



Book	Policy Manual
Section	900 Community
Title	School-Related Organizations and Groups
Number	915.2
Status	Board Review
Legal	1. Pol. 229 2. 24 P.S. 511 3. Pol. 707 4. 10 P.S. 162.1 et seq

Purpose

The Cumberland Valley School District is committed to working with school-related organizations and groups that provide positive support to the students, academic, athletic, and co/extra-curricular programs, and personnel who run those programs, as well as provide opportunities for students to apply knowledge and skills, develop leadership capacity, organizational and time management skills, accountability, and the like.

Definitions

School-Related Organizations or Groups:

- share the interests and concerns of the school district. (i.e. PTO's, booster organizations, and Eagle Foundation.)
- are annually approved by the Board of School Directors as a school-related organization or group.
- follow guidelines and procedures established by the Superintendent or his/her designee required to maintain their designation as "school-related."
- maintain bank accounts separate from the district and are strongly encouraged to seek a 501(c)(3) charitable organization designation.
- are managed and operated by individuals that are not employed by the Cumberland Valley School District

Guidelines

Requirements for Recognition:

In order for an organization or group to be recognized by the Board of School Directors as school-related the executive board or governing body of the organization shall submit the items listed below to the Superintendent and Board Secretary in January of each year and at a subsequent meeting of the Board of School Directors receive a majority vote recognizing the organization or group as school related.

- a current constitution and bylaws for the organization and if applicable a copy of their current 501(c)(3) charitable organization designation.
- s listing of officers as well as updates after any organizational meeting in which they change.
- s current signed Annual Disclosure Agreement signed by each officer. The purpose of the Annual Disclosure Agreement is for the officers of the organization to affirm that they have read and understand the Best Practices for operating a school-related organization within the Cumberland Valley School District.
- the name of the president or his/her representative willing to serve on a committee chaired by the Superintendent or designee for the purpose of communicating organization/group activities and receiving information from the administration to ensure an effective communication network between school organizations and groups and the school administration.

Use of Facilities by School-Related Organizations and Groups:

School-Related Organizations and Groups:

- may be granted the use of Cumberland Valley School District facilities at reduced fees and may be given a scheduling preference before external groups. The administration has the authority to approve the use of school facilities for these groups. (Policy 707-Use of School Facilities).
- may not schedule the use of school facilities for external or outside organizations.
- may not, without prior written approval, charge admission fees or collect donations while using school facilities unless all of the monies collected go directly to the group or organization's own benefit.
- may show non-monetary support for school sponsored, other school related and external organizations. (i.e. create a special section for midget football players and cheerleaders at an event, recognize the contributions of a member of the community, etc.).

Fundraising by School-Related Organizations and Groups

School-related organizations and groups wishing to conduct fundraising activities that involve students must:

- be planned and carried out so as to safeguard the health, safety and general well-being of students and adhere to Policy 229 – Student Fund Raising.
- attest that the organization's fund raising activities are educationally based, strive to follow best accounting practices as set forth in this policy and district guidelines, and have required clearances for adults working with children.
- demonstrate that a clear need to fundraise exists, establish a clear timeline, and a show the benefit that students derive from involvement.
- provide parents the opportunity to make a contribution in their child's name during rather than participate in the fundraising activity.
- **not** directly or indirectly evoke punitive measures against parents and/or students who wish to opt out of participating in fund raising activities.

Further, school-related organizations and groups wishing to conduct fundraising activities are:

- strongly encouraged to limit fundraising activities to only what is needed to support students in a calendar year or as part of a well-defined, multi-year effort.
- strongly encouraged to expend all monies on the needs of students within the time frame students typically are associated with the organization. (i.e. JV/Varsity Booster-4 Years, Elementary PTO-6 Years)
- expected to work with the school administration to assure that all monies provided to student groups are Title IX compliant and consistent with the expectations of the PIAA and NCAA.
- expected to work with school administration to help assure that donations made by school-related organizations do not create educational inequities across the district.
- provide opportunities for students of families experiencing financial hardship to participate in the activities the organization supports.
- prohibited from utilizing students during instructional time for fundraising activities without prior approval of the building principal.
- avoid contests and promotions with fundraising that make students feel obligated to participate and/or fearful of being identified as being low-income if they do not.
- limit fund raising for external organizations on campus and refrain from engaging in fundraising for the benefit of third-party charities in the community.

School related organizations and groups involved in concessions at school events shall follow district guidelines. In this regard, with input, the Superintendent or designee shall annually publish and distribute a Concessionaire's Manual.

External organizations/groups that receive funds through the efforts of Cumberland Valley School District students, faculty, staff, and community are expected to follow accounting practices required of their 501(c)(3) designation. School related groups who are fundraising for a 501(c)(3) are encouraged to solicit donations in a manner that allow funds to go from the donor directly to the non-profit organization.

Outside groups and individuals that do not have a 501(c)(3) designation are prohibited from receiving funds from school-sponsored organizations or groups, through student trusts, or by direct solicitation on school district property.

Clearances for Adults in Proximity of Students

All adult individuals having direct contact with, or supervisory control over, Cumberland Valley students through school-related organizations or group activities shall maintain all of the criminal history background reports and child abuse clearances required by the Commonwealth of Pennsylvania and do so in a manner consistent with Cumberland Valley School District policy and guidelines.

Insurance

Cumberland Valley School District provides insurance for each group.

Financial Recordkeeping And Reporting

Section 511 of the Public School Code provides and, among other things, sets forth requirements with respect to managing the finances and accounts of school organizations and groups (school-related and school sponsored) and applies to the parent/teacher organizations of all of the schools of the Cumberland Valley School District, as well as all other school district organizations, clubs, societies, and groups (i.e. Boosters), which raise, expend, and hold funds in its own name and under its own management. The Financial Recordkeeping and Reporting Best Practices will be included in the Annual Disclosure Agreement provided by the School District. The District will require the following to be recognized:

1. Completion of the Best Practices Acknowledgement form that documents the officer's responsibility to implement as many of the Best Practices described in the Annual Disclosure Agreement
2. Completion of the District Requirements Acknowledgement form that documents the officer's understanding of the requirements school district will expect the organization to follow.
3. The Treasurer shall be required to maintain a current and adequate accounting system that is transparent to the public at large.
4. The Treasurer shall submit a monthly Statement of Account Balance to the Business Office no later than 31 days after the month ends.

Recognition Functions

A school organization or group may sponsor athletic banquets to which athletes may be invited, without charging admission to such athletes (P.I.A.A. Manual, Article Section 4). The district prohibits purchasing and/or serving of any alcoholic beverages at such events.

A school organization or group planning a recognition event shall request permission of the building principal to conduct such event and shall clear the date for the event with the principal.

Instructional Staff

Any compensation paid to individuals or contractors maintaining the support of staff of an instructional program or any program, including athletic or music programs, is subject to the IRS reporting responsibilities for the organization. Proper tax reporting of compensation to individuals or contractors is the sole responsibility of the organization and said compensation shall not be directed through the Cumberland Valley School District. School related organizations and groups are discouraged from paying individuals to work with students.

Camps, Tournaments, Etc.

For eligibility purposes, no direct payments outside P.I.A.A. guidelines (P.I.A.A. Manual, Article II, and Section 2) may be made to student athletes for attendance at tournaments, camps, or the like. Such attendance fees may be supplanted by the school organization or group based upon the student's participation in a club activity(ies).

Sponsored camps, clinics, etc., must be offered under the umbrella of the Cumberland Valley School District in the form of open gyms. The Summer Programs, under the collective bargaining agreement, are separate entities.

Expenditures For Equipment, Supplies, Etc.

The district shall purchase all game uniforms. The game uniform shall include any clothing or headgear, that: (a) display the school colors or logo (except shoes), (b) are purchased by the district, (c) are worn in warm-up for a contest, during the contest, or immediately subsequent to the contest, and (d) are intended to be collected by the school at the conclusion of the season. Ancillary gear and apparel such as coaching aid equipment items, shoes, bags (totes), etc., may, however, be purchased and/or donated by booster groups, corporate sponsors, or other non-school sanctioned entities. The district retains the right to prohibit the donation of any money, gear, equipment, clothing, or facilities in order to ensure Title IX compliance. Items purchased or donated other than by the district must meet criteria as defined below:

1. The donation/purchase of goods shall meet all policies and procedures of the district.
2. The donation/purchase of goods shall adhere to all P.I.A.A. policies and guidelines.
3. The donation/purchase of goods shall have the written approval of the Superintendent or designee prior to any deliberations commencing with a potential provider.
4. Any donation of goods may not be in conflict with any district-level sponsorships that may be in effect.
5. The Cumberland Valley School District solicitor and Superintendent or designee, shall review any agreement or contract proposed.

Compliance

Should any situation emerge between a school related organization or group and the administration regarding the management of any school-related activity, the Superintendent or designee shall resolve the issue within these established guidelines or Board policy. No school related organization or group shall engage in any activity outside these guidelines.

Further, in conducting its activities, schools related organizations and groups shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, and other state and federal rules, as applicable, to include certificate for small games of chance.

The Board of School Directors maintains the right to revoke the recognition of a school-related organization or group without notice and prohibit the use of school district resources to external organizations or outside groups who engage in any activity outside these guidelines.

Last Modified by Kathy Milone on April 7, 2017