



## Madera Unified School District 2024-25 Parent/Booster Club Request for Recognition

Instructions: Please complete the information below and attached all documentation listed to request recognition from the Madera Unified School Board pursuant to Board Policy and Administrative Regulation BP/AR 1230:

Name of Club: \_\_\_\_\_

School Site: \_\_\_\_\_ School Year: \_\_\_\_\_

Purpose of Club: \_\_\_\_\_

\_\_\_\_\_

### Required information:

Bank Name	
Bank Account Name	
Account #	
Tax ID	
Non Profit 501c3#	

### Officers:

Name:	Phone #:	Address	E-mail:

**Please make sure the following items are attached this this Request for Recognition Form before submitting:**

Current Club Bylaws	
Signature of BP 1230	
Financial Report Summary of Previous Year (ex: bank statement, account reconcile)	
Last IRS Filing	

Madera Unified School District's insurance policy will cover all Boosters/PTC Clubs. Each recognized group must follow all Board Policies and Administrative Regulation to be covered.

All fundraising activities must be approved by principal and must be held on the school site campus. Any vendor that provides a service or comes on school site property must have liability insurance. Obtain a copy of their liability insurance and submit to principal. If the vendor does not have insurance, you must pick another vendor who does.

[Madera USD](#) | BP 1230 Community Relations school-Connected Organizations

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

(cf. [0200](#) - Goals for the School District)

(cf. [6020](#) - Parent Involvement)

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [3290](#) - Gifts, Grants, and Bequests)

(cf. [3554](#) - Other Food Sales)

(cf. [5030](#) - Student Wellness)

(cf. [6145](#) - Extracurricular Activities)

(cf. [6145.2](#) - Athletic Competition)

The Superintendent or designee shall establish appropriate rules for the relationship between school connected organizations and the district.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school. (Education Code [51521](#))

(cf. [1321](#) - Solicitation of Funds from and by Students)

(cf. [1330](#) - Use of School Facilities)

(cf. [3452](#) - Student Activity Funds)

A school-connected organization may consult with the principal to determine school needs and priorities. Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code [49011](#))

(cf. [3260](#) - Fees and Charges)

Madera USD | AR 1230 Community Relations

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization
2. The date of application
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  
(cf. 0410 - Nondiscrimination in District Programs and Activities)
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds
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
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 and/or directors and officers insurance when and in the manner required by law.  
(cf. 1330 - Use of School Facilities)
11. Last IRS Filing.

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school connected organization to conduct activities in the district may be revoked at any time.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.

3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.
5. They shall not hire or directly pay district employees. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. 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)

Regulation MADERA UNIFIED SCHOOL DISTRICT  
approved: December 13, 2011 Madera, California  
revised: September 27, 2016

**As a condition of recognition, the club agrees to comply with all the requirements of BP/AR 1230:**

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Club Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

35160 Authority of governing boards

38130-38138 Civic Center Act, use of school property for public purposes

48931 Authorization for sale of food by student organization

48932 Authorization for fund-raising activities by student organization

49011 Student Fees

49431-49431.7 Nutritional Standards

51520 Prohibited solicitation on school premises

51521 Fund-raising project

BUSINESS AND PROFESSIONS CODE

17510-17510.95 Solicitations for charitable purposes

25608 Alcohol on school property; use in connection with instruction

GOVERNMENT CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

15500 Food sales in elementary schools

15501 Food sales in high schools and junior high schools

15575-15578 Requirements for foods and beverages outside the federal meals program

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 7

210.11 Competitive food services

220.12 Competitive food services

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728 Management

Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference

WEB SITES

CSBA: <http://www.csba.org>

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

Policy MADERA UNIFIED SCHOOL DISTRICT

adopted: December 13, 2011 Madera, California revised: September 27, 2016