

Partner Organizations

A list of current partner organizations of the District is attached to this Administrative Regulation as Attachment A.

Guidelines for Recognition and Continued Recognition

A partner organization must demonstrate compliance with the guidelines listed below as a condition of being considered for recognition as a partner organization of the District and must maintain compliance with such guidelines at all times thereafter in order to maintain such recognition.

1. Partner organizations (“Organizations”) are required to certify compliance with the following on an annual basis by October 1, unless a later date has been mutually agreed to by the partner organization and the designated Administrative Liaison:
 - a. Membership and participation in partner organizations is open to all parents/guardians of District students who wish to participate, except that parent/teacher organizations and home and school associations may be limited to parents/guardians who have children at the school associated with the organization or association. Officers of parent/teacher organizations and home and school associations must be parents/guardians of a student enrolled at the school associated with the organizations or association.
 - b. The Organization, including its guests and invitees who attend any events or activities which take place on school property, shall at all times act and operate in compliance with all applicable Tredyffrin/Easttown School District Board Policies, Regulations, applicable school rules, and applicable law.
 - c. The Organization does not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs.
 - d. The Organization shall not impose conditions of membership which may exclude students from participation in District or school events, student organizations, school-sponsored activities, or any other opportunities offered to students by the District or its schools, as outlined in further detail below.
 - e. The Organization shall not require at any time parents/guardians and/or students to financially contribute to the Organization for any reason other than reasonable and customary dues
 - f. The Organization shall not request financial contributions from parents/guardians and/or students prior to the members of the team/activity being determined.

A form certification is attached as Attachment B.

2. Partner organizations shall ensure that a copy of their bylaws remains on file with the Superintendent or designee at all times. Partner organizations are expected to operate in accordance with their bylaws. Partner organizations are further required to submit to the Superintendent or designee on an annual basis a listing of all officers, including their address, phone number, and email address.
3. In the event the Superintendent or designee determines that a partner organization is not complying with such Board Policies, Regulations, school rules, and/or applicable law, the partner organization shall be required to promptly correct such instances of non-compliance to the satisfaction of the Superintendent or designee.

Meetings with the District

In order to facilitate cooperation with and orientation of partner organizations, the Superintendent or designee will encourage regularly scheduled meetings with representatives of partner organizations and other administrators or staff designated by the Superintendent or designee. Partner organizations are permitted to prepare minutes of these meetings for distribution to their membership. However, prior to their publication or circulation, any such minutes must be reviewed and approved by the designated Administrative Liaison.

Attendance and Participation at Student-Specific Meetings

Members or officers of a partner organization may attend meetings on behalf of a child not their own in their individual capacity if requested to attend by the parent/guardian of the child. This status shall be clarified by the chair of the meeting at the beginning of the meeting. This includes meetings such as parent/teacher conferences, IEP/Section 504 meetings, student attendance improvement conferences, special education due process hearings or related proceedings, student discipline conferences or hearings, mediation sessions, hearings before the Board of School Directors or their designee(s), etc.

Use of District's or Any School's Name, Logo, or Mascot

Partner organizations that wish to utilize the District's or any individual school's name, logo, or mascot must receive written permission, in advance, from the Superintendent or designee.

Partner Organization Logos or Mascots

Partner organizations are permitted to have their own logos or mascots. However, such logos and/or mascots may not be contrary to the mission or goals of the District or run counter to the "Prohibited Commercial Activities" section of Administrative Regulation 3260 (Commercial Advertising), as determined by the Superintendent or designee.

Restrictions on Imposition of Fees and Limiting Access to the Activity

Partner organizations shall not charge fees for services which are already available for free to District students.

Partner organizations are prohibited from imposing conditions of membership which may exclude students from participation in District or school events, student organizations, school-sponsored activities, or any other opportunities offered to students by the District or its schools. Such conditions include, but are not limited to, the following:

- requiring students and/or their parents/guardians to remit payments, fees, dues or monies of any kind as a prerequisite to student membership and/or participation in District or school events, student organizations, school-sponsored activities, or any other opportunities offered to students by the District or its schools; and
- requiring parents/guardians to join a particular partner organization and/or any other group before their children may become entitled to membership and/or participation in District or school events, student organizations, school-sponsored activities, or any other opportunities offered to students by the District or its schools.

Partner organizations also may not request financial contributions from parents/guardians and/or students prior to the members of the team/activity being determined.

Use of Funds by Partner Organizations

Any money which is to be spent for the purposes of maintaining staff for an instructional program, athletic or music program, or any other extra-curricular activity or program must be approved by the Superintendent or designee.

Partner organizations are not permitted to provide gifts or awards to students without the prior approval of the Superintendent or designee.

Partner organizations are not permitted to make improvements to District buildings or grounds without prior permission from the Superintendent or designee.

Partner organization are strongly encouraged to consult with their building principal prior to making expenditures for equipment, supplies or other items to avoid overlap or duplication of District purchases. Purchases of equipment, supplies, or other materials for donation to the District must be in accordance with Board Policy and applicable law. Additionally, the purchase of equipment, supplies, or other materials for donation to the District's athletic programs must be reviewed and approved in advance by the Athletic Director to ensure compliance with applicable law and regulations governing athletic programs.

All uniforms required by the District to be worn by members of a team or activity shall be purchased by the District. Uniforms shall include any clothing that:

- a. Displays the school colors or logo (except shoes); and
- b. Is purchased by the District; and
- c. Is worn during the athletic contest or other activity; and
- d. Is intended to be collected by the school at the conclusion of the season or activity.

Ancillary gear and apparel such as coaching aid equipment, bags, totes, etc., may be purchased and/or donated by partner organizations, their corporate sponsors, or other non-school sanctioned entities to the District for use by the District team or student club in accordance with Board Policy.

Distribution of Information

To the extent that a partner organization wishes to distribute information through any District communication medium, it must comply with Board Policy and Administrative Regulation 1124 (Distribution of Promotional or Other Types of Information) and the requirements outlined below.

To the extent that a partner organization or a member or officer of a partner organization in their capacity as a member or officer of the partner organization wishes to distribute information to or correspond with professional or support staff of the District regarding partner organization-related initiatives, positions, events, activities, or related matters, such information or correspondence must first be approved by the Superintendent or designee. No partner organization may send communications, including email, to District staff without prior approval from the Superintendent or designee.

Partner organizations may not represent that an event, activity, product, or service is affiliated with or has been endorsed by the District without the prior approval of the Superintendent or designee. In order to accomplish this objective, the District may require the partner organization to add disclaimer language to any information distributed in accordance with this Regulation.

Linking to District Website or Other Media Platforms

All requests for linkage to the District website or other media platforms by partner organizations shall be submitted and reviewed in accordance with the provisions outlined in Board Policy and Administrative Regulation 1124 (Distribution of Promotional or Other Types of Information).

Campaigning and Other Political Activity

Partner organizations must refrain from endorsing or recommending candidates or political parties for public office. In the event that a member or officer of a partner

organization endorses or recommends a candidate or political party for office, it must be made objectively clear that the individual's endorsement or recommendation is made entirely in their individual capacity, and not in their capacity as a member or officer of the partner organization or on behalf of the partner organization. Nothing in this section shall prohibit a partner organization from hosting or sponsoring non-partisan debates, speeches, or similar events conducted in a non-partisan way in accordance with this and other applicable Board Policies and Regulations.

Partner organization must refrain from engaging in partisan political activity or activity that could be considered "campaigning" under Board Policy and Administrative Regulation 1350 (Campaigning for Public Office on District Property by Non-Students), as determined by the Superintendent or designee.

Public Comment at or for Board/Committee Meetings

Individual members or officers of a partner organization who are residents or taxpayers of the District and wish to provide public comment at or for a Board or Committee meeting of the Board of School Directors must do so in their capacity as individual residents or taxpayers, although they may mention their affiliation with a partner organization. Neither partner organizations nor individuals acting on behalf of a partner organization are permitted to hand out literature, information, or related materials to meeting attendees or participants unless such distribution has been approved in advance by the Superintendent or designee.

Other Compliance Requirements / Provisions

Partner organizations are required to operate in accordance with all applicable Board Policies, Administrative Regulations, and applicable law in order to remain eligible for continued recognition as a partner organization of the District. Failure to do so may result in the official recognition of the organization as a partner organization of the District being revoked or suspended.

Partner organizations that sponsor or host programs or outside speakers/presenters will work with the designated Administrative Liaison to ensure that such activities are consistent with the educational goals of the District and will not cause a disruption to normal District operations.

In conducting activities, all partner organizations shall comply with the Pennsylvania *Solicitation of Funds for Charitable Purposes Act*, as amended, the Pennsylvania *Small Games of Chance Act*, and any other requirements established regarding fundraising.

Sample compliance forms are attached to this Administrative Regulation. Questions regarding this Administrative Regulation or the accompanying Board Policy should be directed to the building principal and/or the Director of Assessment and Accountability.

Revised: September 1995
Revised: January 23, 2001
Revised: June 22, 2006
Revised: October 26, 2009
Revised: April 23, 2012
Revised: February 21, 2013
Revised: January 5, 2021
Revised: October 3, 2023

Attachment A

List of Tredyffrin/Easttown School District Partner Organizations

Last Updated: October 3, 2023

- Area Residents Caring and Helping (ARCH)
- Better Understanding of Individuals with Learning Differences (BUILD)
- Booster Clubs
- Children's Dental Clinic
- Chinese American Parents Association of Tredyffrin and Easttown (CAPA-TE)
- Daemion Counseling Center
- Foundation for Learning in Tredyffrin/Easttown (FLITE)
- PTOs/HSA/InterSchool Council (ISC)
- T/E African American Parents United (AAPU)
- TE Jewish Connections
- Tredyffrin & Easttown Care (T&E Care)

Attachment B

Annual Certification

As _____ of the _____ (“Organization”), I certify the following for the _____, school year:

- a. Membership and participation in partner organizations is open to all parents/guardians of District students who wish to participate, except that parent/teacher organizations and home and school associations may be limited to parents/guardians who have children at the school associated with the organization or association. Officers of parent/teacher organizations and home and school associations must be parents/guardians of a student enrolled at the school associated with the organizations or association.
- b. The Organization, including its guests and invitees who attend any events or activities which take place on school property, shall at all times act and operate in compliance with all applicable Tredyffrin/Easttown School District Board Policies, Regulations, applicable school rules, and applicable law.
- c. The Organization does not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs
- d. The Organization shall not impose conditions of membership which may exclude students from participation in District or school events, student organizations, school-sponsored activities, or any other opportunities offered to students by the District or its schools, as outlined in additional detail in Administrative Regulation 1131.
- e. The Organization shall not require at any time parents/guardians and/or students to financially contribute to the Organization for any reason other than reasonable and customary dues.
- f. The Organization shall not request financial contributions from parents/guardians and/or students prior to the members of the team/activity being determined.

Attachment C

TEMPLATE BUDGET

Sample Budget

BEGINNING BALANCE (A) \$ _____

Add: Revenue

Fund Raisers \$ _____

Parent Fees \$ _____

Interest Earnings \$ _____

Other Revenue \$ _____

TOTAL REVENUE (B) \$ _____

Less: Expenses

Fund Raising Costs \$ _____

Materials for Students \$ _____

Banquets or Celebrations \$ _____

Other Expenses \$ _____

TOTAL EXPENSES (C) \$ _____

ENDING BALANCE (A + B - C) \$ _____

Attachment D

Partner Organizations' Checklist of Responsibilities

1. Create/send a copy of your Organization's bylaws to your designated Administrative Liaison, if not previously done. Included with the bylaws should be a list of all current officers of the Organization, including their address, phone number, and email address.
2. If an Organization amends its bylaws, a copy must be sent to your designated Administrative Liaison as soon as possible.
3. Hold at least one meeting per year to elect officers.
4. Inform your designated Administrative Liaison of all Organization meeting dates and times.
5. For meetings between the District and the Organization where the Organization opts to prepare minutes, send copies of the draft meeting minutes to your designated Administrative Liaison prior to publishing or circulating them. These minutes will need to be approved by your designated Administrative Liaison prior to officially publishing or circulating the minutes.
6. For booster club activities, request permission from the building principal to conduct a recognition event or banquet.
7. For booster clubs, seek approval from the designated Administrative Liaison for all printed game or activity programs.
8. For booster clubs and PTO/HSA groups, the treasurer of each club must do the following:
 - Send your designated Administrative Liaison your proposed budget (Attachment C to Administrative Regulation 1131 is a template budget).
 - Establish accounting procedures (with the assistance of the District's Business Manager or designee).
 - Establish a procedure for the internal audit process (with the assistance of the District's Business Manager or designee).
 - Maintain records of money raised and expenditures during fundraising activities.
 - (For booster clubs only) By June 30, present a written financial report of the club's income and expenditures to the club's President and your designated Administrative Liaison. A copy of the club's tentative goals for yearly carryover funds must be attached to the financial report.

- (For booster clubs only) Obtain prior written approval from the building principal for any and all purchases, donations, and/or contributions of items, equipment, materials, money, etc., not already reflected in the club's budget, in excess of \$2,000.00, which the club plans to use for District athletics or related activities.
9. If the Organization wishes to use the District's or any individual school's name, logo or mascot, such use must be approved in writing, in advance, by the Superintendent or designee
 10. If the Organization wants to improve District buildings or grounds, the Superintendent or designee must approve the improvements and any individuals who may be performing such work.

Prohibitions for Clubs

1. No Organization may require parents'/guardians' or student participation in fundraising for the purpose of their child participating in school-sponsored programs.
2. No Organization may include advertisements for tobacco, alcoholic beverages, or other types of prohibited content in printed programs.
3. No Organization may use the District's Identification Number for exemption from Pennsylvania sales tax under any circumstances.