

BOOSTER CLUB/PTO/PTA POLICY

I. Purpose

This policy governs the relationship between the Londonderry School District, Booster Clubs, and Parent Teacher Organizations (“PTOs”), Parent Teacher Association (“PTA”), formed to support Londonderry schools, school programs and the School District in general.

It is essential that Booster Clubs and PTOs / PTAs adhere to the policies, procedures, and financial safeguards normally expected of public bodies.

Although Booster Clubs and PTOs / PTAs are affiliated with the School District, in the sense that they carry the name of schools or school programs operated by the School District, and all of their fund-raising activities must be approved by school principals or school district administrators, they are sole and separate legal entities from the School District and they alone are responsible for their own compliance with applicable Federal, State and local regulations.

II. General Requirements of Booster Clubs and PTOs /PTAs

The School District may cooperate with, including providing use of school facilities for meetings and activities, and accept funds from a Booster Club or PTO /PTA provided the Booster Club or PTO / PTA meets the following requirements:

1. Booster Clubs and PTOs / PTAs must organize as nonprofit corporations through:
 - a. Filing incorporation documents in the State of New Hampshire and maintaining such corporation in good/active standing with the State by filing State-required annual or other reports;
 - b. Adopting and abiding by a set of bylaws that outlines the Booster Club or PTOs /PTAs operating procedures (See Part III for additional requirements for bylaws).
2. Booster Clubs and PTOs / PTAs may use school facilities only with prior approval of the School District Office.
3. Any equipment a Booster Club or PTO / PTA plans to purchase for the School District must first be approved in writing by the Building Principal or Program Director and School District Office. The organization will provide the funds to the School District Business Office. Upon receiving the funds, the Business Office will post a purchase order and follow normal purchasing procedure
4. In addition to general supplies and equipment, any other non-cash contributions by a Booster Club or PTO / PTA of more than \$1,000.00 must be approved by the School District Chief Financial Officer or Superintendent.

5. At no time shall a Booster Club or PTO / PTA act as an agent of a school or the School District to collect student fees for classes and other school activities, determine or provide waivers of such fees, or engage in other activities as an agent of a school or the School District. Under no circumstances may a Booster Club or PTO / PTA enter upon or act to improve land or facilities of the School District without the express written permission of the Superintendent and / or Chief Financial Officer.
6. At no time shall a Booster Club or PTO / PTA act as an agent of the School District in regard to hiring and directly compensating any position including coaching positions for an approved school organization, program or activity. Any funds for staff / coaching must be approved by the School District Office, and paid through the School District Payroll Department.
7. Booster Clubs and PTOs / PTAs must obtain and use their own federal tax identification numbers (also known as an Employer Identification Number or EIN). Booster Clubs and PTOs / PTAs may not use the School District's EIN. Booster Clubs and PTOs / PTAs EINs must be provided to the School District and kept on file.
8. It is strongly recommended that Booster Clubs and PTOs / PTAs apply for recognition by the Internal Revenue Service as 501(c)(3) organizations, and then maintain such status by annually filing the required IRS 990-series return. New Booster Clubs and PTOs / PTAs should apply for and receive tax-exempt status from the IRS within one year from the date their bylaws are adopted. If a Booster Club or PTO /PTA loses its public 501(c)(3) tax-exempt status or the tax-exempt status expires, the Booster Club or PTO / PTA should take the necessary steps to regain tax-exempt status as a public 501(c)(3) organization within one year from the date of notification from the IRS of the loss of exemption or within one year from the tax-exempt expiration date.
9. Booster Clubs and PTOs / PTAs must provide the School District with a copy of their annual financial reports provided to the NH Secretary of State.
10. Booster Clubs and PTOs / PTAs must conduct an annual audit and appoint an audit committee (See Part VI for more information) consisting of officers/members who are not signatories on the bank account to conduct a year-end financial review of the Booster Club or PTO/ PTA records. Booster Clubs and PTOs / PTAs must annually provide a statement to the School District signed by all officers that the Booster Club or PTO / PTA is in good financial standing and that all financial obligations have been met for the fiscal year.
11. Booster Clubs and PTOs / PTAs must provide the School District with copies of their approved budget on an annual basis. The budget should be provided to the School District no later than September 1st of each year.
12. Booster Clubs and PTOs / PTAs must register with the School District and be approved by the Principal of the school that the Booster Club or PTO / PTA is to support or that houses the program the group is organized to support prior to fund-raising and providing any funds to the School District.

III. Organizational Bylaws

As noted above, Booster Clubs and PTOs / PTAs must develop their own bylaws. The documents must be approved each year by the Principal of the school the Booster Club or PTO / PTA supports, in writing, and be filed in the Principal's office.

The bylaws must contain, at a minimum, the following:

1. The name of the Booster Club or PTO / PTA;
2. The objective of the Booster Club or PTO / PTA including the statement, "This organization will abide by all School District policies and procedures;"
3. Eligibility for membership and membership enrollment procedures;
4. Officer selection, election procedures, and duties of each officer. The treasurer may serve no more than three consecutive years or two consecutive 2-year terms whichever is greater. The names and contact information of the officers must be provided to the Principal of the school that the Booster Club or PTO / PTA supports; updating the Principal when the officers change;
5. Specific fiscal auditing and accounting procedures. The disbursement of funds must require the signature of two persons designated by the membership;
6. In the event that the Booster Club or PTO /PTA dissolves, language indicating how the group will handle remaining funds must be included.

Business of Booster Clubs and PTOs / PTAs must be conducted in open meetings, with adequate notification of all meetings to all members, and summary of proceedings kept. A copy of the summary of proceedings must be sent to the Principal and kept on file.

IV. Fund-raising

Any activities or fund-raising projects initiated by Booster Clubs and PTOs / PTAs must be proposed, in writing, and be authorized by the School Principal or designee before the activity commences or any final arrangements are made. It shall be the responsibility of the Booster Club or PTO / PTA, not the School District, Principal or School Administration to assure that all fund-raising activities comply with State and Federal law.

V. Finances

Booster Clubs and PTOs / PTAs funds and accounts are not School District accounts and will not be included in the School District's budgeting and accounting. Funds collected by Booster Clubs and PTOs / PTAs are not to be deposited into the School District's student activity accounts.

Booster Clubs and PTOs / PTAs are solely responsible for safeguarding any funds raised by the organization and for ensuring that funds are spent only for purposes related to the goals and objectives of the organization, and the published or advertised reasons for the particular fund-raising activity.

VI. Audit Committee

At the end of the fiscal year, an audit of the Booster Club or PTO/ PTA financial records shall be conducted. The audit should be performed by individuals who are independent from day-to-day financial activities. The audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by two individuals. The primary objectives of the audit are to:

- Verify the accuracy of the Treasurer's financial reports;
- Ensure that the organization's cash balances are accurate;
- Determine that established procedures for handling funds have been followed;
- Ensure that expenditures occurred in a manner consistent with the organization's bylaws; and
- Ensure that all revenues have been appropriately received and recorded.

LONDONDERRY SCHOOL BOARD

Adopted: September 25, 2018