelines.

Each organization agrees to abide by the policies and guidelines established for use of District facilities and grounds.

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Bylaws & Policies

7230 - GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment that costs over \$500 purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Superintendent prior to purchase, so it can be determined if the District would incur any liability by its use.

The District reserves the right to not accept such liability and thus deny the use of the equipment by students or District employees.