

1 **Bainville K-12 Schools**

2
3 **COMMUNITY RELATIONS**

4210P
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5 School-Support Organizations

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7 Persons proposing to establish a school-connected organization shall submit a request to the
8 Board for authorization to operate at the school. The request for authorization shall contain:

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- 10 1. The name and purpose of the organization.
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 - 12 2. The date of application.
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 - 14 3. Bylaws, rules, and procedures under which the organization will operate, including
15 procedures for maintaining the organization's finances, membership qualifications, if
16 any, and an agreement that the group will not engage in unlawful discrimination.
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 - 18 4. The names, addresses, and phone numbers of all officers.
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 - 20 5. A list of specific objectives.
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 - 22 6. An agreement to grant the District the right to audit the group's financial records at any
23 time, either by District personnel or a certified public accountant.
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 - 25 7. The name of the bank where the organization's account will be located and the names of
26 those authorized to withdraw funds
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 - 28 8. The signature of the Superintendent of the supporting school.
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 - 30 9. Planned use for any money remaining at the end of the year, if the organization is not
31 continued or authorized to continue in the future.
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 - 33 10. An agreement to provide evidence of liability insurance as required by law (Policy 4330 -
34 Use of School Facilities).
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36 Requests for subsequent authorization shall be presented to the Superintendent or designee
37 annually, along with a financial statement showing all income and expenditures from fundraisers.
38 If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall
39 present his/her recommendation to the Board for approval.

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41 Upon consent of the Superintendent or designee, school-connected organizations may use the
42 school's name, the school team's name, or any logo attributable to the school or the District.

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44 School-connected organizations are prohibited from hiring or directly paying District employees.
45 Organizations may make donations to the District to cover the costs of additional employees, but
46 only if such positions are approved in advance by the Board. At their discretion, employees may

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volunteer to perform activities for school-connected organizations during non-working hours.

Procedure History:

Promulgated on: 2/25/08

Reviewed on:

Revised on: