

Booster Clubs/Parent Teacher Organizations GUIDELINES

Introduction

Booster Clubs/parent organizations are integral parts in supporting and strengthening the programs and student groups of Robbinsdale Area Schools.

Students are afforded many unique opportunities to showcase talents and skills as a result of the support made available from the dedication of these volunteer organizations.

On behalf of the students, faculty and administration we want to express our appreciation and gratitude. **THANK YOU!!!!**

Guidelines and Policies

In order to keep booster club /parent organizations informed, the following guidelines have been established. The guidelines are meant to assist all organizations in staying in compliance with applicable Federal/State laws and local school district policies.

Robbinsdale Area Schools Guidelines for Booster Clubs and
Parent Teacher Organizations

Separate Entities

Booster Clubs and Parent Teacher Organizations are separate entities from the school district. They are typically formed as non-profit organizations.

As such, these organizations will:

1. Have their own governing board
2. Maintain their own set of financial statements and accounting records
3. Have a separate checking account
4. Maintain their own federal tax identification number

Separate Entities

The school and/or district are not liable or responsible for any contracts entered into or expenditures made by Booster Club or Parent Teacher Organization.

School sponsored event contracts must be processed through the principal office of the school. The school office will then forward them onto the Business Office for signature.

Example School Sponsored Event: - Prom

Example of Non-School Sponsored Event – Senior Party

Financial/Accounting Guidelines

Each organization should retain information regarding it's financial activity.

This information includes:

1. Recording of all organization receipts, the amount and the source
2. Recording of all organization expenditures by purpose and payee

Expenditures must be for items deemed necessary for the organization's fund raising activities and for the management of the organization. School district related expenses must be sent to the district as donations and accepted by the School Board through the gift policy. This is coordinated through the Principal Office or Athletic Office. Examples: Daily planners, playground equipment, uniforms, bus transportation for field trips, etc.

3. Beginning and ending checking account balances

Financial/Accounting Guidelines

Expenses:

1. Checks should be endorsed by at least two members of the organization
2. School district employees must not have complete financial control of the organization or be a signor on the account
3. The organizations check book should not be housed on school district property. Organization cannot use the tax exempt status of the school district.
4. Suggestion-President is mailed the bank statement to review and pass onto the Treasurer to balance and create a report to be approved by the organization.

Other guidelines/resources- Insurance

Robbinsdale School District carries insurance to cover many different kinds of risks. Coverage's include property, crime, auto and liability.

1. If an activity is a school sponsored event the district has coverage, Example: Senior Prom
2. If an activity is a non-school sponsored event, the organization running the function should have a separate policy to protect the organization and its members. Example: Senior Party

If the organization is a 501c3 organization it's elected positions are not covered under the district's policy. State statute requires minimum property and liability coverage at 1.5 million.

Other guidelines/resources- District Gift policy

It is the policy of ISD# 281, that all gifts, bequests and donations received by the district, shall be formally presented and if accepted by the school board, shall then be applied to the purpose or purposes specified by the donor.

Equipment becomes the property of the School District

The school board will not place a value on non-monetary gifts

Other guidelines/resources- Travel/ field trips

School sponsored trips-

School sponsored trips generally require the use of school-provided vehicles, such as buses or passenger vans. These vehicles are operated by school employees or contractors.

All district drivers are subject to MVR background checks and district insurance coverage is extended to these drivers.

School District staff cannot arrange car-pooling for liability reasons (background checks) (minimal insurance coverage).

The District is *not responsible* for transportation to non-school sponsored events.

Other guidelines/resources- Purchasing

In certain instances an organization will purchase services or supplies from the district. If applicable the district will send the organization an invoice for these services or supplies. Example: Publications Department

Current District purchasing contracts will be honored in all transactions with an organization. Example: Purchase of Uniforms, Playground Equipment, etc.

Currently the School District has a contract with Coca-Cola. All soft drink purchases must be a Coke product and purchased through the Coke distributor. Please consult your Activities Director at your school.

Other guidelines/resources- Facility use

Web Site:

[Http://ced.rdale.org/pages/ced_rdale/Community_Use_of_Facilities](http://ced.rdale.org/pages/ced_rdale/Community_Use_of_Facilities)

To determine appropriate procedure to request use of school facilities:

Call the school secretary and explain your needs. The school secretary will determine whether the request will be scheduled by her or be referred to the facilities scheduler, Jennifer Bridgeman. 763-504-4917 or Jennifer_Bridgeman@rdale.org

Charges for custodians or child nutrition employees may apply.

Use of District Kitchens

Carnivals, Pancake Breakfasts, Spaghetti Dinners or any function that invites the public requires that an Itinerant license be applied for through Hennepin County.

A link to the form is listed on the facilities page.

Any alternative cooking equipment or setup such as griddles requires approval from the Fire Marshall.

District Kitchens

- Storage of food from organizations other than child nutrition is not allowed per MN food code. Child nutrition does work with school events such as carnivals, all school parties, etc. for storage of food on the day of the event.
- All food must be removed at the end of the event.
- Cooking on district property is allowed only for district sponsored events.
- Bake sale items should list all allergens in the product. District insurance does not cover bake sale products.