

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Activity Fund Exemptions

The Oklahoma City Board of Education has recognized booster clubs and other adult organizations as exempt from the requirements of the school activity funds management regulations. Those organizations will not have their funds processed through the district's activity fund accounts and will not have fundraisers under the control of the board of education.

An adult organization is defined as any organization which:

1. Is managed or operated by adults rather than students;
2. Uses student assistance to a minimal degree and is not assisted by students during the school day;
3. Does not consume school materials in advertising its activities;
4. Does not represent itself as a school organization but clearly defines itself as a parent or booster club; and
5. Maintains bank, financial, and tax-exempt status separate from the school district.

Any organizations seeking exemptions shall petition the board for such an exemption pursuant to the requirements outlined below. Once the exemption has been granted, the organization will not be subject to board control, but will need to operate in accordance with the requirements outlined ~~in~~ herein.

Procedures for Requesting Exemption

All organizations that meet the requirements for adult organizations may petition for exemption to the activity fund requirements. If the board grants such an exemption, the organization will not be required to have its funds processed through the school activity fund accounts and it will not be required to have its fundraisers under the control of the board of education.

A petition for exemption must include the following:

1. A list of officers
2. Names of individuals who have purchasing authority
3. Bank account numbers and identification numbers
4. A statement explaining how funds will be raised and how they will be used
5. A copy of the organization's charter and by-laws
6. Documents proving that it has met all requirements, pursuant to state and federal law, to be considered a non-profit or tax-exempt organization.

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The petition shall be submitted to the board clerk and, within 60 days of submission, the board shall either approve or deny the petition by action in an open meeting.

Requirements for Remaining Exempt

All adult organizations that have been exempted from the district's activity fund requirements must do the following in order to maintain their exempt status: *

1. Adult organizations shall not use students or district employees for fund raising activities during school hours.
2. Adult organizations shall not use the district's mailing address nor that of individual schools.
3. Adult organizations shall not use the district's federal identification number.
4. Adult organizations shall not incur debt in the name of the school district or individual schools.
5. Adult organizations shall not have joint fund-raisers with any school-sponsored organization.
6. Adult organizations shall not have district employees as their sole fund custodians.
7. Adult organizations shall not allow district employees to perform bookkeeping functions.
8. Adult organizations shall not allow district employees to make purchases or sign fundraising agreements in the name of the organization.
9. Adult organizations shall not allow district employees to be the sole signatories on the organizations' bank account signature lists.
10. Adult organizations must maintain appropriate accounting records.
11. Adult organizations must submit financial records to the district's internal auditor, or an external auditor, annually, or immediately upon request.
- 12.
- ~~12-13.~~ Adult organizations must comply with other district policies, regulations, and rules as they relate to fund raising activities on district property.
- ~~13-14.~~ Adult organizations must make the district immediately aware of any changes in their organizational structures.

Any organization that fails to follow the requirements outlined in this regulation will lose its exempt status.

*No faculty account will be allowed to obtain an exemption from the requirement of maintaining a school activity fund account.

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REFERENCE: 70 O.S. §5-129.1
Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

~~CROSS-REFERENCE: Policy D-10, Activity Funds~~

[OSSBA- Policy CFBB](#)

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