



Newport-Mesa

Unified School District

SCHOOL-CONNECTED ORGANIZATION HANDBOOK



Ensign Middle School
2000 Cliff Drive
Newport Beach, CA 92663
949-515-6910
Homepage: <http://ensign.nmusd.us/>



TeWinkle Middle School
3224 California Avenue
Costa Mesa, CA 92626
714-424-7965
Homepage: <http://tewinkle.nmusd.us/>



Corona del Mar Middle/ High School
2101 Eastbluff Drive
Newport Beach, CA 92660
949-515-6000
Homepage: <http://cdm.nmusd.us/>



Costa Mesa Middle/High School
2650 Fairview Road
Costa Mesa, CA 92626
714-424-8700
Homepage: <http://cmhs.nmusd.us/>



Early College High School
2990 Mesa Verde Drive
Costa Mesa, CA 92626
714-424-7990
Homepage: <http://earlycollege.nmusd.us/>



Estancia High School
2323 Placentia Avenue
Costa Mesa, CA 92627
949-515-6500
Homepage: <http://estancia.nmusd.us/>



Newport Harbor High School
600 Irvine Avenue
Newport Beach, CA 92663
949-515-6300
Homepage: <http://nhhs.nmusd.us/>



Back Bay High School
Monte Vista High School
390 Monte Vista Avenue
Costa Mesa, CA 92627
959-515-6900
Homepage: <http://backbay.nmusd.us/>
Homepage: <http://montevista.nmusd.us>



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Newport-Mesa Unified School District

Information is subject to change without notice.

For the most current version, go to <http://nmusd.ca.schoolloop.com/handbooks>

Introduction

The Newport-Mesa Unified School District recognizes the important and vital roles that school-connected organizations (SCO) play in our school system. SCOs are groups of volunteer parents/guardians and community members and depending on the school site that support the district's co-curricular programs. Accordingly, the district wishes to encourage strong relationships and partnerships with these organizations to help enhance the academic and co-curricular programs of our students. In this regard, the SCO Handbook was developed to provide a framework which outlines policies relative to SCO operations, reporting requirements, and school relations.

In addition, the Handbook contains forms that may be used by SCOs to conduct general business functions such as record keeping, fundraising, etc. The SCO Handbook should serve as a quick and handy reference for SCOs by providing guidance and clarification on board policies and procedures.

School-Connected Organization (SCO) includes:

Volunteer Parent Groups - The mission of a parent group is to support the high school's co-curricular programs under the guidance of the activity's supervisor (e.g., program supervisor, head coach, etc.). Parent groups provide organizational and financial support and enhance communication between school personnel and the community through a collaborative relationship between parents, students, and Administration. **Parent Groups are not involved in the operational program decisions of the sport or co-curricular activities.**

Newport-Mesa Unified School District Non-Discrimination Statement

Non-Discrimination (BP 0410)

The Newport Mesa Unified School District Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, practices, and employment shall be free from discrimination, harassment, intimidation, and bullying based on race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so.

The Board designates the Assistant Superintendent of Human Resources as the Compliance Officer designated to receive and investigate complaints and ensure district compliance with state and federal laws and regulations including Title IX. The Compliance Officer may designate another district administrator to investigate complaints. If you have a complaint, you are to submit it in writing to:

Leona Olson
Assistant Superintendent, Chief Human Resources Officer
Title IX Coordinator & Compliance Officer
(714) 424-7589 lolson@nmusd.us

If you have any additional questions regarding the process, please contact Human Resources at (714) 424-7589. A copy of Board Policy [0410](#) – *Nondiscrimination in District Programs and Activities* is available at www.nmusd.us.

SCO PROGRAM GUIDELINES

All SCOs operate on campus with the approval of the principal and the district, and are required to comply with district policies and the requirements described in this handbook.

The intent of the SCO is to promote, provide support to, and encourage our students during their participation in their respective co-curricular activity be it athletic or non-athletic. The intent is to further promote the program and provide organizational and financial support, enrich communication between school personnel and the community, and foster a collaborative relationship between parents, students, and the school. The SCO should be committed to providing a quality program that encompasses the total development of our students.

Parent participation can include:

- Attending performances, games, or similar activities
- Helping with various events and fundraisers
- Attending SCO meetings
- Being an active part of the SCO and/or board

It is the desire and expectation of the district that parents will join and contribute to the SCO in supporting their student's co-curricular activities.

Education Code Section 51521 requires that all organizations that fundraise for the district, schools, co-curricular activities or students obtain prior approval from the Board of Education or its designee.

No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards. The prohibitions of this section shall not apply with respect to any solicitation or contribution the total proceeds of which are delivered to a public school, nor to a solicitation of a transfer to be affected by a testamentary act (Section 51521).

There is a **clear separation** between the legitimate functions that are the responsibility of the district athletic program and the activities of the SCO.

Specifically:

- SCOs do not participate in choosing players or deciding on which team/athletes will play.
- SCOs are not involved in coaching decisions or strategies or supervising employees, head coaches, or students during school hours.
- The supervising employee or head coach is responsible for all decisions made during the activity/performance/game.
- Parents and/or SCOs should discuss issues with the supervising employee or head coach at a separate time and place after the conclusion of the activity/performance/game. The optimal time to conduct these discussions is the next day or following 24-hour waiting period.
- Parents and/or SCOs who would like to address a lower level coach should schedule a meeting at a time when the head coach can be in attendance.
- A separate "Communication Protocol for Conflict Resolution" has been created to guide the

discussion and handling of specific concerns or conflicts.

The supervising employee or, in the case of athletics, coach and athletic director, shall establish the priority of needs for the co-curricular activity. These priorities shall be expressed to the SCO after they have been approved by the supervising employee or, in the case of athletics, coach and athletic director, and the principal.

The donation of time or money to an athletic program must be made in accordance with state, district, CIF-SS Bylaws, and student body rules and regulations applicable to the activity.

SCOs **may not** make payments directly to district employees. Any SCO donation to support district personnel (coaches, trainers, classified staff, etc.) must be made to the Newport-Mesa Unified District Fiscal Services Department so that it can be processed appropriately through the district payroll system under the employer authorizations established by the district. **All payments to athletic personnel must comply with CIF-SS Bylaws.**

District employees are aware that SCOs are separate from the district and all SCO funds are the property of the SCO. The SCO makes funding and support decisions as an independent agency. All purchases and financial obligations by the SCO must have prior approval from the SCO member authorized by its governing board.

SCO social gatherings and banquets, although generally not considered school-sponsored events, should exemplify and model positive experiences for our students and parents. In keeping with our educational and health goals, alcohol or other intoxicants should never be available or served when students are present.

SCHOOL-CONNECTED ORGANIZATION APPLICATION

SCOs must obtain permission from the district and school prior to commencing operations. To be recognized as a SCO, applicants must submit the following information to the principal, and district administration. Approval by the Newport-Mesa Unified School District Board of Education is required.

- The name of the organization;
- The date of application;
- Membership quotas or qualifications;
- The names, addresses and telephone numbers of at minimum two officers authorized to act on behalf of the SCO;
- A brief description of the organization's purpose, and a copy of its constitution or bylaws;
- A description of methods by which the group intends to raise money, approximate frequency of fundraising events, and approximate annual gross revenues;
- The desired use for any funds remaining at the end of the school year if the organization does not intend to continue or is not authorized to continue in the future;
- Statement of non-discrimination of any state or federal protected category.

FUNDRAISING

Pursuant to Education Code Section 51521, programs, fundraisers, and other activities sponsored by SCOs must be authorized and conducted according to local board policy, laws, and school rules.

SCOs must abide by the following guidelines for fundraising activities within the district:

1. The school administration's annual prior authorization is required for all fundraising activities in the name of a designated high school or for the use of any designated high school logos or slogans.
2. Fundraising activities must contribute to the school site's educational program.
3. Fundraising activities must be nonpartisan, nonpolitical, nonsectarian, and nondenominational.
4. SCO activities and fundraisers shall not duplicate or interfere with those of the school or other SCOs. The principal or site designee has the authority to limit the number or type of on-campus fundraisers.
5. Students may only participate in fundraising activities as volunteers.
6. Fundraising activities may not be coercive or require students or site staff to raise a specified amount of money or sell a specified number of items. The demand on staff time must be minimal and the fundraising activity shall not interfere with instructional time or otherwise interfere with district employee working hours.
7. Funds received from SCO fundraising activities must be used to benefit the school in an appropriate manner. Fundraising activities for SCOs must be for the benefit of the school.
8. Money generated by SCOs from activities that are planned, operated and run by parents are non-ASB funds and are not kept in Associated Student Body (ASB) accounts. Such activities must not use students as a source of funds. Money generated by students in fundraising activities operated and run by coaches/advisors on or off campus **must** be deposited into the ASB account on campus and **must** be subject to the ASB process for release of funds.
9. Except as described in paragraph 7, (e.g. student fundraising activity operated and run by coaches/advisors), all other SCO funds must be collected and maintained by the organization. SCOs shall not use the district or ASB tax identification number. SCO funds shall not be placed or maintained in ASB accounts. SCOs shall not use or track individual student accounts.
10. SCOs may donate to student ASB accounts, but not vice versa.
11. A school principal or site designee must authorize the sale of items at school events (day or night).
12. The use of a school facility requires the prior approval of the assistant principal or designee, and filing of a Facility Use Permit Form in the activities office.
13. SCOs must comply with district policies, school rules, and federal and state laws regarding the sale of food on district property. The district can authorize SCOs to operate concession stands at sporting events to raise funds for the organization; however, the ASB is given first priority. Snack bars are subject to inspection by the County Health Department at any time.

MANAGEMENT OF FUNDS

Budget

1. A budget should be developed at the beginning of the school year to project expected revenues and expenses and should be revised as needed. Budgets should outline and control the entire financial program from July 1 to June 30 of each school year. An estimate of revenues and expenditures averaging the two preceding years that is adjusted by the current economic state is an effective approach to formulate a budget. It is important to remain realistic in terms of the SCO's ability and willingness to work and earn revenue for a program.
2. The budget should be prepared to include the annual goals and a plan for achieving those goals by considering estimated revenues, estimated expenses, and estimated ending reserves and carryover.

Finances

1. The SCO budget should be developed and approved by the SCO governing board prior to submission and final approval by the principal or designee.
2. There should be open communication between the school administration and SCO governing board regarding finances.
3. SCO members should be provided with a financial statement and bank reconciliation at the end of each semester, and monthly copies should be available for review. The statement should provide a comparison of budgeted versus actual expenditures and receipts. Case receipts and disbursement reports should be available for review when needed and at the annual audit.
4. A reliable process for disbursement of funds should be implemented within the SCO.
5. SCO funds, if approved to pay salaries, must be deposited in the appropriate ASB or district account **BEFORE** payroll deadlines.

School-Connected Organization Accounts

Cash Receipts

1. Reservations/Use of Facility forms for fields, gyms and theaters are initiated at the site with approval by the principal or principal designee.
2. The cost of food service does not include the use of kitchen facilities. If the kitchen is used, a food service employee is required at a charge to the applicant.
3. Furniture, if moved, should be returned to its original position.
4. A calendar reservation must be made by the supervising employee/coach/advisor for any type of activity (banquet, fundraiser, etc.) involving students on or off campus. The reservation must be made with the school at least two weeks prior to the event.
5. Off campus banquets, special installation meetings, etc., may be held if the supervising employee/coach/advisor requests and receives prior approval from the administration.

Disbursements

1. At the outset of the school year, a budget of anticipated expenditures should be developed. Prior to disbursement, the request to expend funds should be compared with the budgeted expenditures. Disbursements outside the scope of the budget or line items that exceed the approved budget should require a vote by the general membership.
2. **Direct payments to district employees are not permitted uses of SCO funds.** SCO funds may not be used to purchase alcohol, tobacco products, or intoxicants of any kind.
3. All disbursements should be made by check and never from cash collections.
4. Checks should be made payable to a person, firm, or organization, and never to “cash.”
5. Evidence supporting all expenditures should be kept on file (i.e. disbursement vouchers, invoices and receipts).
6. All disbursements should be pre-authorized by the SCO treasurer with the consent of the SCO governing board.
7. Each request for disbursement should be accompanied by an invoice, receipt, or bill of service and/or material.

1099 – Recommendations

Internal Revenue Service guidelines require that all payments for services in excess of \$600.00 made to a vendor or an individual by a SCO be reported on a form 1099 on an annual basis. The SCO group should secure an IRS form W-9 from the provider at the time of service to ensure the organization has an accurate record of the taxpayer identification number. The organization must then issue a form 1099 to all qualifying vendors for services performed in a calendar year by January 31 of the subsequent calendar year.

Annual Audit - Recommendations

An audit is an examination of the financial records of the SCO. It assures that all income and expenditures are accounted for and consistent with the budget and goals for the year. It also verifies that the bank balance and ledger balance are reconciled. The audit is to protect the SCO officers and the organization. An audit should be conducted at the end of the fiscal year, when there is a change of treasurer, and when there is a change in any officer who signs SCO checks. An audit may be conducted by an outside party, such as a certified public accountant or an audit committee. The audit committee should be comprised of at least two members of the SCO (not the president or treasurer).

Audit procedures for the audit committee are as follows:

1. Review reconciled bank statements and canceled checks to determine that:
 - a. Disbursements have been properly documented with an invoice or receipt;
 - b. Disbursements have been properly approved;
 - c. Checks have been properly signed;
 - d. Checks have been deposited or cashed by the payee indicated;
 - e. Checks have been accounted for in the proper sequence (no missing checks);

2. Check addition and subtraction on cash receipts and deposits.
3. Compare cash receipts and deposits to the bank statement.
4. Verify that receipts and disbursements were allocated to the correct account or budget category.
5. Verify that income from sales, dues, or any other sources have appropriate backup. The total amount collected should match the amount deposited into the bank account.
6. Review the treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
7. Determine that only applicable and authorized SCO officers are authorized signatories on bank account(s). Former officers should not remain on the account(s) as authorized signers. In addition, the faculty sponsor shall not be an authorized signatory on the account.
8. Obtain proof that all applicable sales taxes were paid.
9. The audited financial report should be signed by all members of the audit committee and submitted to the principal or site designee upon completion, when applicable; or following the end of the fiscal year.
10. Verify that 1099s were issued, if applicable.

ADVISOR/COACHES HIRING REQUESTS AND ADDITIONAL PAYMENTS

Guidelines

1. Advisors and coaches may **not** earn extra pay for additional services if they are receiving stipend units specified in the collective bargaining agreement. SCO organizations **may not** supplement the income of any advisor, coach, or district employee. All district employees must be paid pursuant to the procedures delineated in the applicable collective bargaining agreement.
2. The Board of Education and school administration (principal or site designee) must approve any additional personnel for a co-curricular activity based upon need and recommendation of the advisor/coach. The district hires all district employees, including advisors and coaches — *the SCO organization may not hire district employees*. Payment for coaches/advisors without an applicable collective bargaining agreement (e.g., walk-on coaches) may not exceed the amounts provided in the applicable district collective bargaining agreement.
3. SCO groups willing to provide financial support for advisors or coaches, when deemed necessary by the district, school site, and teacher/coach/advisor, **must** deposit monies with the appropriate ASB account. Pursuant to CIF Bylaws, coaches may only be paid by way of the district office and/or ASB account. **The district must comply with all CIF-SS Bylaws or the athletic program will be deemed ineligible.** Please contact the CIF Southern Section at 562-493-9500 for any questions regarding payments to advisors/coaches.

SCO groups willing to provide financial support for advisors/coaches must deposit funds with the appropriate ASB account, and the ASB funds will be transferred to the district office.

4. SCO groups may **not** contract individually for services and/or pay salaries directly to individuals. **All** salaries must be paid through ASB with prior administrative approval.

CIF BYLAWS REGARDING COACH COMPENSATION

Coaches are barred from accepting additional compensation above and beyond that paid by the district. **It is important to note that an athletic coach's acceptance of payments from SCOs may result in the district athletic team becoming ineligible under CIF-SS Bylaws.**

CIF-SS Bylaw 503(F) (1) – COACHING COMPENSATION

A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team.

CIF-SS Bylaw 503(F) (2) – PENALTY FOR IMPROPER COACHING COMPENSATION

Any team, coached by any person receiving any part of the salary for coaching from other than school funds without the approval of the school's governing board, is ineligible.

CIF-SS Bylaw 507 – SECTION ALIGNMENT OF LEAGUES

All member schools will, upon request, submit to the Southern Section Office, their financial pay structure for coaches' stipends adopted by the governing board.

QUESTION: In what manner is the payment of the coaches specifically permitted to be handled?

ANSWER: Coaches may be paid by way of the district office and/or ASB account. Outside groups such as booster clubs [SCO groups] may make a donation to the school's athletic program, but they cannot specify that the money specifically be utilized for Coach A, Coach B, etc. (Citation: 2018-2019 CIF Southern Section Blue Book: Constitution & Bylaws, p.106).

SITE PROCEDURES REGARDING COACH COMPENSATION

Per the CIF-SS Bylaws indicated above, the following Coaching Compensation parameters must be in place so that district athletic programs are not in violation of CIF-SS Bylaws:

The calendar year will be broken up into four 3-month periods:

- September 1 – November 30: fall sports session
- December 1 – February 28/29: winter sports session
- March 1 – May 31: spring sports session
- June 1 – August 31: summer session

Coaches will be coaching in sports offered by the school either during the fall, winter, or spring sports sessions. All coaches, during the season of sport, will only receive district allocated stipends or compensation commensurate to district-established stipends. The latter would be in cases where there are more coaches on staff than established by the district stipend schedule. These additional stipends can be funded by donations from outside groups (e.g., SCOs) as long as the money is deposited through the district office and these coaches are paid by the district office for their services during the season of sport in accordance with CIF-SS Bylaws. No coach can receive any additional compensation during the season of sport above the stipend schedule set by the district office.

All varsity head coaches must submit any proposed coach's compensation plans directly to the school's athletic director or assistant principal of athletics as a first step in the approval process. SCOs will only submit checks to the district for coaches' compensation upon the Board of Education and the site administration's approval, in compliance with CIF-SS Bylaws.

During the off-season (which would encompass two of the remaining sports sessions in which the season of sport does not fall under), coaches will not be able to receive coaching compensation for that team sport unless the coach is an off-campus coach whereby he/she would be eligible to receive compensation commensurate to district-established stipends. (For example, if an off-campus coach receives \$2,000 as a stipend for coaching during the season of sport, that off-campus coach could receive an additional \$2,000 per session during the off-season periods, excluding the summer session.) These coaches would qualify as long as they are conducting off-season classes for student-athletes and are meeting the requirements established for earning academic credit for that class.

ATHLETIC SUMMER CAMPS

All athletic summer programs/camps operate independent of the school and the district.

All district athletic teams operate with the understanding that selection for a school team will be based solely on demonstrated performance and not due to any outside affiliations (e.g., club teams), nor participation in off-season, voluntary, or fee based athletic camps.

USE OF FACILITY/CALENDAR

School facilities are available for meetings. The principal or their designee must approve all on-campus activities, including meeting times, places, dates, and fundraisers. On-campus activities may not conflict with school schedules, school activities, or district policies, which all take precedence over SCO activities.

1. Reservations/Use of Facility forms for fields, gyms and theaters are initiated at the site with approval by the principal or principal designee.
2. The cost of food service does not include the use of kitchen facilities. If the kitchen is used, a food service employee is required at a charge to the applicant.
3. Furniture, if moved, should be returned to its original position.
4. A calendar reservation must be made by the supervising employee/coach/advisor for any type of activity (banquet, fundraiser, etc.) involving students on or off campus. The reservation must be made with the school at least two weeks prior to the event.
5. Off campus banquets, special installation meetings, etc., may be held if the supervising employee/coach/advisor requests and receives prior approval from the administration.

STUDENT TRANSPORTATION

General

Students should always use school-approved transportation (listed below) to and from school functions. Transportation arrangements are made through the assistant principal or site designee. Parents may request to take their son/daughter home from a school function. This is permissible provided the parent notifies the appropriate teacher/staff member prior to leaving with the student. Teachers will not release any student to anyone but the student's parent or legal guardian.

SCOs may donate funds to the ASB or the school for transporting students to events. A field trip request form will be completed by the school in conjunction with the event. The Newport-Mesa Unified School District's Business Services Office will invoice the SCO for the cost of the transportation. In no event will a SCO be permitted to remit payment directly to the transportation department, nor will they be permitted to contract for transportation by an outside agency.

School Bus

Before students ride on the bus, advisors should review with them proper behavior while on the bus. Students must comply with the procedures delineated in District Board Policy and Administrative Regulation 5131.1 Bus Conduct. Student misconduct will not be tolerated and may result in disciplinary action.

Personal Cars

Students are never allowed to drive their own cars to an event when leaving from school. Students may get to a match or contest on their own if they have first gone home (night and weekend contests). Students may not transport other students to and from events. Approved chaperons may drive students if all the required forms have been completed and submitted to the assistant principal or site designee. All forms are available at the school site and/or school website.

School Vans

When a bus is not available or a small group of students need to be transported, the school vans may be reserved and driven. Reservations can be made through the school receptionist. Only district employees are legally permitted to operate a school vehicle.

Board Policy

Newport-Mesa USD | BP 1230 School-Connected Organizations

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or SCO groups for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

The Board recognizes that School-Connected Organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any School-Connected Organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

The Board encourages School-Connected Organizations to consider the impact of fund-raising activities on the overall school and district program. School-Connected Organizations may consult with the principal to determine school needs and priorities. Activities by School-Connected Organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 6145 - Extracurricular and Co-curricular Activities)

(cf. 6145.2 - Athletic Competition)

Legal Reference:

EDUCATION CODE

200-261 Prohibition of discrimination on the basis of sex

35160 Authority of governing boards

GAMUT Online: Newport-Mesa USD: School-Connected Organizations BP 1230 Page 1 of 3

<http://www.gamutonline.net/district/newportmesa/DisplayPolicy/596883/1> 8/15/2012

38130-38137 Civic Center Act, use of school property for public purposes

48931 Authorization for sale of food by student organization

48932 Authorization for fund-raising activities by student organization

49431 Sale of food to elementary students during the school day

49431.2 Sale of food to middle, junior, or high school students

49431.5 Sale of beverages at elementary, middle, or junior high schools

51520 Prohibited solicitation on school premises

51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

12580-12599.8 Fundraisers for Charitable Purposes Act

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728 (supplemented by 20 Cal.3d 25)

Management Resources:**CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES**

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

WEB SITES

CSBA: <http://www.csba.org>

California Office of the Attorney General, charitable trust registry:
<http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Policy NEWPORT-MESA UNIFIED SCHOOL DISTRICT
adopted: September 8, 2009 Costa Mesa, California

Administrative Regulation

Newport-Mesa USD | AR 1230 School-Connected Organizations

School-Connected Organizations Persons proposing to establish a School-Connected Organization shall submit a request to the Governing Board for authorization to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application
3. 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
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability insurance as required by law

(cf. 1330 - Use of School Facilities)

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund-raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval. Upon consent of the Superintendent or designee, School-Connected Organizations may use the school's name, school team's name, or any logo attributable to the school or district. School-Connected Organizations are prohibited from hiring or directly paying district employees.

Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for School-Connected Organizations during non-working hours.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

Regulation NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Approved: September 8, 2009 Costa Mesa, California