

Butler School District



Parent Organization Reference Guide

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I. Board Policies

Board Policy #9210 - Parent Organizations

The Board of Education will encourage and support organizations of parent(s) or legal guardian(s) whose objectives are to promote the educational interests of district pupils.

No parent organization may organize pupils or sponsor school activities or solicit moneys in the name of this school district or of any school in the district without the prior approval of the Board. Such approval must be sought by written application to the Superintendent.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district.

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization whose actions are inimical to the interests of the pupils of this district.

Adopted: 21 May 2012

Board Policy #9191 - Booster Clubs

The Board of Education recognizes that the support offered by booster clubs can benefit the school district. Because the activities of booster clubs also reflect on the district, the Board establishes guidelines for the operation of booster clubs in order to ensure that their activities assist in the attainment of district goals and objectives.

A booster club that is organized for the purpose of endorsing and supporting a school sponsored activity shall:

1. Be incorporated as a nonprofit organization;
2. Obtain liability insurance indemnifying the Board against all suits arising from the conduct of club activities; and
3. Utilize all funds raised through the conduct of school related activities for the benefit of school programs.

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

Adopted: 21 May 2012

II. Cash Management

It is strongly recommended the parent organizations establish and follow their own standard operating procedures in regards to cash management. Some processes to include are:

1. Make all deposits to bank within 48 hours of receipt of cash and checks
2. Ensure to reconcile your records with the bank statement each month
3. Establish procedures in regards to cash/check disbursements
 - a. Require receipts for teacher/parent reimbursements
 - b. Require invoice for payments to vendors
 - c. Require signed voucher before issuing payments
 - d. Require two signatures on checks

III. Fundraising

When conducting fundraising activities, the parent organization should understand that they are representatives of the students and the Board of Education of the Butler School District.

A few things to keep in mind:

- Alcohol is not permitted on school grounds
- The Healthy Hunger Free Kids Act (HHFKA) requires all food and drinks sold on the school campus during the day to be consistent with HHFKA. The school day begins at midnight and ends 30 minutes after the final school bell rings, signally the official end of the school day.
- The district believes in promoting the health and wellness of all students and staff. Parent organization events should align with the goals of the district.

IV. Gaming License and Permit Procedures

For any game of chance, ie. 50/50, Tricky Tray or other raffles, all schools must complete an annual New Jersey Charitable Registration Statement, a Biennial Legalized Games of Chance Registration license, and a permit filed through the Borough of Butler.

First, the parent organization must submit a Charitable Registration to the New Jersey Office of the Attorney General, Charities Registration Section. If your organization had gross receipts of less than \$25,000, then form CRI-200 (short form) can be completed. If receipts are more than \$25,000, then form CRI-300R (long form) must be completed. This renewal must be done annually. Fees normally range between \$30 to \$50.

Next, the parent organization must complete a Biennial Registration through the New Jersey Office of the Attorney General, Legalized Games of Chance Control Commission. After the initial registration, the commission will send a renewal bi-annually. The fee is \$100.

Lastly, for every raffle, an Application for a Raffle License must be submitted to the Borough or Township. The organization must be registered with the state prior to submitting for a raffle license. Also, a license must be filed for every raffle. For example, if your organization is running a 50/50 and a tricky tray at the same event, two submissions are necessary. The fee to the Borough or Township is \$20 and the fee to New Jersey is \$20 per license.

See Appendix for associated forms:

- CRI200 Short Charitable Registration
- CRI300R Charitable Registration
- Biennial Registration Initial Application

V. Donations to the District

The District appreciates donations for the betterment of the students and the schools. The Parent Organization may choose to purchase items itself or make a monetary donation to the school, with directions as to the use of the funds. It is advantageous for the district to make the purchases directly for “big-ticket” items so the district can ensure warranty information and any product recalls.

It is highly recommended all donations are made in consultation with the building principal.

When monetary donations are being made to the school, please follow these recommended steps:

- Specify intended purpose of donated funds
- Make checks Butler Board of Education
- The Board of Education reviews the donation at the next scheduled Board meeting.
- Once the Board of Education accepts the donation, the Business office moves ahead with the purchase.

VI. Taxes

Each parent organization must obtain its own unique tax ID number. The organization cannot use the district’s tax ID number or the number of another organization.

If interested, each parent organization must obtain its own non profit status as a 501c3 organization. With non profit status, the organization is tax exempt.

The parent organization must be aware of the need to issue 1099s to vendors that are not incorporated and provide goods and/or services in a calendar year (January-December) worth \$600 or more.

VII. Insurance

The parent organization must be aware of insurance coverage provided by the district and when additional insurance is required.

The District's General Liability Insurance applies to:

- Volunteers while acting on behalf of and at the direction of the Board of Education
- Parent Organizations and their members while acting on behalf of and at the discretion of the BOE.
- Foundations, affiliated 501c3 Corporations and their members, while acting on behalf of and at the direction of the BOE.

The organization will need to purchase a stand alone General Liability Insurance Policy when organizations:

- Host an event with alcohol being served
- Annual revenue exceeds \$100,000
- Total assets exceed \$500,000
- The organization:
 - Has employees
 - Has corporate sponsorship
 - Is affiliated with childcare

VIII. Annual Board Transition

It is strongly recommended that an outgoing board share the knowledge they have gained while serving on the board with the incoming officers.

Consider:

- What files/paperwork, etc., should be handed over
- What experiences can be shared
- What questions the new board should have

Appendices

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