



Book	Administrative Regulations
Section	1000 COMMUNITY RELATIONS
Title	Organizations Supporting Student Activities
Code	AR 1240
Status	Under Review/Revision
Cross References	E 1240 Organizations Supporting Student Activities BP 1240 - Organizations Supporting Student Activities BP 1325 - Advertising and Promotion BP 1330 - Use of School Facilities and Properties BP 3541.1 - School Related Trips
Last Revised	November 5, 2018
Last Reviewed	November 5, 2018

Requests for recognition as a student support organization shall be submitted to the principal and shall contain:

1. The name of the organization.
2. The date of application.
3. Membership qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. The signature of the representative who submits the request for authorization.
7. Evidence of non-profit status and/or liability insurance.

Authorizations shall be automatically renewed each year per receipt of current information.

Any program, fundraiser or other activity shall be authorized and conducted according to 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 organization, not by the school or District.

For those groups operating within the District (not a stand-alone, non-profit group), funds raised and used will be co-operatively managed by the organization's executive committee and the school administrator.

School connected organizations must submit an annual financial statement showing all expenditures and all income from fundraisers. These are compiled at the school level and reported to the Superintendent. 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.