

Community Relations

Outside Support Groups

Introduction

Parent-teacher groups, parent booster clubs, or similar organizations ("Support Groups") are uniquely important in the support of both the educational and extra-curricular activities of students in the District. While these organizations are separate and distinct from the District itself, the relationship exposes the District to claims, or even potential liability for their actions. Accordingly, as a condition for any support group using the School District's name or logo, the name or logo of any individual school or athletic team, or as a condition of the District accepting any funds from a support group, such group or organization must obtain formal recognition by the Board of Education, and must comply with all applicable District policies, guidelines, and administrative rules as established by the Board or as charged to the Superintendent.

Recognition

The Board agrees that approved support groups may provide services or funds to the District in conjunction with and subject to the approval of the Superintendent, or the Superintendent's designee, and the terms and conditions of this policy. In order to obtain recognition from the Board a support group must submit to the Superintendent the following:

1. Copies of all organizational documents and by-laws. Any amendments to the by-laws must be submitted to the Superintendent in writing by June 30 of each year.
2. A list of names, addresses, e-mail addresses, and other appropriate contact information of all officers, updated annually. School employees may not be an officer of a recognized Support Group.
3. Proof of bonding of the support group's treasurer.
4. A summary of its financial policies, which must include, but are not limited to, requiring deposits in an FDIC-insured bank, requiring multiple, responsible persons present for the counting and tabulating of cash proceeds from group activities, and requiring proper accounting practices. A school employee may not be an authorized signatory for a Support Group account. A Support Group must submit its annual budget or accounting to the District liaison person at the beginning of each school year.

The Superintendent will designate a District liaison between the Support Group and the District. Recognition may be revoked by the Superintendent, or the Board, for violation of any of the conditions of recognition, District policies or guidelines, or violation by the Support Group of any applicable federal, state or local law. A revocation of recognition will automatically prohibit the Support Group's use of the School District's name, or the name of any of its school buildings, team nicknames or colors, and the funding by the Support Group of any school-sponsored activities.

Activities

To avoid conflicting events and demands on students and District personnel, Support Groups shall submit a list of activities and events (and if possible fundraising events) to the liaison by August 1 of each year, or 30 days prior to the beginning of an athletic season. Copies of such proposed schedules shall also be submitted to the Building Principal where the support group event is to occur. Building usage shall be permitted only in accordance with normal School District policies. Fundraising events must obtain the prior approval of the Superintendent or the Superintendent's designee. Support Groups may not use the District's tax free number for purchases. Activities or events initiated by or supported by Support Groups shall be in compliance with all Illinois gambling statutes.

Fundraising

Support Group fundraising activities must have pre-approval by the Superintendent, or designee, or the Building Principal or his/her designee, as appropriate. Any announcement or advertising of an event or activity of a Support Group should clearly indicate that it is sponsored by the Support Group and not the School or the School District. Parents/guardians should be given the option to participate, donate money of equal value, or not participate in any fundraising activity. Students are not permitted to sell games of chance. Elementary students are not permitted to participate in door-to-door fundraising except when accompanied by a responsible adult.

In order to assure compliance with the requirements of Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex in educational institutions, all fundraising for, or donations of, equipment, such as uniforms, must receive the prior approval of the Superintendent and the Athletic Director. All cash donations shall belong to the District without restriction. Any gift or equipment that would require installation, storage, or maintenance shall require formal acceptance from the Board.

Liability and Insurance

Notwithstanding that a Support Group may be recognized by the District, such groups are separate and distinct from the School District and the School District expressly disclaims any liability arising from its recognition of a Support Group or the group's adherence to any District policy or guideline. Each Support Group shall be required to furnish and maintain evidence of liability insurance in such form and amount from such companies as the Superintendent shall approve from time to time in consultation with the District's insurance advisors. The School District shall be named as an additional insured on any such policy and shall agree to give the School District not less than 15 days' notice of cancellation or modification of such insurance.

LEGAL REF.: 230 ILCS 15/1; 20 USC §1681(a)

ADOPTED: October 20, 2014