

**CINCINNATI CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name: Non-School Organizations (NSO)</b>	
Procedure No. 9212-00-01	Eff. Date: _____
Implements Board Policy(ies) 9212	Last Reviewed: June 21, 2018

**1. Background**

*The Board recognizes Non-School Organizations as separate from the district, school and school board. Ex: Parent/Teacher organizations/associations, booster clubs, alumni groups, social committees, foundations, and “friends of”.*

**2. Responsibilities**

Title: Principal	
Address:	
Phone:	Cell phone:
<p><i>Review the parameters of the policy regularly with such groups.</i></p> <p><i>Ensure that the group clearly distinguishes themselves from CPS school district in all activities.</i></p> <p><i>Ensures that all guidelines &amp; procedures for facility and grounds use, student fundraising, and district personnel are followed.</i></p> <p><i>Collect any donations within 24 hours and follow the outlined fiscal procedures of a board resolution.</i></p> <p><i>Ensure that the group has met all of the guidelines according to the Ohio Revised Code outlined in the policy.</i></p> <p><i>Review and approve all fundraising activities.</i></p>	

**3. Action Steps**

*NSO must submit a request to principal.*

*Principal reviews new and renewal request to meet outlined criteria regularly.*

*Principal communicates approval or denial and includes a review of the guidelines.*

*Principal follows donation collection process.*

#### 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

#### 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*