

## PARENT SUPPORT ORGANIZATIONS

The New Hanover County Board of Education believes that parents and teachers are vital partners in the successful education of children. The Board also recognizes the roles various parent support organizations play in the school system. Since the leadership provided by these parent support organizations is valuable to the improvement of educational programs and community support, the Board offers its full cooperation and encourages collaboration among parent support organizations, administrators, teachers, and students.

The Principal or designee is expected to participate with appropriate parent support organizations which may include, but not be limited to, the Parent Teacher Association (PTA), Parent, Teacher and Student Association (PTSA), the Parent Teacher Organization (PTO), the Organization of Parents and Teachers (OPT), athletic, academic and other booster clubs.

Parent support organizations shall maintain Commercial General Liability Insurance. The insurance policy and certificate must be in a form satisfactory to the Superintendent or designee. A certificate from an insurance company licensed to do business in North Carolina naming the New Hanover County Board of Education as an additional insured with a corresponding endorsement to the policy, if necessary to provide coverage, providing applicable liability in a minimum of \$1,000,000 per occurrence and \$2,000,000 annual aggregate, must be presented to the principal annually with a copy to the New Hanover County Schools Facility Use Coordinator.

General Guidelines:

1. Each principal shall approve all parent support organizations at their school.
  - New Hanover County Schools recommends that each organization set up a board of officers that should include at a minimum a president, vice president, secretary and treasurer. Officers, plans and rules of operation must be on file in the principal's office no later than October 15<sup>th</sup> of each school year.
  - **Employees of the New Hanover County School System shall not serve as officers with financial responsibilities of parent support organizations.**
2. Parent support organizations shall adhere to Board of Education policies. A copy of all policies may be found on the school system's web page at [www.nhcs.net](http://www.nhcs.net). The parent support organization's president shall inform the organization's officers of this Policy and general guidelines.
3. All fundraising programs and activities shall adhere to the following guidelines:
  - There should be limited use of students in fundraising activities;
  - Door-to-door solicitation by students in grades Pre-K-12 is strongly discouraged. **In the event that a parent support organization uses door-to-door solicitation by students, New Hanover County Schools assumes no responsibility;**
  - Fundraising activities shall not be conducted within the instructional day on school grounds;

- Fundraising activities conducted off school grounds shall not be the responsibility of the school system;
  - Fundraising activities or sales incentive rewards shall not restrict any student from participating in any educational or social experience; and
  - Admissions to special activities may only be collected when special arrangements have been made to cover such charges for students who wish to participate but cannot afford to pay.
4. A parent support organization is a separate legal entity from the school system established to support the activities of a specific school. The funds of parent support organizations shall be separate from school accounts and subject to sound accounting and finance procedures. New Hanover County Schools requests that proper internal controls be put in place to avoid the mishandling of these funds. These may include, but are not limited to, having two (2) parent support organization officers sign each check and having two (2) members collect money for all fundraising activities.
  5. Principal or designee shall participate annually in a joint meeting of officers of all parent support organizations to promote strong alliances among such groups.
  6. New Hanover County Schools recognizes the significant contributions made by parent support organizations in the area of equipment and the improvements made to buildings and grounds. The following purchasing guidelines shall apply:
    - School buildings or grounds shall not be renovated or changed without prior written approval of the school principal and the Superintendent or designee.
    - School supplies or equipment purchases must be approved by the school principal. Additionally, all equipment purchased in excess of \$300 must have prior approval from the principal and Superintendent or designee.
    - All equipment purchases shall be accounted for and recorded in the school's equipment inventory records.
  7. Parent support organizations shall not provide additional compensation to personnel currently employed by New Hanover County Schools.
  8. New Hanover County Schools' employees shall follow all personnel policies.
  9. Publications by each school to promote the sharing of ideas and better communication is strongly recommended.

CROSS REF: Policy 8550 School Sponsored Fundraising Activities

Adopted: 04/14/87

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