

# Parent Organization/Booster Club Relations & Information Guidelines

Waunakee Community School District

Parent Teacher Organizations and Booster Clubs are very important partners with the school district in promoting and enhancing school programs and activities. The Board of Education encourages these groups and welcomes parent and community involvement in the schools. The main focus of these groups should be to provide support for the students involved in their respective programs. However, because of the partnership, there needs to be an understanding of certain state laws and school policies and procedures to protect parent/community members, school staff, students, and the district as a whole. Parent organizations and Booster Clubs may operate within the District’s fiscal accounting system or outside the District’s fiscal accounting system with separate banking accounts and Tax Payer ID numbers. Please review the following outline and if you have any questions please contact the building principal or superintendent for answers or further explanation.

Gifts to the District (non-fundraising gifts)

- All gifts of money, materials or equipment to the school district or district programs must be reviewed and approved by the Board of Education and become the property of the district.
- A letter outlining the gift should be forwarded to the superintendent for action at the next regularly scheduled Board meeting.

Fundraising

- For Parent Organizations and Booster Clubs operating within the District’s fiscal accounting system, fundraising activities shall be approved, through the District’s fundraising procedures, as follows:

FUNDRAISING GOAL	REVIEW & APPROVAL REQUIREMENTS
Up to \$9,999	Building Principal* – Review & Approve
\$10,000 to \$24,999	Building Principal* – Review & Recommend Approval to District Administrator District Administrator – Final Approval
\$25,000 +	District Administrator – Review and Recommend Approval to Board of Education Board of Education – Final Approval

\*The Activities Director shall follow the review/approval process for Booster Club fundraising activities.

- For Parent Organizations and Booster Clubs operating outside the District’s fiscal accounting system with separate banking accounts and Tax Payer ID numbers, **fundraising activities may** be approved and is encouraged, through the District’s fundraising procedures, as follows:

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\*The Activities Director shall follow the review/approval process for Booster Club fundraising activities.

- Door to door fundraising is prohibited for students below grade 9.
- Fundraising efforts should be developed so as to not compete with local business or other community fundraising activities.
- Student involvement in fundraising activities must be totally voluntary.
- Children are permitted to participate jointly with their parent/guardian in fundraising activities.
- Principals may approve in-school fundraisers using concession or ticket sales.
- Individual family incentives shall not be utilized in fundraising at the elementary and/or middle school level. Participation in fundraising activities is to be voluntary on the part of students and families.
- Each booster club will provide an annual report of fundraising efforts and expenditures to the Director of Business Services.
- Individual or family incentives prizes for raising the most funds or selling the most products is not allowed at the elementary or middle school level.
- No student under the age of twelve may be involved in fund raising activities without written parental approval. The district discourages fund raising by students under the age of twelve.
- There is to be no solicitation of students in school or advertising by non-school groups in schools without the superintendent's permission.
- The use of fund-raising companies is discouraged and is restricted by policy (374).
- Each booster club or parent organization must have its own raffle license to conduct raffle events.

### Staff Relations

- Staff members (coaches, advisors, directors, supervisors, teachers, etc.) may not receive any compensation of any kind for their assigned activities other than that provided by the school district.
- Gifts to staff members can only be of minimal value (i.e. plaques, t-shirts, etc.)  
Coaches, advisors or staff members cannot act as agents or solicitors for the sale of books,

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- supplies, or equipment used by the district or district students. All business-related gratuities are strictly forbidden.
- Only the Board of Education can add or delete coaching, teaching, or advisor positions. This includes volunteers (unpaid staff).
- Administration supervises staff members and makes recommendations to the Board of Education as to their employment.

PTO/PAC and Booster Club officers should be provided a copy of this information annually by the principal and acknowledge its receipt.

PTO/PAC/Booster Club: \_\_\_\_\_

Officers:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Legal Ref.:	Sections	19.59	Wisconsin Statutes
		103.23	
		103.67	
		118.12	
		946.10	
		946.12(3)	
		946.13	

Cross Ref.: 374, Student Fundraising Activities  
850, Public Sales and Solicitations on School  
Property 851, Advertising in the Schools

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