

# BOOSTER CLUBS AND OUTSIDE ORGANIZATIONS

Policy: DKA

## BOOSTER CLUBS/OUTSIDE ORGANIZATIONS

Funds generated by an entity outside the school, such as a parents' club, community, business, civic or other similar type of organization, are considered to be independent funds under the exclusive control and supervision of the club or organization. The School Board, however, shall require all such funds, when expended for any school function, activity, or purpose, to adhere fully to all state and federal statutory and regulatory provisions.

In addition, the School Board may place restrictions on the donation and usage of any monies by an outside source, i.e. club, organization, or entity, to a school or School Board-related entity. Specifically prohibited shall be the donation to an individual employee of the School Board anything of economic value in the form of money, personalized articles, automobiles and/or their use, travel, entertainment or vacations. The School Board reserves the right to examine the provisions of any and all prospective donations to a school or School Board-related entity to ascertain the propriety of the donation.

It is the policy of the Caddo Parish School Board that all fundraising activities conducted during the school day, on School Board property, using school employees and/or students, for school or school related purposes shall be properly controlled and have reasonable accountability applied. This requires that all funds shall be considered *public funds* and shall be deposited into the official checking account of the individual school and all state and local rules and regulations concerning financial management shall be applied.

1. In addition, any school support organization, parent club or booster club, which uses the name of a public school as the principal portion of their name and raises funds independent of the school, shall be required to meet all of the following conditions:
2. Maintain minutes of all meetings of the organization and have duly elected officers. Appoint the school principal, or a representative school employee designated by the principal, to serve on the executive board of the organization.
3. Provide the school principal with a copy of periodic (at least quarterly) financial reports showing all receipts and expenditures by source along with a summary of revenue, expenditures, and investments. The financial reports must be signed by an officer of the organization.
4. All fundraising activities of the organization must be approved in advance by the school principal using *CPSB Report on Fund Raising Project*. These forms shall also be completed and filed as required upon completion of the fundraising activity.

The organization's bank statement shall be mailed to the school to be opened and reviewed by the principal. Failure of any organization to meet the above conditions shall void that organization's privilege to use the name of the school or to raise funds on the representation that the funds are in fact to be used for the betterment of the school or school related matters.

Ref: La. Rev. Stat. Ann. "17:81, 17:414.3, 51:224; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education