

# GUIDELINES FOR PARENT BOOSTER GROUPS

- Parent Groups **must** operate under the umbrella and with the approval of *PAWS*. *PAWS* carries the required million-dollar liability insurance policy and provides a bond sufficient to cover the operations of the parent groups per Paradise Valley Unified School District No. 69. **There is no exception to this rule.**
- For insurance liability purposes, it is strongly suggested that the parents participating in the activities of your group are also members of *PAWS*. We encourage you to enroll your members at the earliest opportunity if they have not already done so.
- If your parent group is planning an activity/event on the school campus (this includes field, gym, classroom, cafeteria or snack bar use), you must first receive Administration approval prior to your event date. (this applies to during the school day as well as non-school hours) In order to do this; you must complete a "Facility Use" form. This is very important! It enables our Administration, Staff & Community Education to coordinate the activities that occur on any given day on Horizon's campus.
- This form may be requested from the Horizon High School Administration Office.
- Know the difference between "school-sponsored" and "non" school-sponsored".
- **School-sponsored:** You must have prior administrative approval ("Activity Request" form approved by the Administration).
- Any money raised by this event must be deposited into the club's school account.
- NO parent(s) may handle funds.
- Sponsor/coach/director must be present during entire activity. This is for the protection of the students and to monitor student behavior.
- Must use "Horizon High School" in the promotion/advertising of an activity.
- **Non school-sponsored:** Obtain prior Administration approval ("Activity Request" form approved by the Administration).
- Parents coordinate and conduct the activity (no participation from sponsor/coach/director or club members).
- Promotion/advertising must not incorporate the use of "Horizon High School".
- If a fund-raiser is a "joint effort" with students, staff (sponsor, director, coach) and parent group participating, the activity is considered "school sponsored" therefore:
- A Student Activity/Facilities Use Form must be on file **prior** to the activity with the agreed upon percentage of proceeds noted.
- Activity must be advertised with "Horizon High School"
- Sponsor, coach, director must be present

- A portion of the proceeds must then be deposited into the club's school account.
- An inventory must accompany the deposit.
- All parent groups' checking and savings accounts must not have any notations of "Horizon High School" or the use of "Horizon".
- Horizon High School Boosters, Inc. will be used with a DBA of your parent group as the name on all checking/savings account because of our Tax ID#.
- For checks in the amount of \$1000.00 or over there should be two (2) signers on the check per the By-Laws of Horizon Booster Club, Inc.
- You may provide the *PAWS* Tax ID number to your contributors upon their request.
- Mail (includes bills/invoices) relating to parent groups should not be sent to the school. These items should be addressed to your parent group name and/or a group representative. If they are sent to the school, include *PAWS*/Horizon Booster Club in the address, they **must not** use "Horizon High School". This includes any items or goods for sale by a parent group.
- If a parent group is wishing to purchase an item(s) for HHS, they may do so by completing and submitting a Gifts and Donations form (obtained through the Bookstore). The items will be checked in by the bookstore to match the Gifts and Donations form, items may be assigned a property control tag (if applicable), and the serial number noted (if available) for insurance purposes.
- A parent group member may not initiate purchases of any goods/services using a club's school account money. The coach/sponsor/director & student officers following district guidelines must make these arrangements.
- Concession stands are under strict guidelines from Maricopa County and will be adhered to **without exception**. See Concession Stand Procedures and Guidelines.
- These guidelines also apply to anyone handling food and include banquets, coaches and/or player meals.
- It is mandatory to have a representative from your group attend regular *PAWS* monthly meetings. This would be the job of your Parent Representative. Meetings are on the first Wednesday of every month in the teacher's lounge-cafeteria.
- *PAWS* Parent Representatives must submit their resignations in writing to the President(s) of *PAWS*. (Use applicable form .)
- **Failure to comply with these guidelines\* may not only jeopardize the position of the parent group but it could put the school and school district legally at risk.**

\* This is intended for general information and does not cover everything to be in compliance with *PAWS* a.k.a. Horizon High School Boosters, Inc., Horizon High School and/or Paradise Valley Unified School District No. 69 policies and procedures. Please check with each appropriate entity for clarification if necessary.