

RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

The Littleton School Committee acknowledges the important role that parents/guardians, community and booster organizations (referred to as “parent organizations”) play in establishing and achieving common educational goals for students. Parent organizations often provide an important forum for communication. They may also engage in fundraising that may allow for funding of enrichment programs and other educational opportunities that may not be available through the annual school budget. Although these private organizations are independent and not ordinarily subject to the day-to-day management of the District, their affiliation with the District generally includes use of or reference to the District’s name, mascots, visual representations, identity and reputation. Thus, requiring these private organizations to adhere certain guidelines is both reasonable and appropriate.

In order to encourage strong communication, the Superintendent and professional staff administrative staff will:

1. Consult with and encourage parent organizations to share in school planning and in setting objectives and evaluating programs.
2. Help parent organizations understand the educational process and their role in promoting it.
3. Provide for parent organizations’ understanding of school operations.

In order to be considered a parent organization for the purpose of this policy, the organization must be officially recognized by the School Committee. In order to obtain recognition; an organization must first seek the approval of the Principal. If the Principal decides to recommend the organization for School Committee recognition, the Principal will submit organizational papers to the Superintendent for presentation to the School Committee. In order to be recognized, the parent organization must at a minimum:

1. Maintain 501C3 status and file appropriate paperwork with state authorities and submit proof of such status to school district administration.
2. Recognize and adhere to the requirement that spending on student activities must comply with federal law relating to equity among students based upon gender.
3. Maintain transparency in fund raising, including annually submitting to the School Committee, via the Superintendent an itemized listing of fundraising events, expenses and net proceeds. The format and content are based on the information requirements of IRS form 990 Schedule G Part 2, Fund Raising Events.
4. If fundraising for major projects (defined as greater than \$5000), make annual donations project designated school department account for the purpose of the designated project. Expenditures from said account shall be authorized by the School Committee for the identified purposes of the donation. All donations shall follow the School Committee’s established donation policy.
5. Conduct any fundraising activities primarily for the benefit of District programs
6. Ensure that any fundraising activities are conducted in a lawful manner consistent with the interest of our students and the good name and reputation of the District.

Once the School Committee recognizes a parent organization, the School Committee may withdraw that recognition in the event the organization does not adhere to the above criteria or for any other reason deemed in the best interest of the District

LEGAL REFS: Title IX, Education Amendments of 1972

SOURCE: MASC Oct 2016 with local additions

Adopted: September 22, 2005

Reviewed: November 21, 2013

Revised: 28 May 2020

Attachment for Policy KBE
Fundraising reporting for parent organizations

Information required is based on IRS form 990 Schedule G Part 2

		(a)Event 1	(b)Event 2	(n) (Insert as necessary)	Total All Events Add col (a) through last
		(Event Name)	(Event Name)	(Event Name)	
		(Event Type)	(Event Type)	(Event Name)	
1	Gross receipts				
2	Less Contributions				
3	Gross Income Line 1 – line 2				
4	Cash prizes				
5	Non cash prizes				
6	Rent/Facility costs				
7	Food and beverages				
8	Entertainment				
9	Other direct expenses				
10	Direct expense summary. Add lines 4 through 9 in column (d)				
11	Net income summary. Subtract line 10 from line 3, column (d)				