



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance

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MEMORANDUM

TO: Board of Education

FROM: Melody Douglas, Chief Financial Officer

SUBJECT: BP 1230 and AR 1230 Organizations Supporting Student Activities

The attached Board Policy and Administrative Regulation was reviewed at the May 7, 2007 Policy Committee meeting, presented for a first reading at the June 4, 2007 Board meeting, and is now submitted for approval.

Administration recommends changes be made as presented to:

- BP 1230 Organizations Supporting Student Activities
- AR 1230 Organizations Supporting Student Activities

ORGANIZATIONS SUPPORTING STUDENT ACTIVITIES

The School Board recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or cocurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board recognizes that these organizations ~~are~~ may be independent of the school or ~~district~~ District. In order to protect the ~~district~~ District and students, the Superintendent shall establish appropriate controls for the relationship between such organizations and the ~~district~~ District. Groups desiring to be recognized as student support organizations shall request authorization from the school administration in accordance with conditions established in administrative regulations.

(cf. 1321 - Solicitation of Funds)
(cf. 3290 - Gifts, Grants and Bequests)

ORGANIZATIONS SUPPORTING STUDENT ACTIVITIES

Requests for recognition as a student support organization shall be submitted to the principal and shall contain:

1. The name of the organization.
2. The date of application.
3. Membership qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. The signature of the representative who submits the request for authorization.
7. Evidence of non-profit status and/or liability insurance.

(cf. 1330 - Use of School Facilities & Properties)

Authorizations shall be automatically renewed each year per receipt of current information.

Any program, fund-raiser or other activity shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the organization, not by the school or ~~district~~District.

(cf. 1325 - Advertising and Promotions)

(cf. 3541.1 - Transportation: School-Related Trips)

For those groups operating within the District (not a stand-alone, non-profit group), funds raised and used will be co-operatively managed by the organization's executive committee and the school administrator.

School connected organizations must submit an annual financial statement showing all expenditures and all income from fund raisers. These are compiled at the school level and reported to the Superintendent. School connected organizations automatically grant the ~~district~~District the right to audit their financial records at any time, either by ~~district~~District personnel or by a CPA.