

Descriptor Term:
PARENT ORGANIZATIONS

Descriptor Code:
5.0100

Legal References: G.S. 115C-36, -47

Cross References: 1.3100/4.3100 Parental Involvement; 5.2100 Distribution and Display of Non-School Material; 8.2200 Gifts and Bequests

A. PRINCIPLES

The board encourages the development and participation of parent organizations that support the goals of the board and the school system. The board recognizes that parent organizations are an effective means of actively involving parents in their child's school. The superintendent and school administrators shall inform parent organizations of specific goals for each school and shall help these organizations identify opportunities to assist the school in achieving these goals.

B. CONDITIONS FOR ESTABLISHING PARENT ORGANIZATIONS

Parent organizations, including PTAs, PTOs and booster clubs, are not considered a part of the school system. However, because the organizations and their activities reflect upon the school system, all parent organizations must be authorized and approved by the superintendent or his/her designee in accordance with the criteria set forth in this policy. Parent organizations which are not approved are not entitled to free use of board facilities as a "school-related organization" and shall not use the name of the school or school system in the name of the organization.

1. Prior to the parent organization being approved or recognized by the superintendent, the parent organization must provide the superintendent or his/her designee with the following:
 - a. a written document setting forth the name of the organization, the directors, officers and members of the organization and a document describing the purpose of the organization and all rules and procedures by which it will operate;
 - b. copies of the parent organizations Articles of Incorporation or Articles of Association and by-laws, in the event the parent organization is a nonprofit corporation or association;
 - c. a written document setting forth the parent organization's assigned tax ID number;
 - d. a written document guaranteeing that in the event the parent organization is dissolved or discontinued, the parent organization's assets shall be distributed to the school system and not the officers or members of the parent organization; and
 - e. written assurance that the organization has reviewed this policy and shall at all times comply with the requirements of this policy.
2. Once a parent organization is approved by the superintendent, it must at all times comply with the following requirements in order to continue to operate in conjunction with any school. At all times, the parent organization shall comply with the following:
 - a. The parent organization shall appoint and at all times maintain a president, vice-president, secretary and treasurer. The parent organization shall notify the principal and superintendent of the names, addresses and phone numbers of its

officers and shall immediately notify the principal and superintendent of any change in officers.

- b. The parent organization shall provide the superintendent, immediately upon their adoption, with copies of any modifications to the organization's purpose, rules and procedures by which it operates, Articles of Incorporation or Association or by-laws.
- c. The parent organization shall obtain prior approval from the principal for (a) any activity, event or fund-raising event, (b) any purchase for the school, (c) any function involving the participation of students and (d) any event which is likely to reflect upon the school or school system.
- d. The parent organization must obtain prior approval from the board for any projects, plans or movements to expand, modernize, and/or renovate school owned, operated or controlled properties.
- e. The parent organization must comply with policy 5.2100 Distribution and Display of Non-School Material with respect to fliers and other literature displayed or distributed by parent organizations.
- f. The parent organization shall be responsible for maintaining their own financial records.
- g. Employees of the school system are not permitted to manage the affairs of any parent organization during the workday.
- h. The parent organization shall consider the cultural diversity and economic differences of students and parents in planning school-related functions.
- i. Prior to any agreement for the purchase of items, services and/or equipment by the parent organization, the parent organization shall consult with the principal and the Assistant Superintendent of Operations to determine if the items, services or equipment the parent organization is planning to purchase meets the school system's standards and the standards of any other applicable or governing agency, organization, association or entity.
- j. Prior to purchasing any item, service and/or equipment, the parent organization shall notify the vendor or supplier in writing that the parent organization and not the school or school system is the purchaser and neither the school nor the school system accepts responsibility for the payment of the invoice or purchase price of the item, service or equipment being purchased or sold.
- k. The parent organization shall obtain and at all times maintain and use a valid tax ID number in the official name of the parent organization.
- l. The parent organization shall not, under any circumstances, use the tax ID number of any school or school system for any purpose.
- m. The parent organization shall ensure that all bank accounts opened or used by the parent organization bear the official name of the parent organization and carry the tax ID number of the parent organization.
- n. The parent organization shall at all times require the signature of two (2) officers of the parent organization on any check, contract, purchase order, debt and obligation.

- o. All funds and revenues of the parent organization shall be, as soon as practical upon receipt, deposited into a bank account in the sole official name of the parent organization. No funds or revenues of the parent organization shall be deposited in any account in the name of any school or school system unless such funds are for the repayment of funds to the school or school system, otherwise a donation to the school or school system or are being paid upon dissolution of the parent organization.
- p. No principal or assistant principal shall be responsible for or in any way assume responsibility for or handle any funds, revenues or expenses of the parent organization. No other employee shall be responsible for or in any way assume responsibility for or handle any funds, revenues or expenses of the parent organization unless such employee is an official officer of the parent organization.
- q. No principal or assistant principal shall sign any check or withdrawal form drawn on a parent organization account. No other employee shall sign any check or withdrawal form drawn on a parent organization account unless such employee is an official officer of the parent organization.
- r. No principal or assistant principal shall obligate himself/herself, the school or the school system to pay for any purchase, debt, obligation or liability connected or associated with any parent organization.
- s. No principal or assistant principal shall sign any contract connected or associated with any parent organization or any purchase, debt, obligation or liability connected or associated with any parent organization. No other employee shall sign any contract connected or associated with any parent organization or any purchase, debt, obligation or liability connected or associated with any parent organization unless such employee is an official officer of the parent organization.
- t. The parent organization shall formulate and comply with written procedures whereby two (2) members of the parent organization, one of which shall be an official officer of the parent organization, shall count and account for all monies received by the parent organization. Such persons shall also sign a proceeds receipt which shall be attached to the deposit receipt and maintained with the parent organization's financial records. The parent organization shall provide a copy of these written procedures to the superintendent.
- u. The parent organization shall at all times maintain, in an orderly manner, all sales slips, receipts, invoices and other documentation relating to each expenditure by the parent organization.
- v. The treasurer of the parent organization shall reconcile its banking records and statements, no less than one time each month. The reconciled bank records shall be reviewed by the president of the parent organization each month.
- w. Annually, the parent organization shall hire an outside auditor or allow the superintendent or his/her designee or the board to audit all financial books and records of the parent organization. The auditor shall provide a copy of the audit report to the principal and the superintendent or his/her designee.

- x. The parent organization shall at all times and at any time allow the superintendent or his/her designee or the board to audit or review all financial books and records of the parent organization.
 - y. The parent organization must obtain the approval of the principal prior to conducting any activity, event or fundraiser. In addition, the parent organization must obtain the approval and permission of the Director of Community Schools prior to conducting an activity, event or fundraiser on any school campus or on any property owned, operated or leased by the board. The parent organization shall ensure that announcements or advertisements for such activities, events or fundraisers clearly indicate that it is sponsored by the parent or organization and not the school or the school system. The parent organization shall further warrant on the face of the announcement or advertisement that the activity, fundraiser or event shall be adequately supervised by the parent organization.
 - z. Every activity, event or fundraiser conducted or sponsored by the parent organization shall be supervised adequately by the parent organization.
 - aa. Each parent organization should purchase and maintain a general liability insurance policy naming the school and school system as additional insured parties. Within one (1) week prior to and at all time during any period in which the parent organization conducts an activity, event or fundraiser on any school campus or any property owned, operated or leased by the board, the parent organization shall purchase and maintain throughout the period of the activity, a general liability insurance policy in the amount of \$500,000 per person and \$1,500,000 per aggregate and deliver a copy of a certificate of liability evidencing this coverage to the principal and director of Community Schools at least one (1) week prior to the activity, event or fundraiser.
 - bb. The parent organization shall not discriminate or allow any person within its membership or at its activities, events or fundraisers to discriminate against any person on the basis of age, gender, race, creed, color sex, religion, national origin, disability or economic condition.
 - cc. The parent organization may be allowed to use the school name, logo and/or mascot that it supports as part of its official name or on its advertisements or documents in a manner consistent with the limitations of this policy. Such use may be revoked by the superintendent or his/her designee in the event the parent organization fails to adhere to this policy.
 - dd. The parent organization must at all times comply with applicable state law, the policies of the board and the requirements and guidelines promulgated by the North Carolina High School Athletic Association.
3. The superintendent may revoke the authority of a parent organization to operate in conjunction with any school in the event the parent organization fails in any way to comply with the requirements of this policy.

C. DONATIONS TO THE SCHOOL OR SCHOOL SYSTEM

Any item that a parent organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting a donation of equipment, supplies or funds, the principal must notify the superintendent and ensure that the donation complies with the requirements of policy 8.2200 Gifts and Bequests. All donated items become the property of the

school system immediately upon approval by the board in compliance with 8.2200 Gifts and Bequests. While the intent of the donor will be considered, the school system reserves the right to modify the use of the donation if the needs of the students or the school system change.