

# **GUIDELINES FOR GIVING**

for

**SCHOOL DISTRICT U-46 PARTNERS**

**Parent Organizations (PTO's/PTA's)**

**Booster Clubs / Foundations**

**Business Partners**

**Community Groups**

**Parents / Families**

**Volunteers**

**2013-2014**

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## **I. WELCOME MESSAGE**

Thank you for your interest in supporting the students of School District U-46. We appreciate your contribution of resources to our school district as taxpayers, community partners, and volunteers.

This publication is provided to both engage and advise our School District U-46 partners. We are providing guidelines for people who want to help the students and staff of School District U-46— especially during these times of economic challenges. Our school district and the many communities we serve all have limited resources. We share the financial hardship, but we also share the desire to do the best we can for our young people. Your generous resources assist schools in providing equitable opportunities for our students.

The following pages include suggestions for ways you can help, while also keeping us all compliant with the Illinois School Code and School District U-46 Board of Education policies. If you have questions, please do not hesitate to contact us.

## **II. GUIDELINES FOR GIVING**

Members of the Citizens' Advisory Council conducted a survey of most U-46 parent organization leaders a few years ago and included information in their report to the Board of Education. The report also included the recommendation which led to Board Policy 8.090 in order to provide more guidance for parent organizations and booster clubs. (See Section V., Pages 12-14.)

Administration provides the following information for all groups supporting U-46:

### **GUIDELINES TO USE WHEN CONSIDERING FUNDRAISING / DONATING**

1. Appendix A briefly explains the difference between a PTO and a PTA. If an organization is raising funds for School District U-46 as a PTO, it must conform with the requirement of Board Policy 8.090. A copy of that policy is included in Section V on pages 12-14.
2. Most parent organizations develop an annual budget and raise funds for projects during that school year. In some cases, a project such as adding playground equipment requires fundraising for a few years.
3. Most organizations make purchases that are “over and above” what the school district typically provides.
4. Funds raised by the parent organization / boosters should benefit students—all students at the school or large groups of students (e.g. all sixth graders; athletics) and not individual students, one team, or special interests. (See Section III.)
5. Money contributed by local groups/organizations may not be used to replace personnel reduced as part of budget reductions or changes in the support from the school district. PTOs donating resources or funds to the district with the request to increase positions at a school should note Section III of the Guidelines for Giving for the process the District will follow when such requests are received.
6. Money donated for use is subject to review by the District (per board policies). The Board of Education and school district must be able to ensure equity of resources among schools. While a generous donation may benefit students at one school, the District strives to provide equitable resources (e.g. Title IX) across the system.

## PROCEDURES

All U-46 parent organizations and booster clubs must have by-laws that state the organization's "recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion." (See Board Policy 8.090, Section V., Pages 12-13.)

Parent group leaders must work with the school principal and/or Athletic Director, and others at the school as well as the appropriate district level official (Assistant Superintendent of Elementary or Secondary Education).

In addition, guidance on compliance with board policies and procedures may be provided by the Chief Legal Officer who also serves as Board of Education Secretary. For financial questions, the Chief Operations Officer or Director of Financial Services may be contacted. For all other questions or information, contact the School and Community Relations Department.

Please contact Patrick Mogge, Director of School and Community Relations as your first point of contact at [patrickmogge@u-46.org](mailto:patrickmogge@u-46.org) or 847-888-5000 x5003.

### **III. TYPICAL / APPROPRIATE EXPENDITURES BY PTO'S/PTA'S**

In 2003, following announcements of district budget reductions, a committee comprised of administrators/principals, teachers, community partners, and parents identified the most appropriate expenditures for parents and other groups eager to support schools.

The committee reported that parent organizations and others could purchase most supplies and materials to supplement district curriculum (not textbooks); computers/technology, playgrounds, and equipment in cooperation with the district departments; and other items that are *over and above* what the district provides.

Committee members supported the district's position—that funds should not be used to provide personnel or positions eliminated by the budget cuts. However, PTOs donating resources or funds to the district with the request to increase positions at a school should consider the staffing process the District will follow related to PTO-funded positions:

1. Evidence, in the form of approved minutes, that a PTO has agreed to financially support said position for a full school year.
2. The position may not be full-time or require district-funded health insurance or pension costs (fewer than 25 hours per week).
3. The position will be reviewed by the appropriate Assistant Superintendent to ensure the role would not be considered supplanting under the regulations issued by the Illinois State Board of Education or the U.S. Department of Education (Title I), and ensure the position will not violate any collective bargaining agreement reached between the Board of Education and its unions.
4. The position should support learning or enrichment for all students at the school.
5. The position is above and beyond resources provided by the district.
6. All Board policies and District procedures are followed in the posting and hiring for the position. In addition, the District will ensure the position will not be combined with another District-funded position in order to protect against increased pension or health insurance contributions.
7. The position approval process, initiated by the principal at the school, is followed. This includes approval by the appropriate Assistant Superintendent, and concurrence by the Chief Operations Officer and the Assistant Superintendent for Human Resources.
8. Individuals holding approved PTO-funded positions will be issued a Reduction in Force notice for the following school year, in accordance with state guidelines. This does not preclude PTOs from requesting the re-establishment of a PTO-funded position for the following school year.

Over the years, this list of appropriate expenditures has been reviewed and revised periodically to include current practices:

1. Cultural arts and enrichment such as assemblies and performances.
2. Field trips.
3. Technology enhancements: computers, printers, software, and other supplemental technology equipment—purchased with approval and advice from the U-46 Information Services Department (to ensure compatibility with systems and sustainability).
4. Grade-level activities: Sixth Grade events or recognition programs or Fifth Grade trip to Springfield.
5. Library materials: books, software (from district-approved list), take-home reading kits, backpacks, etc.
6. Books for the classroom library (supplemental to curriculum).
7. Incentives—certificates and prizes—for performance, grades, attendance, and Positive Behavior Interventions and Supports (PBIS) recognition.

8. Playground equipment, design, etc. (supported by the sponsoring parent or community organization and approved by the school district/Grounds Dept.)
9. School signs and other outdoor improvements; landscaping related to school beautification projects or community gardens in collaboration with the school district / U-46 Grounds Department.
10. Outdoor Education scholarships / expenses (supplemental).
11. “Extra” equipment such as laminators, button makers, etc.
12. Support for DARE activities in partnership with the local police department (Note: Not all U-46 communities have the DARE program.)
13. Family events, not only fundraisers: Family Game Night, Math Night, Literacy Night, Back-to-school Family Picnics.
14. Support for extracurricular events encouraging family involvement (e.g. guest speakers, related DVDs/materials).
15. Parent University or Parent Café events co-sponsored by the district and/or community agencies.
16. Staff holiday luncheon, Teacher Appreciation activities, American Education Week, school banquets for groups.
17. Support for volunteer reading or tutoring program (materials, incentives)
18. Cost of home-school directory, yearbook, or other school publication.
19. After-school enrichment for students (via volunteers, transportation, fees)
20. Communication costs: stamps/postage, mainly to support parent group or family involvement activities.
21. Items from teachers’ wish lists (classroom supplies or equipment)
22. Expenses related to parent organization: required insurance, audit fees, PTA dues/fees, tax filing, etc...
23. Costs for building use (e.g. U-46 fees for custodian working at a Saturday event such as a Fun Fair or for a meeting).
24. School supplies / backpacks for children in need.
25. Copier / printer paper.

## **IV. SUGGESTIONS FOR VOLUNTEERS & PARTNERS**

JUST A FEW EXAMPLES OF HOW VOLUNTEERS CAN HELP.....CALL YOUR LOCAL SCHOOL FOR MORE SUGGESTIONS.

### **AT HOME:**

- Make sure your child's homework is done each day.
- Read to and with your children—with books in your home or from the library.
- Stay in touch with your child's teacher through notes, email, phone, or by appointment.
- Attend Parent-Teacher Conferences.

### **AT SCHOOLS:**

- Serve as the Volunteer Coordinator for your school.
- Volunteer to help at school – weekly, monthly, or for special events.
- Become a tutor or a mentor for a student at the school. (Contact the school or district about the Game Changer mentoring program.)
- As a volunteer for a teacher, play educational games with students or supervise group activities in the classroom.
- Be a guest speaker: career specialty, local history, hobby, or area of expertise.
- Help students learn another language.
- Support special projects, activities, or field trips.
- Become involved with school leadership (School Improvement Team, parent organization).
- Assist a school/district coach as a non-paid volunteer.
- Encourage your employer to become the school's business partner.

### **AT THE DISTRICT LEVEL:**

- Join the Citizens' Advisory Council or one of the other district advisory councils.
- Become a district partner by serving on a district committee.
- Volunteer professional services for district programs such as PBIS.
- Serve as a volunteer coordinator or project director for the district.

## GUIDELINES FOR REQUIRED BACKGROUND CHECKS:

Guidelines for the implementation of Board Policy 5.345 (Volunteers), effective in the 2013-2014 school year, which requires criminal background checks for volunteers under specific circumstances, shall be developed by the fall of 2013. Said guidelines will be published separately from the Guidelines for Giving.

## JUST A FEW EXAMPLES OF APPROPRIATE CONTRIBUTIONS TO THE DISTRICT....

- Sponsor a district-wide event or activity – Principal for a Day, Annual Retirement Dinner, Years of Service Recognition, or New Teacher Orientation.
- Buy or contribute student incentives / prizes for a district-wide project such as the Future Teachers Clubs. (See U-46 web site for current projects.)
- Donate funds or services to upgrade a district facility such as the U-46 Observatory or WEPS radio station.

### Contribute to the U-46 Educational Foundation:

Donations are deductible as the foundation is a 501(c)(3) non-profit organization.

The foundation has funded projects with a global focus, targeted to reach the largest number of students for district-wide benefits. Among the recent projects funded or co-sponsored by the foundation are:

- Third annual community-wide Science Fair with Gail Borden Public Library;
- Second annual Talentfest showcasing the winners of all five U-46 high school talent shows;
- A project with the Elgin Symphony Orchestra and Carnegie Hall for hundreds of elementary school students participating in their first concert with the ESO;
- Support for Community of Readers, an annual project with First Community Bank to get books in students' homes / families.

The foundation has accepted donations from other foundations including the Wisdom Family Foundation, AT&T, and EFS Foundation. Their contributions have supported Project Access, the district's program to serve homeless and needy students and families, along with scholarships for students. In 2012, Dr. Torres worked with the foundation to establish the Superintendent's Scholarship and raised more than \$25,000 for graduates, the first in their families to attend college.

See the most recent donations and projects on the foundation web site: [www.u-46.org/foundation](http://www.u-46.org/foundation).

## ADDITIONAL EXAMPLES OF HOW BUSINESS PARTNERS AND OTHER ORGANIZATIONS CAN BENEFIT STUDENTS....

### *“EDUCATION IS EVERYBODY’S BUSINESS IN U-46”*

- Work with the school to develop a program for volunteer readers or tutors.
- Provide incentives (certificates, t-shirts, company key chains, bookmarks) to reward students for school programs: academic achievement, improved attendance, or good behavior.
- Recognize straight-A or honor roll students—or other groups of students making progress that should be recognized.
- Offer space for teachers to meet or hold their professional growth activities.
- Provide guest speakers or a formal Speakers’ Bureau. Offer employees in your Marketing Department as consultants for high school English courses or Career and Technical Education.
- Sponsor a Casual Friday or other workplace fundraiser, and donate the money to the school library. Do it several times a year, and donate the funds to the various grade levels, rotating support throughout the school.
- Invite employees to serve on various advisory groups for Career and Technical Education (Automotive, Machine Tool, Graphic Arts, etc.) and the five high school academies.
- Train students through after-school seminars, an evening class or lecture, or other out-of-school, after-work opportunities arranged with school staff.
- Showcase students’ work—writing, art, science project—at the workplace.
- Be a patron of the arts! If an elementary school presents an afternoon performance, send over some employees to watch. All five high schools have annual musicals and would love to see partners in the audience. Buy a block of seats from the school. (Call the high school music department for dates, prices, and other information or contact the district Fine Arts Coordinator.)
- Provide a team of employees to assist the school for occasional, special projects: judges for the annual Science Fair, chaperones on a day-long field trip, or volunteers for a Parent University.
- Provide a visit to your workplace for a group of students: transportation (bus), lunch in your cafeteria, guided tour of the office/plant, or time to hear from employees about the importance of education/training for what they do.
- Work with your local middle school to organize or support a Career Fair.

- Provide healthy snacks for students on test days (state assessments in spring).
- Contact Junior Achievement (or the district) to learn more about the program in U-46 schools. Be a presenter or provide materials for the students.
- Provide release time for employees to attend parent-teacher conferences each November or to volunteer at a nearby school.
- Sponsor a field trip for a school/students; provide a bus from one of the high schools to the ECC College Night or Career Fair or transportation from various elementary schools to visit their middle or high school.
- Support “No Excuses University” a program in several U-46 schools. Sponsor a bus trip for middle or high school students to see a campus—Judson University, Northern Illinois University, Wheaton College, Aurora University and others. We have many college campuses, all within an hour’s drive.
- Hold a “drive” at the workplace: school supplies and backpacks in August (when the sales are on!) or new or used books any time of the year.
- It’s meal time—Think of a U-46 school and save labels! Check with your local school about their participation in collections: cereal box labels/boxtops, Campbell’s Soup labels, or any other items which result in savings on purchases.
- Match funds with the school’s parent group. If a PTA or PTO raises \$400 at a Book Fair, offer to match with another \$400 for the school library.
- Encourage your place of worship to partner with a school. U-46 benefits from many partnerships with faith communities and church congregations for the mentoring of students, preparing or serving food for special events, classroom volunteers. In 2012, a partnership was established with KIDS HOPE USA which partners with churches to support students ([www.kidshopeusa.org](http://www.kidshopeusa.org)).
- Donate an item for a booster club or school fundraiser. Buy a limo ride to be auctioned off before Prom.
- Provide free tickets to a performance. Support your local movie theater, arts center (Hemmens Auditorium, Elgin Community College, local theater troupe) by buying tickets to donate to schools for incentives.
- Donate equipment. Most schools gladly welcome and need sound systems, DVD players, digital cameras, Ipods, computers and printers. (*Always* check with the school and district before arranging for a technology donation.)
- Provide scholarships for graduating seniors.

To see a current list of partners of U-46 elementary and middle schools, see the web site: [www.u-46.org](http://www.u-46.org); *School Board & Community; Partnerships*.

## V. SCHOOL BOARD POLICIES

The U-46 Board of Education embraces policy governance. General guidance is provided with specific policies that set the direction of the district. The Board expects the Superintendent and other administrators to articulate procedures to support the policies.

The following policies are related to relationships with community groups and parent organizations and guide the direction of the district. Daily procedures are set by district-level and school-level administrators and other staff. All policies are online on the district's home page: [www.u-46.org](http://www.u-46.org) (School Board & Community).

### ◆ Code: 8.090

#### PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs are recognized by the School Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent/designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club regularly maintains by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extra-curricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances by arranging regular audits and obtaining a bond.
7. A Federal Employer Identification Number (FEIN) on record with the school in which the organization is affiliated.

8. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, guidelines, and emerging issues. The activities of such organizations will be coordinated with the appropriate administrator, and projects impacting the overall District will be pre-approved by the Superintendent/designee. Parent organizations that intend to raise funds for the neighborhood school must comply with any applicable State or federal laws, including Illinois Not for Profit Corporate Act. Building staff will be encouraged to participate in the organization.

1986/1987/1989/1997/2001/2006/2011/2013

NOTE: A "checklist" is provided to each principal and PTO/PTA president annually to assist them in being compliant with Board Policy 8.090. To receive the checklist which was developed with the Citizens' Advisory Council, contact the School and Community Relations Department at ext. 5003.

## EXAMPLES FROM BY-LAWS

### SOUTH ELGIN BOOSTER FOUNDATION BY-LAWS

#### Article VIII – Gifts Section 2:

Any or all gifts must be approved by the appropriate School District personnel in compliance with School District U-46 policies and Section Title IX.

### BARTLETT HIGH SCHOOL BOOSTER CLUB BY-LAWS

#### Article I; Section 3. Organization

- B. Each educational activity booster group that is deemed appropriate by the administration of Bartlett High School and the policies of School District U-46 shall be governed and represented by the Club.

◆ Code: 8.080

### PUBLIC DONATIONS AND GIFTS TO THE SCHOOLS

Donations and gifts that are compatible with District programs, facilities and equipment are encouraged. Such donations and gifts will receive prior review by the appropriate District official, and upon acceptance become the sole property of District U-46.

While the Board encourages unrestricted gifts, donations to fund specific projects are acceptable if the project is approved by the Board. The Superintendent/designee shall develop procedures for review and approval of donations that involve incorporating messages into or placing messages upon school property.

1986/1987/1989/1997/2001/2011

(See Section VI., Page 15 for a list of other relevant School Board Policies.)

{NOTE: In 2010, the Board of Education reviewed policies related to donations, gifts, and advertising due to the community initiative to build a new district stadium at South Elgin High School. Private and corporate donations were raised. Board members approved revised policies which allowed for the private-public collaboration for district structures. }

## VI. FOR MORE INFORMATION

Thank you for your interest in supporting U-46 students. To volunteer at a school, call the school and speak with the principal or ask for contact information for the parent organization, booster club, etc. Visit the school web site to learn more about the school and opportunities to help.

For more information about district-level support:

- Call the district's School and Community Relations Department (847) 888-5000, x 5003. For Spanish, contact the Parent/Community Outreach Coordinator at x 4211.
- Visit the U-46 web site at [www.u-46.org](http://www.u-46.org).

All School Board Policies are found on the home page under *School Board & Community*. The following are relevant to parents and partners:

### School Board Policies – Section 8

- 8.010 – Family & Community Engagement
- 8.021 – Relations with Community Organizations
- 8.026 – Advertising in Schools
- 8.080 – Public Donations and Gifts to the Schools
- 8.090 – Parent Organizations and Booster Clubs (See P. 12-13 of this document.)
- 8.095 – Community Involvement in Decision-making

See also School Board Policies - Section 4 - 4.076 – Naming New Facilities

### U-46 Educational Foundation

See also the icon on the home page for the foundation or [www.u-46.org/foundation](http://www.u-46.org/foundation). Information about the foundation, board members, current projects, contact information, and a donation form are available on the web site.

### Partnerships

Information about community partners is available on the web site, also under *School Board and Community* then *Partnerships*. Links to current lists of Elementary School and Middle School Partners (businesses, agencies, universities) are found here.

Also under *School Board & Community*, see Citizens' Advisory Council and Advisory Councils for additional ways to volunteer and support U-46.

# PTO or PTA

	<b>PTO = Parent Teacher Organization</b>	<b>PTA = Parent Teacher Association</b>
<b>What is it?</b>	An independent, local parent group; in other words, any non-PTA group. Many acronyms - such as HSA, PCC, PTO, and more - fall under the independent group umbrella.	A local parent group formally affiliated with its state's PTA organization and the National PTA
<b>Dues</b>	None – it is the decision of your local group if dues should be charged. Any collected dues stay in your group.	Yes to be paid to National PTA. The amount it varies by state.
<b>Nonprofit Status</b>	Not required.	It is required. It is usually provided by the National PTA and covered by the annual dues.

Source: *PTO Today*® & *National PTA*®