

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

**Use of District Facilities**

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

**Internal / External Organizations**

The District recognizes both internal and external parent-teacher/booster organizations. Internal organization groups raise funds and volunteer to support the students, teachers, and usually a specific campus. Funds raised by internal organizations are deposited into the principal activity accounts and are accounted for by the District. Internal organizations are considered a part of the District and may use the District's tax-free purchasing power.

An external organization deposits its funds into a bank account that is controlled by the external organization's board and is responsible for any and all necessary local, state, and federal requirements. External organizations are not considered a part of the District and shall not use the District's tax-free purchasing power.

**External Parent-Teacher/Booster Organizations**

Each external parent-teacher/booster organization shall have a written constitution and/or bylaws governing its operations. Additionally, each external parent-teacher/booster organization shall obtain formal nonprofit status in accordance with IRS code 501(c)(3), obtain and maintain its own federal identification number, and obtain a state of Texas sales tax number. A copy of the above shall be filed with the District's business office.

Each parent-teacher/booster organization shall keep financial records of its receipts and disbursements and shall report said finances no less than quarterly to the organization's membership. Each organization shall submit to the District's business office and the campus principal the organization's financial activity overview, no later than the 30th day after the organization's fiscal year ends, on a form provided by the District's business office.