

# LINE MOUNTAIN SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: RELATIONS WITH  
BOOSTER/PTA/PTO  
ORGANIZATIONS

ADOPTED: August 27, 2013

REVISED: October 22, 2013

	<p style="text-align: center;">915. RELATIONS WITH BOOSTER/PTA/PTO ORGANIZATIONS</p> <p>1. Purpose Booster/PTA/PTO organizations for the Line Mountain School District are uniquely important to the continuation of excellence in instructional and extracurricular activities for district students. The purpose of booster/PTA/PTO organizations is to provide positive support to the students, the program, and the personnel in a particular area or activity; i.e., music, athletics, etc. Booster/PTA/PTO organizations shall comply with all current Board policies and administrative rules and regulations.</p> <p>2. Authority The Board agrees that Booster/PTA/PTO organizations may provide services in conjunction with and subject to the approval of the Superintendent or designee and the Board subject to the guidelines set forth hereinbelow.</p> <p>3. Definitions A <b>booster club</b> is an organization comprised of parents/guardians and community members who choose to support an extracurricular activity. Students are not eligible for membership in any booster club.  A <b>PTA/PTO</b> is an organization comprised of parents/guardians, educators, students and community members who choose to support the educational programs and extracurricular activities of the district.</p> <p>4. Guidelines <u>Initiation Of Booster/PTA/PTO Organization</u>  To initiate such an organization for a particular activity, the following process must be followed:</p> <ol style="list-style-type: none"> <li>1. Parents/Guardians and community members shall discuss their intent with the appropriate coach/advisor.</li> <li>2. The coach/advisor shall then discuss the request with the building principal.</li> <li>3. If approved by the building principal, a formal written request shall be submitted by the booster club to the Superintendent or designee for approval.</li> <li>4. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.</li> </ol>
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	<p>To initiate a PTA/PTO organization, the following process must be followed:</p> <ol style="list-style-type: none"><li>1. Parents/Guardians shall discuss their intent with the building principal.</li><li>2. If approved by the building principal, a formal written request shall be submitted by the PTA/PTO organization to the Superintendent or designee for approval.</li><li>3. If approved by the Superintendent or designee, the request shall be submitted to the Board for approval.</li></ol> <p><u>General Guidelines That All Booster/PTA/PTO Organizations Must Follow</u></p> <p>In the case of booster clubs, bylaws must be completed and submitted to the Superintendent or designee before the activity's season begins.</p> <p>In the case of PTA/PTOs, bylaws must be completed and submitted to the Superintendent or designee before engaging in any organization activities.</p> <p>The bylaws shall be compliant with the philosophy, mission, and policies of the district.</p> <p>Violation of Board policy or guidelines could result in the revocation of the booster/PTA/PTO organization's function and participation in district activities.</p> <p><u>Finances</u></p> <p>The district does not assume any financial responsibility for a booster/PTA/PTO organization and excludes itself from any liability that a booster/PTA/PTO organization may incur.</p> <p><i>Accounting Procedure –</i></p> <p>The Treasurer of the organization shall handle all funds.</p> <p>A bank account shall be established for each organization.</p> <p>All funds shall be deposited into the authorized bank account.</p> <p>Two (2) signatures shall be required on all checks.</p> <p>No more than one (1) authorized signer on each check may be a district employee. School administrators and school office personnel may not be authorized signers.</p> <p>Two (2) people shall count any funds earned or received and provide the Treasurer with a signed proceeds receipt.</p>
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	<p>Sale slips, receipts, invoices, or any other document pertaining to expenditures shall be retained for a minimum of seven (7) years.</p> <p>All accounts shall institute a dual control. On a monthly basis, one (1) individual shall reconcile each bank statement/account and a second individual shall review each reconciliation.</p> <p>An end of each season/school year Treasurer’s Report including income expense and carryover must be turned into the Superintendent or designee, within twelve (12) weeks of the season/school year ending.</p> <p><i>Report –</i></p> <p>An annual examination of financial records shall occur.</p> <p>The examination shall be conducted by a committee or a qualified accountant.</p> <p>If the organization chooses to utilize a committee, its members shall not include the signers on the checking account.</p> <p>The results of the examination shall be reported and filed with the Superintendent or designee.</p> <p>Booster/PTA/PTO organizations shall not use the district tax-free number for purchases. Organizations should strongly consider filing with the Commission on Charitable Organizations, Pennsylvania Department of State, as a charitable nonprofit organization.</p>
<p>Pol. 913</p>	<p><u>Fundraising</u></p> <p>Announcement and/or advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or district.</p> <p>The district requires that activities and programs initiated and supported by booster/PTA/PTO organizations shall not violate P.I.A.A. regulating standards or Pennsylvania gambling guidelines, i.e., 50/50, bingo, etc.</p>
<p>Pol. 913.1</p>	<p><u>Contributions</u></p> <p>The district supports contributions to school which shall be made with the advice and approval of the Superintendent or designee, and in accordance with policy 702.</p> <p>The district also supports contributions to the Athletics Department. However, booster club donations to individual sports shall be made with the advice and approval of the Athletic Director and/or Superintendent or designee. This is</p>

<p>Pol. 702</p> <p>34 CFR Sec. 106.41</p> <p>Pol. 815</p>	<p>necessary to ensure equity among programs in keeping with the guidelines of Title IX* and to protect the athletes from potential violations of P.I.A.A. regulations concerning amateur status.</p> <p>Any gifts or equipment which would require installation, storage or maintenance shall require a formal acceptance by the Board. Any such equipment donated shall become property of the district.</p> <p>* Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.</p> <p><u>Coaching Staff</u></p> <p>A district coach's/advisor's role with the booster club is solely as an advisor.</p> <p>Booster clubs shall not subsidize any part of a coach's salary, nor shall they hire any additional coaches. All volunteer coaches shall follow district guidelines found in the Coaches Manual.</p> <p><u>Miscellaneous</u></p> <p>The district shall not be held responsible for any equipment supplied by the booster/PTA/PTO organization, which is lost, stolen or damaged.</p> <p>Use of school facilities or the district's name, logo or mascot is revocable and contingent upon complying with Board policies.</p> <p>All booster/PTA/PTO websites/links shall follow district acceptable use policies.</p> <p>All booster/PTA/PTO organizations shall familiarize themselves and comply with all Board policies. The administration shall inform the organizations of all applicable policies and/or proposed policy revisions.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 216, 510, 511</p> <p>Discrimination in Athletics, Title 34, Code of Federal Regulations – 34 CFR Sec. 106.41</p> <p>Board Policy – 702, 707, 815, 913</p>
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