

## Outside Organization Guidelines

Many organizations offer valuable assistance to the District in fundraising, voluntary help, and substantial fan support for school activities. Although the intent of these organizations is to assist and support school activities, these organizations are not to be managed by the District. **In addition, any parent organizations or other outside organizations must adhere to various district policies, UIL guidelines, and state and federal regulatory guidelines including the District Advertising Policy in accordance with GKB Local and the Facilities Use Policy in accordance with GKD Local.**

Outside organizations should be valid stand-alone organizations with their own identities. There should be no confusion between the identity of the school and the outside organization. They should never use the school's address, telephone #, tax ID, or names of school employees in conducting their business.

1. Outside organizations may be defined as school district recognized clubs or similar outside group formed by parents and other interested adults to work for the best interest of students in a manner contributing to the pursuit of educational programs of the District.; membership consists of parents, students, teachers, administrators, and other interested adults (Includes Booster Clubs, PTA, PSTA, PTO and similar support groups). Please refer to page 533.1 of the Activity Fund Manual for more information.
  - a. **Booster Clubs are allowed at high schools only and MUST adhere to UIL guidelines.**
  - b. **Outside organizations must comply with Section 4 of this document and receive approval from the campus principal to be recognized as an official outside organization by the District.**
2. The district suggests that outside organizations consider filing with the Secretary of State to become an Unincorporated Nonprofit Association. This filing gives the entity authority to acquire, hold and transfer property in its own name; authority to sue and be sued as a separate legal entity; and the contract and tort liability of the association's officers and its members. You can read about this at [http://www.sos.state.tx.us/corp/nonprofit\\_org.shtml](http://www.sos.state.tx.us/corp/nonprofit_org.shtml). Look for forms 208 and 706. In addition, outside organizations are strongly encouraged to read IRS publication 557 and follow the guidance in the publication for tax-exempt status.
3. The following guidelines must be followed by outside organizations and parental organizations:
  - a. Students and/ or parents must not be required to participate in outside organizations to join a campus team or club.
  - b. Campus staff cannot direct parents/ students to write checks or give funds to the outside organization or parental organization.
  - c. Monies collected from fundraisers organized and conducted by the school must be deposited into the school's activity fund account.
  - d. KISD employees may serve as officers for outside organizations with the exception of coaches and group sponsors; coaches and group sponsors may however serve as an advisor for the board of directors/officers. KISD employees cannot serve as Treasurer or in any capacity that requires signature authority over any bank account for an outside organization that is related to KISD.

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- e. Funds of outside and parental organizations, are not to be commingled with campus or student club activity funds. It is the responsibility of the outside organization (parent group or outside organization) and not the responsibility of the District nor its employees to receive, receipt, deposit, or account for the activity of any outside organization.

### 4. All outside organizations are required to complete the following reports.

#### a. Statement of Purpose

Outside organizations are required to complete a Statement of Purpose (Form 285-836) at the beginning of each year and will not be considered official until the form is approved by the campus principal. Items to be reported on this report include the following:

- i. Name of organization
- ii. The campus the organization intends to support.
- iii. List of officers
- iv. Statement of purpose
- v. Objectives of the organization
- vi. Brief statement of how the objectives will have a positive effect on the educational programs of the district
- vii. Activities planned

#### b. Monthly Financial Reports

Each month, an officer of the outside organization who is responsible for the financial statements will submit copies of the financial statements, bank statement, and any other financial documentation to either the Principal, Campus Athletic Coordinator or Fine Arts Sponsor or other campus designee associated with the particular outside organization. **If the principal or designee is a member of the organization, monthly financial statements may be reviewed at the monthly membership meeting rather than copies being submitted to the campus.**

- i. The Principal, Campus Athletic Coordinator or Fine Arts Designee will be responsible for reviewing the submission from the outside organization each month.
- ii. Outside organization financial statements filed should be kept on file at the campus for 3 years to include the current academic year.

#### c. Annual Report

In addition to the monthly reports, outside organizations are required to complete an Annual Report (Form 285-837) each year and submit to the campus principal at the end of the school year. Items to be reported on this report include the following:

- i. Objectives achieved by the organization.
- ii. Activities completed by the organization.
- iii. Total amount of money raised during the school year.
- iv. Expenditure of funds for the school year.

- d. **The campus principal may require additional information from outside organizations. The campus principal or the Chief Financial Officer may inactivate an outside organization at their discretion.**

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*These forms may be found on the KISD website, by clicking on the Departments link then choose Accounting. Once on the Accounting webpage choose the Outside Organizations drop down menu.*

5. If an outside organization is interested in accepting funds on a campus from students or parents, the following rules must be followed:
  - a. The outside organization will provide a drop box as well as anchors to secure the drop box to the floor.
  - b. The school will provide a secure location for placement of a drop box. The District will provide envelopes for deposits.
  - c. If the drop box requires 2 keys for entry, one key shall remain in the possession of the outside organization treasurer or designee and the other key will be controlled by the campus designee. If only one key for the box exists, the outside organization will maintain control of the key.
  
6. KISD employees should never receive more than \$1.00 cash for an outside organization directly from a student or parent.\*\*\* Instead, any monies that a student or parent needs to submit to the outside organization should be deposited into a secured drop box by the following procedures (see exception below):
  - a. Place cash, checks or other items with cash value in the District provided envelope, Form 987-680. Label the envelope with the students name, phone number, affiliated organization and amount of cash or equivalents submitted.
  - b. The envelope should be sealed and signed by the student prior to depositing into the drop box.
  - c. All envelopes are to remain in the drop box until an officer of the outside organization and a Campus Representative are both present to withdraw the envelopes together.
  - d. After all envelopes have been opened and verified, both the campus official and outside organization officer should sign and date the district provided, Outside Organization Sales Report (Form 987-678) OR the Cash Transfer and Deposit Record (Form 987-679) to document that funds were counted and transferred.
  - e. After transfer is completed, the outside organization assumes responsibility for deposit and/ or any discrepancies.

**\*\*\*Exception: If an outside organization is accepting \$1 or less from students, monies may be collected in the classroom but must follow the rules outlined below:**

- a. KISD staff are not responsible for tracking student contributions or counting these funds
- b. Loose change should be placed in a tamper proof bank bag
- c. Dollar bills should be placed in an envelope and sealed
- d. A member of the outside organization will be responsible for collecting the funds from the classrooms daily

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7. During any active fundraiser, the drop box should be emptied at least every 3 days; however, it is strongly recommended that the deposits are transferred to the outside organization daily.

8. Concession stands:

a. Leo Buckley/Joseph L. Searles III Stadiums

- i. Please reference the Guidelines and Procedures for Leo Buckley and Joseph L. Searles III Stadium Concessions (pg. 7). **All Boosters must complete a Concessions Agreement (pg. 10) no later than August 10<sup>th</sup>, annually.** Concessions are coordinated for booster volunteer slots with the School Nutrition Department. These requests must be made within 5 business of the scheduled event. Booster clubs will be responsible to ensure that all designated slots are filled. The School Nutrition Department reserves the right to refuse future allocations to booster clubs that consistently fail to meet their obligation.

b. Campuses

- i. These are managed by school club(s) or booster club(s) representatives with the approval of the campus principal or designee.
- ii. Outside organization(s) on district property\*\*\* should follow the end of day process for counting and depositing cash as outlined below:
  1. At the conclusion of the event, a district employee and outside organization representative should both be present to count the funds.
  2. We strongly encourage both the district employee and organization representative to count the collected funds. If time does not allow for this procedure, the district employee must observe the outside organization representative while they count the collected funds. Both individuals will sign the district provided Outside Organization Sales Report, Form 987-678, acknowledging the funds counted.
  3. The 3 carbon copies of Form 987-678 should be divided as follows:
    - a. 1<sup>st</sup> copy to be submitted with deposit bag
    - b. 2<sup>nd</sup> copy should remain with the campus designee and attached to the monthly statements of the outside organization, if provided.
    - c. 3<sup>rd</sup> copy should be given to the outside organization representative.
  4. The deposit and signed copy of the Form 987-678 will be sealed in a tamper proof bank bag provided by the District; the outside organization member should take the funds for deposit to the outside organization's bank.
  5. If an outside organization has their own forms for cash handling purposes, they must still complete the KISD forms in their entirety. It is strongly suggested that all groups utilize the standard forms provided by the District.

**NOTE: The parties responsible for counting the funds at the end of a shift must not be related in any capacity.**

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**\*\*\*For the purposes of cash counting procedures, a district event is one which occurs on district property such as a middle school football game, however events held at Buckley Stadium are not required to follow the above procedures.**

9. Funds from outside organizations or parent organizations may be gifted to the school in accordance with the Activity Fund Procedures Manual. (See page 533.1)
  - a. Dual signatures should be required on all checks issued by an outside organization.
  - b. **Funds raised by an outside organization and donated to the District cannot be designated for the benefit of an individual(s) per IRS § 1.501(c)(3)-1. Outside organizations discovered as noncompliant with this rule will lose all District privileges and could be subject to revocation of their tax exempt status by the IRS. For example, a group participating in fundraising efforts to reduce the cost of a school related trip must disperse all funds equitably among all students participating in the trip. If all students do not participate in the trip, the unused funds may then be dispersed among the remainder of the group participating.**
  - c. Purchases made by the District with the use of donated outside organization funds will follow purchasing requirements as set forth by the District.
  
10. Outside organizations or parental organizations that wish to purchase items or services for student organizations, must receive prior approval from the school principal. The District Gift/Capital Asset Donation Request (Form 285-841) should be completed to initiate the process and should follow the guidelines below:
  - a. Under no circumstance should an outside organization purchase travel arrangements for district purposes.
    - i. Outside organization trips must be approved and transportation requested by the respective campus principal or designated employee (usually the principal's secretary). Outside organizations may donate money to cover the cost of transportation for trips, including commercial buses but cannot pay for the transportation costs directly. All outside organization trips must be PREPAID.
    - ii. Once the campus principal approves the request, the designated employee will complete the online transportation request using the District software system. The request must be in the automated system **at least three weeks prior to** the week when the trip is scheduled. The following guidelines apply to transportation requests from outside organizations:
      1. The account to be charged section should be completed as "BILL TO (NAME OF SCHOOL) (NAME OF Outside Organization)".
      2. The transportation department will estimate the cost of the trip and send this information to the KISD treasury department.
      3. The treasury department will mail an invoice to the outside organization.
      4. Any overage or shortage that results in a longer or shorter than anticipated trip will be settled up after the trip.
  - b. When funds or an item becomes available to a campus/department/employee as a donation or gift from a private source, campus club, or non-appropriated fund (activity funds), or any outside organization, the following guidelines apply:
    - i. If the item is valued at \$499 or less, or is expendable, has a life expectancy of two years or less, is not a technology related item, the Principal/Department

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head may decide whether or not to accept the item. If the item is technology related, Technology Services must be consulted.

- ii. If the item is valued at \$500 or greater, has a life expectancy of two years or more, or is regulated by city, state or federal regulatory codes, and is not a technology related item, Purchasing will decide whether or not the item meets district standards and may be accepted. If the item is technology related, Technology Services must be consulted.
- c. Items considered for acceptance as District property will be submitted on the Gift/Capital Asset Approval Form 285-841 and processed as follows:
  - i. The donor will provide make, model, serial number, estimated value, Outside Organization contact, Campus contact, expected date of purchase, and other descriptive data to the Purchasing Department via the Gift/Capital Asset Form along with a photo of the item. (Form must be signed by the Principal
  - ii. The Gift/Capital Asset Form will be sent to the Purchasing Department for evaluation and determination of usefulness to the district. The Purchasing Department may forward the information to other departments, as appropriate, for further evaluation and final determination.
  - iii. If the item is accepted, the Gift/Capital Asset Form will be sent to Property Management to make necessary entries into the Fixed Asset Ledger to officially account for the item.
  - iv. Property Management will forward the Gift/Capital Asset Form to Budgetary Services for coding and posting to the general ledger and will then be returned to Purchasing.
  - v. The Purchasing Department will notify all parties involved whether or not an item(s) is accepted as district property.
- d. Employees shall declare any gift or donation received, in cash or property, exceeding \$50.00 in value. All such gifts and donations become property of the Killeen Independent School District. This policy does not include personal property, not covered by district insurance, used by an employee in the conduct of daily duties. (See Administrative Procedure III-F)

## **Guideline and Procedures for Leo Buckley and Joseph L. Searles III Stadium Concessions**

1. All concessions at Leo Buckley and Joseph L. Searles III Stadiums for events listed in #3 below are under the supervision and control of The KISD School Nutrition Department. The School Nutrition Foreman is in charge of all transactions and decision made during the operation of the concession stand and all issues, questions, or concerns need to be communicated to the Foreman as soon as possible.
2. There are NO food, candy, or beverage sales in the stadiums other than via the concession stand without clearance documented via email from the Director for School Nutrition, Deputy Superintendent or Superintendent.
3. Leo Buckley and Joseph L. Searles III concessions supported by the School Nutrition Department will plan to operate during the following seasons/events:

### **Special Events**

#### **Middle School Extravaganza**

This event is hosted by Harker Heights Band Booster. For this event, if the HHHS Band Booster choose to have concession open, it will operate under the same guidelines described in this document.

#### **Spirit Spectacular**

This event is hosted by the Ellison High School Band Boosters. For this event, if the EHS Band Boosters choose to have concessions open under the same guidelines described in this document.

#### **“Battle of the Bands” Marching Contest**

This event is hosted by the Killeen High School Band Boosters. For this event, if the KHS Band Boosters choose to have the concession open, it will operate under the same guidelines described in this document.

Should any other school or organization develop a proposal for an event similar to events described above, the school district will review the request, including use of the facility, and then develop guidelines similar to the ones described above. A one week notice for any event is required.

#### **Varsity High School Football Games and Playoffs**

The concession stands will operate by the club association with the school assigned (Home or Visitor).

#### **Soccer**

The Home/West side concession stand will operate by the club(s) associated with the school assigned (Home or Visitor).

#### **Track**

The Home/West side concession stands will be Operated by the club(s) associated with the

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school assigned (Home or Visitor).

4. All clubs requesting to volunteer to work the concessions during their event are to provide the work force. A work schedule will be developed and provided in advance once School Nutrition has received signed agreement from participating groups. It is essential that the organizations provide the number of workers needed for their assigned event.
5. Worker Requirements: Must be 18 years of age or older. No students will be allowed to serve as volunteer workers in the concession stands. It is suggested that Clubs have “back-up” workers that could be called upon if the organization is short workers and/or to provide shift relief. All workers must attend a training before working concessions; but are not required to remain present inside the stand unless assigned a duty. However, you must always have the required number of personnel present, unless dismissed or approved by the Foreman, until the stand closes. Volunteers are expected to be present two hours prior to game start time.

The number of workers needed for concessions are as followed:

### Home side

Varsity Football Games: minimum of 8 workers

Special Events: 8 to 10 workers

Soccer& Track: 2 to 3 workers

### Visitor side

Minimum of 6 workers

(Only open during football season unless requested otherwise in advance)

There will be at least 3 KISD school nutrition workers who will also work alongside your team at each game. These individuals will be primarily responsible for food preparation and for coordinating activities and assignments in the concession stand to ensure we are in compliance with all food and safety and sanitation requirements.

6. You will be required to confirm the number of available workers to the Forman no later than 4pm, 72 hours in advance of your scheduled game/event. Failure to confirm your attendance will automatically forfeit your slot for that game/event and it will be immediately offered to another club and/or other arrangements will be made to fulfill the requirement and receive the profit.
7. All workers must report and sign-in to their game/ event no later than two hours before the start of the game/event. Should the club request or be scheduled for concession but decline or fail to provide the required number of volunteers for any game/event the volunteers on site for the event are expected to work the entire event though they will not share in the profits for the event. If the club fails to provide the required number of volunteers for a second event the club will forfeit the funds for that event and will not be considered for future participation for the school year.



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8. Workers from the club are responsible for food and drink distribution, operating the cash register, collection money from sale, and cleaning during and closing the stand at the end of the event (alongside the School Nutrition Staff).
9. Full cooperation with the KISD supervisory personal on the part of workers from participating groups is expected. Any failure to cooperate will be documented and presented to the club President in writing. First violation will result in the organization's suspension from participation in Leo Buckley and Searles stadium concessions.

#### Distribution of Profits

##### Athletic Events (Football/Soccer/Track)

40% of the net profit from concessions will go to the sponsoring organization that provides the necessary workers for the concession stand required for the event.

##### Non-Athletic Events (Band/Special)

40% of the net profit from the concession stand will go to the sponsoring organization that provides the necessary workers for the concession stand required for the event.

Before and after the completion of each game each cashier and concession lead school nutrition worker will count and sign for the content of their registers. The total of the drawer, minus the petty cash amount, is considered gross profit for the night.

The club will be charged for the cost of all items used and sold in the concessions stand. This includes but is not limited to food, beverages, candy, supplies, and services (ex. Labor).

The remaining funds after the above charges are deducted equal the Net profit.

**Check Requests shall be submitted by School Nutrition staff to the appropriate District personnel for payment processing within 10 business days of game/event. Boosters shall contact the Foreman if they have not received payment within 14 days of game/event. Boosters also have the right to request a breakdown of your game/event balance sheet in writing at any time by the contracting Foreman with their questions and/or concerns (email preferred).**

If Boosters have any questions or concerns at any time regarding this agreement and/or other Leo Buckley/Searles concession related business, the supervisory personnel are as followed:

Tanja Colon, Leo Buckley/Joseph L. Searles III Stadium concession Foreman  
Cell: 254-458-9533 office 254-336-0775  
Email: [Tanja.colon@killeenisd.org](mailto:Tanja.colon@killeenisd.org)

Rachel Hunter, Coordinator of School Nutrition  
Office: 254-336-0775 Email: [Rachel.Hunter@killeenisd.org](mailto:Rachel.Hunter@killeenisd.org)

Steve Smith, Director of School Nutrition  
Office: 254-336-0775 Email: [Steve.Smith@killeenisd.org](mailto:Steve.Smith@killeenisd.org)

### Concessions Agreement

As president or authorized representative of a band booster, athletic, or other school-related organization (above referred to as club), I have reviewed the information, guidelines and procedures outlined in this document. I have also reviewed them with the membership of my organization, and we understand the responsibilities in regard to providing workers for the concession stands as well as their roles within the operations of concession stand and agree to abide to abide by them under the direction and supervision of the supervising Foreman.

We further understand that violations of the agreement and misconduct during the operations of the concessions stand will be grounds for termination of this agreement with written notice from the Foreman, Director or Coordinator for School Nutrition.

My organization hereby Accepts this offer to participate in the 2022-2023 Buckley and Searles Stadium Concessions.

_____	_____
School Name	Organization Name
_____	_____
Printed Name of Representative	Title of Representative
_____	
Payment Remittance Address and Contract Number	
_____	
Representative signature	Date

My organization hereby Declines this offer to participate in the 2022-2023 Leo Buckley and Searles Stadium Concessions for events and/or games.

_____	_____
Representative Signature	Date

Please return this signed agreement to KISD School Nutrition Department Attention: Tanja Colon no later than August 10<sup>th</sup>, 2022, in person at 5708 E. Veteran’s Memorial Blvd, Killeen, TX,76543, by fax to 254-336-0789, or via email to Tanja.colon@killeenisd.org.