



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 1230
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Community Relations

School-Connected Organizations (includes Parent/Booster clubs)

1. Any parent or booster club desiring to support one or more curricular programs or activities of any District school must provide the following information to the principal:
 - a. The name of the organization;
 - b. The date of application;
 - c. Membership quotas or qualifications;
 - d. The names, addresses and telephone numbers of all individuals authorized to act on behalf of the booster club;
 - e. A brief description of the organization's purpose, and a copy of its constitution or bylaws;
 - f. A description of methods by which the club intends to raise money, approximate frequency of fund-raising events, and approximate annual gross revenues;
 - g. 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;
 - h. Estimated number of students participating in your program;
 - i. Evidence of appropriate liability insurance coverage.

The principal should not recognize a club if its membership is limited so as to be discriminatory.

The principal shall not recognize a club if its method(s) of raising money are inappropriate to the educational standards of the district.

The principal shall deny recognition if the club's objectives and goals can be expected to imbalance the school's activities and programs to a harmful degree.

2. A club shall not be recognized, or recognition shall be withdrawn, if the club fails to provide evidence of insurance coverage.

Use of School Facilities and Involvement of Employees

1. The use of school facilities must be in accordance with the provisions of Policy and Regulation 1330.
2. District employees, while acting as employees, shall not be officers of the booster club.

Fund-raising, Funds Management and Donations

1. Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be conducted according to Board Policies, Administrative Regulations and school rules.
2. Booster funds shall in no event be commingled with student body funds.
3. Student participation in fund-raising activities for the booster club shall be governed by provisions of Education Code 51520, which specifically limits the solicitation of contributions to or work for outside organizations during school hours.
4. Booster clubs 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. School employees shall not sign checks on behalf of parent groups or booster 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 the District's donation policies.
7. As independent organizations, Boosters are responsible for complying with all tax laws.

Announcement of Events and Parent/Guardian Permission

Announcements and permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization and not by the school or District.

Alcoholic Beverages

No alcoholic beverage shall be served or possessed on any school campus within the District or at any school-sponsored event or school sponsored activity which District students attend.

Support of Hiring by Booster Clubs

Parent and/or booster organizations wishing to support the hiring of individuals to assist a school in a co-curricular or instructional program shall donate the funds for this purpose to the District. The District, in turn, shall determine what individuals are to be hired and the appropriate level of pay consistent with current practice and contractual commitments in accordance with District policy. No coach, instructor, assistant, or helper shall be given stipends or payment by the booster club for services performed under contract with the District.

Liability Insurance Coverage

Booster Clubs are required to show proof of insurance when sponsoring an event and using District facilities. Any club that is governed by separate officers/board of directors is considered to be an individual organization, and should obtain its own liability insurance. If the Club has no insurance and a claim is filed against it, officers could become personally liable and may have to utilize their own homeowner's insurance policy. Liability insurance is available through any insurance broker or through the District's liability insurance program. A copy of a certificate of insurance and/or other proof of insurance must accompany each request for recognition and proof of coverage renewal must be provided each year by October 15.

Each booster organization must provide the District with an agreement to hold the District harmless from liability due to the club's actions.

Right to Disassociate from Club

The Superintendent or Principal may disassociate the School or District from any organization any time that he/she determines that the organization no longer functions in the best interests of the students, the school or District, or that the organization violates any rule, regulation or policy.

Regulation approved: 1/13/87
Revised: 5-12-98