

## RIVERSIDE LOCAL SCHOOL DISTRICT

### BYLAWS & POLICIES

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#### **9210 – PARENT ORGANIZATIONS**

The Board of Education supports organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

**The Board recognizes that the endeavors and objectives of parent organizations can be a valuable means of stimulating interest and endorsement of the aims and achievements of the District. Care must be taken to avoid compromising or diluting the responsibility and authority of the Board.**

#### **Formally Board Approved Parent Organization:**

**Board approved parent groups will be recognized by formal action by the Board of Education by an agreement in writing with the Board and the organization on a yearly basis. The annual agreement in writing with the parent organization will grant the approval to use the school name, logo, mascot, etc. for fundraising activities.**

#### **Informally formed Parent Organizations:**

**Informal groups will be treated as any other community group and facility use forms will be required. The Board makes it clear to outsiders that the group is not sponsored by the Board, thus all events and advertising needs to be clear that the group is not sponsored by the Board of Education.**

#### **The Purpose of Annual Recognition:**

**The Auditor of State recommends formal Board recognition of parent organizations, which allows the Board to grant special privileges to officially recognized parent organizations such as the ability to send flyers home, to use District property for free, to use the District name and logo. The recognition also benefits the organization by properly depicting the organization as “Board Approved”.**

**Annually, parent organizations must submit to the Superintendent / designee their tentative goals, objectives, projects and / or activities along with their fundraising plan for the next school year and any changes made during the school year for review by the Board.**

**The Board retains final authority over all plans, projects and activities involving District students.**

**Parent organizations must abide by all District policies and rules as well as the following list.**

- 1. Parent organizations should not use the school's tax ID number.**
- 2. Parent organizations should not accept checks made out to the school and vice versa.**
- 3. District officials should not have a leadership role in parent organizations.**
- 4. Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent / designee.**
- 5. Documentation on ownership of property and fundraising activities is required.**
- 6. The use of the District name and emblems must be authorized.**
- 7. Parent organizations must submit their bylaws as well as quarterly reports on income, expenses and balance sheets to the Superintendent for review and approval.**
- 8. Parent organizations meeting the charitable trust filing requirements must file with the Ohio Attorney General and submit to the Superintendent a certificate indicating that filing requirements have been met.**
- 9. At least thirty (30) days prior to the District event for which the organization will be raising funds commences (e.g. softball season, band trip, etc.) the organization shall provide the Superintendent with a description of the fundraiser planned by the organization accompanied by its targeted goal.**

**Parent organizations must have permission from the Board prior to any construction of facilities. The organization must provide the Board, in writing, that funds are available to complete the project.**

**Acceptance of donated equipment or materials may depend upon the compliance with or experience related to, the Board's policy of standardizing materials and equipment.**

**The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the Treasurer.**

**The following rules and procedures shall govern the working relationships between the Board, administration, and any District parent organization:**

- A. School employees and Board-approved school volunteers may not be directly compensated in any manner by the District support organizations.**
- B. The activities of District parent organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The school district**

- tax identification number shall not be used for District support organization purchases.
- C. All food items and beverages available for sale to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day ( the period from midnight before, to (30) minutes after the end of the official school day) as fund raisers, including items sold by student clubs and organizations, parent groups, or booster clubs, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards. Fund raisers also include giving away goods or services, but suggesting a monetary donation. All activities must be approved by the principal, in advance. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, Competitive Foods.
  - D. Each District parent organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.
  - E. Proceeds from District parent organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.
  - F. District parent organizations are encouraged to obtain 501©3 status so that community members may properly take tax deductions for donations to the organization.

Parent organizations desiring to use the name or offices of the district to organize students must obtain approval of the Board as a prerequisite. **Continued use of the school's name, logo, mascot, etc., is contingent upon compliance with all applicable Board policies and regulations.**

**Principals and staff members need to work closely with the officers of all parent organizations to provide a sustained system of activities that increase and enhance the educational opportunities for students. The activities must be integrated and balanced in accordance with the total District educational program and District goals and objectives and must comply with all State and local laws and regulations.**

Representatives and members of approved school related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District. Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest. The Board will not tolerate any undue pressure,

harassment, or intimidation designed to coerce any parents or teachers into membership in one organization as opposed to another.

**Parent organizations meeting the charitable trust filing requirements must file with the Ohio Attorney General and submit to the Superintendent a certificate indicating that the filing requirements have been met.**

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

*Note: Under Ohio Administrative Code Section 109:1-1-02, parent and booster organizations that for any taxable year have gross receipts of \$25,000 or more and at the end of which have gross assets of \$25,000 or more and which are organized and operated in conjunction with and for the benefit of students of primary and secondary schools and education institutions must register with the Ohio Attorney General as charitable trusts within six months of creation of the charitable trust or within six months after occurrence of an event by reason of which the charitable trust is required to register.*

*Parent and booster organizations that meet these filing requirements must register online at [www.ohioattorneygeneral.gov/charitableregistration](http://www.ohioattorneygeneral.gov/charitableregistration). These requirements are effective for fiscal years ending after September 1, 2012.*