

## *Aquinas Catholic Schools Policy / Regulation*

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| <b>Title/Subject:</b>              | <u>Recognition of Parent Groups</u> |   |
| <b>Proposed by:</b>                | <u>Policy Committee</u>             |   |
| <b>Date Proposed:</b>              | <u>February 17, 2009</u>            | <b>Date Approved:</b> <u>April 20, 2009</u> |
| <b>Type &amp; Proposed Number:</b> | <u>LSP – 9510</u>                   | <b>Effective Date:</b> <u>July 1, 2009</u>  |
| <b>Replaces/Modifies:</b>          | <u>(new policy)</u>                 | <b>Signature:</b> _____                     |

The Education Commission and Dean approve the following guidelines to govern the official recognition of booster organizations and/or parent associations.

**A. Privileges:** Organizations recognized by the Aquinas Catholic Schools Education Commission and approved by the Dean of the La Crosse Deanery shall enjoy the following benefits:

1. Use of the name, logos, and mascots of the Aquinas Catholic Schools system and/or the individual school(s) an organization represents.
2. Use of the tax-exempt status and federal Tax ID number of Aquinas Catholic Schools.
3. Ability to distribute materials to school families through flyers, newsletters, family folders, mailing lists, etc.
4. Unless a group is formally recognized, it may not use the name, logos, tax-exempt status, raffle license, or federal tax ID of the school system.

**B. Responsibilities:** Organizations agree to the following conditions in order to be recognized as an official entity of Aquinas Catholic Schools and maintain recognition from the school system:

1. Submit copies of all organizational constitution/bylaws and any amendments thereto.
2. Submit minutes from the organization's meetings to the President of Aquinas Catholic Schools.
3. Notify the President of Aquinas Catholic Schools regarding officer candidates before election. As school leaders, officers must be in good standing with the Catholic Church, diocese, and school system.
4. Each year, the organization's officers shall sign the annual certification and provide their contact information.
5. Comply with all federal and state laws and regulations governing non-profit organizations, tax-exempt status, fundraisers and raffles.
6. Follow all policies and regulations of the Diocese of La Crosse and Aquinas Catholic Schools, including those related to finances and fundraising.
7. Organizations are answerable to the Aquinas Catholic Schools President, Development Director, Controller, and building principal who are responsible for school system compliance with applicable laws and policies.

**C. Recognition:** Official recognition is granted or revoked by the Education Commission and the Dean.

1. Organizations may be recognized by a recommendation of the Commission and approval of the Dean. Such recognition will continue unless revoked by the Dean after consultation with the Commission.
2. Organizations that fail to uphold the above responsibilities may have their recognition revoked by a recommendation of the Commission and approval of the Dean. Once recognition is revoked, the organization shall lose all privileges of recognition (Section A above). Before such action is taken, advance notice will be given to the organization's officers that such action is being considered.

