

	Title: Authorized Support Organizations Guidelines Facility Services	Procedure No.: FS-305
		Effective Date: 06/02/2016
		Supersedes No.: 04/21/2015
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Introduction

These guidelines are in support of district policy [KBE/KJA – Support Organizations](#).

Definitions

Support Organizations are defined as formally or informally organized groups of individuals that are not a part of the district and that engage in any activity to support one or more district schools, including parent-teacher organizations, parent-teacher associations, and booster clubs.

Application Process

Organizations wishing to become an Authorized Support Organization must complete the district's Authorized Support Organization Application and provide all applicable supporting documentation. Once complete, the application must be reviewed and approved by the school principal and authorized by the director of facility services and the appropriate assistant superintendent of school services. Authorized status is based on the organization's purpose, activities, and communications being consistent with the school's educational values. If authorized, the organization will be assigned an authorization number.

If the application is not authorized, the organization may contact the district's Customer Support Center for facility use following district policy [KF – Use of District Facilities](#).

Financial Considerations

Funds collected by Authorized Support Organizations may be managed as follows:

1. A Support Organization may hold, maintain, manage, or administer funds in the organization's name in an account established with a depository institution (i.e., bank).
 - a. Funds shall not be deposited in a district depository institution (i.e., bank) account, tracked/accounted for by district personnel, or recorded in the district's financial accounting system(s) in any manner including, but not limited to, a school's Public School Activities (PSA) account(s).
 - b. District employee(s) shall not be listed as a signatory on a support organization's depository institution (i.e., bank) account, and the **Support Organization shall not use the district's taxpayer identification number when establishing an account with a depository institution.**
 - c. A support organization is not required to hold, maintain, manage or administer funds in the support organization's name but may instead choose to donate directly to the district in accordance with the next item (2).
2. A support organization may donate funds directly to the district for the benefit of a school(s) or program(s). Although a support organization may advise the district regarding the use of donated funds, the district ultimately decides how the funds are used.
 - a. Department/school/site administrators have the authority to accept gifts and donations; however, administrators retain the right to refuse to accept any gift that does not contribute toward the achievement of the goals of the district and/or the ownership of which would tend to adversely affect the district. To be acceptable, the donation must comply with the district's guidelines for accepting gifts and donations.

Use of District Facilities by Authorized Support Organizations

Use of district facilities by Authorized Support Organizations is subject to district policy [KF – Use of District Facilities](#) and associated guidelines. Requests for facility use must be coordinated through the district's Customer Support Center (CSC) at 490-3333; CSC will schedule all facility use by Authorized Support Organizations, with the exception of PTO or PTA meetings, which can be scheduled by the school.



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**Insurance
Requirements**

A Certificate of Insurance will be required for use of district facilities when the event is not school or district-sponsored. The principal or site manager will determine whether or not the activity is school-sponsored.

Annual Review

Authorized Support Organization's status will be reviewed annually by the district's Facility Services Department. Organizations shall be required to reapply on an annual basis. Approved applications are valid August 1 through July 30 annually.

Guideline Maintenance

The director of facility services and controller, or their designees, shall maintain these guidelines.
