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| CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY | <u>SCHOOL/COMMUNITY RELATIONS</u> Parent/Booster and/or Support Organizations | 330 |
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The Caswell County Board of Education recognizes and appreciates the many contributions and services of organizations such as PTA (PTSA, PTO, etc.) booster clubs booster and other enthusiastic support and promotion organizations, as well as other parent organizations.

Booster clubs are defined as organizations that support school groups, teams or the school as a whole. These organizations shall establish and maintain a written statement outlining the basic rules, procedures and principles by which such organization operates (i.e. a charter or constitution and bylaws). A copy of the required paperwork and any changes will be presented to the applicable school principals annually and a copy forwarded (by the principal) to the superintendent's office and shall include the current roster of officers.

Every organization shall establish its own method or system to properly account for, manage, receive, disburse or dispense its funds. The school system shall not accept or assume any responsibility or liability for such.

Every organization shall obtain the advice and approval of the principal of the respective school prior to planning any function or activity in which school system students are to participate during regular instructional hours. All school personnel shall at all times represent the interests of the Board of Education, the school system, the respective school(s) with regard to such functions or activities. All functions or activities shall be in accord with appropriate/applicable Board policy and all funds raised shall belong to the school system without limitation or exception.

Every organization desiring **independently** to raise funds for any Caswell County school or school program should seek information or advice from school principals or superintendent as to the needs, etc., of the respective school, school programs, or the school system. Any advice or information provided shall not be deemed in and of itself to define any activity as a school or school system activity.

The Caswell County Board of Education does not assume responsibility or liability of any sort of nature for any matter which might arise from any activity or function conducted by an organization which is not a school or school system activity and/or which involves student participation outside of regular instructional hours. Utilization of school property (uniforms, etc.) that may lead to the conclusion that it is a school activity rather than a booster club activity is prohibited unless prior approval is obtained from the principal or it is conducted as a school activity. Organizations shall

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conduct non-school and non-school activities in their respective names alone and for the benefit of their own respective club or organization.

The Caswell County Board of Education respectfully requests that every support organization **that is organized to benefit Caswell County Schools or programs**, for board informational purposes only, provide a written statement of all non-school and non-school system fund raising activities to include a statement as to the receipts and distribution or disbursement of such funds (must include disbursements of expenditures that were not approved gifts to a school, club, organization or the school system). **The report is to be given to the respective principal and forwarded to the Board of Education.**

Gifts of every nature (funds, equipment, etc.) by an organization to a school, school system, to a school program, etc., shall be subject to, governed by, and in accord with the provisions of the Caswell County Board of Education, Policy # 520. Any item given and accepted shall be the sole property of the Caswell County School system. Gifts tendered by parent organizations, booster clubs, etc. that fails to voluntarily comply with this request may be rejected.

Support groups or organizations affiliated with Caswell County schools that do not adhere to Board policies may or may not be allowed to raise funds for the schools or any school programs.