

Procedures for School Support Organizations

Introduction

School support organizations such as Parent Teacher and Student Associations (PTSAs) or other parent/family groups recognized by a school's principal work together with our schools and central office staff to provide quality education for all children and youth and encourage families to contribute to and further their understanding of the school program. They provide an opportunity for parents, teachers and students to work cooperatively to increase the school's effectiveness.

Identification

The purpose of a School Support Organization is to promote the cooperative effort of the public, families and the district in providing quality education. The functions of the School Support Organizations are to:

1. Gather, disseminate and help interpret information about district activities to the families and the public;
2. Maintain a liaison with their schools, the Board of Directors and administration;
3. Gather and present family viewpoints about school affairs to the school district and to interested community and governmental groups; and
4. Sponsor and/or assist with activities which benefit students.

Edmonds School District will:

1. Maintain a liaison with representatives of the School Support Organizations through the school board, district departments and programs, and building principals and staff;
2. Provide information about school district goals and activities to representatives of School-Support Organizations;
3. Enlist the assistance of representatives and members of the School Support Organizations in developing district goals, policies and activities;
4. Encourage its staff to become active members of the School Support Organizations; and
5. Encourage involvement in activities sponsored or co-sponsored by the School Support Organizations.

Procedures

1. School Support Organizations:
 - a. Distribute information about school goals and activities to parents;
 - b. Encourage families to become actively involved in school affairs through parent organization membership; and
 - c. Plan and implement activities of benefit to students.
2. Building Principals:
 - a. Encourage staff to become active school support organization members;
 - b. Attend school support organization meetings, whenever possible;
 - c. Maintain liaison with building school support organization representatives to exchange information and resolve or refer matters which mutually concern parents and the school; and
 - d. Meet regularly with the building school support organization board to:
 - (1) Present information about school activities and needs; and
 - (2) Advise and assist in planning productive school support organization school activities in accordance with the standards, guidelines, and procedures in the [WASBO ASB Fundraising Guide](#).

The following guidelines are provided for use by School Support Organizations which are involved in money-raising activities:

1. Work with the building principal to determine the needs of students and the school.
2. Each group must follow appropriate, standard accounting principles for handling of revenues.
3. Each group's accounting principles must be in writing.
4. Each group is recommended to have appropriate liability insurance.
5. District and building/school accounting staff should not be used.
6. Local booster clubs and PTSAs/PTSOs should be incorporated as nonprofit organizations.
7. In order to receive nonprofit status, the group must file articles of incorporation and bylaws with the Secretary of State. A nonprofit organization must adhere to state laws [RCW 24.03].
8. The board has established a fee schedule that governs the use of facilities by a school-support organization.
9. The nonprofit organization must operate without cost to the district.
10. The Washington State Gambling Commission, the Department of Licensing and the Internal Revenue Service have licensing regulations covering fund raising activities by nonprofit corporations, including School Support Organizations.
 - a. Groups may conduct sales or benefit affairs which include athletic or sports events, bazaars, benefits, campaigns, circuses, contests, dances, drives, entertainments, exhibitions, expositions, parties, performances, picnics, sales, social gatherings, theaters, and variety shows.
 - b. Groups may operate bingo activities, raffles, and amusement games under

- requirements regulated by the Washington State Gambling Commission [RCW 9.46].
- c. Groups involved in sales and benefits grossing over \$5,000 must obtain IRS recognition.
 - d. The State Gambling Act controls when bingo, raffles, and amusement games are conducted. These activities, under the State Gambling Act, may be conducted by groups without a gambling permit under certain conditions specified in law [RCW 9.46.0311]. However, a nonprofit organization must obtain IRS recognition as a tax exempt association regardless of gross income.

Adopted: 3.28.18

Edmonds School District

Classification: Essential

Revised: