

HOLDEN R-III AFFILIATED GROUP PROCEDURES

Organizations affiliated with the Holden R-III School District will be approved annually by the Board of Education. Organizations wanting to be affiliated with the school district will need to complete the forms required and submit them to the activities director's office.

Organizations that are affiliated with the school district must follow all state laws and regulations and school board policies and procedures.

Affiliated organizations should utilize the school employee/sponsor as the contact person for the organization. School employees/sponsors should be present and are responsible for meetings at the school district and for making sure that policies are followed and accurate records are kept.

Organizations needing to use school district facilities will need to schedule that with the activities director's office, and may need to pay a facility use fee and/or provide proof of insurance.

Any organizations wanting to use school district communications will need to contact the communication director's office.

A fundraising calendar within the activities director's office will be utilized to schedule all fundraisers for school and booster organizations. All fundraisers must still be approved through the activities director's office.

Due to the amount of fundraising by school organizations, fundraising events are subject to school district approval. **Fundraising Limitation:** School affiliated organizations are not allowed to solicit donations through street fundraising activities.