

# AGUA FRIA UNION HIGH SCHOOL DISTRICT #216

## 2019-2020 PARENT SUPPORT ORGANIZATION HANDBOOK



### **Agua Fria Union High School District Office**

1481 N. Eliseo Felix Jr. Way  
Avondale, Arizona 85323  
623-932-7000

### **Agua Fria High School**

530 E. Riley Drive  
Avondale, Arizona 85323  
623-932-7300

### **Canyon View High School**

6024 N. Perryville Road  
Waddell, AZ 85355  
623-932-7600

### **Desert Edge High School**

15778 W. Yuma Rd.  
Goodyear, Arizona 85338  
623-932-7500

### **Millennium High School**

14802 W. Wigwam Blvd.  
Goodyear, Arizona 85338  
623-932-7200

### **Verrado High School**

20050 W. Indian School Rd.  
Buckeye, Arizona 85326  
623-932-7400

### **Purpose**

The purpose of this document is to outline the guidelines set forth by the Agua Fria Union High School District regarding the organization and operation of booster clubs and/or parent support organizations supporting student programs and activities at all schools in the Agua Fria Union High School District.

AFUHSD acknowledges that booster clubs and parent support organizations are an important part to the success of both extracurricular and interscholastic programs. The district believes in establishing positive and close communication between these organizations.

Booster clubs are specifically organized to do the following:

- ✓ Supporting, encouraging, and advancing the interscholastic and extracurricular programs and related activities of the Agua Fria Union High School District.
- ✓ Promoting projects that allow the booster clubs to provide facilities, equipment, tools, or supplies that go beyond that provided by the Agua Fria Union High School District.

### **Disclaimer**

The Agua Fria Union High School District assumes no responsibility for consequences resulting from the use of the information provided in this document. Booster clubs are separate legal entities from the schools and the Agua Fria Union High School District. They are free to organize; however, they must receive Agua Fria Union High School administrative approval in order to represent or operate using any AFUHSD mascot/team/club name. Booster clubs are advised to consult legal or tax professionals for any potential issues or questions.

### **Limitations**

Booster clubs shall not seek to influence or direct the technical activities or policies of the Agua Fria Union High School District administration, coaches, or officials who are charged with the responsibility of conducting the interscholastic and extracurricular programs in the District.

### **Definitions**

**Booster Club** – Any outside group of parents, business people, or other interested non-employee members who form an organization to support a school or group of students. These groups may be referred to as booster clubs, Parent-Teacher Organizations (PTO's), or Parent-Teacher-Student Organizations (PTSO's).

**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.

### AFUHSD PARENT ORGANIZATIONS GUIDELINES FOR OPERATIONS

1. Obtain approval and support from school administration. (see form)
2. Principals/teachers/coaches may be in an advisory role only. They are prohibited from serving as an officer or board member.
3. Develop and adopt organization by-laws. This document should include provisions for amendment.
4. Establish officers of the organization.
5. Develop an annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.
6. Establish a checking account with the group's own Employer Identification Number (EIN) or taxpayer identification number.
7. The treasurer should prepare and distribute a financial report after the receipt of each monthly bank statement. The report must include
  - a. Identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
  - b. Itemize all expenditures paid during the month, listing by date, check number, payee, description of the expense, and amount.
  - c. Show a reconciliation of actual ending cash balances to the ending bank statement balance.
  - d. 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.
  - e. Board members should vote whether to approve the financial report after it has been presented.
  - f. An independent third party should conduct an annual audit.
8. 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.
9. For consistency as officer's change, it is recommended that bank statements be mailed to a P.O. Box, not an officer's home.
10. All fundraisers must be approved by the site administration.
11. Participation in raffles or Door-to-Door fundraisers by district students are strictly prohibited.
12. 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.
13. Minutes of each officer meeting and membership meeting should be produced, distributed to the membership, and retained for at least three years.
14. Joint fundraisers involving students from the club are required to have a minimum of 25% of the profits deposited in the school club account and divided by the level of effort.
15. Annual account statements are to be submitted to the AFUHSD Finance office by July 1<sup>st</sup> of each fiscal year and shall include budget and goals.
16. The Governing Board has final authority over all phases of school operation and money raised for schools.
17. If a parent organization wishes to compensate a district employee for services performed, the request must go through the district's payroll department so that the proper payroll deductions are withheld.

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**KJAA-E - EXHIBIT: RELATIONS WITH PARENT SUPPORT ORGANIZATIONS  
APPLICATION FOR GOVERNING BOARD APPROVAL OF SCHOOL AFFILIATED ORGANIZATIONS**

Name of Organization \_\_\_\_\_ School \_\_\_\_\_

Related Student Organization or Club \_\_\_\_\_

Tax Payer Identification Number \_\_\_\_\_

**OFFICERS:**

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

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_

Date Taking Office: \_\_\_\_\_

Date Taking Office: \_\_\_\_\_

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

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_

Date Taking Office: \_\_\_\_\_

Date Taking Office: \_\_\_\_\_

*For additional officers, please add a separate, attached sheet.*

Formal Nonprofit Please attach:

- 1) Articles of Incorporation
- 2) Current operating by-laws
- 3) Last fiscal year AZ Corporation Commission Annual Report
- 4) I.R.S. Determination Letter
- 5) Last fiscal year I.R.S. Form 990 Annual Report
- 6) Most recent treasurer's financial report
- 7) Most recent bank statement

Informal Nonprofit Please attach:

- 1) Current operating by-laws
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

Bank account established?  Yes  No

Two signatures required?  Yes  No

By-laws reviewed annually?  Yes  No

Member meetings held how often? \_\_\_\_\_

Executive meetings held how often? \_\_\_\_\_

As officers, we hereby agree to abide by the By-Laws of our organization, attend annual District-provided Parent Support Group training, and follow the District's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

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

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

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

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

Principal's Approval: \_\_\_\_\_  
Signature Date

## **Agua Fria Union High School District Governing Board Policies**

## KJAA

### RELATIONS WITH PARENT SUPPORT ORGANIZATIONS

Parent support groups shall function as organizations for the purpose of assisting and supporting all school activities in the District.

Membership in a parent support group should be based on an interest in a quality extracurricular program and willingness to donate labor or services, or to participate in fundraising.

Prior to developing a parent group, the interested parties shall meet with the principal and must receive training regarding the District's procedures for recordkeeping.

Parent support groups shall develop and adopt a set of organizational bylaws, established officers, and operate under nonprofit status.

Parent support groups will keep accurate and complete records of each fundraising activity in accordance with the Uniform System of Financial Records (USFR) for schools. They should record the net receipts of each activity, keep a current balance of all monies, and submit a monthly report through the Superintendent to the Governing Board. On July 1<sup>st</sup>, the parent group will file an annual summary including their budget and goals.

All projects involving expenditure of money, matching funds or not, will be submitted to the principal, with a copy to the Superintendent. Principal approval will be necessary before any project is undertaken.

The Governing Board has final authority over all phases of school operation and money raised for schools. Adopted: date of Manual adoption

CROSS REF.:

[JJE](#) - Student Fundraising Activities

**KJAA-RA**  
REGULATION

**RELATIONS WITH PARENT SUPPORT ORGANIZATIONS**

**(Fundraising in Agua Fria Union High School District)  
Guidelines**

Activities that are done for fundraising must be initiated, sponsored, and recorded by one (1) of the following:

- A District authorized student club. Receipts and expenditures must be recorded in a District Student Club account. Refer to the District Student Activities Handbook.
- A District parent organization. Receipts and expenditures must be recorded in a parent organization checking account. Refer to the District Student Activities Handbook.
- A District school council. Receipts and expenditures must be recorded in a District Gifts and Donations account. Refer to the District cash handling procedures.
- District employees may not do fundraisers without one (1) of these sponsorships. Fundraisers that are recorded by the District in either a student club or District donation account (school council) cannot originate from raffles or any other type of gambling activity.
- Fundraisers are done to benefit a school or student organization, the School District (through school councils) cannot sponsor fundraisers for the benefit of individuals. Critical community needs that may arise which involve individuals or families should be sponsored and recorded through a recognized parent support organization or student club.
- Fundraisers that are sponsored by District Student Clubs must follow District Policy JJE *Student Fundraising Activities* and the District Student Accounts handbook.
- *Note:* Fundraising activities by student organizations that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited.
- Fundraisers that are co-sponsored by a parent support organization, school council, and/or student club organization should have a prearranged division of revenue between the groups before the activity is begun.
- The approval process for fundraisers must be followed; the authorization form is Exhibit KJAA-E.



**KJAA-RB**  
REGULATION

**RELATIONS WITH PARENT SUPPORT ORGANIZATIONS**

**(Guidelines for Operational and Financial Responsibility)**

The parent group should contact the school administrator and request a meeting before they formally organize. The organization should seek approval and support from the school administrator before beginning any fundraiser.

Due to possible conflict of interest, principals, teachers, and coaches should play an advisory role only. They should not be officers of the organization or use their signatures on the checking account.

The parent group should develop and adopt by-laws for the organization (governing document). This document should include provisions for amendment and a copy should be kept on file at the school.

The organization should establish officers of the organization (*vis-a-vis* President, Vice-President, Secretary, and Treasurer).

The organization should develop an annual budget plan and goals for the organization and plan activities for the year based on the budget and goals. The budget and plan activities must be filed with the Governing Board.

The Superintendent will act as the liaison between the Governing Board and the parent group for all reports. The Superintendent may delegate this responsibility to fiscal operations.

The parent group will establish a checking account using their own employee identification number (EIN) or taxpayer identification number. The account will list the Agua Fria Union High School District address.

The treasurer should produce a monthly financial report after the receipt of each bank statement.

- The report should identify all revenue sources during the month and be reconciled with the deposits on the bank statement.
- The report should itemize all expenditures paid during the month, listed by date, check number, to whom it is written, description of expense, and dollar amount.
- The cash balance on the report should be reconciled to the cash balance on the bank statement.
- Copies of the report and bank statement should be presented to the business office, who will present the report at the next scheduled Governing Board meeting. The reports should also be made available to any other organization members that request or show interest.
- Board members should vote approval of the financial report after presented.
- An annual audit should be conducted by an independent third party (does not have to be a certified public accountant [CPA]).

The checking account requires two (2) signatures on all checks. Monthly bank statements should be mailed to the Agua Fria Union High School District office, not an individual's home.

Money collected through fundraisers and other organization activities should be accounted for, verified by, and prepared into deposits for the bank by *two* (2) individuals.

Minutes of each Board and Membership meeting should be produced, distributed to members, and maintained for at least three (3) years.

Arizona School Risk Retention Trust insurance policy includes liability insurance for parent support organizations as long as their meetings and activities are approved and co-sponsored by the school administrator. The organization should also be acknowledged by the District Governing Board.

Fundraising activities must be approved and agreed to by the school administrator.

Parent support organizations can choose to join the state and national Parent-Teacher Association (requires payment of membership dues annually). The organization then becomes a local chapter of a national nonprofit corporation.

If a parent organization wishes to compensate an employee for services, the request must go through the District so that proper payroll deductions are withheld.

### **Formal Nonprofit Corporation Requirements**

- File Internal Revenue Service (IRS) Form SS4 to obtain a taxpayer identification (ID) number. Toll-free number 1-800-829-4933 or Website: [www.irs.gov/](http://www.irs.gov/).
- Contact the Arizona Corporation Commission for application for Nonprofit Corporation, 1300 W. Washington St., Phoenix, AZ 85007-2929, and (602) 542-3135. Internet information is available on [www.cc.state.az.us/](http://www.cc.state.az.us/).
- Develop and adopt a set of organization by-laws and establish officers of the organization.
- File application and Articles of Incorporation with the Arizona Corporation Commission (filing fee is forty dollars [\$40]).
- Establish checking account with two (2) signatures required on all checks.
- After receiving stamped and approved Articles of Incorporation from the Arizona Corporation Commission, publish the Articles in a local newspaper three (3) consecutive days. (Approximately two hundred dollars [\$200] to establish 501(c) (3) Nonprofit Tax Exempt Organization.)
- File IRS form 1023 "Application for Recognition of Exemption" with the Internal Revenue Service (application fee is five hundred dollars [\$500]).
- An annual report is required by the Arizona Corporation Commission listing current officers and including financial statements (annual fee is ten dollars [\$10]).
- An annual financial report is required by the Internal Revenue Service (IRS form 990).

### ***Advantages of formal nonprofit corporation status:***

- Tax deduction for donation to organization.
- No personal liability for corporation board and officers as long as acting as a reasonable, prudent person.

### ***Disadvantages of formal nonprofit corporation status:***

- Expensive and time consuming to establish.
- Requires diligent annual reporting by succeeding officers and board with penalties attached for noncompliance.

### **Informal Nonprofit Association Requirements**

- File IRS Form SS4 to obtain a taxpayer identification (ID) number.
- Develop and adopt a set of organization by-laws and establish officers of the organization.
- Establish checking account with two (2) signatures required on all checks.

#### ***Advantages of informal nonprofit association status:***

- Inexpensive.
- Simple to establish.

#### ***Disadvantages of informal nonprofit association status:***

- Donations to organizations are not tax deductible.
- Personal liability can attach to board and officers if negligence is established.
- Board members can be held personally responsible for contractual obligations, which they have signed.
- IRS may determine that annual net income of the organization is subject to federal income tax.