

## FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

**Community Relations  
SCHOOL-CONNECTED ORGANIZATIONS**

Persons proposing to establish a school-connected organization at a school operated by the County Superintendent shall submit a request to the County Superintendent or designee for authorization to operate at the school. The request for authorization shall contain, at a minimum, the following:

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.
5. A list of specific objectives of the organization.
6. An agreement to grant the County Superintendent or designee the right to audit the organization's financial records at any time, either by County Superintendent personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds.
7. The name of the bank or credit union where the organization's account will be located and the names of those authorized to withdraw funds.
8. 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.
9. Proof of or an agreement to provide evidence of liability insurance as required by law.

Requests for subsequent authorization shall be presented to the County Superintendent or designee annually, along with a financial statement showing all income and expenditures from fundraisers. The County Superintendent or designee shall respond to each request for authorization as he/she determines appropriate.

When deemed necessary by the County Superintendent or designee, the authorization for a school-connected organization to conduct activities in schools operated by the County Superintendent 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 County Superintendent, County Board, or any school operated by the County Superintendent.

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2. The organization shall not use the tax-exempt status and identification number of the County Superintendent or County Board. It shall be responsible for its own tax status, internal controls, financial reporting, retention of records, or other operations.
3. The organization shall use a separate name and logo, and shall not use the name or logo of the County Superintendent, County Board, or any school operated by the County Superintendent. Any use of a name or logo affiliated with the County Superintendent shall require the prior written approval of the County Superintendent or designee. Any use of a name or logo affiliated with the County Board shall require the prior written approval of the Board President or designee.
4. Funds of the school-connected organization shall not be comingled with funds of the County Superintendent, including associated student body funds.
5. The organization is prohibited from hiring or directly paying County Superintendent employees. At their discretion, County Superintendent employees may volunteer to perform activities for school-connected organizations during non-working hours.

Adopted: 11/18/2010

Amended: 10/18/2018

SD 1230, 05/2016; Doc# 11127-2, rev. 08/2018