

3.14 Affiliated Organizations

3.14.1 School Sponsored Organizations – School-sponsored student organizations will be subject to Board policies and procedures concerning fiscal management and will maintain organization funds in school accounts. All books, records, and official documents pertaining to the management of such organizations will be maintained at the local school and will be subject to examination and audit by the Superintendent or designee, the principal, or the State Examiners of Public Accounts. The use of funds collected, generated, or held by such organizations will be determined in accordance with the constitution, charter, or by-laws of the organization, with oversight by the sponsor of the organization, and subject to approval of the principal.

3.14.2 Booster Club and Other Affiliated Organizations- Other organizations that are affiliated with local schools are permitted to operate or raise funds on Board property or at Board sanctioned events only in conformity with Board and State Department of Education policies, procedures, and standards concerning the fiscal management of such organizations.

3.14.3 Parent Teacher Associations/Parent Teacher Organizations - PTA/PTO organizations that are affiliated with local schools are permitted to operate or raise funds on Board property or at Board sanctioned events only in conformity with Board and State Department of Education policies, procedures, and standards concerning fiscal management of such organizations.

3.14.3.1 In order to operate in or on behalf of a school in the Madison County School System, the PTA or PTO must have on file with the Board of Education the following documents:

- **PTA-**
 - PTA Charter indicating date of inception.
 - Proof of membership from State PTA for current fiscal year.
 - Current Bylaws.
 - List of officers for current fiscal year.
- **PTO- operating within the school**
 - Signed Sponsor Form.
 - Officer Authorization Form for current fiscal year.
 - Current Bylaws.
- **PTO- operating outside the school**

- Articles of Incorporation as required by the State of Alabama.
- Initial Bylaws and Minutes of Organizational Meeting.
- Official letter from IRS granting non-profit status.
- Current Bylaws that include officers and responsibilities, fiscal year, and financial accountability requirements and procedures.

3.14.3.2 In order to operate in or on behalf of a school in the Madison County School System, the PTA or PTO must provide to the Board of Education copies of the following by no later than August 1 each year.

- Proof of federal tax filing for the previous fiscal year.
- Final Financial Report for previous fiscal year.
- Proof of Annual Financial Review for previous fiscal year.
- Budget for current fiscal year.
- Proof of Fidelity Bond for the current fiscal year.

3.14.3.3 In order to operate in or on behalf of a school in the Madison County School System, the PTA or PTO president must attend annual training regarding financial policies and procedures of Madison County Schools and best practices for financial accounting.

In the event that a PTA or PTO does not provide the required documentation by August 1 each year and attend the required training, the group is not authorized to operate or raise funds on Board property until all documentation is received.

Approved September 13, 2018