



RISE CHARTER SCHOOL

Policy 4205P: Parent Organizations and Booster Clubs Procedure

Status: 1st Reading

Original Adopted Date:

Last Revised Date:

Last Reviewed Date:

Purpose

This procedure establishes requirements for recognized parent organizations, PTOs, booster clubs, and similar support organizations operating in support of RISE Charter School.

Recognition

Organizations seeking recognition by RISE Charter School shall submit the following to the Executive Director:

- Organization name and purpose
- Current officers and contact information
- Bylaws or operating procedures
- Annual activity plan, if applicable

Recognition may be revoked at any time for failure to comply with Board policy, administrative procedures, or applicable law.

Fundraising Approval

All fundraising activities conducted on behalf of the school, using the school's name, logo, facilities, students, or programs, require prior approval from the Executive Director or designee.

Fundraising requests should be submitted at least fourteen (14) calendar days prior to the proposed activity.

Approval may be denied if the activity:

- Conflicts with another school fundraiser or event;
- Creates an undue burden on students, staff, or families;
- Presents safety, legal, or financial concerns; or
- Is inconsistent with the mission or values of RISE Charter School.

Financial Practices

Organizations shall:

- Maintain accurate financial records;
- Use funds only for approved purposes;
- Provide financial reports upon request;
- Not open accounts using the school's tax identification number without authorization; and
- Not enter contracts or financial obligations on behalf of the school without prior written approval.

Volunteers

All volunteers participating in organization-sponsored activities shall comply with RISE Charter School volunteer requirements, including any required applications, background checks, and training.

Organizations are responsible for ensuring volunteers meet school requirements prior to participating in activities involving students.

Facility Use

Use of school facilities shall comply with applicable facility use policies and procedures.

Organizations shall:

- Submit facility use requests in advance;
- Provide adequate adult supervision;
- Leave facilities in good condition;
- Accept responsibility for damages caused by participants; and
- Follow all school safety and security requirements.

Use of School Name and Logo

Organizations may not use the school's name, logo, mascot, trademarks, or represent themselves as acting on behalf of the school without authorization from the Executive Director.

Annual Reporting

By July 31 of each year, recognized organizations shall provide:

- Current officer roster;
- Contact information;
- Summary of fundraising activities conducted during the prior year; and
- Financial summary if requested by the Executive Director.

And the accompanying form:

RISE Charter School

Fundraising Request Form

Organization/Group: _____

Program Supported: _____

Primary Contact: _____

Email: _____ **Phone:** _____

Fundraiser Information

Name of Fundraiser: _____

Date(s) of Activity: _____

Location: _____

Description of Fundraiser:

Purpose

What will the funds be used for?

Financial Information

Estimated Revenue: \$_____

Estimated Expenses: \$_____

Estimated Net Proceeds: \$_____

Student Involvement

Will students participate? Yes No

If yes, describe:

Facility Use

Will school facilities be used? Yes No

If yes, identify requested facilities:

Volunteers

Will volunteers be used? Yes No

I understand that all volunteers must comply with RISE Charter School volunteer requirements.

Initials: _____

Certification

I certify that the information provided is accurate and that this activity will comply with RISE Charter School policies and procedures.

Signature: _____

Date: _____

Administrative Review

Approved

Denied

Conditions of Approval:

Executive Director/Designee Signature:

Date: _____