

5.0100 PARENT ORGANIZATIONS

Legal References: G.S. 115C-36, -47

Cross References: 1.3100-4.3100 Parental Involvement
5.2100 Distribution and Display of Non-School Material
8.2200 Gifts and Bequests

I. GENERAL PRINCIPLES

Recognizing that parent organizations are an effective means of actively involving parents in their child's schools, the Board encourages the development and participation of parent organizations that support the goals of the school.

Parent organizations are not considered to be a part of the school. However, because such organizations and their activities reflect upon the school, all parent organizations must be approved for operation within the organizational structure of the school and authorized to operate on campus, use the name of the school, communicate with students and parents through use of the school's internet resources, and do business on school property by the chief FLA administrator in accordance with the criteria set forth in this policy. Parent organizations which are not so approved and so authorized are not entitled to official access to the school's students or parents, free use of Board facilities as "school- related" organizations, and shall not use the name of the school in the name of the organization.

FLA administrators shall inform approved, authorized parent organizations of specific goals and shall help these organizations identify opportunities to assist the school in achieving these goals.

II. ESTABLISHMENT OF PARENT ORGANIZATIONS

A. Approval and Authorization Process

A parent organization seeking approval and authorization must provide the chief FLA administrator with the following:

- a written document setting forth the name of the organization, the directors, officers, and members of the organization and a document describing the purpose of the organization and all rules and procedures by which it will operate;
- copies of the organization's Articles of Incorporation or Articles of Association and by-laws, in the event the organization is a nonprofit corporation or association;
- a written document setting forth the organization's assigned tax ID number;
- a written document guaranteeing that, in the event the organization is dissolved or discontinued, its assets shall be distributed to the school and not the officers or members of the organization; and
- written assurance that the organization has reviewed and shall at all times comply with the requirements of this policy.

B. Operational Protocols

Once an organization is approved and authorized, it must at all times comply with the following operational requirements in order to maintain its approval and authorization:

1. The organization shall appoint and at all times maintain a president, vice president, secretary, and treasurer. The organization shall notify the chief FLA administrator of the names, addresses, and phone numbers of its officers and shall immediately give notice of any change in officers.
2. The organization shall provide the chief FLA administrator, immediately upon their adoption, with copies of any modifications to the organization's purpose, rules, and/or procedures by which it operates, Articles of Incorporation or Association, and/or by-laws.
3. The organization shall obtain prior approval from the Principal for
 - a) any activity, event or fund-raising event;
 - b) any purchase for the school;
 - c) any function involving the participation of students; and
 - d) any event which is likely to reflect upon the school.
4. The organization must obtain prior approval from the Board for any projects, plans, or movements to expand, modernize, and/or renovate school-owned, -operated, or –controlled properties or equipment.
5. The organization shall consider the cultural diversity and economic differences of students and parents in planning school-related functions.
6. The organization must comply with Board policy 5.2100 DISTRIBUTION AND DISPLAY OF NON-SCHOOL MATERIAL with respect to fliers and other literature displayed or distributed by its members.
7. The organization shall ensure that announcements or advertisements for its activities, events, and/or fundraisers clearly indicate that they are sponsored by the organization, not the school. The organization shall further warrant on the face of the announcement or advertisement that the activity, fundraiser, or event shall be adequately supervised by the organization.
8. Every activity, event, or fundraiser conducted or sponsored by the organization shall be supervised adequately by members of the organization.
9. The organization shall not discriminate or allow any person within its membership or at its activities, events, or fundraisers to discriminate against any person on the basis of age, gender, race, creed, color sex, religion, national origin, disability, or economic condition.
10. Approved, authorized organizations may use the school name, logo, and/or mascot as part of their official names or on their advertisements or documents in a manner consistent with the limitations of this policy. Such use may be revoked by the Board in the event that the organization fails to adhere to this policy.
11. The organization must at all times comply with applicable state law and the policies of the Board.
12. The Board may revoke the authority of an organization to operate in conjunction with the school in the event that the organization fails in any way to comply with the requirements of this policy.

B. Financial Protocols

Once an organization is approved and authorized, it must at all times comply with the following financial requirements in order to maintain its approval and authorization:

1. The organization shall be responsible for maintaining its own financial records.

2. Employees of the school are not permitted to manage the affairs of any parent organization during the workday with the exception of temporary Principal-approved money collectors and communication liaisons.
3. Prior to any agreement for the purchase of items, services, and/or equipment by the organization, the organization's president or his/her designee shall consult with the Principal to determine if the items, services, or equipment the organization is planning to purchase meet(s) the school's standards.
4. Prior to purchasing any item, service and/or equipment, the organization shall notify the vendor or supplier in writing that the organization, and not the school, is the purchaser and neither the school nor the Board accepts responsibility for the payment of the invoice or purchase price of the item, service, or equipment being purchased or sold.
5. The organization shall obtain and at all times maintain and use a valid tax ID number in the official name of the organization.
6. The organization shall not, under any circumstances, use the tax ID number of the school for any purpose without direct authorization of the Board.
7. The organization shall ensure that all bank accounts opened or used by the organization bear the official name of the organization and carry the tax ID number of the organization.
8. The organization shall at all times require the signature of two (2) of its officers on any check, contract, purchase order, debt, and/or obligation.
9. All funds and revenues of the organization shall be, as soon as practical upon receipt, deposited into a bank account in the sole official name of the organization. No funds or revenues of the organization shall be deposited in any account in the name of the school without direct, prior Board approval unless such funds are for the repayment of funds to the school, a donation to the school, or are being paid upon dissolution of the organization.
10. As a general rule, no school employee should ever collect, distribute, or in any way handle or assume responsibility for a parent organization's funds at school or on school time. The Board recognizes, however, that such prohibition may occasionally create an undue hardship on the organization, given that the FLA students and their parents are the principal conduits of fundraising information, funds collection, and communication for the organization. Therefore, the Board authorizes the Principal to appoint temporary, case-by-case collectors among the staff for an approved, authorized organization's legitimate fundraising collections on campus during the school day in order to forestall the possible pandemonium that could result from the unauthorized changing of hands of fundraising money between and among the FLA students who are trying to deliver such money at the instruction of their parents, who are in turn operating in their individual capacities as members of such approved, authorized parent organizations. In most cases, the designated collector would be the office manager / administrative assistant, but the Principal has the authority to expand that assignment as he/she deems necessary.
11. Money collected at school by Principal-approved and appointed staff collectors shall be entrusted to the office manager / administrative assistant for custody until collected by the organization's treasurer. All such money collected at school must be picked up by the organization's treasurer or his/her designee before the end of the day every day such at-school collections occur.
12. No school employee shall sign any check or withdrawal form drawn on a parent organization account unless such employee is an official officer of the organization and is acting in that capacity.
13. No FLA administrator shall obligate himself/herself or the school to pay for any purchase, debt, obligation, or liability connected or associated with any parent organization.

14. No FLA employee shall sign any contract connected or associated with any parent organization or any purchase, debt, obligation, or liability connected or associated with any parent organization unless such employee is an official officer of the organization and is acting in that capacity.
15. The organization shall formulate and comply with written procedures whereby two (2) members of the organization, one of which shall be an official officer of the organization, shall count and account for all money received by the organization. Such persons shall also sign a proceeds receipt which shall be attached to the deposit receipt and maintained with the organization's financial records. The organization shall provide a copy of these written procedures to the chief FLA administrator.
16. The organization shall at all times maintain, in an orderly manner, all sales slips, receipts, invoices, and other documentation relating to each expenditure by the organization.
17. The organization's treasurer shall reconcile its banking records and statements no less than once each month. The reconciled bank records shall be reviewed by the president of the organization each month.
18. Annually, the organization shall hire an outside auditor or allow the Board to audit all financial books and records of the organization. The auditor shall provide a copy of the audit report to the Board.
19. The organization shall allow the Board to audit or review all the organization's financial books and records whenever so requested by the Board.
20. Each organization should purchase and maintain a general liability insurance policy naming the school and the Board as additional insured parties. Within one week prior to and covering all times during any period in which the organization conducts an activity, event, or fundraiser on the school campus or any property owned, operated, or leased by the Board, the organization shall purchase and maintain throughout the period of the activity a general liability insurance policy in the amount of \$500,000 per person and \$1,500,000 per aggregate, and shall deliver a copy of the certificate of liability evidencing this coverage to the chief FLA administrator at least one week prior to the activity, event, or fundraiser.

III. BOARD-ESTABLISHED PRE- APPROVED AND AUTHORIZED ORGANIZATIONS

With the adoption of this policy, the Board grants approves the establishment of the Falls Lake Academy Parents ("FLAP") and the FLA Athletics Booster Club (the "Firebird Flight Crew") and authorizes both organizations to organize and act in accordance with their own missions to support the mission and objectives, programs, policies, and procedures of the Board and the school.