

# Booster & Support Organizations

School Committee Policy and  
Regulation Changes  
October 2014

# Objectives

- Set expectations of collaboration and communication.
- Ensure compliance with applicable laws and regulations.
- Ensure the mutual protection of members, school and town officials, employees and students.
- Make it clear the district is legally separate from all support organizations.

# Laws and Regulations

- Register with MA Secretary of State as a non-profit corporation
- Register as a Public Charity with Attorney General's Office
- Must have it's own officers & bylaws
- Approved by IRS as Tax-Exempt Organization, cannot use schools tax exempt number for purchases or sales.
- North Reading Employees cannot be involved in financing activities of the organization.

# Expectations

- Maintain separate bank, financial and tax exempt status
- Maintain well documented by-laws
- Maintain financial records that track revenue and expenditures for the year

# Expectations

- Sponsor school activities or solicit money in the name of your support group not on behalf of **North Reading Public Schools.**
- Charging fees or dues directly to students to participate in school sponsored activities or clubs is not allowed but you may charge fees to parents for membership to organization itself.
- Any activity that would involve altering or expanding any school facilities or property cannot be done without North Reading School Committee's knowledge or consent.

# Fundraising

- Submit to the Superintendent list of fundraising activities before the start of season or activity.
- Provide copies of event flyers or notices to building administrator and the Superintendent for any fundraiser at least 2 weeks prior to the event.
- Do not require students to solicit funds, their participation must be **voluntary**.

# Donations

- Preferred method is donate funds for a specific purpose, such as the purchase of instructional equipment.
- North Reading staff may provide input on the needs and priorities of school or program.
- Donations must enhance activities of both male and female students.
- The North Reading School Committee must accept all gifts and donations.



# Recommended Practices

- Consult with Building Administrator prior to any public announcement or acknowledgement recognizing student accomplishments.
- Document bylaws and procedures clearly, so new members can pick up where things left off.
- Appoint a School Liaison to coordinate communication between the support organization and North Reading School staff.



# Application of Recognition

- One time application which includes:
  - Name of organization
  - Copy of bylaws
  - Contact information of Officers and Liaison
  - Name of bank & confirmation (no NRPS staff is an authorized signer on account)
  - Tax Identification # and Attorney General Number if registered as a public charity
  - Brief description of objectives and intended use of funds

# Questions