

RELATIONS WITH PARENT ORGANIZATIONS

Code **KBE-R** Issued **2/13**

- All activities sponsored will be for the best interest of the students of each particular school.
- All fundraising activities must be placed on the fundraising calendar developed and approved by the administration prior to the start of school each year.
- Community-wide fundraisers are limited to those absolutely necessary to meet annual goals.
- Annual goals should be developed with input of the principal and club officers.
- Updated written financial statements with line item information must be presented at each meeting of the organization.
- All check requests and purchase orders must be co-signed by one of the club officers and the school principal.
- Expenditures should be voted upon by the organization prior to purchase or order.
- All funds raised must be deposited in the school's financial account as a restricted fund used only for the purposes/goals of that organization. All expenditures must be through the school's financial account in accordance with district procedures. These fund activities are subject to annual audit procedures authorized by board policy.

Issued 9/14/93; Revised 5/10/05, 9/13/11, 2/12/13