

# Cave Creek Unified School District #93



## PARENT SUPPORT ORGANIZATION AND BOOSTER CLUB GUIDELINES 2023-2024

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## Purpose

The purpose of this document is to outline the guidelines set by Cave Creek Unified School District (CCUSD) administration pertaining to the organization of parent support organizations booster clubs or parent booster clubs operating to support student programs or activities at the schools of CCUSD.

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Booster clubs and parent organizations shall function as organizations for the purpose of assisting and supporting activities in the District. These booster clubs offer parents, family members, friends, and community members an opportunity to become involved with students and their schools. We acknowledge that these booster clubs are an important part of the success of the interscholastic and extracurricular programs in CCUSD and we believe that having close communication between booster clubs and CCUSD will ensure that the goals of CCUSD are achieved.

### Disclaimer Statement

CCUSD assumes no responsibility for consequences resulting from the use of the information provided in this document. PTO/ Booster clubs are separate legal entities from the schools and CCUSD. They are free to organize; however, they must receive CCUSD administrative approval in order to represent or operate using any CCUSD mascot/team/club name.

PTO/Booster clubs are advised to consult legal or tax professionals for any potential issues or questions.

## Definitions

Booster Club (Policy KJA): Any outside group of parents, business people, or community members in which membership is based on an interest in quality sports and education programs and willingness to donate labor or services, or to participate in fund-raising. These groups are usually called booster clubs, Parent-Teacher Organizations (PTOs), or Parent-Teacher-Student Organizations (PTSOs).

Fundraising: Items, practices, or services sold in order to receive profit in the form of money. These funds are used for the benefit of the student or parent group.

Joint Fundraising: A predetermined fundraising event where the funds are divided between two distinct groups in direct relation to the participation of the contributors.

Raffles: Lottery with objects as prizes; an event in which numbered tickets are sold, some of which are drawn at random to win prizes. The prizes in a raffle are often objects rather than money, and raffles are usually held in order to raise money for some cause or organization.

## **Purpose of Parent Support Organizations/Booster Clubs**

Parent Support Organization/Booster Club – are organized to support a school-sponsored sport, activity, class or program. Support may be as simple as providing refreshments for a particular event, or support may be as complex as raising money for an out-of-state competition. The Parent Support Organization/Booster Club works through the Sponsor to provide assistance for the planned activities of a student group; however, the Parent Support Organization/Booster Club does not have the authority to decide the activities or trips in which the student groups will participate. The Parent Support Organization/Booster Club may provide suggestions about particular activities; however, the Sponsor is responsible for the final decision with the Principal's or Administrator's approval.

CCUSD has found that most booster clubs have been or may be created to promote a specific sport, fine art, or cause. These booster clubs consist of parents, family members, friends, and community members dedicated to:

- Supporting, encouraging, and advancing the interscholastic and extracurricular programs and related activities of CCUSD.
- Promoting projects that allow the booster clubs to provide facilities, equipment, tools, or supplies that go above and beyond that provided by CCUSD.

Membership should be based on an interest in quality sports and education programs and willingness to donate labor or services, or to participate in fund-raising. Parent Support Organizations/Booster clubs shall not seek to influence or direct the technical activities or policies of CCUSD administration or officials who are charged with the responsibility of conducting the interscholastic and extracurricular programs of the schools in CCUSD.

## **Partnership with Schools**

The strength of the Parent Support Organization/Booster Club comes from the participation of the Parent Support Organization/Booster Club with the school site. A partnership should be formed that allows the school to communicate their program's particular needs with the Parent Support Organization/Booster Club. Likewise, Parent Support Organization/Booster Club need to communicate their plans and activities with the school so that administration can ensure the goals of CCUSD are being met and that the full assistance of the school is available as appropriate. Close communication with parent support organizations/booster clubs ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

The partnership between the Parent Support Organization/Booster Club and the school administration is essential. The administration must understand the rules and procedures of the Parent Support Organization/Booster Club, just as the Parent Support Organization/Booster Club need to adhere to any administrative, CCUSD, local, and state policies.

Groups establishing or renewing a Parent Support Organization/Booster Club, are required to complete the Parent Support Organization/Booster Club Application For Approval form and

submit it to the school administration on an annual basis. This form can be found in the forms section of the guidelines.

While it is critical that schools be informed of Parent Support Organization/Booster Club activities, it is imperative to know that CCUSD district employees may be members and officers of the organization, but shall not be signatories on any of the organization's bank accounts. CCUSD will require verification of certain types of records kept by the Parent Support Organization/Booster Club per Policy KJA. The organizations will keep accurate and complete records of each fundraising activity in accordance with generally accepted accounting practices, recording the net receipts of each activity, keeping a current balance of all monies, and submitting an annual report, through the Chief Financial Officer (CFO) to the Superintendent by July 15. The organizations will maintain a complete set of bylaws outlining all areas of operations including membership, selection of administration, requirements for requests of funds, and voting privileges.

## Contacts

Site	Name	Phone	Email
District Office	Dr. Ryan Pletnick	(480) 575-2042	rpletnick@ccusd93.net
Cactus Shadows High School	Drew Ammon	(480) 575-2458	<a href="mailto:dammmon@ccusd93.net">dammmon@ccusd93.net</a>
Sonoran Trail Middle School	Jill Sarraïno	(480) 575-8601	jsarraïno@ccusd93.net

## Incorporation and Non-Profit Status

The following are helpful hints for establishing a parent group. Further information can be obtained from the Internal Revenue Service (IRS).

Most Parent Support Organization/Booster Club are publicly supported 501(c)3 organizations. It is highly recommended that you consider applying and maintaining this non-exempt status through the IRS.

Exempt organizations are not required to incorporate. However, the following are compelling reasons to do so.

- Officers of non-incorporated organizations can be sued.
- Members of "informal" organizations can be held financially liable for income tax all the way up to the first member(s) of the organization.
- Organizations not recognized by the IRS as exempt cannot accept tax-deductible donations and donors cannot deduct contributions on their personal income tax returns.

Parent Support Organization/Booster Club should have a "unique" name that does not include the name of the school or District. No District or school names, logos, mascots or official colors shall be authorized for use by or for any non-District businesses, organizations, products, activities or causes unless otherwise approved in writing by the Superintendent or the Superintendent's designee. With prior approval or approval of a Parent Support Organization/Booster Club by the Superintendent or the Superintendent's designee, Parent Support Organization/Booster Clubs are approved to use such school names, logos, mascots or official colors per Policy KJA. The address should be a post office box or other address and not

the school's address. Parent Support Organization/Booster Club may not use CCUSD's employee identification number (EIN), but establish their own through the IRS.

## **Communication**

Distribution or posting of promotional materials must follow Policy KHC and regulation KHC-R.

## **Communication Tips**

### *Website*

Remember, if the group's website contains information about students (e.g., name, position, picture), permission must be obtained from the student's parent/guardian to publish the information. It is a good idea to have the website reviewed by an attorney who specializes in website content.

## **Fundraising**

Funds collected by the Parent Support Organization/Booster Club must be kept by the organization and off campus. Funds collected on behalf of the parent group will not be maintained by CCUSD. Any fundraising is presumed to have the intent that the funds will be raised for students within CCUSD. Therefore, any fundraising events must be appropriate to the age group of the students and not violate any CCUSD guidelines.

Fundraising on or off school campuses by Parent Support Organization/Booster Club must follow the Student Activities Fundraising approval process and be approved by site administration prior to the event occurring. This form can be found on "Forms" of the Parent Support Organization/Booster Club Guidebook. If the fundraising event is located on a school campus or as part of a school program, a CCUSD Head Coach/Club Sponsor and/or site administrator must be present to supervise and control the event.

Raffles are not allowed when students are involved. Students cannot participate, handle, solicit or otherwise be involved in any form of games of chance or gambling. Per Arizona Attorney General Opinion I84-018 school district clubs are prohibited from holding raffles. Even if the activity is called something other than a "raffle" the activity is prohibited if it involves the selling of a ticket for the chance to win a prize through a drawing. School district staff, students and resources (email, photocopiers, etc.) cannot be used to advertise or conduct an outside organization's raffle. In addition, the district cannot have raffle drawings on school property. Arizona Attorney General Opinion I84-018 states that only clubs that are not school-controlled (such as off-campus clubs, clubs sponsored by civic groups, or parent-teacher organizations) and fit within the tax-exempt categories defined by [A.R.S. §43-1201](#) may hold raffles or lotteries if they also meet the requirements of [A.R.S. §13-3302\(B\)](#).

Items purchased by the Parent Support Organization/Booster Club for the school/club/team must be donated to CCUSD following the gift and donations procedure and approved by the administration. The Request for Approval of Gift/Donation form is in the forms section of this guidebook. No District or school names, logos, mascots or official colors shall be authorized for

use by or for any non-District businesses, organizations, products, activities or causes unless otherwise approved in writing by the Superintendent or the Superintendent's designee.

If the fundraiser is a joint event with a student club or group (such as an athletic sport), the Fundraising Authorization and Approval Form sections A through D must be fully filled out. Before the fundraiser can be held, the administration must approve the event. The percentage of the profits being given to the Parent Support Organization/Booster Club and the student group must be clearly defined. The organizations will keep accurate and complete records of the fundraising activity in accordance with generally accepted accounting practices, recording the net receipts of the activity.

## **Banners/Advertisements on School Grounds**

No District or school names, logos, mascots or official colors shall be authorized for use by or for any non-District businesses, organizations, products, activities or causes unless otherwise approved in writing by the Superintendent or the Superintendent's designee. With prior approval by the Superintendent or the Superintendent's designee, Parent Support Organization/Booster Club, approved through Policy KJA, may use such school names, logos, mascots or official colors. The Superintendent or the Superintendent's designee will work with approved Parent Support Organization/Booster Club that solicit and develop income through the sale of advertisements and banners to place advertising located on sports fields, scoreboards, gymnasiums, or other club-related areas and to determine the appropriate allocation of income generated from that advertising.

The district reserves the right to refuse advertising that would otherwise be inappropriate in the judgment of the Superintendent or the Superintendent's designee. Additionally, the Superintendent or the Superintendent's designee may direct the removal of advertising that causes public criticism or is found offensive by students or members of the public. The Superintendent or the Superintendent's designee has the discretion to decline specific advertisements.

Parent Support Organization/Booster Club must complete the Banner/Advertisement Form and it must be approved by the administration before it is displayed on district property or at district events. Advertising must adhere to Policy KHB, Regulation KHB-R, and KHC.

## **School Fundraising with food**

Click [here](#) for the most updated information on fundraising with food on campus.

## Parent Support Organization/Booster Club Guidelines for Operations

- Obtain approval and support from school administration. (see form)
- Develop and adopt organization by-laws. This document should include provisions for amendment.
- Establish officers of the organization.
- Develop an annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.
- Establish a checking account with the group's own Employer Identification Number (EIN) or taxpayer identification number.
- The treasurer should prepare and distribute a financial report after the receipt of each monthly bank statement.
- The report should include
  - Identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
  - Itemize all expenditures paid during the month, listing by date, check number, payee, description of the expense, and amount.
  - Show a reconciliation of actual ending cash balances to the ending bank statement balance.
  - Copies of the monthly financial report and the corresponding bank statement should be made available to all officers and to any member who requests it.
- Board members should vote whether to approve the financial report after it has been presented.
- An independent third party should conduct an annual audit.
- The checking account must require two signatures on all checks. Debit card and credit card transactions must have an accompanying authorization form with two signatures.
- For consistency as officers change, it is recommended that bank statements be mailed to a P.O. Box, not an officer's home.
- All fundraisers must be approved by the site administration.
- Participation in raffles or Door-to-Door fundraisers by district students are strictly prohibited.
- Money collected through fundraisers and other organization activities should be accounted for, verified by, and prepared into bank deposits by TWO members of the organization. All monies should be deposited intact, meaning no cash is exchanged or in any way used to pay for any expenses since all expenses must be paid by check or debit/credit card.
- Minutes of each officer meeting and membership meeting should be produced, distributed to the membership, and retained for at least three years.
- Joint fundraisers involving students from the club are required to have a percentage of the profits deposited in the school club account and divided by the level of effort.
- An Annual report is to be submitted through the CCUSD Chief Financial Officer (CFO) to the Superintendent by July 15



## Required Checklist for Parent Support Organization/Booster Club

	Contact School Administrator prior to formally organizing.
	Submit an application to the school administration for approval of the Parent Support Organization/Booster Club .
	Develop and adopt organization By-Laws (governing document), and establish officers of the organization.
	File IRS Form SS4 to obtain a taxpayer ID number.
	Establish a bank account.
	Meet with the school administrator for approval of fundraising activities or events.
	Complete the Arizona Corporate Commission processes to file Articles of Incorporation.
	Submit an annual report, through the Chief Financial Officer (CFO) to the Superintendent by July 15.

## Parent Support Organization/Booster Club Do's and Don'ts

Do's	Don'ts
Have bylaws and annual report approved by the administration	Don't function without bylaws or approval.
Have all activities/fundraisers approved following the district policy	Don't hold fundraisers without required approval and having the Fundraising Authorization and Approval Form completed and on file with the site
Encourage a healthy relationship with the sponsor/coach and site administration – work as a team	Don't operate without elected officers – following the election process outlined in the Parent Support Organization/Booster Club bylaws
Have regularly scheduled meetings open to stakeholders	Don't let Parent Support Organization/Booster Club activities interfere with academic instruction time
Have adequate accounting procedures in place to assure that the Parent Support Organization/Booster Club members, sponsor/coach, site administration, district administration can review records of the organization when needed	Don't advertise as a nonprofit unless you have filed the appropriate paperwork and been granted that status
Understand the CCUSD donation process.	District employees may be members and officers of the organization, but shall not be signatories on any of the organization's bank accounts.
Understand that any financial obligation incurred by Parent Support Organization/Booster Club shall be solely that of the Parent Support Organization/Booster Club	Don't use a student's name, position, or picture without written permission from the student's parent/guardian to publish the information.
Seek legal/accounting services to ensure compliance with all state/federal laws and requirements	Don't have students assist, in any capacity, with a fundraiser unless the Fundraising Authorization and Approval Form is approved and clearly outlines the percent/amount of funds raised that will be deposited into the booster and student activities account.

This list is not exhaustive. Parent Support Organization/Booster Club are advised to consult legal or tax professionals for any potential issues or questions.

## **State of Arizona and CCUSD Policies**

### **State of Arizona A.R.S. §13-3302.**

Exclusions D. A nonprofit organization that is a booster club, a civic club or a political club or political organization that is formally affiliated with and recognized by a political party in this state may conduct a raffle that is subject to the following restrictions:

1. A member, director, officer, employee or agent of the club or organization may not receive any direct or indirect pecuniary benefit other than being able to participate in the raffle on a basis equal to all other participants.
2. A person, except for a bona fide local member of the sponsoring club or organization, may not participate directly or indirectly in the management, sales or operation of the raffle.
3. The maximum annual benefit that the club or organization receives for all raffles is ten thousand dollars.
4. The club or organization is organized and operated exclusively for pleasure, recreation or other nonprofit purposes and no part of the club's or organizations net earnings inures to the personal benefit of any member, director, officer, employee or agent of the club or organization.

<https://www.azleg.gov/ars/13/03302.htm>

## **State of Arizona A.R.S. §43-1201.**

### Organizations exempt from tax

(Caution: 1998 Prop. 105 applies)

A. Except as otherwise provided in this chapter, the following organizations are exempt from the taxes imposed under this title:

1. Organizations that are exempt from federal income tax under section 501 of the internal revenue code.
2. Insurance companies that pay to this state a tax on premium income derived from sources within this state.

B. Nonprofit medical marijuana dispensaries under title 36, chapter 28.1, are exempt from the taxes imposed under this title.

<https://www.azleg.gov/ars/43/01201.htm>

## **KJA - RELATIONS WITH BOOSTER ORGANIZATIONS**

Some of the strongest school support comes from parents or organizations having strong interests in specific students or school activities. Booster clubs and parent organizations shall function as organizations for the purpose of assisting and supporting activities in the District.

Close communication with booster organizations ensures greater harmony with the policies and goals of the District. Each principal shall assume responsibility for the conduct of any organization approved by that principal for interaction with the students, staff, or program of the school.

Membership should be based on an interest in quality sports and education programs and willingness to donate labor or services, or to participate in fund-raising. District employees may be members and officers of the organization, but shall not be signatories on any of the organization's bank accounts.

The organizations will keep accurate and complete records of each fundraising activity in accordance with generally accepted accounting practices, recording the net receipts of each activity, keeping a current balance of all monies, and submitting an annual report, through the Chief Financial Officer (CFO) to the Superintendent by July 15.

The organizations will maintain a complete set of bylaws outlining all areas of operations including membership, selection of administration, requirements for requests of funds, and voting privileges.

Adopted: April 10, 2023

## KHB © - ADVERTISING IN SCHOOLS

No materials from outside of the school system used for propaganda purposes (ideas, facts, or allegations spread deliberately to further a cause or to damage an opposing cause) shall be permitted to be posted in school buildings or on school grounds or properties while students are present for instructional or recreational purposes.

School sponsored student government activities, mock elections and promotions are exempt from the prohibition against propaganda posting.

Unless otherwise prohibited by law nothing herein shall be construed to prevent the District or a District school from the sale of advertising space in accordance with A.R.S. [15-342](#), subject to the following conditions:

- Such advertisements shall be age appropriate and not contain promotion of any substance that is illegal for minors, such as alcohol, tobacco and drugs, or gambling. Advertisements shall comply with the state sex education policy of abstinence.
- Advertising approved by the Governing Board for the exterior of school buses may appear only on the sides of the bus in the following areas:
- The signs shall be below the seat level rub rail and not extend above the bottom of the side windows.
- The signs shall be at least three (3) inches from any required lettering, lamp, wheel well or reflector behind the service door or stop signal arm.
- The signs shall not extend from the body of the bus so as to allow a handhold or present a danger to pedestrians.
- The signs shall not interfere with the operation of any door or window.
- The signs shall not be placed on any emergency doors.
- The District shall establish an advertisement fund that is composed of revenues from the sale of advertising. The monies in the advertisement fund are not subject to reversion.

Requests for advertising to promote the merit of any product by brand name or trademark shall be submitted to the Board.

The Governing Board has discretion to decline specific advertisements.

Adopted: August 23, 2011

## KHB-R REGULATION - ADVERTISING IN SCHOOLS

All advertising, including but not limited to banners, signage, and paid announcements, will be age-appropriate and not contain promotion of any substance or activity that is illegal for minors, such as alcohol, tobacco, drugs, firearms, gambling, etc. Advertising must comply with the state sex education policy of abstinence.

Activities/advertisers shall *not* be approved if they promote:

- hostility, disorder, violence
- discrimination, harassment or ridicule of any person or group (on the basis of gender, religion, ethnicity, race, or sexual orientation).
- any religious, political organization or candidate, or political issue.
- an external charter school or private school, or anything that would override or compete with the school/District identity or functioning of the District.

Such advertising will seek to model and promote positive values for students of the District through proactive educational messages, and not just favor traditional advertising of a product. Preferred advertising includes messages that encourage student achievement and the establishment of high standards of personal conduct and promote programs and activities within the District.

The District will establish a sponsorship oversight committee composed of, but not limited to, an associate superintendent, the director of transportation, the director of facilities and construction, a high school representative, and a parent.

Bus advertising must be approved by the oversight committee and may appear only on the exterior sides of the school buses, as provided for in state law and regulations.

The oversight committee will be responsible for reviewing advertising proposals, establishing a fee structure, and promoting the revenue program. The administrative representatives shall assume the responsibility for organizing the oversight committee and in assisting in the efficient performance of its duties. Specific committee tasks will consist of assisting in the selection of potential advertisers, determining appropriate content and cost of the ads, and ensuring the effective implementation of the program.

The revenues derived from the sale of school bus advertising will be applied as directed in state law and regulations.

LEGAL REF.:

A.R.S.

[15-342](#)

[15-349](#)

## **KHC - DISTRIBUTION / POSTING OF PROMOTIONAL MATERIALS**

As a community service, the Governing Board authorizes its schools to distribute or disseminate promotional material of nonprofit organizations that provide activities and instruction for school age children. The Board does not authorize the distribution or dissemination of any material that would promote a program, activity or event that would conflict with students' enrollment and attendance in the District's schools.

The District and its schools may restrict distribution of promotional materials of organizations to specific times or dates, or to postpone distribution of such materials due to shortage of available staff or other District or school priorities. Organizations assume the risk that schools will not distribute time-sensitive promotional material on or before a desired date.

Nonschool promotional material soliciting for or promoting participation in commercial offerings or other materials of any for-profit organization, will not be allowed on school property during school sessions, unless that material provides financial benefit to the educational program as determined by the Board.

The organization's promotional material shall not:

- Cause the District to violate state or federal laws.
- Promote illegal discrimination on the basis of gender, race, religion, national origin or ethnicity, or disability.
- Promote illegal activity for minors.
- Defame a person or organization.
- Threaten serious disruption of a school or school-sponsored activity.

As required by federal law, the District will not deny an outside organization the opportunity to distribute or display promotional material because the offered program, activity or event will be provided from a religious, philosophical or political perspective.

### **Limited Public Forum**

The District operates its schools as nonpublic forums. This policy is intended to create a limited public forum for the distribution or display of promotional materials of outside nonprofit organizations, subject to the terms and conditions set forth in this policy and any regulations adopted by the Superintendent to implement this policy. The Governing Board may redefine or close the limited public forum at any time.

### **Dispute Resolution**

The administration of the District and its schools shall apply this policy in good faith and in a nondiscriminatory manner. If the District refuses to distribute or disseminate material because it is deemed to be nonconforming, the organization will be given an opportunity to make necessary revisions and/or deletions and resubmit the material for approval. An organization that believes that this regulation has been applied improperly may request review by the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall determine, in his or her sole judgment, whether material submitted for



distribution or display is conforming promotional material and whether this policy, including the guidelines, have been applied properly.

Any challenge to a denial to distribute or post materials issued to a student or the student's parents shall follow the provisions of A.R.S. Section [15-110](#)(G), which include that the student or the student's parents may not initiate any legal action unless the student or the student's parents have filed a complaint and allowed an investigation to ensue as per that statute.

### **Manner of Displaying/Posting**

The manner of communication shall be through digital upload and posting on the eflyer website, mobile app, and parent eflyer e-mails. Display/posting or stacking of physical non-school promotional materials is prohibited in any school location.

### **Flyer Application Process**

Nonprofit organizations will create an online account to establish their nonprofit eligibility in order to display/post flyers. Once an organization is approved, the nonprofit organization will complete an online application form and upload pdf documents/flyer for approval for each flyer they wish to display/post. A Communications & Community Engagement staff designee will approve flyers which meet the guidelines outlined in this policy for display/posting on the eflyer website, mobile app, and parent e-mails.

Parents will be able to opt-out of e-mails containing flyers.

Cave Creek Unified School District neither endorses nor sponsors the organizations or activities promoted in such materials. The administration of the Cave Creek Unified School District shall apply this policy in good faith and in a non-discriminatory manner, but always in the best interests of the District's students, good order, and the District's education mission, as determined by the Superintendent or the Superintendent's designee, without appeal. If the District refuses to distribute or display material because it is deemed to be non-conforming, the outside organization will be given an opportunity to make necessary revisions and/or deletions and resubmit the material for approval. An organization that believes that this policy has been applied improperly may request review by the Superintendent or designated administrator.

### **Regulations**

The Superintendent may adopt regulations as necessary to implement this policy.

Adopted: October 10, 2016

LEGAL REF.:

A.R.S.

[15-110](#)

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's Internet Protection Act)

## KHC-R REGULATION - DISTRIBUTION / POSTING OF PROMOTIONAL MATERIALS

### Definitions

For the purpose of Governing Board Policy KHC and this accompanying regulation:

*Materials* may include but is not limited to written material in the form of pictures, notices, announcements, flyers, newsletters, bulletins, brochures, frequently asked questions (FAQs), monographs, items with a visual or printed message, electronic representations, and other visual and auditory representations.

*Promotional material* means written material that is intended solely to notify students and their parents of the opportunity to participate in a youth-related program, activity or event that aims to improve the health, education or welfare of students.

### Procedures

Organizations are encouraged to review these guidelines and, if necessary, discuss with the District office administration or the school principal, the application of the guidelines to contemplated promotional materials before the organization produces its materials. The organization should also review the lead-time necessary to review and approve. As a general rule, the District requires at least one (1) week to process requests for submission to the flyer approval management system.

The promotional literature shall be provided to the District office at the same time as the assurance form to evidence compliance.

Authorization shall be premised upon a written assurance and confirming material received by the District office referencing the instruction/activity that the organization will:

- Agree that any charges for the instruction/activities will be based on and not exceed the cost of providing the instruction/activities (Nonprofit);
- Not use fighting words, obscenities, defamatory speech or encourage disruption of the educational environment;
- Not provide representations or visuals that are inappropriate as described in The Children's Internet Protection Act;
- Label all material with the name of the organization;
- Display the name, address and telephone number of the local representative for the organization prominently on the promotional material;
- Promotional material that includes a registration form must prominently display the mailing address of the organization so that the parent/guardian will mail the form directly to the organization; and
- Have an authorized representative of the organization sign the written assurances.

Promotional materials must contain the following disclaimer, prominently displayed or affixed to the material:

***"The Cave Creek Unified School District neither endorses nor sponsors the organization or activity represented in this material. The distribution or display of this material is provided as a community service."***

### **Manner of Automated eflyer Distribution**

The manner of communication elected by each school shall be either:

- Posted electronically to the District website through Peachjar which is an automated email distribution of flyer
- Display of a representative item (posting on a bulletin board like structure); or
- Stacking flyers or representative materials on a flat surface located in an area on the school campus generally accessible to students. Display/posting or stacking will be on a space-available basis.

From a list of signed and dated assurance forms maintained by the District office, the administration shall determine the items to be granted permission for electronic posting, posting/displaying or stacking during a prescribed time period, limited to the available space designated for such purposes.

Materials permitted for display/posting or stacking must be electronically sent to the District office for approval and posting to the web or by hard copy delivered to the school office after District office approval by a person properly authorized to represent the entity providing the materials. The material shall not be larger than a standard eight and one-half by eleven inch (8 1/2" x 11") sheet of paper. Where stacking of materials for pick up is permitted, the quantity of materials stacked at the designated location shall not exceed one hundred (100) copies at any given time.

The District and schools will not mail promotional material to parents/guardians. Outside organizations are not authorized to directly distribute promotional materials to students or to their parents/guardians on school grounds. The email correspondence will be available to their provided email address.

Any challenge to a denial to distribute/post promotional materials shall utilize a simplified Alternative Dispute Resolution process as referenced in A.R.S. [15-110\(G\)](#), Rights of students at public educational institutions; limitations; definition, which stipulates that a student or a student's parent shall not initiate legal action to enforce this section unless the student or the student's parent has done the following:

- The student or the student's parent shall submit a complaint in writing with the specific facts of the alleged violation to the principal of the school. The principal shall investigate the complaint and respond in writing, including a description of any action taken to resolve the complaint, within fifteen (15) days of receiving the written complaint.
- If the complaint is not resolved, the written complaint specifying the facts of the alleged violation may be submitted by the parent or student to the Superintendent or designated administrator, who shall investigate the complaint and respond in writing, including a description of any action taken to resolve the complaint, within twenty-five (25) days of receiving the written complaint.

School District legal counsel shall be consulted at any time there is a substantive question or dilemma resulting from a request related to Policy KHC and this regulation. Challenges originating from a source alleging viewpoint-based denial of authorization shall be referred immediately.

## **KHA © - PUBLIC SOLICITATIONS IN SCHOOLS**

A school employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation of employees and/or students by any profit, nonprofit, or charitable groups, institutions, or organizations must have the approval of the Superintendent in advance.

Districts shall not use an automated system that plays recorded messages or sends text messages to solicit persons to purchase goods or services or requests survey information if the results are to be used directly for the purpose of soliciting persons to purchase goods or services unless the message was sent with prior express invitation or permission by the recipient or the recipient has an existing business relationship with the sender.

The District shall strive to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises, and individuals. This policy shall apply particularly to ticket sales and sales of articles or services except those directly sponsored by school authorities or school organizations.

Adopted: October 8, 2013

LEGALREF.:

A.R.S.

[13-2919](#)

# FORMS



## BOOSTER CLUB APPLICATION FOR APPROVAL

As an organization, we agree to abide by the By-Laws of our organization, and follow District Guidelines for Operation, while we strive to improve our children's educational opportunities where support is needed.

Name of Organization: \_\_\_\_\_ School: \_\_\_\_\_  
☐ Renewal OR ☐ New Organization Entity ID#: \_\_\_\_\_

### Required Documents:

- 1) Copy of By-Laws and Standard Operating Rules (including membership, selection of administration, requirements for requests of funds, and voting privileges).
- 2) Documentation of filing with the Arizona Corporation Commission (confirmation documentation required)
- 3) Most recent Annual Report and a bank statement per Policy KJA

#### OFFICERS:

(District employees may be members and officers of the organization, but shall not be signatories on any bank accounts.)

Name: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signer on Bank Account ☐ YES ☐ NO

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signer on Bank Account ☐ YES ☐ NO

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### OFFICERS:

(District employees may be members and officers of the organization, but shall not be signatories on any bank accounts.)

Name: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signer on Bank Account ☐ YES ☐ NO

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signer on Bank Account ☐ YES ☐ NO

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Planned Activities/Goals:

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As officers, we hereby agree to abide by the By-Laws of our organization, attend annual District-provided Booster Club training, and follow the applicable CCUSD governing board policies while we strive to improve our children's educational opportunities where support is needed.

\_\_\_\_\_  
 Officer Signature Date Officer Signature Date

### Authorization

☐ Approved

☐ Not Approved

Administration Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Cave Creek Unified School District

### Fundraising Authorization and Approval Form

*\*Copies of this form -- with any contracts, written agreements, and club meeting minutes attached -- should be filed with the School Administrator and the Organization.*

*\*All information must be submitted to Site Administration 14 days prior to the fundraiser.*

#### Section A.

Name of Club/Organization: \_\_\_\_\_

School: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Position in Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Organization's Meeting Date (of approval): \_\_\_\_\_

LOCATION OF FUNDRAISER (specific room, address, etc.): \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

#### PURPOSE OF FUNDRAISER:

\_\_\_\_\_  
\_\_\_\_\_

#### FUNDRAISER METHOD & DESCRIPTION (what will be sold, how will it be sold, at what function will it be sold)

\_\_\_\_\_  
\_\_\_\_\_

#### Section B.

If the fundraiser is jointly sponsored between an approved parent organization and student club/sport, describe who will perform the various fundraising responsibilities and how money will be allocated between the parent organization and club/sport (must equal 100%):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % to the parent organization      \_\_\_\_\_ % to the student club

(At high schools, jointly raised funds that are deposited solely to the parent group must be recorded so that the student clubs share of the proceeds are benefitting them directly.)



### Section C.

All fundraisers must have the approval of the school administrator. Cave Creek Unified School District District activities that are done for the purpose of fundraising must be initiated, sponsored, and recorded by one of the following groups. Fundraisers that are co-sponsored must be initialed by both groups. Initial to the left all that are appropriate:

\_\_\_\_\_ **A. CCUSD Authorized Student Club/Sport/Teacher** *(Advisor's AND Club Officer's initials required).*

\_\_\_\_\_

*\*We acknowledge that student clubs/sports that sponsor a fundraiser must always deposit funds and record expenditures in the CCUSD student account and follow the CCUSD Student Activity Organization Policy and Procedure Manual.*

\_\_\_\_\_ **B. CCUSD Recognized Parent Organization** *(Officer's initials required).*

*\*We acknowledge that parent organizations that sponsor a fundraiser must record receipts and expenditures in the parent organization's checking account. (Joint fundraisers must have the appropriate initials in A and B. Funds should be deposited into the parent organization's checking account and the student activity account per the allocation described above.)*

### Section D.

*All Contracts have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraiser, and have been reviewed with the school Principal.*

Club Advisor/Coach/Teacher/Parent Org. Officer: \_\_\_\_\_

Date: \_\_\_\_\_

### Authorization

☐

Approved

☐

Not Approved

School Principal/Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Cave Creek Unified School District**  
**Banner/Advertisement Approval Form**

*\*All information must be submitted to Site Administration 30 days prior to the display of the advertisement.  
\*Banner/Advertisement proof must be attached  
\*All banners/advertisements must have the approval of the superintendent or superintendent designee.  
\*All Banners/Advertisements must follow Governing Board Policy KHB and Regulation KHB-R.*

**Section A.**

Name of Club/Organization: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
School: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Position in Organization: \_\_\_\_\_  
LOCATION OF Banner/Advertisement (specific room, address, etc.): \_\_\_\_\_

**Section B.**

If the banner/advertisement is sponsored by an approved parent organization representing a school activity/athletic department, shown during a school event, or shown on district property, how will the money be allocated between the parent organization and athletic department/school auxiliary account:

\_\_\_\_\_% to the parent organization/Student Organization \_\_\_\_% Athletic Dept. /School

Amount Charged for Banner/Advertisement: \_\_\_\_\_

**Section C.**

*The parent organization is responsible for creating and physically acquiring the banner/advertisement that is generated from a parent organization. All banners/advertisements must have the approval of the superintendent or superintendent designee.*

Club Advisor/Coach/Teacher/Parent Org. Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**Authorization**

☐

Approved

☐

Not Approved

Superintendent or Superintendent Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***No Banner/Advertisement will be displayed before being authorized by the Superintendent or Superintendent Designee. If a banner is displayed before authorization it will be removed from school property.***

**CAVE CREEK UNIFIED SCHOOL DISTRICT NO. 93**  
**RECEIPT FOR DONATIONS**

(Submit to: CCUSD Business Office when completed)

Date of Donation: \_\_\_\_\_ Type: ☐ Cash Amount \_\_\_\_\_  
☐ Non-Cash Value \_\_\_\_\_

*No goods or services were provided in return for your donation.*

School/District Office: \_\_\_\_\_ Foundation: \_\_\_\_\_

**DONOR\*:** (Name) \_\_\_\_\_

(Address) \_\_\_\_\_

Description & Purpose: \_\_\_\_\_

**\*Your donation will be acknowledged at a Governing Board meeting unless you wish to have your name withheld. Please check here to keep your name from appearing in the Governing Board packet that is posted on the CCUSD® website.** ☐

*Please note: Any and all donations of time and material that temporarily or permanently change the physical state of the facility must be reviewed and approved in advance by the Director of Facilities and Construction. Please contact the Facilities Department at (480) 575-2051.*

Received by: \_\_\_\_\_ (Name) \_\_\_\_\_ (Administrator) \_\_\_\_\_ (Date)

**NON-CASH DONATION VALUE IS DETERMINED BY THE DONOR  
NOT CAVE CREEK UNIFIED SCHOOL DISTRICT NO. 93**

Approved by Governing Board: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledgement sent by: \_\_\_\_\_ Date: \_\_\_\_\_

Recorded by Property Control: \_\_\_\_\_ Date: \_\_\_\_\_

## Cave Creek Unified District PTO/Booster Club Financial Report

**Financial reports for Booster clubs are due annually to the Cave Creek Unified Business Office. Reports for July 1 to June 30, are due July 15. Please attach a copy of the June bank statement. Additional statements may need to be provided upon request.**

Name of Club:

Opening Cash Balance

\$0.00

\$0.00

### Ending Cash Balance

**All income (Fund raising, donations, contributions, memberships, etc)**

Description of Income	Amount of Deposit
Total	\$0.00

<b>Expenses (all disbursements)</b>
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Description of Expense	Amount of Expense
Total	\$0.00

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Club President (Printed)

Date \_\_\_\_\_

Signature