



## **SCHERTZ-CIBOLO-UNIVERSAL CITY ISD ADMINISTRATIVE REGULATION**

### **RELATIONS WITH PARENT ORGANIZATIONS**

**GE**

Parent organizations and booster clubs may be formed to promote the school program or to complement a particular student group or activity, with the approval of the campus principal.

Each such organization must submit the following to the campus principal for approval:

1. The constitution and bylaws of the organization.
2. A list of all activities and fund-raisers, annually.
3. The budget of the organization, annually.

Such organizations must agree to abide by all applicable UIL, District, and campus rules.

#### **Liaison**

The faculty sponsor of a student group will serve as the liaison between any organization formed in connection with that student group and the District. If no specific student group is involved, the principal will serve as the liaison.

A current list of officers of each organization will be kept on file in the principal's office of the school involved.

#### **Requests For Fund-Raising Activities**

A parent organization or booster club desiring to conduct a fund-raising activity in a District school, including a concession stand, must submit to the Principal or designee a request containing the following information [see Request Form in Booster Club/PTC Guidelines]:

1. Purpose of the fund-raising.
2. Type of activity.
3. Dates and times of the activity.
4. Name of the sponsoring organization and representative.
5. Estimated amount of money to be raised.
6. Whether proceeds from the sale benefit the school or the District.

This request must be submitted at least 30 days prior to the proposed activity.

Each request for approval of a fund-raising activity must be made separately. Each school will be limited to fund-raising activities sponsored or conducted by parent organizations or booster clubs per year in accordance with Administrative Regulations CFD R1, R2, and R3.



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#### **Booster Clubs**

District booster clubs will:

1. Be voluntary and support student activities of the school.
2. Use school facilities only with the prior approval of the Superintendent or designee.
3. Not attempt to influence District employees in the administration of duties.
4. Comply with administrative regulations, Board policy, and any applicable UIL rules when offering money or gifts to the District. [See Board Policy CDC]
5. Pay all taxes and other debts incurred by the organization. Food products, meals, soft drinks, and candy are exempted from taxes only if state law is followed.
6. Provide evidence of adequate insurance coverage for activities conducted on school premises. The District cannot provide insurance coverage for the booster club.
7. Submit to an annual audit and supply copies of its audited financial statements to the Superintendent or designee annually.
8. Assume liability for any and all personal injuries or property damage arising from their activities.

#### **Additional Information**

For additional information pertaining to parent organizations and booster clubs, please refer to the Booster Club/PTC Guidelines.

**Link:** [Booster Club/PTC Guidelines](#)