



KBE/KJA - SUPPORT ORGANIZATIONS

Poudre School District welcomes the assistance of support organizations that is offered, accepted and provided in accordance with this policy. As applicable, the terms of this policy shall also apply to members of the public who are not affiliated with a support organization but otherwise engage in support activities similar to those described in the immediately succeeding paragraph.

As used in this policy, “support organizations” are defined as formally or informally organized groups of individuals that are not part of the District and that engage in any activity to support one or more District schools and/or to support one or more programs or activities at one or more District schools. Such support organizations include but are not limited to parent-teacher organizations, parent-teacher associations, and booster clubs that support interscholastic sports and other extracurricular activities.

COMPLIANCE WITH APPLICABLE LAWS, ASSOCIATION BYLAWS & RULES, AND DISTRICT POLICIES & REGULATIONS

Support organizations and their members shall comply with all laws, and with all bylaws and rules of the associations (i.e., PTA, CHSAA), that concern their operations and activities. In addition, support organizations and their members shall comply with this Policy KBE/KJA and all other applicable District policies and regulations, including but not limited to the following:

- Construction work, remodeling, maintenance or repairs on District grounds, buildings or other facilities that support organizations and/or their members wish to perform or contribute donations for is subject to District Policy EC and all administrative guidelines and procedures thereunder.
- Use of District facilities by support organizations and/or their members is subject to District Policy KF.
- Conduct on District property by support organizations and/or their members is subject to District Policy KFA.
- Activities by support organizations and/or their members that constitute District-related advertising, including but not limited to sponsorships, fundraisers, endorsements and exclusive provider contracts, are subject to District Policy KHB.
- Distribution and posting of non-District materials at District schools or other facilities by support organizations and/or their members is subject to District Policy KHC.

- Volunteer activities by support organizations and/or their members are subject to District Policy KJ and Regulation KJ-R.

Support organizations and their members that fail to comply with this Policy KBE/KJA or with any other applicable District policy or regulation may be prohibited from further association or contact with specified District schools, departments, programs and/or activities.

GIFTS AND DONATIONS

All gifts and donations from support organizations and their members shall be subject to the following rules:

- Support organization funds and other assets shall not be held, maintained, managed or administered by the District or any of its schools or departments.
- Gifts and donations may be offered to the District (a) for use as determined by the District in its discretion, or (b) for limited purposes and/or subject to terms and conditions specified by the support organization. The District may accept or reject any gift or donation offered, whether or not for a limited purpose or subject to specified terms and/or conditions, as it deems appropriate in its sole discretion.
- Gifts and donations accepted by the District become the property of the District, and shall be maintained, accounted for and used by the District as a whole, or by the appropriate school or department within the District, in accordance with guidelines developed by the District controller and in accordance with any specifications of the support organization or its contributing member(s).
- No District program or activity shall receive any gift or donation directly from a support organization, a member of a support organization or a member of the public not affiliated with a support organization. All such gifts and donations shall be made to the District, and shall be administered by the District or by the appropriate District school or department in accordance with guidelines developed by the District controller.
- No District employee or volunteer shall receive any pecuniary compensation, fringe benefit or other form of remuneration directly or indirectly from a support organization, a member of a support organization or a member of the public not affiliated with a support organization.

AUTHORIZED SUPPORT ORGANIZATIONS

Only authorized support organizations shall be permitted to: (a) use the name of the schools they support in connection with activities conducted in accordance with

applicable laws, association bylaws and rules, and District policies and regulations; (b) use the mascot of the schools they support in connection with activities conducted in accordance with applicable laws, association bylaws and rules, and District policies and regulations; and/or (c) operate under Tier 1 of the fee schedule in District Policy KF. As used in this policy, “authorized support organizations” are defined as support organizations that satisfy each of the following requirements in accordance with guidelines developed by the District controller:

- The support organization shall maintain approved status with the principal of each school to which it wishes to provide support, subject to approval of the appropriate assistant superintendent of school services. “Approved status” shall be based on the principal’s determination that the organization’s purpose, activities and communications are consistent with the school’s educational values, subject to approval of the appropriate assistant superintendent of school services.
- The support organization shall maintain full and consistent compliance with this Policy KBE/KJA and with all other applicable District policies and regulations.
- The support organization shall maintain on file with the District current copies of its organizational documents (i.e., articles of incorporation, bylaws, partnership agreement, operating agreement, etc.), if any. If the support organization has no formal legal structure reflected by organizational documents, it shall maintain on file with the District a written description of its mission and how it operates signed by its president, chairperson or other person in a similar leadership position.
- The support organization shall provide written notice to the District of the individuals serving as its officers, and provide written notice to the District of any changes in its officers at the time such changes occur.
- If the support organization receives or expends monies, it shall maintain written accounts documenting all such receipts and expenditures and shall maintain sales slips, receipts and/or invoices supporting each of its expenditures.
- The support organization shall make all of its records and documents available for inspection and copying by the District upon request.

Adopted by Superintendent: August 20, 2012

Revised by Superintendent: December 16, 2013

LEGAL REF:

C.R.S. 22-32-110(1)(y)

CROSS REFS:

EC, Property Management

KF, Use of District Facilities

KFA, Public Conduct on District Property
KHB, District Revenue Through Advertising
KHC, Distribution/Posting of Non-District Communications
KJ, Volunteers