

Book	Policy Manual
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### **Relations With Support Organizations**

The following regulations govern the relationship between the Board, District staff members, and any District support organization. The Board may revoke formal recognition of any support organization that fails to comply with the Board's policies or regulations.

#### **Annual Information**

Upon formation and annually thereafter, each support organization must submit to the Superintendent/designee the following:

1. Names, telephone numbers and email addresses of each officer of the support organization. District officials or employees may not serve as officers of the support organization without prior authorization from the Board.
2. The support organization's bylaws, constitution and/or governance rules.
3. Financial information, which includes:
  - A. statement of income and expenditures;
  - B. statement of donations made to the District and
  - C. any other information used to determine financial solvency, as requested by the Superintendent/designee.
4. Tentative goals, objectives, projects and/or activities for the next school year.
5. Fundraising plans for the next school year.
6. Certification that the organization has complied with the Ohio Attorney General's charitable trust filing requirements.

Any changes made during the school year shall be submitted to the Superintendent/designee for review.

#### **Fundraising**

Each support organization must work in collaboration with the District to ensure that the time, date, purpose, and location of fundraisers does not conflict with school or District programs or activities, and that the fundraiser is consistent with the goals and objectives of the school or District.

Fundraising activities should not occur on school premises or during school hours unless permission has been given by the Superintendent/designee.

#### **Accounting**

Support organizations should not use the school's tax ID number. Support organizations should not accept checks made out to the school and vice versa. School employees shall not have signature authority on any depository accounts for a support organization. The support organization shall not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or are binding upon the District or one of its school(s).

The support organization must permit the Superintendent/designee to review all financial books and documentation upon request and shall conduct a financial audit upon request of the Superintendent/designee. Such information may be submitted to the Board for review.

#### **District Facilities**

Each support organization must abide by the policies and regulations established for community use of school premises.

Support organizations that wish to construct anything on school property must have the permission of the Board in advance of the construction project. The organization must provide the Board, in writing, proof of financial stability and that funds are available to complete the construction project.