

Guidelines for Working with School Support Organizations, Outside Contributors and Fundraising

Washington State Law and Title IX guidelines do not require equal funding for boys' and girls' athletic programs as some sports may require more funding to provide needed safety equipment, uniforms and support student athlete participation. The ultimate determination of equal opportunity is not based on comparing one team to another but depends on the support provided to all teams and whether the support provided results in equal opportunity for boys and girls.

Budgets may not be equal for every sport as there are often differences in the number of participants, participant and coaching training needs, costs of competitive experiences, costs of equipment, etc. Building athletic directors should consider the following information when determining building budgets for athletic programs and to determine if they are meeting the equal opportunity for all student athletes:

- Interests and Abilities
- Scheduling
- Equipment and Supplies
- Facilities
- Coaching
- Publicity
- Medical and Training
- Travel and Per Diem

SCHOOL-SUPPORT ORGANIZATIONS:

Washington State Law, Tacoma Public School Board Policy and Title IX do not prohibit the district from accepting voluntary, individual or outside community support. School support organizations such as booster clubs, PTA, PTSA, PTO, etc., are governed by Board Policy 4120, whereby they must receive approval of the school principal and superintendent in order to be recognized as a school-support organization. Furthermore, Policy 6114R- Gifts, governs **any donation of funds or real property requires approval** from the superintendent or their designee prior to making final plans. This ensures that gifts are compatible with programs and goals of the district prior to acceptance. Principals may accept gifts with a value less than \$5,000. Tacoma Public Schools often receives donations of money or other tangible support from the public, but if the donation results in an inequity along gender lines, then the district needs to act to correct the inequity. Tacoma Public Schools has a legal responsibility for meeting equity for boys and girls in its interscholastic athletic programs.

GUIDELINES FOR WORKING WITH SCHOOL SUPPORT ORGANIZATIONS, OUTSIDE CONTRIBUTORS AND FUNDRAISING

1. Annually, before allocating district or building funds to specific athletic programs, building athletic directors should do a review of the areas listed below related to determining athletics equity.
 - Interests and Abilities
 - Scheduling
 - Equipment and Supplies
 - Facilities
 - Coaching
 - Publicity
 - Medical and Training
 - Travel and Per Diem
2. Building principals or their designee should meet annually with school support organizations to provide training and inform them of district, state and Title IX requirements.
 - a. To be a recognized school support organization, the group must receive the approval of the school principal and superintendent. (Policy No. 4210 - School Support Organizations)
 - i. School support organizations must complete the School Support Organization Approval Form and receive approval prior to donating to school and/or programs.
 - b. The school support organization should be incorporated as a nonprofit organization, have a constitution and bylaws. (School Support Organization Required Documents)
 - c. Review procedures for requesting and reporting school support organization and public donations, emphasizing the need for building oversight rather than funds and donations going directly to an individual coach and/or team. (School Board Policy 6114R-Gifts)
 - i. Gifts or donations having a value of \$50,000 or more shall be subject to board approval.
 - ii. Gifts or donations having a value of \$50,000 or less may be accepted by the superintendent or designee.
 - iii. The school principal may accept gifts with a value less than \$5,000.

- iv. Monetary gifts or donations shall be deposited in the School's ASB fund if the intended use is for extra-curricular purposes. Such funds shall be subject to all laws, regulations and procedures applicable to school district funds.
- v. Money or additional supplies and equipment donated by school support organizations or other groups to support specific teams or extra-curricular activities are not to result in unacceptable levels of disparity of allocation favoring one team or gender.
- vi. Gifts with a fair market value in excess of \$300, which may be of a theft-sensitive type, or are of an indeterminate value must be reported to the Purchasing Department for barcoding and input into the Asset Management System.
- vii. All gifts shall become district property.
- viii. Coaches shall not engage in, nor have a direct financial interest in, any activity which conflicts with their duties and responsibilities. Accepting personal remuneration from a third party for activities prepared for or engaged as a coach (paid or volunteer for the district) is not allowed. (School Board Policy 2151R – Interscholastic Activities)
- d. Review procedures for student fund raising activities (School Board Policy 3530R)
 - i. Fund raising activities conducted by outside groups must not involve the official student body organization (i.e. team) and must not utilize district equipment, materials, supplies or staff.
 - e. Review procedures for use of school facilities as a community user group (School Board Policy 4260R).
- 3. Building and district athletic director(s) should annually evaluate their athletic programs and develop action plans, if needed, to address disparities.
- 4. Building athletic directors should provide on-going training for all coaching staff in the areas of equal opportunity, fundraising, etc.
- 5. All school district coaches will be provided a district coaches handbook (coming soon) with information that includes information regarding maintaining accurate records, budgets, inventory, fund raising and working with school support organizations.

Operational practices:

- 1. School support organizations will not be permitted to conduct activities on school grounds until all documents have been received and approved by the school principal. (See attached: School Support Organization Approval Form)
- 2. Completed and Signed School Support Organization Approval Form and Documents will be submitted to the Office of Student Life: Athletics and Activities.
- 3. If new uniforms are purchased or donated out of order, the team will be moved to the end of the uniform rotation.
- 4. Consideration of uniform quality should be assessed prior to purchase or donation.
- 5. When a school support organization wants to purchase uniform during a scheduled rotation year, the purchased can move forward with principal and ASB Approval. All funds initially budgeted for the purchase would be moved back to the general ASB account.
- 6. Schools will monitor and document all purchases, and donations made to all extracurricular programs.