

**BOARD POLICY: BOARD OF EDUCATION RECOGNITION OF  
AUXILIARY ADULT ORGANIZATIONS**

**9010**

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Section A - Introduction

The Board of Education affirms that a total school program should include provisions whereby auxiliary adult organizations may support present school programs. Auxiliary adult organizations function as an important element in the coalition of community resources which permit the Board of Education to provide educational experiences for the students it serves.

To this end, the Board encourages the participation of auxiliary adult organizations which complement existing school programs, provided these organizations do not curtail the Board's legal responsibility to establish policy and to employ and evaluate qualified staff to implement those policies.

Section B - Guidelines for Recognition of Auxiliary Adult Organizations

Board recognition of auxiliary adult organizations shall be based on the following guidelines:

1. The adult group will adopt and duly ratify its own constitution and/or bylaws. This constitution should establish the purposes of the organization and include the following provisions:
  - 1) The principal (or designated representative) will attend all meetings of the governing board of the organization and will maintain a file of all minutes of the organization.
  - 2) A periodic financial statement will be published by the organization and a copy sent to the school principal.
  - 3) All gifts which the group may consider giving to the school shall receive Board of Education approval prior to the final commitment of the organization. This procedure is described in Board Policy Gifts to District #225 (9040). Further, these gifts should be items in addition to necessary maintenance items provided by the Board of Education.
  - 4) All fund raising projects or events that involve students should be thoroughly discussed and approved by the building principal or designated representative. Approval shall not mean that such fund raising project or event is a sanctioned school activity or that the Board of Education is incurred in any liability by such approval.

Section B - Guidelines for Recognition of Auxiliary Adult Organizations (continued)

2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours sponsored by an auxiliary adult organization. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for all such tours conducted outside of the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more. All tours shall follow the provisions of Board of Education Policy Educational Travel Experiences (7050).

Section C - Board Support of Auxiliary Adult Organizations

Upon recognition by the Board of Education, the auxiliary adult organization may receive the following support:

1. The organization may be permitted by the Board of Education to use the school name in the title of the organization and in other activities.
2. The organization may use school facilities and equipment as designated in Board Policy Community Use of School Facilities (5030).
3. The District Public Information Office will cooperate with auxiliary organizations and will make the service of that office available to all reasonable requests.
4. The organization may have access to mailing lists and school mailing procedures. The organization will be required, however, to pay for its own mailings.
5. Liability coverage will be made available for fund raising projects and events in accordance w/Section B1(4) of this policy to the extent coverage is provided by the district's insurance coverage.
6. The organization may request to establish a student activity fund account in accordance with Board Policy Activity Fund (8250).

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