

## **KCC – SCHOOL AND DISTRICT AFFILIATED ORGANIZATIONS**

The Epping School District encourages partnership with school and community organizations to improve school programs for Epping students. Partnerships may be designated as a school sponsored activity, school affiliated 501c3 non-profit organization, district sponsored organization, or non-district sponsored organization. Raising and expending funds in affiliation with a school district has associated legal and financial obligations for the school, district, and organization. To insure a successful partnership the following criteria have been developed to define the responsibilities of the school, district, and organization. A written agreement may be required to further define responsibilities, permissions, and protections.

	<b>School Sponsored Activity</b>
<b>Affiliation</b>	School principal approval No written agreement with district required
<b>Purpose</b>	Written statement of purpose Support of school co-curricular or extra-curricular program
<b>Funding</b>	School district approved budget
<b>Supervision</b>	Activity advisor/coach assigned by school principal
<b>Decision Making</b>	Advisor/coach subject to school principal approval
<b>School Fundraising</b>	100% funds raised by school students to be spent on school activity Proposal stating the location, time & method of fundraising, the time & method for distribution of funds, and other financial terms School board approval
<b>Distribution of Funds</b>	School principal approval
<b>Balance of Funds</b>	Remain with the activity at the end of the activity or school year
<b>Location of Funds</b>	Student activity account District tax ID
<b>Financial Accountability</b>	Student activity report at end of school year Annual district audit
<b>Facilities Use</b>	School principal approval and subject to school rules and district policy No facilities fee
<b>Liability Insurance</b>	Activity and use of facilities covered by school district property/liability insurance
<b>Advertising in Schools</b>	School principal approval and subject to school rules and district policy

	<b>School Affiliated 501c3 Non-Profit Organization</b>
<b>Affiliation</b>	School board approval Written agreement with district required
<b>Purpose</b>	Written agreement stating mission of non-profit group
<b>Funding</b>	No district funding
<b>Supervision</b>	School liaison assigned by school principal Activities within school and/or involving school students subject to school principal approval
<b>Decision Making</b>	By committee including school representation
<b>School Fundraising</b>	100% funds raised by school students to be spent on school activity Proposal stating the location, time & method of fundraising, the time & method for distribution of funds, and other financial terms School board approval
<b>Distribution of Funds</b>	Per school board approved annual budget or funds of $\leq$ \$100 subject to school principal approval, $\leq$ \$500 superintendent approval, and $>$ \$500 school board approval prior to distribution. All one time donations in excess of \$5,000 require a public hearing prior to distribution of funds as required by state law.
<b>Balance of Funds</b>	Funds raised through school fundraising remain with the activity for which they were raised
<b>Location of Funds</b>	Non-profit group account Non-profit tax ID
<b>Financial Accountability</b>	501c3 requirement IRS and NH Attorney General District report at end of school year
<b>Facilities Use</b>	School principal approval and school rules and district policy Facilities fee may be required
<b>Liability Insurance</b>	Activity not covered by school district property/liability insurance Certificate of insurance naming district as additionally insured to use school facilities
<b>Advertising in Schools</b>	Superintendent approval and subject to school rules and district policy

	<b>District Sponsored Organization</b>
<b>Affiliation</b>	School board approval Written agreement with district required
<b>Purpose</b>	Written agreement stating mission of district-sponsored group
<b>Funding</b>	No district funding
<b>Supervision</b>	School liaison assigned by school principal Activities within school and/or involving school students subject to school principal approval
<b>Decision Making</b>	By committee including school representation
<b>School Fundraising</b>	100% funds raised by school students to be spent on school activity Proposal stating the location, time & method of fundraising, the time & method for distribution of funds, and other financial terms School board approval
<b>Distribution of Funds</b>	School principal approval
<b>Balance of Funds</b>	Remain with the activity at the end of the activity or school year
<b>Location of Funds</b>	Student activity account District tax ID
<b>Financial Accountability</b>	Student activity report at end of school year Annual district audit
<b>Facilities Use</b>	Subject to school principal approval and school rules and district policy Facilities fee may be required
<b>Liability Insurance</b>	Activity and use of facilities covered by school district property/liability insurance
<b>Advertising in Schools</b>	School principal approval and subject to school rules and district policy

	<b>Non-District Sponsored Organization</b>
<b>Affiliation</b>	None No written agreement with district required
<b>Purpose</b>	NA
<b>Funding</b>	NA
<b>Supervision</b>	NA
<b>Decision Making</b>	NA
<b>School Fundraising</b>	No school fundraising
<b>Donation of Funds</b>	Funds of $\leq$ \$100 subject to school principal approval, $\leq$ \$500 superintendent approval, and $>$ \$500 school board approval prior to distribution. All one time donations in excess of \$5,000 require a public hearing prior to distribution of funds as required by state law.
<b>Balance of Funds</b>	NA
<b>Location of Funds</b>	NA
<b>Financial Accountability</b>	NA
<b>Facilities Use</b>	Subject to school principal approval and school rules and district policy Facilities fee may be required
<b>Liability Insurance</b>	Activity not covered by school district property/liability insurance Certificate of insurance naming district as additionally insured to use school facilities
<b>Advertising in Schools</b>	Superintendent approval and subject to school rules and district policy

The School Board directs the Superintendent or designee to meet with school and district affiliated organizations to review the enclosed criteria, select a designation, and develop an agreement if applicable. Agreements are in effect for one school year and will be presented to the School Board for review and approval for the initial school year and each year thereafter.

If school fundraising is permitted the school/district affiliated organization is to provide an annual fundraising proposal identifying the date of the event, the type of fundraiser, the purpose of the fundraiser, and the disposition of funds with the annual agreement. Annual fundraising proposals will be presented to the School Board with the annual agreement for review and approval. Fundraising events not included in the annual list are subject to School Board approval.

Statutory/Regulatory/Policy/Handbook Cross References

ESD Policy DIB (Student Activities Accounting and Reporting)

ESD Policy JJE (Student Fund-Raising Activities)

ESD Policy JJF (Student Activities Fund Management)

ESD Policy KCD (Public Gifts/Donations)

ESD Policy KCD-R (Public Donations to Schools)

ESD Policy KH (Public Solicitations in the Schools)

Handbook (None)

APPROVED/REVISED: October 6, 2011

PREVIOUS POLICY: None