

# Williamson County Board of Education

**Adopted Date:**

2/16/04  
Rev. 10/22/07;9/21/09;  
Editorial 6/3/14; Rev.  
11/16/15

4.503

PARENT ORGANIZATIONS /  
BOOSTER CLUBS  
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1 Booster clubs and parent organizations (hereinafter “school support organization” or “organization”)  
2 are encouraged to promote a positive relationship between the school and the community. The  
3 primary purpose of these organizations is to assist and support the school in recognizing and  
4 promoting students’ activities. The Principal is responsible for maintaining close communication  
5 with such organizations to ensure the organizations’ goals are in compliance with Board policies.  
6 All fundraising activities must be approved by the Superintendent of Schools or designee prior to  
7 any such activity. After receiving the Superintendent of Schools’ recommendation, the following  
8 criteria will be used in determining if an organization will be recognized (sanctioned) by the Board  
9 as a viable school support organization.  
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- 12 1. The organization must be managed or operated by adults, rather than students, and will  
13 present its by-laws and/or constitution, along with all incorporation documents, to the  
14 Superintendent’s office. These will clearly identify the organization as a school support  
15 organization separate from school district student organizations and will provide details of  
16 the structure of the organization including:
  - 17 • officers and their duties
  - 18 • election of officers and term limits
  - 19 • purpose and goals
  - 20 • dues structure, if any
  - 21 • intended use of funds generated by the organization
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- 23 2. The organization must include one representative from the school faculty as a member of  
24 the governing board. However, the following persons are prohibited from being the  
25 Treasurer of an organization and from having signature authority over an organization’s  
26 bank funds: Board members, the Superintendent of Schools, the school Principal, any  
27 individual responsible for the school’s accounting, and any employee charged with directing  
28 or assisting in directing a school club or activity associated with the organization. Further,  
29 the majority of the organization’s voting members shall not be school employees or Board  
30 members.  
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- 32 3. The organization may not use school materials in advertising its activities. Use of school  
33 property by the organization for its activities will meet all regulations established by the  
34 Board. No school support organization websites will be hosted by the district.  
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- 36 4. All funds raised by the organization will be used to achieve the stated purposes and goals of  
37 the organization. No administrative fees or stipends to officers or others will be permitted.  
38 The organization shall adopt and maintain a written policy which includes reasonable  
39 procedures for accounting, controlling and safeguarding any funds or other property of the  
40 organization.
- 41 5. The organization must maintain bank, financial, and tax exempt status separate from the  
42 school. The organization will provide to the Superintendent’s office, annually by July 31 of  
43 each year, and upon request, a complete set of financial records or detailed treasurer’s  
44 report, including all annual receipts and disbursements for the preceding school year. The  
45 organization shall maintain each year’s financial records for no less than 4 years.
- 46 6. Any plan, project or movement instituted to expand, modernize, renovate, or render  
47 maintenance to school-controlled and/or owned properties, or provide academic  
48 achievement awards and other educational recognition to students or student bodies will be  
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- 1 presented to the Board in official session for its consideration, comment, evaluation,  
2 approval and sponsorship. This must be done before any public announcement is made.  
3 7. In no manner will Board sanctioning of an organization preclude the organization from  
4 compliance with state and federal laws as they pertain to equal opportunity and treatment of  
5 all students. Gifts or services provided to the school should benefit both boys' and girls'  
6 activities. Each organization shall operate within the standards and guidelines established  
7 by a related state association, if applicable, and shall not promote, encourage or acquiesce  
8 in any violation of student or team eligibility requirements, conduct codes or sportsmanship  
9 standards.  
10 8. The Board reserves the right to revoke the sanctioning of any organization if it is found that  
11 the organization's operations and purpose are not consistent with the policies adopted by  
12 the Board.  
13 9. The organization shall supply by July 31 of each year verification of its continued status as a  
14 non-profit organization and the current telephone number, address and position of each  
15 officer of the organization, on a form provided by the schools. It shall be the responsibility of  
16 the Principal of each school to insure that all school support organizations receive,  
17 understand and comply with this policy by September 1 of each school year.  
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Legal References:

40 Title IX, Education Amendment of 1972,  
41 20 U.S.C. §1681, et. seq.; 34 CFR 106.41  
42 TCA 49-2-601, et.seq.  
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Cross References:

2.401 Gifts and Bequests  
2.900 Student Activity Funds Management  
6.701 Student Solicitations and Fundraising