

TEMECULA VALLEY CHARTER SCHOOL
Administrative Procedure

1000 Community Relations

1007.1 School Connected Organizations

Board Action: APPROVED

Effective Date: 8-20-15

Requests for authorization as a school-connected organization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. The signature of the Executive Director/Principal or Designee.
9. Desired 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. Evidence of liability insurance as required by law.

Authorizations shall be automatically renewed each year. The Executive Director/Principal or Designee may recommend that authorizations be revoked by the Board if considered necessary.

Any program, fund-raiser, or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, procedures, and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school.

Parent/guardian clubs shall not hire School employees without prior approval from the Executive Director/Principal or Designee.

School-connected organizations shall present the Executive Director/Principal or Designee an annual financial statement showing all expenditures and all income from fund-raisers. School-connected organizations automatically grant the School the right to audit their financial records at any time, either by School personnel or by a CPA.