

# Superintendent Procedure 4120SP School-Support Organizations

Approved by: s/S. Enfield Date: 9/14/11

Dr. Susan Enfield, Interim Superintendent



## Introduction

School support organizations such as Parent Teacher and Student Associations (PTSAs) or other parent/family groups recognized by a school's principal work together with our schools and central office staff to provide quality education for all children and youth and encourage families to contribute to and further their understanding of the school program. They provide an opportunity for parents, teachers and students to work cooperatively to increase the school's effectiveness.

## Identification

The purpose of a School Support Organizations is to promote the cooperative effort of the public, families, and the Seattle Schools in providing quality education. The functions of the School Support Organizations are to:

1. Gather, disseminate, and help interpret information about Seattle School District activities to the families and the public.
2. Maintain a liaison with their schools, Seattle School Board and administration.
3. Gather and present family viewpoints about school affairs to the school district and to interested community and governmental groups.
4. Sponsor and/or assist with activities which benefit students.

## Seattle School District

1. Maintains liaison with representatives of the School Support Organizations through the School Board, district Departments and programs, and building principals and staff.
2. Provides information about school district goals and activities to representatives of the School-Support Organizations.
3. Enlists the assistance of representatives and members of the School Support Organizations in developing district goals, policies, and activities.
4. Encourages its staff to become active members of the School Support Organizations.
5. Encourages involvement in activities sponsored or co-sponsored by the School Support Organizations.

## **Procedures**

### **1. Parent Organizations:**

- a. Distribute information about school goals and activities to parents.
- b. Encourage families to become actively involved in school affairs through parent organization membership.
- c. Plan and implement activities of benefit to students.

### **2. Building Principals:**

- a. Encourage staff to become active parent organization members.
- b. Attend parent organization meetings, whenever possible.
- c. Maintain liaison with building parent organization representatives to exchange information and resolve or refer matters which mutually concern parents and the school.
- d. Meet regularly with the building parent organization Board to:
  - (1) Present information about school activities and needs.
  - (2) Advise and assist in planning productive parent organization school activities in accordance with the standards, guidelines, and procedures in the Student Activities Manual.

### **The following guidelines are provided for use by booster and/or PTSA/PTSO groups which are involved in money-raising activities:**

1. Each group must follow the appropriate standard accounting principles.
2. Each group's accounting principles must be in writing.
3. District and building/school accounting staff should not be used.
4. Local booster clubs and PTSAs/PTSOs should be incorporated as nonprofit organizations.
5. In order to receive nonprofit status, the group must file articles of incorporation and bylaws with the Secretary of State. A nonprofit organization must adhere to state laws [RCW 24.03].
6. The Board has established a fee schedule that governs the use of facilities by a school-support organization.
7. The nonprofit organization must operate without cost to the district.
8. The Washington State Gambling Commission, the Department of Licensing and the Internal Revenue Service have licensing regulations covering fund raising activities by nonprofit corporations.
  - a. A nonprofit corporation may conduct sales or benefit affairs which include athletic or sports events, bazaars, benefits, campaigns, circuses, contests, dances, drives, entertainments, exhibitions, expositions, parties, performances, picnics, sales, social gatherings, theaters, and variety shows.
  - b. A nonprofit corporation may operate bingo activities, raffles, and amusement games under requirements regulated by the Washington State Gambling Commission [RCW 9.46].
  - c. A charitable organization involved in sales and benefits grossing over \$5,000 must obtain IRS recognition.
  - d. When bingo, raffles, and amusement games are conducted, the State Gambling Act controls. These activities, under the State Gambling Act, may be conducted by nonprofit organizations without a gambling permit under certain conditions

specified in law [RCW 9.46.0311]. However, a nonprofit organization must obtain IRS recognition as a tax exempt association regardless of gross income.

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Cross Reference: Policy No. 4120