

**SCHOOL-CONNECTED ORGANIZATIONS**

Persons proposing to establish a school-connected organization shall submit a request to the Governing Board for authorization to operate at the school for a period of one year or less. The request for authorization shall contain:

1. The name and purpose of the organization
2. The date of application, the requested term of the authorization and proof of the Booster Club's own tax ID number and tax exemption letter
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination
4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal of the supporting school approving the event
9. Planned 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. An agreement to provide evidence of liability insurance as required by law in the minimum amount of \$1,000,000 combined single limit with the district named as an additional endorsement. The District has sole discretion to require more coverage such as for athletic activities and larger events.

Requests for subsequent authorization shall be presented to the Superintendent or designee at least annually, along with a financial statement showing all income and expenditures from fundraisers and proposed fundraisers for the subsequent school year. If the superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

*(cf. 1330 - Use of School Facilities)*

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, school team's name, or any logo attributable to the school or district. School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional employees,

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but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

**Use of Alcohol at School Connected Organization Events Off-Campus**

If alcohol will be present at an off-campus event where students will voluntarily be participating in setup or performance only, the school-connected organization shall complete a Notice of School Event form and submit it to the site principal and seek Board approval before the event date. Once an event is approved by the principal, a copy shall be forwarded to Superintendent's office for placement on the Board agenda. Event tickets and any advertising shall state "Must be 21 years of age or older to attend." A final draft of the event ticket shall be attached to the Notice of Event form. Additional insurance and private security may be required for the event.

An exception to the age restriction requirement is the Madrigal Dinner performance where students perform and family and friends under 21 years of age may attend. Additionally, students may perform at events where adults may have access to alcohol and no one under 21 is allowed at the event. These include holiday events or performances in wineries. In any of these instances, board approval is still required.

Each student that voluntarily participates in an event shall have a signed Parent Consent for Students to Participate in School-Sponsored Events Where Alcohol is Present form on file. Students shall not be allowed to be present, except when performing, when alcohol is served or have any access to alcohol during setup of the event. Alcohol shall not be present at events held on school property.

Students participating in setup of school-connected events shall be appropriately supervised by responsible adults from the school-connected Booster organization. All alcohol prior to and at the event shall be under the direct and physical control of an adult at all times. It shall be the responsibility of the school-connected organization to obtain all licenses or permits to sell alcohol at the event. Having received District and Board authorization for the event does not indicate that such license or permit will be obtained by the District.

Regulation

**VACAVILLE UNIFIED SCHOOL DISTRICT**

Approved: August 4, 2005

Vacaville, California

Revised: November 8, 2007; September 20, 2012; May 24, 2016; October 6, 2017