



UISD Parent Organizations

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Parental Involvement

- ❑ UISD appreciates the volunteer hours and financial support of parent groups.
- ❑ UISD Board recognizes and accepts donations given to campuses from parent groups.
- ❑ Guidelines are to help parent groups in complying with district, UIL, and state and federal requirements.



Roles and Responsibilities

- ❑ Obtain their own identification number (EIN):
Parent organizations are independent of UISD, they should not use the district's federal identification number.
- ❑ Contact campus principal to recognize the parent group, designate a liaison, approve fundraisers.



Guidelines

- ❑ UISD Parent Organizations Handbook has been updated and is available in the UISD web site at www.uisd.net under Internal Audit Dept.
- ❑ Handbook available in Spanish
- ❑ Booster Clubs should follow UIL guidelines
http://www.uil.utexas.edu/policy/booster_clubs.html



Accounting Procedures

- ❑ Establish own bank account
- ❑ Deposit timely – minimum of 2 people should count funds
- ❑ Checks – always pay with checks and have at least 2 officers sign each check
- ❑ Monthly Treasurer's report detailing deposits and checks



Accounting Procedures

- ❑ Establish “audit committee” to review records annually and when treasurer changes.
- ❑ Donate funds to the school and have them use tax-exempt status and for accountability of funds, *i.e. use reputable vendors*
- ❑ Consultants paid by parent group should follow district guidelines for contracts, criminal background checks, approvals.



Fundraisers

- Obtain approval of the campus principal prior to holding a fundraiser to ensure:
 - No conflicts exist with other clubs having a similar fundraiser.
 - Approval for use of district facilities.
 - Awareness of group activities.



Fundraisers

- ❑ Maintain accountability of inventory
- ❑ Have at least 2 individuals count money
- ❑ Deposit timely
- ❑ Analyze profit and report to entire group
(transparency)



Charitable Raffles

- ❑ *UISD is not qualified to hold raffles.*
- ❑ Charitable Raffle Enabling Act – only a qualified nonprofit organization may conduct raffles.
- ❑ Bingos and raffles are not allowed on district property.



Tax Information

- www.irs.gov to obtain a federal ID number (Form SS-4)
- State Comptroller for sales tax ID number
1-800-252-5555
- IRS tax exempt status IRS Form 1023, and
Publication 557



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