

## **Booster Clubs and Parent Teacher Organizations**

The Westfield Public School Committee recognizes the contribution and support which its athletic, extracurricular activities and educational programs receive from parents and members of the community who have organized booster clubs, parent-teacher organizations (PTO's) and other support groups with similar purposes. This Policy is adopted to define the relationship between the Westfield Public Schools and booster clubs, PTO's and similar groups whose purpose is to support the School District's athletic activities and educational programs.

### Legally recognized booster clubs and PTO's

All booster clubs and PTO's must be properly formed under applicable laws. Generally, this requires that these groups are formed as public charities under section 501 (c)(3). Properly formed booster clubs and PTO's must be clear as to their purpose, and that earnings are not for the benefit of its members. The Westfield Public Schools will not accept any gift from a booster club or PTO which is not properly organized.

Upon formation, and annually thereafter, each booster club and PTO must provide the Superintendent with the names, telephone numbers and addresses of each officer of the organization, and their position held.

Upon formation of each booster club and PTO, the bylaws for the organization shall be submitted to the Superintendent. Thereafter, anytime a group's bylaws are amended, a new updated copy shall be provided to the Superintendent.

### Fundraising

Fundraising includes any sales or events conducted by booster clubs or PTO's with the intent of raising money (raffle, banquet, car wash, bake sale, movie night, etc.). Close communication is vital with respect to fundraising. This ensures that events are properly coordinated and that the fundraising activity is of a nature which is acceptable to the Westfield Public Schools. The Westfield Public Schools will have the right to reject funds from unauthorized fundraisers.

All school support organizations must be approved, in advance, by the Westfield Public Schools to conduct fundraising activities in the name of the Westfield Public Schools. At least one month prior to a proposed fundraiser, the boosters and PTO's must submit the details of their fundraiser to the Principal in writing. If the participation of students is requested by the fundraising group, the Principal shall determine if student participation is appropriate, and if so, he/she shall give students the option of participating.

All fundraising activities shall comply with state and federal law. School employees, including athletic coaches, trainers or sponsors of school-sponsored student groups, shall not act as the primary organizers or spokespersons for any booster club or PTO shall not be considered as a factor in a student's level of participation in any school activity or athletic program.

### Advertising

The Westfield Public Schools maintains a high level of integrity regarding its mission as an educational institution. Any unauthorized use of the Westfield Public Schools' name or logos associated with the Westfield Public Schools is prohibited.

1<sup>st</sup> reading: March 5, 2018

2<sup>nd</sup>/final reading & adopted: March 19, 2018