CARBON CAREER & TECHNICAL INSTITUTE

SECTION: COMMUNITY

TITLE: RELATIONS WITH BOOSTER ORGANIZATIONS

ADOPTED: February 23, 2023

REVISED:

915. RELATIONS WITH BOOSTER ORGANIZTIONS

1. Purpose

For the purpose of this policy, a **booster organization** is a group of parents and/or community members that supports a school curricular, co-curricular or extracurricular activity financially or by other means. Participation is completely voluntary. Booster organizations for the Carbon Career and Technical Institute are uniquely important to the continuation of excellence in instructional and extracurricular activities for the students of the school. The purpose of booster organizations is to provide positive support to the students, the program and the personnel in a particular area or activity; i.e., parent/teacher organizations, etc. Booster organizations shall comply with Joint Operating Committee policies, established guidelines and administrative rules and with the review and revision of the guidelines and administrative rules, as charged to the Administrative Director. The following shall be implemented by each booster organization.

2. Authority

The Joint Operating Committee agrees that approved booster organizations may provide the following services in conjunction with and subject to the approval of the administration:

1. Provide support to enhance instructional and extracurricular programs within the schools.
2. Arrange various activities to provide positive interaction among staff, parents and students.
3. With their own tax identification number, establish bank accounts that are independent of and separate from CCTI funds.
4. Expend funds with the approval of their membership and in accordance with their bylaws to supplement district programs and activities.

3. Guidelines

It is the responsibility of the Administrative Director or designee to inform the booster organization of any occasion when the planned booster activity may be in conflict with CCTI practices governing extracurricular activities. If a concern exists regarding whether a proposed practice is in compliance, any person so concerned should bring the concern to the Administrative Director.

All booster organizations must comply with the following regulations:

1. All booster organization meetings will be open to the public.
2. The Administrative Director will approve all fundraising activities that involve students.
3. Booster organizations do not have the authority to direct the duties of a CCTI employee.
4. Booster organizations do not have the authority to hire personnel to work with students without Joint Operating Committee approval and applicable clearances.
5. Monies that are generated from the use of students to raise funds must be used for programs that directly benefit students.
6. Booster organizations may not use the CCTI federal identification number, sales tax license or sales tax exemption.
7. Booster organizations must comply with all state and federal regulations including those regarding accounting practices and fundraising.
8. Use of facilities by booster organizations must comply with Joint Operating Committee policy.
9. CCTI employees assigned to an instructional program or any other Joint Operating Committee-approved extracurricular program shall be funded through the school district's general or activity funds; and the CCTI shall direct payments in accordance with the School Code and applicable laws and regulations and approved by the Joint Operating Committee. Booster organizations shall not provide compensation, in any form, to CCTI employees.
10. Only those booster organizations that have been approved by the Joint Operating Committee may use the name and/or logo of the Carbon Career and Technical Institute. Booster organizations shall be approved on a yearly basis.
11. The CCTI reserves the right to withdraw recognition from any booster organizations whose actions are deemed to be detrimental to the interests of the Carbon Career and Technical Institute or its pupils.
12. Students of the Carbon Career and Technical Institute will not be members of any booster group.
13. A request for fundraising must include a statement of the purpose for which the funds will be used.

14. Each booster club must maintain a list of current officers on file at the Administrative Director's Office. It will be necessary for the officers to provide current addresses and telephone numbers on an annual basis.

15. Each organization shall be required to identify the officers/parents who are permitted to sign checks for the organization. The organizations will further be required to identify the financial institution(s) where booster account(s) are maintained.

16. Records of the organization shall be maintained including invoices, deposit slips, and minutes of meetings showing approval of prior minutes, expenses and receipts. Records should be retained at least three (3) years.

17. A written Treasurer's Report shall be provided to the members of the organization indicating the beginning balance for the period, the deposits made, the checks written against that balance for the period, and the ending balance for the period. This report shall be approved and attached to the meeting minutes.

18. Each organization shall supply to the Administrative Director an annual financial report indicating the beginning and ending balances, receipts and expenses.