

 Meadows Arts and Technology Elementary School	Supporting Organization Policy	
	Last Reviewed/Revised: 10/15/2018 Original	Effective Date: 06/11/2012
Reference Number: BO-SOP-10152018	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The purpose of this policy is to set forth the terms and conditions for the operation of School-related Independent Organizations. The MATES Board (“Board”) recognizes that parent/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting curricular and co-curricular programs. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting school activities and helping to achieve the school’s vision for student learning. This policy is adopted to define the relationship between MATES and the School-related Independent Organizations.

SCOPE:

This policy applies to all MATES Personnel, community members and involved parties with respect to decisions and actions for School-related Independent Organizations.

GENERAL POLICY STATEMENT:

This policy applies to all School-related Independent Organizations that are separate legal entities from the school and thus are not under the control or the responsibility of school personnel. However, Education Code 51521 requires that any fundraising activity by a school-connected organization, designed to raise money to benefit a school or its students, receive approval from the Governing Board.

POLICY DETAILS:

1. RELATIONSHIP:

- 1.1. School-related Independent Organizations such as, but not limited to a Parent Teacher Organization and the MATES Community Network are not school-sponsored organizations. These School-related Independent Organizations must meet the terms and conditions of this policy to use the MATES name, mascot, logo, school facilities, or to represent any affiliation with MATES. School-related Independent Organizations shall not represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or are legally binding upon MATES.
- 1.2. The Board encourages school-related organizations to consider the impact of fund-raising activities on the overall school program. School-related organizations shall consult with the Executive Director and/or Assistant Director to determine school needs and priorities. Activities by school-connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

2. COMMUNICATION: Communication is fundamental for a successful partnership between the School-related Independent Organizations and MATES, and it is important to establish some general guidelines for such.
 - 2.1. Oral and/or written communication between the Executive Director, Assistant Director, or designee of MATES and School-related Independent Organizations will be conducted through the President of the School-related Independent Organization (or designee)
 - 2.2. Promotions, material distribution, and assistance in communication which are available at MATES may be used by the School-related Independent Organization with prior approval of the Executive Director or Assistant Director.MATES shall track and communicate in writing all donations made to MATES by any Student-related Independent Organization.

3. POLICY DETAILS.

- 3.1. Request for Authorization - MATES will give notice to existing Authorized Organizations of the deadline for renewal and provide required forms by the 1st day of the fall quarter each year. A request for authorization must be submitted to the MATES Executive Director or Assistant Director, on or before September 1st of each school year, and subsequently approved by the MATES Board of Directors at the September Board of Directors meeting. If a previously Authorized Organization is blocked from reauthorization by the MATES Board of Directors, the organization in question may make arrangements prior to the Board meeting to bring its concerns or questions to the MATES Board of Directors at the public comments session of Board meeting. Requests for authorization as a School-related Independent Organization shall contain the following:
 - 3.1.1. The name of the organization
 - 3.1.2. The date of the application
 - 3.1.3. Membership qualification
 - 3.1.4. The names, addresses, and phone numbers of all officers, updated annually.
 - 3.1.5. A brief description of the organization's purpose.
 - 3.1.6. Organization by-laws along with any amendments and Articles of Incorporation.
 - 3.1.7. A list of specific annual goals and objectives.
 - 3.1.8. Evidence of liability insurance as required by law.
 - 3.1.9. If applicable, any documentation from the State of California or the Federal Government identifying the legal status of the School-related Independent Organization, including Tax Identification number.
- 3.2. Annual reauthorization requires updates to any original documents on file.
- 3.3. The MATES Board of Directors may revoke authorization for cause at any time. The decision to revoke by the Executive Director may be discussed before the MATES Board of Directors during the public comment period of any scheduled MATES Board of Directors meeting. The public comment period does not require a posted agenda item.
- 3.4. Any program, fundraiser, or other activity sponsored by a School-related Independent Organization that is held on campus or off-campus involving students shall be conducted according to MATES Policies and Procedures, school rules, and core values.
- 3.5. Announcements of events, related correspondence and off campus parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the School-related Independent Organization, not by MATES.

4. FUNDRAISING

- 4.1. Fundraising activities by School-related Independent Organizations in support of MATES should be conducted in alignment with guidelines defined in the MATES Fundraising Policy.
- 4.2. All Fundraising events shall be organized with prior written approval of the MATES Executive Director, Assistant Director, or designee when held on campus. Approval is implicit for fundraising activities when a School-related Independent Organization makes a contract or agreed upon arrangement with the school for the use of its facilities.
- 4.3. All requests for fundraising held on campus shall include a specific purpose for the fundraising activity.
- 4.4. The Executive Director, Assistant Director, or designee and the MATES Board of Directors when requested, shall be provided monthly financials of any School-related Independent Organization for the review of the breakdown of fundraising events.
- 4.5. A fundraising plan for the next school year must be submitted to the MATES Executive Director, Assistant Director, or designee for review and approval by the August Board meeting.
- 4.6. The MATES tax identification number shall not be used by a School-related Independent Organization for fundraising or any other purposes.

5. ACCOUNTING

- 5.1. Audits – Audited Financials will be made available upon written request from the Executive Director, Assistant Director, or designee, or Governing Board.
- 5.2. A School-related Organization must conduct an annual accounting or audit of its receipts and disbursements and submit a financial or audit report, performed in accordance with generally accepted auditing principles, to the MATES Executive Director, Assistant Director, or designee, and Governing Board.
- 5.3. The School-related Independent Organization's bylaws must specify a reasonable procedure for internal financial control.

6. WEBSITE

- 6.1. No School-related Independent Organization is permitted to operate an independent website that represents itself as MATES or uses the mascot, logo, image, or likeness of same.
- 6.2. A School-related Independent Organization may operate a website that is accessed through the MATES website. Arrangements of this type must comply with all criteria set forth in the MATES Website Policy and with all applicable laws.

7. SUPPORTIVE ACTIVITIES

- 7.1. Whenever possible, School-related Independent Organizations shall make purchases or payments intended for direct student benefit via payment of funds to MATES. Examples include, but are not limited to the payment of program fees, supplies, equipment, and services. Direct payment of this type, when appropriate for reasons such as expediency, should be communicated to the MATES Executive Director, Assistant Director, or designee in advance of the payment.
- 7.2. School-related Independent Organizations cannot hire employees or independent contractors who will become staff members of MATES without prior

discussion and written approval from the Executive Director, Assistant Director or designee and the MATES Board of Directors. School-related Independent Organizations may hire technicians, clinicians, guest speakers, or other independent contractors who will instruct and/or coach students under the guidance of a certificated employee of MATES with the prior written approval of the Executive Director or Assistant Director.

- 7.3. School-related Independent Organizations may make honorarium payments, donations and/or give gifts to MATES classrooms and programs if a prior written request with rationale has been approved by the Executive Director, Assistant Director, or designee and the MATES Governing Board, and it has been determined that such items for purchase or donation directly benefits the students or the mission of MATES.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the MATES employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations and/or the authorization being revoked for the organization.

GOVERNANCE:

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
BO-SOP-06112012	6/11/2012	Original Version
BO-SOP-02212017	5/22/2017	Reviewed in accordance with every two year review.
BO-SOP-10152018	10/15/2018	Reviewed and modified in conjunction with Fiscal Policy and Fundraising Policy.