

<b>NORTH PROVIDENCE SCHOOL DEPARTMENT PARENT ORGANIZATION POLICY</b>	First Read: 10/28/15 Second Read: 11/18/15 Third Read: 12/16/15

**Policy:**

Parent organizations such as Parent Teacher Association (PTA), Parent Teacher Organization (PTO) or Booster Organizations, in cooperation with school faculty and staff provide added resources that enrich teaching, learning, athletics and school climate.

Parent organizations in each school must follow the guidelines set by their membership organization by establishing their own set of bylaws, elected officers and membership. Each parent organization is a local self-governing, non-profit (and usually tax-exempt) association that is encouraged to obtain 501(c)3 status whenever possible and carry liability insurance.

Faculty and staff participation is highly encouraged, however, employees are discouraged from holding an official position or have signature authority for the organization.

**Purpose:**

The North Providence School Committee has established this policy to be sure that all parent organizations raising funds to support student programs and activities meet state regulations and set district policies.

**Procedures:**

Parent/Teacher Organization

- Parent/Teacher organizations should be a member of a national organization and carry liability insurance.
- Parent/Teacher organizations must seek approval of all activities, events and fundraising proposals from the school Principal.
- All fundraising proposals must be approved by the Superintendent or designee and be clearly advertised as a parent organization activity.

- Use of school property must be approved by the school Principal and Superintendent.
- Family participation in fundraising activities is voluntary. Students may not conduct door to door solicitations.
- Fundraising activities must adhere to the North Providence School Department's Health & Wellness Policy.
- Parent organizations must establish a separate checking account under the group name, federal identification number and, if applicable, 501(c)3 designation. Parent organizations that use school property or solicit fundraising activities through students/families enrolled in the North Providence School Department must agree to financial audits upon request by the Superintendent. The building Principal must be provided with a copy of the monthly treasurer's report and bank statement and are responsible to compare statement and report for accuracy.
- Parent organization donation of money, materials, supplies and equipment will become the property of the North Providence School Department.

#### Booster Organizations

- Booster organizations may be established to raise funds to enhance academic and athletic programs.
- At the start of the school year all Booster organizations must submit a list of fundraising activities to the school Principal for approval. All fundraising activities must be approved by the Superintendent or designee.
- Each Booster organization must establish an organizational board with a set of written guidelines, rules and procedures.
- The building Principal is responsible to monitor all activities associated with the Booster organization.
- All donations of money, materials, supplies and equipment will become the property of the North Providence School Department.
- At no time should students under the age of 18 handle money.

Note: Funds generated by Parent/Booster Organizations may not be co-mingled with school checking accounts maintained by the school Principal.