

# OSD Parent Support Groups

Parent Support Groups promote enthusiasm, encourage and provide support for school sponsored Academics, Activities, Athletics and Arts of the Othello School District. Boosters, PTA (Wahitis) PTO (Hiawatha and Lutacaga) and PTSO (Scootney), are parent support groups. The following checklist provides guidance for working with OSD for events and/or fundraisers.

Watch the [Booster advantage video](#) (15 minutes)

Is your group licensed and registered with the state of Washington?

- Yes - proceed to the [general checklist](#) *(page 2 of this document)*
- No - click [here and follow these requirements](#)

Are you an OSD employee?

- Yes - read the [Parent Group OSD Training guidelines](#)
- No - no action needed

**FUNDRAISERS** - Are you organizing, facilitating a Fundraiser? Proceed to the [Fundraising Checklist](#).

**EVENTS** - Are you hosting an Event (no fundraising)? Proceed to the [Events Checklist](#)



## General Checklist for Fundraisers

The following checklist provides the steps to complete for each fundraiser, to be in compliance with state regulations and school district policies and procedures



- The fundraiser IS a [Booster Club Fundraiser, not ASB](#)
  - Yes (verified to the [Booster Club and ASB guidance](#))
  - No... STOP
  
- Is the fundraiser on the OSD Parent Group Fundraiser Calendar located here: [OSD website/Parent & Students/Parent Involvement](#)

*NOTE: The calendar was created in the collaborative planning session. The calendar is maintained by Booster leader designee (Kimberly Schutte Freeman), not by OSD.*

- Yes - continue through the check list
- No - **contact Kimberly Schutte Freeman 509 989-2005 (or designee) with details and request the fundraiser be added to the calendar. Please be considerate of the timing of other fundraiser events and the number of fundraisers during the month when you want to do the fundraiser. Consider the previous or following month as options, if the month you are wanting already has two or more fundraisers scheduled.**



- Communication - remind key stakeholders of the fundraiser (i.e. administrators of the school(s) you represent in the fundraiser)
  - [Advertisement](#) - follow guidelines noted



- Do we need to reserve school district facilities?
  - Yes [OSD Facility use](#)
    - Facility scheduled Date: \_\_\_\_\_
  - No *continue through checklist*



- Do we need district transportation
  - Yes [OSD Transportation](#)
    - Transportation scheduled Date: \_\_\_\_\_
  - No *continue through checklist*



- Are we serving/providing food?
  - Yes [OSD Dining Service](#)
  - No



## General Checklist for Events (no fundraising)

The following checklist provides the steps for events, for groups to be in compliance with state regulations and school district policies and procedures



- Communication - remind key stakeholders of the fundraiser (i.e. administrators of the school(s) you represent in the fundraiser)
  - [Advertisement](#) - follow guidelines noted



- Do we need to reserve school district facilities?
  - Yes [OSD Facility use](#)
    - Facility scheduled Date: \_\_\_\_\_
  - No *continue through checklist*



- Do we need district transportation
  - Yes [OSD Transportation](#)
    - Transportation scheduled Date: \_\_\_\_\_
  - No *continue through checklist*



- Are we serving/providing food?
  - Yes [OSD Dining Service](#)
  - No

## Parent Group OSD Training & Resources

### Resources:

*Complete ASB Manual WASBO*, Parent Groups and Other School Support Organizations: A Guide for School Personnel and Parents, pages 1 - 13

*Booster Clubs and ASB*, Martin E. Fortin, Jr., Cispus Learning Center

Washington State PTA [www.wastatepta.org](http://www.wastatepta.org)

PTO Today [www.ptotoday.com](http://www.ptotoday.com) , a for profit organization that sells services to parent organizations

[What are the differences and similarities between PTA, PTO, Boosters?](#)

### Othello School District Policies & Procedures

OSD desires to encourage and support parent organizations serving our community's students while adhering to state laws. We desire to share resources of publications and contacts within our state that will help the parent organization function to its fullest potential.

#### General Guidelines

1. Understanding that OSD staff may also be parents belonging to these organizations and serving in a public setting, it is necessary for any staff serving as a parent in those positions to not give the impression they are there in a professional capacity. For example, staff will avoid wearing OSD merchandise including logos or school logos.
2. It is best practice that OSD staff not hold office within the parent organization of treasurer or participate in the collection of money. Other positions of leadership should be held with caution, respecting the separation of OSD and the organization in an official manner.
3. OSD Staff holding positions of leadership within the parent organization should conduct the organization's business outside of contracted hours without the use of district resources (including using email, district phones).

#### Advertisement

1. Advertisement of parent organization events outside the district must clearly state the name of the parent organization in a way that it is clearly understood the event is not sponsored by OSD.
2. Advertisement for parent organization events within the district should follow the same protocol of approval through the district office as for any community group.
  - a. A distribution form obtained from the district office receptionist must be filled out.
  - b. Must be printed in both English & Spanish.
  - c. Must contain the district non-disclosure statement.
  - d. Submit to HR department who will notify you of approval.

#### Copies

1. Parent groups are able to use district office copy machines to make copies for the sole purpose of the parent group business.
  - a. Check in with receptionist each time to ensure the machine is available.
  - b. Obtain copy code for your group through Assistant to Exec. Director of Business Services (Sheree Cantu).
  - c. Sign in and record copies made in the notebook located near the copy machines.

2. The district will invoice the parent group each month for the copies made.
3. The district does not provide envelopes or other office supplies that may be located in the copy room. Parent organization volunteers should not use any other materials or supplies in the copy room.
4. The parent group may also use the folding machine located in the copy room.

#### Fundraisers

1. Activities that are held on school property are never allowed to serve alcohol.
2. It is in the best interest of the organization and the students to follow the guidelines in both the WASBO ASB Manual and the Booster Clubs and ASB publication. Offering protection of the individuals within the organization.
3. OSD Coaches/staff on the district side of the supporting organization should not be collecting money

#### Facility Use

1. Facilities may be used by the parent organizations through the reservation process of the [Community Schools Department](#).
2. Parent group usage of district facilities should be clearly advertised with the organization's name so as to differentiate between official school business and parent organization activities.

# Booster Clubs

## *Policies~Processes~Procedures*

### 1 School Guidelines

- ✓ Money raised during the school day, on school property, using school personnel, or school materials is public money.
- ✓ Public money, generated by the students or in the name of students, may be used only for **Cultural, Athletic, Recreational, or Social** purposes.
- ✓ ASB funds are restricted Public money and cannot be used for curricular purposes.
- ✓ Co-curricular is not a legal term. Only curricular and extra-curricular are defined in the law.
- ✓ Public money cannot be given away for private use.
- ✓ Students and staff must collaborate on the generation and use of public money.
- ✓ You must have a system to monitor and protect the use of public money.
- ✓ You must follow the federal, state, school board, and your own rules about ASB.
- ✓ In a corporate sense, the Principal is the CEO and CFO; the school board is the Board of Directors.
- ✓ The State Auditor is only one of many regulatory agencies interested in ASB.

### 2 ASB or Booster?

What turns a bonafide parent group fundraiser into an ASB activity?

- The cash receipts are given to the school ASB secretary and/or stored in the school safe.
- The students handle the cash receipting reconciliation process
- The inventory is purchased by the ASB... Student officer signs a purchase order
- The school district holds and inventories the goods for resale.
- A majority of the work is performed by the students?
- The parent group uses the school name (without adding "boosters").
- District facilities use not following per district policy.
- School district personnel are involved during staff time.
- Event workers wearing official school apparel.

### 3 Requirements

- Current organizational by-laws
- Business license (if retail sales are held)
- Parent organization rules (if any)
- Current list of officers
- IRS Tax Identification # (EIN)
- Washington State UBI #
- Certificate of Insurance
- Inventory of equipment
- Recent copies of income tax report
- Annual renewal of Secretary of State registration
- List of Bank accounts
- Current list of bank authorized signers
- Follow School Board rules/ policy
- Health cards (if food is sold)
- Articles of Incorporation with Sec. of State stamp
- IRS Tax exempt request letter and/or Tax determination letter
- Any other agreements

### 4 Officer's Duties

**Fiduciary Duties**~ These duties are imposed both by the courts and by state and federal statutes. A breach of these duties may lead to personal liability, loss of tax-exempt status, or both. *Duty of...Care: know your rules, Obedience: Obey your rules, Loyalty: no personal gain.*

### 5 Resources

- **Guidestar**- National Data base of nonprofit organizations~<http://www.guidestar.org>
- **Internet Nonprofit Center**- Information for and about nonprofits ~ <http://www.nonprofit-info.org>
- **Internal Revenue Service**-See form 1023 for application, and 990 to report income/ expenses ~<http://www.irs.gov>
- **Secretary of State**-Washington State laws (WAC/RCWs) regarding charitable solicitations and trusts.~ <http://www.secstate.wa.gov/charities>
- **Washington State PTA**- Every child. One voice~ <http://www.wastatepta.org>
- **Washington Association of School Business Officials**- Check for ASB rules~<http://www.wasbo.org>