

All school associated organizations, such as booster groups or other school affiliated group with tax-exempt status, which are formed to promote and assist in the financing of a given activity for the improvement of student education, shall be approved and recognized by the board. These organizations must keep on file in the superintendent's office a record of all officers with names, mailing address, e-mail address and phone numbers. These organizations must keep on file in the superintendent's office a copy of their articles of incorporation, updated by-laws, and tax identification number.

Organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures. Annually these organizations shall submit an annual financial statement and proof that all Federal and State forms have been filed. Annually these organization shall submit banking information as the bank the funds held at, account numbers, balance in account at the end of the fiscal year, and who is authorized to sign checks.

All purchases by such organizations shall be billed directly to them and sent to their mailing addresses and not to the schools or the district.

Equipment and material purchased by these organizations and presented to the school shall become the property of the school and under the control of the board.

Approved: August 18, 1997

Revised: May 7, 2007