Guidelines for Support Organizations

1. INTRODUCTION

The Wayland School Committee recognizes the role of the various Support Organizations in assisting the Wayland School District in enriching the athletics and co-curricular programs of the District. As stated in Wayland School Committee Policy KJA "the School Committee recognizes that the endeavors and objectives of Support Organizations and similar groups can be a valuable means of supporting achievements of our public school system." [See Wayland School Committee Policy Manual] As such, "Support Organizations' proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and extra-curricular programs of the schools, in accordance with the Guidelines for Support Organizations."

In light of this policy, the following guidelines have been developed to define activities and events that support the mission and vision of Wayland Public Schools and to establish expectations for collaboration between Support Organizations and the Wayland School Committee acting through the Wayland Public Schools Administration. These guidelines are intended to provide important information to ensure that Support Organizations understand what is required to comply with all applicable laws, guidelines, policies and procedures for the mutual protection of Support Organization members, school and town officials, employees, and students.

Even though the District may recognize a Support Organization, the District expressly disclaims any liability arising from its recognition of a Support Organization or the group's adherence to the District guidelines. The District is legally separate from a Support Organization and it shall not be financially obligated for any liabilities the group may incur. The Wayland School District recognizes and respects that Support Organizations are private organizations operating solely under the control of their own boards, officers and members.

2. DEFINITIONS:

2.1. Support Organization: For the purposes of these guidelines, a Support Organization is a group that is organized for the purpose of supporting the Wayland Public Schools, a Wayland School District program or activity and/or to recognize student accomplishments within that activity. Support Organizations are composed of parents, alumni, and/or other community members coming together for the purpose of supporting specific school activities, such as athletic teams, academic teams, drama clubs, and musical groups, for the benefit of students and staff. Support Organizations also supplement school programs and conduct activities and fundraising events whose primary participants are parents, students and community members.

2.2. School-sponsored program or activity: Any athletic or extracurricular program or activity conducted under the auspices of Wayland Public Schools and administered by the Wayland School District.

2.3. School-related event: An event conducted as part of or directly connected to a school- sponsored team or activity. Examples would include team practices, competitions, field trips, and team or club banquets. Not included are Support Organization-sponsored events such as a Spelling Bee, celebration of retiring or departing coaches, pre-event pasta parties, trips to major league baseball or basketball games, etc.

3. APPLICABLE LAWS, REGULATIONS, POLICIES AND PROCEDURES:

Support Organizations should be aware of the following laws, regulations, policies and procedures and ensure compliance, where appropriate.

□ Massachusetts General Laws require that certain organizations engaged in fundraising activities for support of public purposes be registered as a nonprofit corporation with the Commonwealth of Massachusetts' Secretary of State [See MA Secretary of State Nonprofit Corporation Information] \and as a public charity with the Office of the Attorney General (public charity registration is only required if the organization is raising in excess of $5,000 per calendar year) [See MA Office of the Attorney General, Nonprofits & Charities Information] Registration may require the organization to draft and file Articles of Organization and Organization Bylaws, templates for which can be found on the Secretary of State's website link above.

□ Support Organizations that provide receipts to donors as a "charitable tax deductible donation" must be officially approved by the IRS as a tax-exempt organization.

□ Massachusetts law governs when and how eligible organizations can conduct raffles which require the payment of a fee for a chance to win a prize. Raffles include 50/50 raffles and donation drawings. Public schools are not "eligible organizations" but Support Organizations with 501(c) (3) status may be. Information on how to conduct a legal raffle can be obtained at the office of the Wayland Town Clerk and/or the Massachusetts Attorney General's website.

□ Support Organizations may not use the Wayland School District's sales tax exemption for purchases or sales.Support Organization members should be aware of the Massachusetts Conflict of Interest statute and ensure compliance, where appropriate. {See MA State Ethics Commission]

4. FINANCIAL EXPECTATIONS OF SUPPORT ORGANIZATIONS

□ Support Organizations shall maintain bank, financial and tax exempt status separately from the Wayland School District.

□ Support Organizations shall track and maintain financial records that track revenue and expenses.

□ In accordance with Wayland School Committee Policy KCD [See Wayland School Committee Policy Manual], for Support Organizations, "the Superintendent will accept as a gift each Organization's budget (which describes how the funds related to the gift will be spent) at an appropriate time near the beginning of the school year and accept as a gift their actual expenditures (how the funds related to the gift were actually spent) at an appropriate time near the completion of the school year. Any deviation from the submitted budget that results in a philosophical change in how the funds will be spent much be accepted as a gift by the Superintendent before the change occurs."

□ Control of all funds raised by or provided to the Support Organization must remain with the Support Organization members and shall not be retained by students or Wayland employees.

□ Support Organizations may charge dues to parents for membership to the Support Organization itself.

5. FUNDRAISING

□ At the beginning of each school year or within 30 days of the start of an athletic or production

season, Support Organizations shall submit to the Superintendent or his/her designee a list of fundraising events that each organization proposes to hold that year or season so that the Superintendent or his/her designee may review the proposed events and determine whether they are in conflict with any of the school's educational programs or activities. Support Organizations may amend said list of activities throughout the school year.

□ Support Organizations will not require students to solicit funds; students may voluntarily participate in Support Organization fundraisers. The organization will not require members or students to fundraise or raise a certain amount. For example, a student's ability to attend a trip will not be based on raising a certain amount of money.

□ Support Organizations wishing to utilize school facilities for fundraising or for Support Organization activities will comply with the Wayland School District's Facility Use Rules and Guidelines procedures, and as applicable, state and/or local laws and rules. [See Wayland Building Use Fees and Regulations]

□ No active fundraising activities should be conducted by Support Organizations on Wayland School District property during normal school hours without specific approval of the Superintendent or his/her designee.

6. DONATIONS AND EXPENDITURE OF FUNDS

□ Support Organization funds should be donated to the District for specific purposes, such as the purchase of specific items of equipment. This is the preferred method. If particular items are purchased directly by the Support Organization and then provided to a particular activity or sport, these items then become the property of Wayland Public Schools. Donations must be made in accordance with the Wayland School Committee policy, Public Gifts to the Schools (KCD). [See Wayland School Committee Policy Manual]

□ Wayland staff may make requests to the Support Organization for desired donations. The Building Principal or Athletics Director should be informed by the Support Organization of the group's intent to fulfill a request prior to the donation being made.

□ Support Organizations may make donations of capital equipment to the School District. Support Organizations shall receive prior approval of the Athletics Director, Building Principal, Director of Public Facilities or Business Manager for capital equipment purchases over $5,000 and of the School Committee for capital equipment purchases that result in recurring annual costs that exceed $5,000.

□ Any Support Organization activity that would require or involve any significant construction, expansion, or renovation of school facilities or property valued at more than $10,000, or would result in recurring annual costs that exceed $5,000, shall receive prior approval of the Wayland School Committee.

□ The Wayland School District will consider implications of accepting Support Organization donations to ensure compliance with Title IX and other Civil Rights Act provisions. Support Organizations should enhance activities for both male and female students. The School Committee, Superintendent or his/her designee may refuse donations, which detract from the experience of students, require ongoing maintenance or other expenses, fail to provide equal access on the basis of race, gender, etc., or are otherwise objectionable.

APPLICATION OF RECOGNITION (APPENDIX A)

□ Wayland Public Schools require all Support Organizations to submit an initial application for recognition. Existing organizations will only be required to submit a renewal application if there are significant changes taking place, i.e. significant turnover of the directors, changes to bylaws or the organization's overall mission. [See attached Application]

7. RECOMMENDED PRACTICES (APPENDIX B)

□ It is recommended that the organization by-laws require the bonding of any organization member who is an authorized signatory for banking purposes.

□ It is recommended that any Support Organization planning to provide awards or recognition to teams or individual students consult with the Building Principal and/or Athletics Director or Activity Advisor prior to any public announcement being made.

□ It is recommended that Support Organizations that conduct fundraising activities whose purpose is to provide resources to the schools keep accurate and complete records of each fundraising activity, recording the net receipts of each activity, keeping a current balance of all monies received and expended.

□ To help maintain continuity within the organization in light of officer and member turnover, it is recommended that the activities of the organization be clearly documented and that a procedure for retaining those documents be established.

□ It is recommended that the Support Organization appoint a school liaison to coordinate communication and organizational requirements between the Support Organization and the Wayland School District.

Approved March 21, 2016