

**DRAFT-FRANKLIN LAKES BOARD OF EDUCATION
FILE CODE: 1230 SCHOOL-CONNECTED ORGANIZATIONS**

The Franklin Lakes Board of Education will encourage the work of general, voluntary, school-connected organizations of parents/guardians, school staff and friends of the school in each school. The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools. The board shall make it a practice not to interfere in the internal workings of such groups, but reserves the right to withdraw recognition from any parent organization whose actions are inimical to the interests of the pupils of this district.

1. Requests for authorization as a school-connected organization shall contain:
 - a. The name of the organization.
 - b. The date of application.
 - c. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
 - d. Membership quotas or qualifications.
 - e. The names, addresses and phone numbers of all officers.
 - f. A brief description of the organization's purpose.
 - g. A list of specific annual objectives.
 - h. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds.
 - i. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
 - j. The signature of a site administrator who supports the request for authorization
 - k. Panned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
 - l. Evidence of liability insurance as required by law. (policy #1330 – Use of School Facilities)
2. Authorizations shall be automatically renewed each year. The superintendent may recommend that authorizations be revoked by the Board if considered necessary.
3. Organizations may not establish educational policy, participate in the administration of the school, or authorize management and direction of school affairs or employees.
4. Organizations shall have as their objectives the promotion of student welfare and educational interests of district pupils
5. The organization shall use a separate name and logo. Organizations shall not use the district's name or logo in their titles without the board's express consent. Such permission to use the district's name does not constitute permission to act as the district's representative.

6. Permission to hold regular meetings of such organizations in school facilities will be extended by the board of education for a particular school year, in accordance with policy #1330.
7. The school principal or another professional staff member designated by the principal may serve as adviser to a general parent/teacher organization.
8. All school-connected organizations must submit fundraisers for Board approval 90 days in advance, in accordance with policy #5136.
 - a. Funds of the school-connected organization shall not be co-mingled with district funds
9. Gifts, grants and donations shall comply with Policy 3280 GIFTS, GRANTS AND BEQUESTS
10. Lists of students, parents or staff are considered confidential and shall not be furnished to anyone other than in the normal operation of the schools, in accordance with policy regulation 1110-R PUBLIC INFORMATION PROGRAM.
11. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours or through a third party organization providing services to the school outside of school hours/contract.
12. Sponsors- Parent and student groups seeking sponsors for established activities of that organization shall be guided by the following:
 - a. Sponsors may be asked to donate basic services of that organization. Donations may be financial or in kind services. It is understood that a sponsor's name or logo may appear on a donation item or as a credit noted in the group's publication.
 - b. Groups should bear in mind that local businesses have limited resources which are sought by many organizations. Repeated requests to the same sponsor may result in withdrawal of its support.
 - c. Coordinating Council and PTA's of individual schools should have equal access to each sponsor.
 - d. Sponsors shall be requested only for activities that have been approved by the general membership of the organization. In addition, student groups shall have the authorization of the building principal prior to contacting any potential sponsor.
 - e. The intent of solicitation for a sponsor's support should be to make more of the organization's funds available to achieve the stated purpose of the group.

Board Approved School-Connected Organizations

Franklin Lakes Education Association

It shall be the policy of the Board of Education to permit the Franklin Lakes Education Association one fund raising project in each school year. Any additional fund-raising project by

the Franklin Lakes Education Association would require specific details and justification for use of such funds.

Parent-Teacher Associations

The Parent-Teacher Association of each school may solicit and collect annual dues. In addition, each Parent-Teacher Association may conduct one major fund-raising project subject to Board approval. A major fundraiser is defined as an activity that is anticipated to generate more than \$10,000 in profit. Each Parent-Teacher Association may conduct a series of fundraisers in place of a major fundraiser. This series of fund raisers shall also receive Board approval. If a Parent-Teacher Association decides that additional funds are necessary, a written, detailed request must be submitted no later than the fifteenth of the month for Board Approval. The Coordinating council of the Parent-Teacher Association may sponsor the school photo-taking project and also conduct one annual fund raiser subject to Board approval. No employee shall use his or her position to influence the purchase of or to sell directly to students, parents or school staff any books, merchandise, materials or services.