

AR 1240 SCHOOL-CONNECTED ORGANIZATIONS

Note: Items listed in this optional regulation are suggestions only and may be revised as needed.

Requests for recognition as a school-connected organization shall contain:

The name of the organization.

The date of application.

Membership quotas or qualifications.

The names, addresses and phone numbers of all officers.

A brief description of the organization's purpose.

A list of specific annual objectives.

The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.

The signature of a Principal who supports the request for authorization.

Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.

Evidence of liability insurance.

(cf. [1330](#) - *Use of School Facilities*)

Authorizations shall be automatically renewed each year. The Superintendent or designee may recommend that authorizations be revoked by the School Board if considered necessary.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to School Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

(cf. [1325](#) - *Advertising and Promotions*)

(cf. [3541.1](#) - *Transportation: School-Related Trips*)

Note: The following paragraph should be used only if the district intends to conscientiously audit organization records. If poorly administered, this requirement could actually have the effect of creating liability where none existed

School-connected organizations shall present the Superintendent or designee an annual financial statement showing all expenditures and all income from fund-raisers. School-connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a CPA.