

	Title: Authorized Support Organizations Guidelines Facility Services	Procedure No.:	FS-305
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Introduction

These guidelines are in support of district policy [KBE/KJA – Support Organizations](#) and its supporting documentation. Once completed, the application must be approved by the school principal and the appropriate assistant superintendent for the organization's self activities. [Support Organizations – Financial Considerations Quick Guide](#).
[Support Organizations – Financial Considerations Quick Guide](#)

Financial Considerations

Financial considerations for Authorized Support Organizations vary depending on how the Authorized Support Organizations operates in the District. Authorized Support Organizations can carry out their own fundraising activities or serve on a volunteer basis to solicit funds on behalf of the school or program they support. For detailed information on how funds may be handled in each of the scenarios, refer to the [Support Organizations – Financial Considerations Quick Guide](#).

Use of District Facilities by Authorized Support Organizations

Use of district facilities by Authorized Support Organizations is subject to district policy [KF – Use of District Facilities](#) and associated guidelines. Requests for facility use must be coordinated through the district's Customer Support Center (CSC) at 490-3333; CSC will schedule all facility use by Authorized Support Organizations, with the exception of PTO or PTA meetings, which can be scheduled by the school.

Insurance Requirements

A Certificate of Insurance will be required for use of district facilities when the event is not school or district-sponsored. The principal or site manager will determine whether or not the activity is school-sponsored.

Annual Review

Authorized Support Organization's status will be reviewed annually by the district's Facility Services Department. Organizations shall be required to reapply on an annual basis. Approved applications are valid August 1 through July 30 annually.

Guideline Maintenance

The director of facility services and controller, or their designees, shall maintain these guidelines.
