

SALEM SCHOOL DISTRICT
Salem, Connecticut

COMMUNITY RELATIONS

OTHER SCHOOL-CONNECTED ORGANIZATIONS

Support Organizations

Support organizations are important to the extracurricular activities provided for District students. Such organizations provide positive support to the students, the program, and the personnel in a particular program. Support organizations shall comply with established guidelines in cooperation with the Superintendent or his/her designee. The following guidelines regulate support organization within the Salem School District.

1. Constitution/Bylaws/Officers

Each support organization involved with school activities or students shall develop and maintain a constitution and bylaws for the organization setting forth the purposes of the organization and the general rules and procedures by which it shall operate. A copy of the constitution and bylaws shall be forwarded to the Superintendent or his/her designee. Each booster organization shall submit a list of officers annually to the Superintendent or his/her designee.

2. Financial Status

The support organization must maintain bank, financial, and tax exempt status separate from the District.

3. Fund Raising Activities

Fund raising activities shall be requested in writing to the Building Principal, reviewed at the building level, approved by the Superintendent or his/her designee and conform to District guidelines. Two (2) major fund-raising activities involving students shall be permitted each year; exceptions may be granted by the Superintendent. Fund-raising activities may occur during the length of a particular athletic/sport season or as a special activity approved by the Superintendent or his/her designee. No student time during the regular school day shall be allowed for fund-raising activities for any support organization. Student solicitation within the community for any booster organization shall be minimal.

4. Insurance

Each support organization shall maintain insurance coverage as recommended by the District. Officers of the support organizations must be bonded. Proof of such coverage shall be submitted to the District's business office.

5. Audit/Treasurer's Report

Each support organization shall prepare an audit or treasurer's report at least once a year. A copy of the audit/treasurer's report shall be submitted to the Superintendent or his/her designee and forwarded to the Board of Education upon request.

6. Use of Facilities

Support organizations requesting use of facilities and/or services shall initiate those requests with the Building Principal and in compliance with the District's policy of facility usage. No activity shall be permitted without such approval.

7. Recognition Functions

A support group planning a recognition event shall request permission of the Building Principal to conduct such an event and to clear the date for the event.

8. Concessions

Support organizations involved in concessions at school events shall follow District guidelines.

9. Expenditures for Equipment, Supplies, etc.

All uniforms shall be purchased by the District. The uniforms shall include any clothing, headgear or shoes that (a) display the school colors or logo (except shoes), (b) are purchased by the District, (c) are worn in warm-up for a contest, during the contest, or immediately subsequent to the contest, and (d) is intended to be collected by the school at the conclusion of the season. Ancillary gear and apparel such as coaching aid equipment items, shoes, bags or totes, etc., may, however, be purchased and/or donated by booster groups, corporate sponsors, or other non-school sanctioned entities. Items purchased or donated other than by the District must meet the criteria as defined below:

- The donation/purchase of goods shall adhere to all Board policies and procedures of the District;
- The donation/purchase of goods shall have the written approval of the Building Principal prior to any deliberations commencing with a potential provider;
- Any donation of goods may not be in conflict with any District-level sponsorships that may be in effect;
- Any agreement or contract proposed shall be reviewed by the District's attorney and the Superintendent or his/her designee;
- Consideration must be given to the impact of support organization purchases, donations or services on Title IX compliance. Approval will be based on maintaining the necessary equivalence of benefits and services to both genders.

10. Compliance

Should any situation emerge between a support organization and the administration regarding the management of any school-related activity, the Superintendent or his/her designee shall resolve the issue within these established guidelines or Board policy. No support organization shall engage in any activity outside these guidelines. Further, in conducting its activities, support organizations shall comply with all state and federal laws, as applicable.

- (cf. 1110.1 – Parental Involvement)
- (cf. 1140 – Distribution of Materials by Students)
- (cf. 1210 – School Community Associations)
- (cf. 1323 – Gifts to Students)
- (cf. 1330 – Use of School Facilities)
- (cf. 3280 – Gifts, Grants and Bequests)
- (cf. 3281 – School Fund Raising)
- (cf. 3515 – Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972

Procedure Adopted: October 18, 2004

Revised Procedure 1st Reading: February 5, 2007

Revised Procedure Adopted: March 5, 2007

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