



Title:

**Authorized Support Organizations Guidelines  
Facility Services**

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**Introduction**

These guidelines are in support of district policy [KBE/KJA – Support Organizations](#).

**Definitions**

Support Organizations are defined as formally or informally organized groups of individuals that are not a part of the district and that engage in any activity to support one or more district schools, including parent-teacher organizations, parent-teacher associations, and booster clubs.

**Application Process**

Organizations wishing to become an Authorized Support Organization must complete the district's Authorized Support Organization Application and provide all applicable supporting documentation. Once complete, the application must be reviewed and approved by the school principal and authorized by the director of facility services and the appropriate assistant superintendent of school services. Authorized status is based on the organization's purpose, activities, and communications being consistent with the school's educational values. If authorized, the organization will be assigned an authorization number.

If the application is not authorized, the organization may contact the district's Customer Support Center for facility use following district policy [KF – Use of District Facilities](#).

**Financial Considerations**

Financial considerations for Authorized Support Organizations vary depending on how the Authorized Support Organizations operates in the District. Authorized Support Organizations can carry out their own fundraising activities or serve on a volunteer basis to solicit funds on behalf of the school or program they support. For detailed information on how funds may be handled in each of the scenarios, refer to the [Support Organizations – Financial Considerations Quick Guide](#).

**Use of District Facilities by Authorized Support Organizations**

Use of district facilities by Authorized Support Organizations is subject to district policy [KF – Use of District Facilities](#) and associated guidelines. Requests for facility use must be coordinated through the district's Customer Support Center (CSC) at 490-3333; CSC will schedule all facility use by Authorized Support Organizations, with the exception of PTO or PTA meetings, which can be scheduled by the school.

**Insurance Requirements**

A Certificate of Insurance will be required for use of district facilities when the event is not school or district-sponsored. The principal or site manager will determine whether or not the activity is school-sponsored.

**Annual Review**

Authorized Support Organization's status will be reviewed annually by the district's Facility Services Department. Organizations shall be required to reapply on an annual basis. Approved applications are valid August 1 through July 30 annually.

**Guideline Maintenance**

The director of facility services and controller, or their designees, shall maintain these guidelines.