

**PAGE UNIFIED SCHOOL DISTRICT #8
2022-2023 PARENT SUPPORT ORGANIZATION HANDBOOK**



Page Unified School District District Office

500 South Navajo
Page, Arizona 86040
928-608-4101

Page High School

434 South Lake Powell Boulevard
Page, Arizona 86040
928-608-4138

Page Middle School

101 El Mirage
Page, Arizona 86040
928-608-4300

Purpose

The purpose of this document is to outline the guidelines set forth by the Page Unified School District regarding the organization and operation of booster clubs and/or parent support organizations supporting student programs and activities at all schools in the Page Unified School District.

PUSD acknowledges that booster clubs and parent support organizations are an important part to the success of both extracurricular and interscholastic programs. The district believes in establishing positive and close communication between these organizations

Booster clubs are specifically organized to do the following:

- Supporting, encouraging, and advancing the interscholastic and extracurricular programs and related activities of the Page Unified School District.
- Promoting projects that allow the booster clubs to provide facilities, equipment, tools, or supplies that go beyond that provided by the Page Unified School District. Booster clubs are advised to consult legal or tax professionals for any potential issues or questions.

Disclaimer

The Page Unified School District assumes no responsibility for consequences resulting from the use of information provided in this document. Booster clubs are separate legal entities from the schools in the Page Unified School District. They are free to organize; however, they must receive Page Unified School District administrative approval in order to represent or operate using any PUSD mascot/team/club name. Booster clubs are advised to consult legal or tax professionals for any potential issues or questions.

Limitations

Booster club shall not seek to influence or direct the technical activities or policies of the Page Unified School District administration, coaches, or officials who are charged with the responsibility of conducting the interscholastic and extracurricular programs in the District.

Definitions

Booster club – any outside group of parents, business people, or other interested non-employee members who form an organization to support a school or group of students. These groups may be referred to as booster clubs, Parent-Teacher organizations (PTO's) or Parent-Teacher-Student Organizations (PTSO's).

Fundraising – items, practices, or services sold in order to receive profit in the form of money. These funds are used for the benefit of the student or parent group.

Joint fundraising Dash a predetermined fundraising event where the funds are divided between two distinct groups in direct relation to the participation of the contributors.

Raffles – Lottery with objects as prizes; an event in which number tickets are sold, some of which are drawn at random to win prizes. The prizes in a raffle are often objects rather than money, and raffles are usually held in order to raise money for some cause or organization.

PUSD PARENT ORGANIZATION GUIDELINES FOR OPERATIONS

1. Obtain approval and support from the school administration. (See form)

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2. Principles/teachers/coaches may be in an advisory role only. They are prohibited from serving as an officer or board member.
3. Officers of the organization must take the Positive Parenting within School Programs course on nfhslern.com and provide the certificate of completion to the Athletic and Events Director.
4. Develop and adopt organization bylaws. This document should include provisions for amendment.
5. Establish officers of the organization.
6. Develop an annual budget plan and goals for the organization and plan activities accordingly.
7. Establish a checking account with the group's own Employer Identification Number (EIN) or taxpayer identification number.
8. The treasurer should prepare and distribute a financial report after the receipt of each monthly bank statement.
The report must include
 - a. Identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
 - b. Itemize all expenditures paid during the month, listing the date, check number, payee, description of the expense, and the amount.
 - c. Show a reconciliation of actual ending cash balances to the ending bank statement balance.
 - d. Copies of the monthly financial report and the corresponding bank statement should be made available to all officers and to any member who requests it.
 - e. Board members should vote whether to approve the financial report after it has been presented.
 - f. An independent third-party should conduct an annual audit.
9. The checking account must require two signatures on all checks. Debit card and credit card transactions must have an accompanying authorization form with two signatures.
10. For consistency as officers change, it is recommended that bank statements be mailed to a P.O. Box, not an officer's home.
11. All fundraisers must be approved by the site administration and/or the Student Council.
12. Participation in raffles or door-to-door fundraisers by district students are strictly prohibited.
13. Money collected through fundraisers and other organization activities should be accounted for, verified by, and prepared into bank deposits by **two** members of the organization. All monies should be deposited in tact, meaning no cash is exchanged or in any way used to pay for any expenses since all expenses must be paid by check or debit/credit card.
14. Minutes of each officer meeting and membership meeting should be produced, distributed to the membership, and retained for at least three years.
15. Joint fundraisers involving students from the club are required to have a minimum of 25% of the profits deposited into the school club account and divided by the level of effort.
16. Annual account statements are to be submitted to the PUSD office by July 1 of each fiscal year and shall include budget and goals.
17. The governing board has final authority over all phases of school operation and money raised for schools.
18. If a parent organization wishes to compensate a district employee for services performed, the request must go through the district's payroll department so that the proper payroll deductions are withheld.

PUSD APPLICATION FOR APPROVAL OF SCHOOL AFFILIATED ORGANIZATION

Name of Organization _____ School _____

Related Student Organization or Club _____

Tax Payer Identification Number _____

OFFICERS:

Name: _____

Office Held: _____

Address: _____

Phone(s): _____

Date Taking Office: _____

Completion of NFHS course: _____

Name: _____

Office Held: _____

Address: _____

Phone(s): _____

Date Taking Office: _____

Completion of NFHS course: _____

Name: _____

Office Held: _____

Address: _____

Phone(s): _____

Date Taking Office: _____

Completion of NFHS course: _____

Name: _____

Office Held: _____

Address: _____

Phone(s): _____

Date Taking Office: _____

Completion of NFHS course: _____

For additional officers, please add a separate, attached sheet.

- Formal Nonprofit Please attach a copy of:
1. Articles of Incorporation
 2. Current operating by-laws
 3. Last fiscal year AZ Corporation Commission Annual Report
 4. I.R.S. Determination Letter
 5. Last fiscal year I.R.S. Form 990 Annual Report
 6. Most recent treasurer's financial report
 7. Most recent bank statement

- Formal Nonprofit Please attach a copy of:
1. Current operating by-laws
 2. Most recent treasurer's financial report
 3. Most recent bank statement

Please continue to the back side

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RELATIONS WITH

BOOSTER ORGANIZATIONS

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Support from **booster** organizations is encouraged wherever appropriate as a means of involving the public in the activities and goals of the District. School personnel shall seek to strengthen and support **booster** organizations by cooperating in any way possible to provide assistance, materials, facilities, or other aid to assist them in helping the schools.

Close communication with **booster** organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

The Superintendent shall develop procedures as necessary for the guidance of school personnel who are involved with **booster** organizations.

Adopted: date of Manual adoption

CROSS REF.:

[JJE](#) - Student Fund-Raising Activities