

### Administrative Regulation

#### Parent-Support Organizations

##### A Organizational Requirements

Any parent-support organization seeking recognition to support any school or one or more curricular or extra-curricular programs or activities of any school in the Garden Grove Unified School District must provide the following information annually to the principal or the designee:

1. The name of the organization;
2. The date of application;
3. The names, addresses, and phone numbers of all officers and individuals authorized to act on behalf of the parent-support organization;
4. A copy of its constitution or bylaws, which includes a brief description of the organization's purpose, and the desired use for any funds remaining at the end of the school year if the organization discontinues operations or is not authorized to continue in the future;
5. A description of how the organization intends to raise money, approximate frequency of fund-raising events, and approximate annual gross revenues;
6. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds;
7. The signature of a site administrator who supports the request for authorization;

##### B. Use of School Facilities

1. The use of school facilities shall be in accordance with Board Policy 3135, related administrative regulations, and school rules.
2. Parent-support organizations are required to execute a "Hold Harmless Agreement" and provide proof of insurance as specified by Administrative Regulation 3135.1 when requesting the use of any school or district facility.

C. Involvement of District Employees

District employees, while acting as employees, shall not be officers of parent-support organizations.

D. Fund-Raising and Accounting Practices

1. Fund-raising activities sponsored by parent-support organizations shall be authorized and conducted in accordance with Board policy, administrative regulations, and school rules.
2. No parent-support organization funds shall be commingled with student body funds.
3. Student participation in fund-raising activities for parent-support organizations shall be governed by provisions of Education Code 51520, which limits the solicitation of contributions to, or work for, outside organizations during school hours.
4. Parent-support organizations are responsible for obtaining required permits from the state Board of Equalization for payment of all taxes, including sales tax, applicable to its funds.
5. District or school employees shall not sign checks on behalf of parent-support organizations.
6. Items purchased for, or donated to, the school shall be donated to the district on behalf of the school and accepted by the Board of Education in accordance with Administrative Regulation 2120.4.
7. As independent entities, parent-support organizations are responsible for complying with all tax laws. District or associated student body (ASB) federal tax-exempt numbers or state Board of Equalization account numbers shall not be used for any purchase, sale, or re-sale purposes by parent-support organizations.

E. Announcement of Events and Parent/Guardian Permission

Any program or activity sponsored by parent-support organizations shall be authorized and conducted in accordance with Board policy, administrative regulations, and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent-support organizations, and not by the school or district.

F. Denial of Recognition

The school will deny recognition to parent-support organizations that maintain discriminatory membership or operational practices.

G. Right to Disassociate from Organization

The superintendent or principal may disassociate the district or school from any parent-support organization at any time when it is determined that the organization no longer functions in the best interests of the students, the school, or the district, or that the organization violates any rule, regulation, or policy.

Ref: EC Sections 35160, 38131, 38134, 51520

Approved: August 16, 2005