



## **RISE CHARTER SCHOOL**

### **Policy 4205P: Parent Organizations and Booster Clubs Procedure**

**Status: 2<sup>nd</sup> 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:

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Executive Director/Designee Signature:

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Date: \_\_\_\_\_