

STUDENT SUPPORT GROUPS POLICY AND GUIDELINES

The Western Heights Board of Education encourages parent support for all activities undertaken on behalf of the student body of Western Heights Schools. In an effort to ensure that all parent support groups engage in activities which are beneficial to the Western Heights student body, while maintaining an operational structure that is consistent with Oklahoma School Law and Oklahoma State Department of Education regulations, the Western Heights Board of Education directs that the following guidelines be observed by support groups which provide financial support for student activities.

1. All support groups must be officially recognized by the Western Heights Board of Education before the group undertakes support activities. All prospective groups will submit to the Board of Education a written request asking for official recognition as a support organization. The request shall include a description of activities carried out by the support group, and a copy of all by-laws and/or constitutions which govern the operation of the support group. Each support group shall describe the manner in which official membership within the support group is obtained. A list of the support group's regular meeting dates and times shall be included in the request for recognition.
2. Support groups will indicate in writing (verified by official documentation in the support group's minutes) which officers and/or members of the support group are authorized to represent the support group as a liaison in regard to any transactions made on the behalf of the support group by the administration. Support groups are advised that the type and amount of all transactions are subject to the requirements of Oklahoma School Laws.
3. All support groups will supply to the Board of Education a request and description for fund-raising activities which will be conducted by the support group. Fund-raiser activity descriptions must be submitted for Board of Education approval prior to the fund-raiser being conducted.
4. A list of approved uses for funds generated by support groups, will be approved by the Board of Education before obligations are incurred. The list of approved uses of generated funds shall be voted on by the membership of the support group before the list is submitted to the Board of Education for final approval. A copy of support group(s) minutes shall be submitted with the list of approved uses to the Board of Education.
5. Any properties (equipment and/or merchandise) obtained as a result of activities undertaken by any support group and/or individual(s) will be officially accepted as a gift or donation by the Board of Education. Once donated property is accepted by the Board of Education, all property rights associated with donated equipment and/or merchandise shall be vested with the Western Heights School District. In cases where support groups donate specific items of equipment and/or merchandise to specific school sites or student/teacher organizations within school sites, it shall be the policy of the Western Heights Board of Education and Administration to retain inventory on a site and department basis and provide the appropriate disposition for all resources donated by a support group.
6. All support groups which become involved in fund raising activities or in the use of school facilities shall agree to conduct all activities in a manner which is consistent with the laws of Oklahoma. All state requirements relative to tracking inventory, and cash receipts will be observed by each support group. Support groups shall ensure to the Board of Education that all District procedures which are in force to demonstrate compliance with state laws shall be followed.

7. PTA affiliated groups which elect not to have their funds placed under immediate Board of Education oversight (through deposit of funds in the school activity fund) must agree to submit to the Board of Education no later than February 1 of each year, the results of an annual audit for the fiscal year preceding the current fiscal year. The audit shall be conducted by a State Board of Education certified public accountant. If the PTA desires the Western Heights Board of Education will offer the services of its State Board of Education certified public accountant at no charge to the PTA for the purpose of conducting the annual audit. If the PTA desires to use an auditor other than the one selected by the Board of Education to conduct its annual audit, then the PTA will incur the full cost of its annual audit.
8. Failure of any support group to comply with these guidelines may become grounds for loss or denial of recognition by the Western Heights Board of Education. If the Board of Education denies or removes recognition from such support group, then the Board of Education will take necessary action to sever all relationships between the support group and School District.

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