

BUTTE SCHOOLS SELF-FUNDED PROGRAMS

POLICIES & PROCEDURES MANUAL

Subject: **AUXILIARY ORGANIZATIONS**

Section: **5.3**

- A. Liability coverage may be extended to auxiliary organizations which provide services to the district and meet the following minimum requirements:
1. The organization must have written bylaws specifying its purpose as a district/pupil support organization.
 2. The bylaws must reflect the nature and degree of the district's direction and supervision of the organization and its activities.
 3. The organization's meetings must be timely noticed.
 4. Minutes of all proceedings must be kept on file with the district.
 5. The organization's events must have specific approval from the district's governing board or its authorized representative.
 6. The organization's funds must be reported to and be under the control of the authorized representative of the district. Control shall be through one of the following:
 - a. A district administrative employee must be a signor on the organization's bank account(s);
 - b. A district administrative employee must sign on all payments and/or purchase orders;
or
 - c. The organization must post a financial bond for the amount of the funds expected to be collected over a one-year period.
 7. The organization must be approved by the district's governing board and the governing boards of both BSSP and BASIC for endorsement to the Memorandum of Coverage.
 8. The organization must not discriminate against individuals or its members thorough the dissemination of funds.

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9. Activities covered:
 - a. Meetings of the officers and members of the organization
 - b. Newsletter and bulletins
 - c. Candy, cake and bake sales
 - d. Breakfasts, luncheons, brunches or dinners (excluding alcohol)
 - e. Movies, lectures, or awards assemblies
 - f. Drawings or auctions
 - g. Fairs, bazaars or carnivals (excluding animal or mechanical rides)
 - h. Float construction
 - i. Garage sales
 - j. Roller skating or ice skating
 - k. Auto or motor vehicle shows/display
 - l. Watercraft shows/display
 - m. Car washes
 - n. Concerts (excluding rock or "heavy metal")
 - o. Field trips
 - p. Amateur or professional live entertainment
 - q. Parades
 - r. Picnics and barbecues
 - s. Pep rallies
 - t. Walk-a-thons, jog-a-thons, and like events
 - u. Dances

- B. Excluded activities include, but are not limited to:
 1. Motor vehicle or watercraft speed competitions or races
 2. Events involving alcohol
 3. Mechanical rides
 4. Animal rides
 5. Donkey basketball/baseball
 6. Fireworks
 7. Rodeo
 8. Skateboard events
 9. Bicycle events, involving acrobatics, stunts, or "motocross"
 10. Owned automobiles and trailers
 11. Athletic events such as: football, basketball, soccer, baseball/softball, volleyball, water sports, boxing, wrestling, physical contact sports, etc.

- C. Any activity not listed above must be referred to BSSP for approval.

- D. The coverage is limited to \$1,000,000 per occurrence and is part of the district's coverage program.

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- E. The auxiliary organization must apply to and be endorsed by the Bay Area Schools Insurance Cooperative (BASIC) in order to have coverage in the Butte Schools Self-Funded Programs.
- F. Coverage is not effective until endorsed on the BASIC's Memorandum of Coverage.