

R 9210 PARENT ORGANIZATIONS

Parent Organizations

A. Role of the Parent Organization

Parent Organizations are organized for the purpose of endorsing and supporting a school sponsored activity. Parent Organizations may include, but are not limited to, athletic booster clubs, alumni groups, theater groups, and music programs such as band or chorus, and others not mentioned. Members of Parent Organization are encouraged to support the success of the students, staff, and programs. Parent Organization members should not be involved in any way in school, team, or coaching/programming decisions, or in the administration of the program. The HSA shall be exempt from Policy and Regulation 9210 - Parent Organizations.

B. Constitution and Bylaws

Parent Organizations shall operate under an approved constitution and bylaws. The constitution and bylaws should include the following:

- Name
- Purpose and Function
- Membership
- Officers
- President
- Vice President
- Secretary
- Treasurer
- Basic Policies of Operation

C. Communications

Communication among the Parent Organizations presidents and the respective staff is essential for all items related to specific programs. This includes, but is not limited to: purchases, program needs, dinners, direction guides, budgeting, and all other organization related activities. Parent Organizations will work cooperatively with the appropriate building level administration. Athletics Booster Clubs will work with the Advisor/Coach and the Athletic Director. All other Parent Organizations will work in conjunction with the Building Principal or his/her designee.



D. Organization Requirements

1. Non-profit Organization

Any parent organization should preferably be a non-profit organization. Proof of non-profit status shall be provided to the appropriate administrator.

2. Intended Activities

Each club will submit an activities report stating the program goals for that year, the projected budget to meet the program goals and a list of intended activities to meet the financial goals. All aspects of the activities report must be developed in collaboration with the program Advisor/Coach before submission to the appropriate administrator.

3. Financial Accountability

Approved Treasurer's reports shall be provided to the appropriate administrator for each club's general meetings. Reports shall include monies raised, expended, and progress towards meeting the financial goals of the club. A final Treasurer's report shall be submitted annually to the membership and Advisor/Coach.

4. Utilization of Funds

Gifts, grants and donations shall comply with Policy 7230 - Gifts, Grants and Donation.

5. District Policies

Parent Organizations shall comply with all district policies and regulations. If funds from their organization account are used for salaries for volunteers, volunteers shall receive a 1099. This includes but is not limited to the following:

- P5830 Pupil Fund Raising
- P7230 Gifts, Grants and Donations
- P7510 Use of School Facilities
- P9180 School Volunteers
- P9181 Volunteer Athletic Coaches
- P9190 Community Organizations
- P9191 Booster Clubs
- P9200 Cooperation Between Parents and School
- P9210 Parent Organizations
- P9700 Special Interest Groups



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6. **Field Trips**
All field trips require approval at the building level and then from the Assistant Superintendent's Office. Field trips shall comply with Policy and Regulation - 2340 Field Trips.

7. **Fund Raising**
All fundraising activities require the approval of the Advisor/Coach. This includes activities where students do not participate in fundraising. Approval shall be acquired through the submission of the Fundraising Request Form. (Forms are distributed by the Athletic Director). No student shall be required to fundraise, make donations or pay non-mandatory fees (i.e. ice hockey), unless approved by the appropriate administrator.
 - a. Short-term (within one year) and long-term (2-5 years) goals/needs should be developed in conjunction with the Advisor/Head Coach which are consistent with the overall goals and objectives of the school. These goals/needs should then be reported to the individual Parent Organization representatives.
 - b. The individual group must create a fundraising plan in conjunction with the Advisor/Head Coach to raise the necessary funds to cover the expenses to satisfy the short- or long-term goals/needs for the program.
 - c. Parent Organizations are not empowered to make purchases or to raise money without the knowledge of the supervising Administrator and Advisor/Head Coach.
 - d. Individual raffles and 50/50s must receive the prior approval of the advisor or head coach. The request must be accompanied by copies of any legal permits obtained by the organization necessary to run legal games of chance.
 - e. The Athletic Director or appropriate Administrator and Advisor/Coach should be cognizant of plans to approach community donors.

- E. **Banquets and Awards**
Traditionally, Parent Organizations have assisted advisors/coaches with end-of-season/year awards and banquets/ceremonies. Parent Organizations assisting in event and awards should collaborate with the Advisor/Coach. The following guidelines must be followed:



1. Parent Organizations may provide group, team or individual photographs.
2. Individual raffles and 50/50s must receive the prior approval of the supervising Administrator. This request must be accompanied by copies of any legal permits obtained by the organization necessary to run legal games of chance.
3. Appropriate gifts may be given to parents.
4. Recognition of the senior members of the group/team is appropriate. This expense, along with the program dinner and Advisor/Coach gifts, are Booster Group responsibilities, and should be factored into the budget and be in compliance with Board policy. In keeping with the Parent Organizations, the total value of the recognition awards to students should be appropriate.
5. Individual awards can be given to group/team members following any county, region, state recognized accomplishment, undefeated season or a conference, county, or state championship. If an individual Parent Organization wants to award additional recognition for these accomplishments the award needs to be approved in advance by the supervising Administrator and Advisor/Coach to maintain consistency from group to group. Individual Interscholastic awards and similar mementos to students should be limited to those approved by the Board of Education and in keeping with traditional High School requirements which are basically symbolic in nature i.e., letters, sweaters, jackets, pins, trophies, and other similar type of award, rings or watches which are properly inscribed. No other award of any monetary value may be given to any student without prior approval by the Board of Education. NJAC, NJSIAA and NCAA regulations must be followed in every case when it pertains to athletes, and prior approval granted by the administration.

The Board of Education recognizes that the support offered by Parent Organizations can benefit the school district.

Nothing in this policy shall be construed as the Board's assumption of responsibility for any activity conducted by a parent organization.

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