

SAMPLE POLICY

HOMER CENTRAL SCHOOL DISTRICT

AFFILIATED ORGANIZATIONS

I. PHILOSOPHY

The Homer Central School District considers the use of its name or the name of its Schools, the use of its facilities, and access to its students population to be a privilege.

It is the purpose of the Board to allow the District and/or School name to be used only by those organizations which carry on their affairs in such a way to reflect the values of the Board of Education.

Although “Affiliated organizations” are not legally a part of the District, the public often associates them closely with District or School functions and activities. The Board of Education is not responsible for the financial matters of such organizations but is interested in protecting the District’s name by having them follow good accounting procedures, and filing appropriate returns required by New York State and the U.S. governments.

II. POLICY

Organizations seeking to use their affiliation to the District to generate funds and support District activities must seek Affiliated Organization status. Organizations seeking the use the District and or School names (implying a relationship with the District and/or its Schools), use school facilities, and/or have access to its students must request affiliation status with the District, and follow the instruction and guidelines. The Board may approve affiliation at the request of an organization for a three year period, and if prior approved, may renew affiliation status on a three year cycle. The Superintendent of Schools shall maintain a list of Board approved Affiliated Organizations and post the list on the District’s website with their dates of start and end of three year approvals. Organization affiliated with the district which use their affiliation to generate funds and support District activities shall annually deliver certain information to the Superintendent of Schools and/or District External Auditor as directed in this policy.

III. AMPLIFYING INSTRUCTIONS AND GUIDELINES

This is required information to the Superintendent of Schools and District External Auditor as follows:

- A. Submission of an initial letter of request for Board approval as an Affiliated Organization, or a letter of request for Board re-approval as an Affiliated Organization at least one month prior to the three year anniversary of approval. The following information:

Proof of organization recognition as a 501 © 3 federal organization.

OR:

1. The name of the organization and its purpose.
2. A list of the organization's board member, officers and their contact information.
3. The name of the organization's accountant or accounting firm.
4. The name of all school employees membership in the organization.
5. A copy of the organization's by-laws.

B. Submission annually, at the end of each anniversary year, a list of District and/or School interscholastic teams, groups, classes, and/or student extraclassroom activity organizations receiving funds from the Affiliated Organization, and amounts given. The list of these organizations shall include the Home-School Organizations and Parent-Teacher Groups for each school, the various booster clubs and other organizations which the Board may designate.

C. Annually, the following:

1. Submission no later than the second week of November, a copy of the IRS Form 990, or an equivalent financial report which relates the financial operations of the organization.
2. Upon examination of the organizations IRS Form 990 or equivalent financial report documents, the External Auditor shall relate any pertinent comments to the Board of Education.
3. A copy of the organization's IRS form 990 or equivalent financial report which relates the financial operations of the organization, will be presented to the District's Internal Auditor.

IV. DELEGATION OF AUTHORITY

The Superintendent of Schools or designee shall be responsible for the administration of this policy.

V. REPORTS

The Superintendent shall make an "Annual Report of Affiliated Organizations" to the Board of Education at the Board's Reorganization Meeting and shall include a list of currently approved Affiliated Organizations including Home-School and Parent-Teacher groups for each school, the various booster clubs, and other organization which the Board may approve.

VI. REVIEW

This policy is to be reviewed every three years or as the Board of Education may deem necessary.

VII. LEGAL REFERENCES None.

VIII. SIGNATURE BLOCK