

STUDENT FUNDRAISING:  
COMMUNITY AND GOVERNMENTAL RELATIONS:  
PARENT ORGANIZATIONS

GE  
(REGULATION)

PTAS, BOOSTER  
CLUBS, PROJECT  
GRADUATION,  
AND OTHER  
ORGANIZATIONS

PTAs, booster clubs, Project Graduation, and other school-support organizations shall be subject to this regulation [See also GE(LEGAL), (LOCAL)] If such organizations have their own fundraising activities, the following shall apply:

1. All contracts and other agreements between the organization and any fundraising group shall be signed by officers of the group, not school sponsors.
2. All products and orders for sale shall be checked out to students by organization officials. All monies and orders shall be checked in to organization officials by the students. Both of these activities shall occur outside of regular school hours. School sponsors and/or coaches shall not be involved. Class time shall not be used.
3. All profits made from fundraising drives shall be used to directly benefit the program and the students that the organization supports. [See CFD(LOCAL)]
4. Booster clubs, Project Graduation, and other support organizations are subject to the same fundraising guidelines as the District. Additionally, the booster clubs shall be subject to guidelines as outlined in the CCISD Booster Club Manual.
5. All fundraising projects conducted by the booster clubs, Project Graduation, and other support organizations shall be approved by the principal and included on the campus fundraiser calendar.
6. For on-campus fundraisers, PTAs are subject to the same fundraising guidelines as the District and shall be approved by the principal and included on the campus fundraiser calendar.

FORMATION

Parent or community organizations may be formed to promote the school program or to complement a particular student group or activity.

The principal at each campus shall approve in writing:

1. The formation of the organization, subject to approval by the Superintendent.
2. The constitution and bylaws of such organizations.
3. All activities of such organization.

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4. The budgets of such organization.

LIAISON

The faculty sponsor of a student group shall serve as the liaison between any group formed in connection with a student group and the District; otherwise, the principal shall serve as the liaison.

A current list of officers of each organization shall be on file in the principal's office of the school involved.

REQUESTS FOR  
FUNDRAISING  
ACTIVITIES

A parent or community organization desiring to conduct fund-raising activity in a District school shall submit to the principal or designee a request containing the following information:

1. Purpose of the fund-raising.
2. Type of activity.
3. Date(s) and time(s) of the activity.
4. The budgets of such organization.
5. Name of person(s) who shall be handling the money.
6. Name of sponsoring organization and representative.
7. Estimated amount of money to be raised.

A request shall be submitted by October 15 for the current school year for all fund-raising activities, on or off campus. Requests submitted after October 15 may be considered and approved by the principal on a case-by-case basis.

Each request for approval for a fund- raising activity shall be made separately.

Parent or community organizations are not limited in the number of fundraisers they may conduct on behalf of the school organization. Students may only be involved in one fundraiser per year per Booster Club or parent organization. Booster Clubs and parent organizations should emphasize fundraising by adults not students.

BOOSTER CLUBS

District Booster clubs shall:

1. Be voluntary and support student activities of the school.

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2. Use school facilities only with the prior approval by the principal.
3. Not be involved in decision or policy-making activities for a student group.
4. Have no authority in directing or influencing District employees in the administration of duties.
5. Comply with administrative regulations and Board policy when offering money or gifts to the District. [ See CDC]
6. Submit a copy of current adopted bylaws and operating procedures to the principal.
7. Pay all taxes and other debts incurred by the organization.
8. Provide evidence of adequate insurance coverage for activities conducted on school premises. The District shall not provide insurance coverage for the booster club.
9. Submit to an annual audit and supply copies of its audited financial statements to the Internal Audit Department annually.
10. Assume liability for any and all personal injuries or property damage arising from their activities.

PURCHASES  
FOR THE  
SCHOOL

For procedures regarding purchases for the school see CDC(REGULATION) and the CCISD Booster Club Manual.