

**A. PRINCIPLES**

The Transylvania County Board of Education (the “board”) encourages the development and participation of parent organizations that support the goals of the board and the school system. The board recognizes that parent organizations are an effective means of involving parents in their children’s schools. The superintendent and school administrators shall inform parent organizations of specific goals for each school and shall help these parent organizations identify opportunities to assist the school in achieving those these goals.

Participation in parent organizations is always voluntary. No student or parent will be required to participate in a parent organization as a condition of participation in a curricular or extracurricular school activity or program.

**B. CONDITIONS FOR ESTABLISHING PARENT ORGANIZATIONS**

Parent organizations, including PTAs, PTOs, and booster clubs, are not considered a part of the school system and may not represent themselves to students, parents, or others as official representatives of a school or the school system. However, because these organizations and their activities reflect upon the school system, all parent organizations must comply with the following conditions in order to operate in conjunction with the schools.

1. All parent organizations must provide the superintendent with a document describing the purpose of the organization and the general rules and procedures by which it will operate. Any later modifications to the organization’s purpose or general rules and procedures also must be provided in writing to the superintendent.
2. Parent organizations must obtain prior approval from the principal for (a) any fund-raising event; (b) any purchase for the school; (c) any function involving the participation of students; or (d) any event that is likely to reflect upon the school or the school system.
3. Fliers and other literature displayed or distributed by parent organizations must comply with policy 5210, Distribution and Display of Non-School Material.
4. Parent organizations are responsible for maintaining their own financial records in accordance with the requirements of Section C, below. Employees of the school system are not permitted to manage the affairs of parent organizations during the workday.
5. Parent organizations are expected to consider the cultural diversity and economic differences of students and parents in planning school-related functions.

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46 The superintendent shall grant or deny parent organizations approval to operate at each  
47 school. Parent organizations that do not comply with board policies may have approval  
48 to operate within the school revoked by the superintendent. **The superintendent shall**  
49 **provide a list of the approved parent organizations to the board annually.**

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51 **C. FUNDS MANAGEMENT**

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53 Parent organization funds may be used only for purposes consistent with the goals, rules,  
54 and procedures of the organization. Adequate financial records, including sales slips,  
55 receipts, invoices, and any other documentation of expenditures, must be maintained and  
56 be accessible to parents and school officials on request.

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58 Parent organization funds may be deposited only in an account maintained by the  
59 organization. All checks must be signed by the organization treasurer and either the  
60 organization president or vice-president. The organization president should periodically  
61 review the organization bank records, which must be reconciled by the organization  
62 treasurer at least monthly.

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64 All financial documents and accounts of the parent organization must be in the name of  
65 the parent organization and not in the name of the school, the school system, or a specific  
66 school team or program. Bank accounts should reflect the official name of the parent  
67 organization and carry the parent organization's tax identification number. The school  
68 system's tax identification number may not be used on a parent organization's bank  
69 account or financial documents. The school system does not have any financial  
70 responsibility for the payment of obligations incurred by a parent organization.

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72 **D. DONATIONS TO ~~A SCHOOL OR~~ THE SCHOOL SYSTEM**

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74 Any donation to the school system from a parent organization must be made in  
75 accordance with the process and requirements of policy 8220, Gifts and Bequests. ~~Any~~  
76 ~~item that a parent organization proposes to contribute to a school must meet all legal~~  
77 ~~requirements, including safety codes. Before accepting a donation of equipment,~~  
78 ~~supplies, or funds, the principal must notify the superintendent and ensure that the~~  
79 ~~donation complies with the requirements of policy 8220, Gifts and Bequests. All~~  
80 ~~donated items become the property of the school system. While the intent of the donor~~  
81 ~~will be considered, the school system reserves the right to modify the use of the donation~~  
82 ~~if the needs of students or the school system change.~~

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84 Legal References: G.S. 115C-36, -47

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86 Cross References: Parental Involvement (policy 1310/4002), Distribution and Display of Non-  
87 School Material (policy 5210), Gifts and Bequests (policy 8220)

89 Adopted: August 15, 2016

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91 Revised: [DATE]

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