**Sample Principal Nondistrict Organization Meeting Agenda**

Date:

Location:

Time:

**Handouts Provided by the School:**

* Sign In Sheet
* Agenda
* Admin Procedure 9325
* SDUSD Request for Approval of Fundraising Activity by a Nondistrict Organization Form

**Items Requested by the district per Administrative Procedure 9325 to be turned into the School:**

* Copy of the organization’s Determination Letter or Certificate of Non-profit Status (pursuant to Internal Revenue Service Code Section 501)
* Names, addresses, and phone numbers, of all organization officers and a brief description of their job responsibilities.

**Purpose and Scope of Meeting:**

For the Principaltomeet with school affiliated Foundations, Booster Clubs, or other Nonprofit Organization presidents, officers, and advisors at the beginning of school year. This meeting is focused on administrative district procedures governing Foundations, Booster Clubs, and other non-district organizations and fundraising activities sponsored by organizations not directly under the control of school authorities.

**Explain how the school’s calendar of activities operates, who must be contacted to place events on the calendar, and when and how events are placed on the calendar.**

* Activities planned by the Nondistrict Organization shall only be permitted if properly scheduled according to the rules of the school.

**Explain school regulations regarding use of facilities as stated under Procedure 9205.**

* SDUSD Administrative Procedure 9205: <https://www.sandiegounified.org/sites/default/files_link/district/files/procedures/pp9205.pdf>
* The Rental Request Form and more information regarding facility regulations can be found at the district’s Real Estate and Rentals Department website: <https://www.sandiegounified.org/node/339>
* Contact: District Rentals Office <https://www.sandiegounified.org/contact-us-1>

**Explain district regulations and procedures related to fundraising activities during the school day when school personnel and students are involved.**

* Fundraisers may only be conducted by Nondistrict Organizations with nonprofit status that is verified by the site principal.
* Nondistrict Organization funds and accounts are to be kept completely separate from student body account.
* The district would like us to make you aware that the school district’s tax exempt status and Federal Identification number are not for Nondistrict Organization use.
* The Nondistrict Organization is responsible for its own tax status, bookkeeping, and accounting.
* Approval of the principal must be received prior to initiation of any fundraising activities at a school by a Nondistrict Organization.
* For each fundraising activity, please submit a Request for Approval: <https://www.sandiegounified.org/sites/default/files_link/district/files/procedures/pp9325att.pdf>

**Explain the type of student trips that require administration or board approval.**

* Single-Day Field Trips require Principal Approval.
* Single-Day Field Trip Packet: <https://www.sandiegounified.org/sites/default/files_link/district/files/procedures/pp4585.pdf>
* Multi-Day out of State/Country Field Trips require Principal, Area Superintendent, and Board Approval.
* Multi-Day Field Trip Packets: <https://www.sandiegounified.org/sites/default/files_link/district/files/procedures/pp4587.pdf>

**Other Information Regarding Site Interaction with Nondistrict Organizations:**

* The district would like us to make you aware that you are required to provide a copy of income and expense reports for all fundraisers conducted on behalf of the school.
* The district would like us to make you aware that you are required to grant to the Board of Education the right to audit their financial records at any time by either the district’s internal auditors or by an outside auditor.
* You may not hire district employees without prior approval from the district’s Human Resource Services Division.
* Any fundraiser conducted during instructional time must have instructional value.

**Fundraising activities held at a school for the benefit, in whole or part, of that school:**

(1) Nondistrict organizations may raise funds and donate those funds to the district or purchase items with their funds for donation or assistance to the district.

(2) Nondistrict organizations may donate funds to the student organization(s); however, after they do so, only the student organizations can control how the funds will be used.

(3) School fundraisers operated by the school through the support of parent groups that are not officially organized are fundraisers of the school and all financial transactions must pass through the school office. The principal shall control all collections, deposits, and expenditures of monies, whether the transaction is by cash or by check.

(4) Fundraising activities should be conducted for a specific goal and not simply to raise money for the nondistrict organization.

(5) Nondistrict organizations are permitted to fundraise on campus during the school day, if the organization is a nonpartisan, charitable organization, organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the principal of the school through the fundraising approval process contained in D.2*.*

(6) The nondistrict organization’s name, address or any other correspondence should never imply any form of responsibility on the part of the ASB or district.

**Roundtable**

* Questions
* Comments