

Proposed Changes to Jackson Academy of Math and Music Home and School Club By-Laws

CHANGE #1 – New School, new name

Current:

ARTICLE I: GENERAL

Section 1. Name: This organization is an unincorporated non-profit association, as defined under Section 21000 et Seq. of the California Corporation Code, and shall be known as the “Jackson Home and School Club”.

Proposed Changed:

ARTICLE I: GENERAL

Section 1. Name: This organization is an unincorporated non-profit association, as defined under Section 21000 et Seq. of the California Corporation Code, and shall be known as the “Jackson Academy of Math and Music (or JAMM) Home and School Club”.

CHANGE #2 – Change to name, verbiage in 2nd paragraph change to reflect what the organization “may” do and not “shall” do.

Current:

ARTICLE I: GENERAL

Section 2. Purpose: To promote the school’s general welfare and to foster cooperation and communication between the home, school and community of Jackson Elementary School.

To achieve its goals, the organization shall conduct fundraising activities, assemblies, social events, fairs, and other similar or related activities, in a safe manner. Monies raised will be assigned to items or services that would be of benefit to the students, faculty, and community in general at Jackson Elementary School.

Proposed Changed:

ARTICLE I: GENERAL

Section 2. Purpose: To promote the school’s general welfare and to foster cooperation and communication between the home, school and community of Jackson Academy of Math and Music.

To achieve its goals, the organization may conduct (in conjunction with and with approval from school administration) fundraising activities, assemblies, social events, fairs, and other similar or related activities, in a safe manner. Monies raised will be assigned to items or services that would be of benefit to the students, faculty, and community in general at Jackson Academy of Math and Music (JAMM).

CHANGE #3 – Fundraisers do not need approval at general meeting if voted in by Executive Board and signed off by Principal.

Current:

ARTICLE I: GENERAL

Section 3. Limitations: The Home and School Club shall observe all local, state and federal laws which apply to a non-profit charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code. No individual member shall derive profit from any operation of the organization.

The organization shall be non-profit, non-partisan and non-sectarian and shall abide by all applicable requirements of local, state, and federal law.

The organization shall not attempt to direct the educational activities of the school or fund, service, or support activities outside the scope and purpose authorized by these by-laws.

The organization shall cooperate and regularly communicate with school faculty and administration in order to enhance school activities. Except as otherwise provided in these bylaws, only those services or materials that will serve the students and faculty in general, either by grade-level or school-wide, shall be supplied by the organization.

All fundraisers must support the goals of the Home and School Club. All Proposals for fundraisers must be approved by the Executive Board and voted upon at a General Membership meeting.

The Jackson Home and School Club shall have all fundraising activities and school-wide written communications approved by the principal.

Pursuant to IRS regulations for tax-exempt organizations, no part of the activities of this organization shall consist of any political activities such as lobbying or otherwise attempting to influence legislation. This organization shall not participate or intervene in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office. However, the Home and School Club may share nonpartisan information.

Proposed Change:

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All fundraisers must support the goals of the JAMM Home and School Club. All Proposals for fundraisers must be approved by the Executive Board.

The Home and School Club shall have all fundraising activities and school-wide written communications approved by the principal.

Pursuant to IRS regulations for tax-exempt organizations, no part of the activities of this organization shall consist of any political activities such as lobbying or otherwise attempting to influence legislation. This organization shall not participate or intervene in any political campaign, including the publishing or distribution of statements on behalf of any candidate for public office. However, the Home and School Club may share nonpartisan information.

CHANGE #4 – Verbiage changed to reflect differences between Executive Board Planning and General Meetings and to allow flexibility of dates depending on school calendar.

Current

ARTICLE III: MEETINGS

Section 1. Annual Meeting: The annual meeting of the organization shall be held during September of each year, or at such other date as may be designated by the Executive Board. The Board shall fix the time and place of the meeting and notice thereof shall be given by appropriate means to each member at least seven (7) days before said meeting. All planned activities and fundraising for the school year will be presented, discussed and voted upon at this meeting. The annual budget will also be presented, discussed and voted upon.

Proposed Change:

ARTICLE III: MEETINGS

Section 1. Executive Board Planning Meeting: The first meeting of the Executive Board shall take place before the first HSC General Meeting of the school during, generally in July or August, on a date designated by the Executive Board. Other planning meetings will take place throughout the school year as deemed necessary by the HSC Executive Board

CHANGE #5 - Verbiage changed to reflect differences between Executive Board Planning and General Meetings and to allow flexibility of dates depending on school calendar.

Current:

ARTICLE III: MEETINGS

Section 2. Additional Meetings: General meetings of the organization shall be called monthly by the President, in conformance with the time, place and notice requirements for annual meetings.

Proposed Change:

ARTICLE III: MEETINGS

Section 2. General Meetings: The first general meeting shall take place during the first trimester of the school year, generally in the month of September. The annual budget will be presented, discussed and voted upon at this meeting. Planned activities for the school year will also be presented and discussed at this meeting. Other HSC General Meetings will take place during the year, generally once per month and will be posted in accordance with current Jackson Academy of Math and Music communication protocol.

CHANGE #6 – Changes made to account for the fact that VERY RARELY are there 15 attendees at ANY HSC meeting. Instead, calling for a percentage for quorum.

Current:

ARTICLE III

Section 3. Quorums: At any duly called general meeting, fifteen (15) members, including the Executive Board, in attendance shall constitute a quorum. Business

may be conducted at general meetings when a quorum is not present; however, all such business must be ratified at the next general meeting during which a quorum is present.

At any duly called board meeting, a quorum shall consist of no less than two-thirds (2/3) of the Executive Board members. No business shall be conducted until a quorum is established, but subsequent withdrawal of one (1) or more members shall not prevent a vote on pending matters.

Proposed Change:

ARTICLE III

Section 3. Quorums: At any general meeting, two-thirds, including the Executive Board, in attendance shall constitute a quorum.

At any executive board meeting, a quorum shall consist of no less than two-thirds (2/3) of the Executive Board members. No business shall be conducted until a quorum is established.

CHANGE #7 – Changes made to allow flexibility of dates depending on calendar and to eliminate an unnecessary Nominating Committee.

Current:

ARTICLE IV: ELECTION OF OFFICERS

Section 1. Time: Officers shall be elected annually by vote of the General Membership in April.

Section 2. Nominating Committee: A committee shall be appointed by the Executive Board and presented to the membership at the March General Meeting. The Committee shall consist of three members, one of which must be a teacher or staff member, and shall serve until the conclusion of the annual election in April.

Section 3. Nominations: All members in good standing are eligible to hold office, subject to the Term Limitation of Article V, Section 5. Names of candidates or each elected office shall be submitted by the nominating committee and placed on a ballot to be sent home in April.

Section 4. Elections: Officers shall be elected from among eligible candidates by official ballot in accordance with procedures established from time to time. Newly elected officers shall assume their respective positions at the close of the last General Meeting that is held during the month of May. The outgoing board shall remain in an advisory capacity until the convening of the Annual Meeting in September.

Proposed Change:

ARTICLE IV: ELECTION OF OFFICERS

Section 1. Procedure: Nomination forms will be distributed to parents and staff in the last trimester of the school year, generally in the month of March. After assembly of nominations, ballots will be distributed to parents and staff, generally in the month of April. Members of the Executive Board will be officially elected at a HSC General Meeting, generally in the month of May.

Section 2. Elections: The newly appointed officers shall take their respective offices at the end of the last Executive Board meeting when all official business for that meeting is finished. The outgoing board may remain in an advisory capacity until the convening of the first General Meeting of the next school year.

CHANGE #8 – Changes made to reflect current needs in a HSC Executive Board and to reflect more attractive titles for volunteers (e.g. Ways and Means changed to Fundraising Coordinator).

Current:

ARTICLE V: OFFICERS

Section 1. Executive Board: The Executive Board shall consist of each elected and appointed officer identified in the Article V.

Section 2. Elected Officers: The following officers shall be elected in accordance with the procedures defined in Article IV of these by-laws and shall serve for a term of one (1) year:

- A. President and/or Co-President
- B. Vice-President and/or Co-Vice President
- C. Recording Secretary
- D. Corresponding Secretary
- E. Treasurer
- F. Assistant Treasurer
- G. Ways and Means Coordinator
- H. Volunteer Coordinator
- I. Publicity Coordinator
- J. Bilingual Coordinator
- K. Hospitality Coordinator

Proposed Change:

ARTICLE V: EXECUTIVE BOARD:

Section 1. The Executive Board shall consist of the following elected officer in accordance with the procedures defined in Article IV of these by-laws and shall serve for a term of one (1) year:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Assistant Treasurer
- F. Fundraising Coordinator (Formally Ways and Means Coordinator)
- G. Publicity Coordinator
- H. Hospitality Coordinator

CHANGE #9 – Changed to reflect current HSC needs and more accurate descriptions of roles.

Current

ARTICLE V: OFFICERS

Section 3. Appointed Officers: The following officers shall be appointed by the

Executive Board from among the members qualified to hold such appointed offices and shall serve for a term of one (1) year.

- A. **Teacher Representative:** Appointee shall be a member of the school Faculty and shall be nominated for appointment by vote of the faculty each September.

Section 4. Duties of Officers:

- A. **President/Co-President** Shall serve as the chief officer of the organization and shall preside over all meetings of the membership or Executive Board. The President shall, with the aid, advice and counsel of the Executive Board, appoint chairpersons to all standing and special committees, assign responsibilities to and assist in coordination of the activities of all operating committees. The President shall act as the official representative of the organization, shall execute such warrants as are necessary to conduct the business of the organization, and perform such other duties as are required under these bylaws. The President shall review and sign the Treasurer's reports monthly.
- B. **Vice President/Co-Vice President:** The First Vice President shall act as an aide to the President in his/her absence and shall be responsible for all non-fundraising programs and activities such as: teacher appreciations and hospitality. If the President can no longer perform the responsibilities of the office, the Vice-President shall assume those duties until an election can be held.
- C. **Recording Secretary:** the Secretary shall record the minutes and proceedings of all meetings of the membership or Executive Board and report on said records as requested at each General Meeting.
- D. **Corresponding Secretary:** Shall take care of all correspondence and keep a record of all activities of this organization during the school year.
- E. **Treasurer:** The Treasurer shall receive and deposit all monies on behalf of the organization with a financial institution approved by the Executive Board. The Treasurer shall maintain accurate and current financial records including details of all transactions, and shall prepare and present monthly finance reports to the Executive Board and membership, and shall prepare, present and file on behalf of the organization any tax forms that may be required from time to time.
- F. **Assistant Treasurer:** Shall assist the treasurer in the duties as designated under Treasurer.
- G. **Ways and Means Coordinator:** Shall assist the President/Co-President in appointing Standing Committee chairpersons for fundraising activities and

serve as a liaison between the Executive Board and the Ways and Means Standing committees. The Ways and Means Coordinator shall coordinate all fundraising events.

- H. Publicity Coordinator: Shall publish a monthly or bimonthly newsletter and handle publicity for Home and School Club events.
- I. Bilingual Coordinator: Shall provide English/Spanish translation at all Home and School Club meetings on an as needed basis and will provide English to Spanish translation of all Home and School Club written communications to the school community.
- J. Teacher Representative: The Faculty representative serves as a liaison between the Faculty and the Home and School Club.
- K. Hospitality Coordinator: The Hospitality Coordinator shall take care of welcoming new families to Jackson Elementary throughout the school year. This coordinator shall also assist in organizing appreciation events including: luncheons, staff & teacher birthday recognition, and lead communication between the Board and room parents.

Proposed Change

ARTICLE V: OFFICERS

Section 2. Duties of Officers:

- A. **President**: Shall serve as the chief officer of the organization and shall preside over all HSC General or Executive Board meetings. The President shall, with the aid, advice and counsel of the Executive Board, appoint chairpersons to all standing and special committees, assign responsibilities to and assist in coordination of the activities of all operating committees. The President shall act as the official representative of the organization, shall execute such warrants as are necessary to conduct the business of the organization, and perform such other duties as are required under these bylaws. The President shall review and sign the Treasurer's reports monthly
- B. **Vice-President**: In the absence or disability of the President, preside over the Home & School Club meetings. Assist the President as needed. If the President can no longer perform the responsibilities of the office, the Vice-President shall assume those duties until an election can be held.
- C. **Secretary**: Shall record the minutes and proceedings of all meetings of the membership or Executive Board and report on said records as requested at

each General Meeting. Sign along with the President and Treasurer any checks needed to conduct the business of this organization.

- D. Treasurer: The Treasurer shall receive and deposit all monies on behalf of the organization with a financial institution approved by the Executive Board. The Treasurer shall maintain accurate and current financial records including details of all transactions, and shall prepare and present monthly finance reports to the Executive Board and membership, and shall prepare, present and file on behalf of the organization any tax forms that may be required from time to time.
- E. Assistant Treasurer: Shall assist the treasurer in the duties as designated under Treasurer.
- F. Fundraising Coordinator (Formerly Ways and Means Coordinator): Overseas all fundraising efforts of HSC. Serves as liaison between the Executive Board and the various fundraising committees.
- G. Publicity Coordinator: In cooperation with Executive HSC Board and the Principal, generate positive publicity and increase public awareness for JAMM in the community. Actively communicate with local news agencies, community publications and online community entities about the school, and our events (i.e. written articles, letters to the editor, press releases, advertisement for said events, photos, etc.). Coordinate marketing of advertising space and school sponsorships to local businesses. Communicate within school community to parents about events, news, and objectives as needed. Coordinate with school website coordinator to post links, events and business sponsorships on school website.
- H. Hospitality Coordinator: In cooperation with the HSC Executive Board and Principal, the Hospitality Coordinator will organize and execute all non-fundraising events at JAMM. Past events have included, but are not limited to, Staff Appreciation Day, Donut Day, Faculty/Staff Trainings that take place on campus. They may also assist with the hospitality portion of JAMM fundraising events. If more than one individual is interested in this position, it may be shared or an election shall be held to name the Hospitality Coordinator.

CHANGE #10 – Changed due to lack of interest in serving on the board, while still keeping term limits and ineffective leadership in mind.

Current

ARTICLE V: OFFICERS

Section 5. Terms of Office: All officers, whether elected or appointed, shall serve a term of one (1) year. An individual shall be limited to not more than two (2) consecutive terms in the same office. No individual shall serve more than five (5) consecutive terms on the Executive Board. All officers are expected to attend all Home and School Club

meetings. If any Executive Board member is no longer performing the duties of the office satisfactorily, the Executive Board can, with a two-thirds majority vote, place the officer on a thirty-day (30) probationary period. At the end of the probationary period, the Executive Board will reevaluate its position and make a final decision; to allow the officer to remain or to remove said officer from office, by a two-thirds majority vote.

Proposed Change

ARTICLE V: OFFICERS

Section 3. Terms of Office: All officers shall serve a term of one (1) year. An individual shall be limited to not more than two (3) consecutive terms in the same office. All officers are expected to attend all Home and School Club meetings. If any Executive Board member is no longer performing the duties of the office satisfactorily, the Executive Board can, with a two-thirds majority vote, place the officer on a thirty-day (30) probationary period. At the end of the probationary period, the Executive Board will reevaluate its position and make a final decision; to allow the officer to remain or to remove said officer from office, by a two-thirds majority vote.

CHANGE #11 – Verbiage regarding committees is unnecessary and covered in other articles.

ARTICLE VI: COMMITTEES

Section 1. Standing Committees: The following shall be standing committees of the organization and shall report to the Executive Board and the membership each month or as needed:

- A. Author Coordinator: research contacts, and book assemblies, with the principal's approval.

- B. Fundraising/Event Chairpersons: Each chairperson will coordinate volunteers and make necessary planning arrangements for individual events. The Ways and Means Coordinator will oversee the activities of the chairperson.
- C. Child Health and Safety: Responsible for emergency preparedness programs and upkeep of emergency supplies.

Section 2. Reporting Committees: The following shall be reporting committees of the organization and shall report to the Executive Board and the membership each month or as needed:

- A. District Advisory Committee Representative
- B. School Site Council Representative
- C. Student Council
- D. Safety Patrol

Section 3. Other Committees: There shall be such other committees created by the Executive Board as may be required to carry on the work of the organization.

Section 4. Appointment: The President, with the aid, advice and counsel of the Executive Board shall appoint Committee chairs. The term of office shall be as needed. Committee Chairs shall recruit members for their respective committees subject to approval by the Executive Board.

Section 5. Duties: Committees shall develop plans for their respective areas of responsibility. Prior to commencement of work by any committee, the Executive Board shall receive and approve the plans. The chairman shall prepare regular status reports for the Executive Board and shall report to the membership from time to time as requested.

Proposed Change

Eliminate Article VI Altogether

CHANGE #12 – Banking and financial services are processed much differently than when these bylaws were written. In addition, our HSC processes such large amounts of fundraising monies, it is now necessary to have financial professionals process certain aspects of the organization’s finances.

Current

ARTICLE VII: FINANCES

Section 2. Funds: All monies collected by the organization shall be placed into a FDIC insured account.

All approved budget items are contingent upon sufficient monies raised by the current years fundraising activities. If insufficient monies are raised by a current fundraising activity, the pre-approved budget will need to be readdressed by the Executive Board, and proposed adjustments presented to the membership at a General Meeting, where they will be discussed, and any changes made will be subject to established voting procedure.

All bank accounts established with the Jackson Home and School Club must be audited on a scheduled basis by two board members. The results of the audit are to be reported at the next General meeting following the audit. The months of these audits should be as follows: February, and the closing audit done in August. Audits conducted must be made by individuals who are not assignees of the account.

All bank statements and check orders must be sent to Jackson Elementary School.

All current year original deposit slips, vouchers, receipts, bank statements, tax records, check register and treasurer's reports should be available on request to all Jackson Home and School Club members.

All monies collected from or for school functions can only be deposited in approved Jackson Home and School Club accounts. No money can ever be used for personal use.

Money received must be collected by a bonded Executive Board member and counted by two individuals. A receipt should be made and signed by the two individuals who counted the money. To facilitate this process, bonding shall cover the President, Vice-President, Treasurer, Assistant Treasurer, and the Ways and Means Coordinator.

If requested by the Principal, the Home and School Club shall handle finances for classroom, grade level and student council accounts.

Section 3. Disbursements: The Executive Board shall authorize payment of all bills and expenditures. Checks drawn against the organization's bank accounts must bear the signatures of two (2) of the following officers: the President, the Vice-President and another appointed officer other than the Treasurer. The Treasurer shall not be a signer of the account.

All financial transactions involving Home and School Club funds shall be approved and limits set before the transaction takes place. Any requested to spend beyond approved limits must be brought before the Executive Board and reevaluated for approval.

All check disbursements must be accompanied by adequate documentation stating the reason for purchase, purchase limit and date of approval by the Executive Board.

Section 4. Reserve/Budget: The minimum sum of five thousand dollars (\$5,000.00) shall be in the treasury, as of August 1, for the following year. A budget proposal with recommendations from the outgoing and incoming Presidents and Treasurers (who shall meet prior to the opening of school) based on past expenditures will be presented to the general membership. The Treasurer will distribute the proposed budget to the general membership at the opening of the school year. The budget will be discussed, modified as appropriate and voted on

by the general membership at the first general meeting of the school year, passed by a simple majority present.

Section 5. Financial Liability: Any fines assessed for tax filing errors shall be paid by the Home and School Club and will not be the sole and personal responsibility of the individual officers of the organization. Appropriate liability and bonding insurance shall be obtained yearly by the Executive Board.

Proposed Change

ARTICLE VI: FINANCES

Section 1. Accounting Period: The Fiscal Year of the organization shall begin on August 1 and shall close on July 31 of the following calendar year.

Section 2. Funds: All monies collected by the organization shall be placed into a FDIC insured account, owned by JAMM HSC.

All approved budget items are contingent upon sufficient monies raised by the current years fundraising activities. If insufficient monies are raised by a current fundraising activity, the pre-approved budget will need to be readdressed by the Executive Board.

All banking transactions must be entered into the established online computer program (currently QuickBooks) by an Executive Board member, generally the Treasurer or Assistant Treasurer. All bank accounts established with the JAMM Home and School Club must be audited at least once per year by an outside financial professional who has been pre-approved and voted upon by the Executive Board and by HSC general members at a general meeting.

All Tax filing must be prepared and filed by an outside tax financial professional who has been pre-approved and voted upon by the Executive Board and by HSC general members at a general meeting.

All monies collected from or for school functions can only be deposited in approved JAMM Home and School Club accounts. No money can ever be used for personal use.

JAMM Home and School Club members are welcome to view online financial records, bank statements, tax records and treasurers' reports with reasonable notice, keeping in mind that JAMM HSC is an all-volunteer organization. A request must be submitted to the Executive Board in writing, with a copy going to JAMM Principal.

All bank and tax correspondence must use the HSC address listed on our 501(c) (3) status. No HSC financial correspondence should go to private addresses.

During fundraising events, monies received must be collected and counted by at least 2 Executive Board approved individuals. A receipt should be made and signed by the two individuals who counted the money and verified by an Executive Board member.

If requested by the Principal, the Home and School Club shall handle finances for classroom, grade level (e.g. Science camp) and student council accounts.

Section 3. Disbursements: The Executive Board shall authorize payment of all bills and expenditures. Checks drawn against the organization's bank accounts must bear the signatures of two (2) JAMM HSC pre-approved signers. All check disbursements must be accompanied by a completed check request form, stating the reason for purchase, purchase limit and date of approval by the Executive Board.

Section 4. Reserve/Budget: The minimum sum of five thousand dollars (\$5,000.00) shall be in the treasury, as of August 1, for the following year. A budget proposal with recommendations from the outgoing HSC Executive Board and incoming Presidents and Treasurers (who shall meet prior to the opening of school) based on past expenditures will be presented to the general membership. The Treasurer will distribute the proposed budget to the general membership at the opening of the school year. The budget will be discussed, modified as appropriate and voted on by the general membership at the first general meeting of the school year, passed by a simple majority present.

Section 5. Financial Liability: Any fines assessed for tax filing errors shall be paid by the Home and School Club and will not be the sole and personal responsibility of the individual officers of the organization. Appropriate liability insurance shall be obtained yearly by the Executive Board.

CHANGE #13 – Prior notice is not always possible and is not necessary if there is a quorum established.

Current

ARTICLE IX: PROCEDURE

Section 2. Amendments: These by-laws may be amended or altered by vote of a majority of the members at any regular or special meeting, where a quorum has been established, provided that written notice of any proposed amendment or revision is provided to all members at least seven (7) days prior to any such vote. Revisions or amendments to these by-laws shall become effective upon approval.

Proposed Change

ARTICLE VIII: PROCEDURE

Section 2. Amendments: These by-laws may be amended or altered by vote of a majority of the members at any regular or special meeting, where a quorum has been established. Revisions or amendments to these by-laws shall become effective upon approval. .

CHANGE #14 – When fundraisers are marketed to audiences outside of our JAMM population, it is not necessary to keep costs of items affordable to our JAMM population or to keep our diversity in mind. In addition, as long as a fundraiser has the opportunity to be approved by the Executive Board and the Principal any time during the year, it should be allowed to take place.

Current

Policy Statement

Pursuant to Article I Section, 3 Limitations

It shall be the policy of this body that organized community fundraising programs that may divert funds and/or attention, or that may hinder cooperation and communication between the school and community will not be supported by the Jackson Home and School Club.

Furthermore, solicitation of funds by Booster Clubs or parent groups not sanctioned by the Jackson Home and School Club will not be supported, not will the Jackson Home and School Club handle such funds. However, the Home and school Club will continue to welcome

donations, which benefit individual classrooms or the Jackson School community as a whole or by grade level.

Recognizing the fact that Jackson students and families constitute a captive market at our school, the Jackson Home and School Club shall exercise caution in the adoption of fundraising activities and consider the following criteria when approving any such project.

1. The frequency and timing of fundraisers should be considered when planning events.
2. Items offered for sale should observe standards of appropriate taste, safety and respect for the school learning climate.
3. The cost of items should be within the affordability range of the majority of Jackson families.
4. The right to return items can be guaranteed if parents are not satisfied.
5. Overt conflict of interest should be avoided when selecting fundraising programs.
6. The selections of items shall respect the diversity of the student population represented at Jackson School.
7. Any grade level fundraiser must be coordinated and approved by the Home and School Club at the September General Meeting.

The Jackson Home and School Club expects parents to supervise their child's safety and monitor the selling of products and the handling of money when participating in school fundraisers.

Proposed Change

Policy Statement

Pursuant to Article I Section, 3 Limitations

It shall be the policy of this body that organized community fundraising programs that may divert funds and/or attention, or that may hinder cooperation and communication between the school and community will not be supported by the JAMM Home and School Club.

Furthermore, solicitation of funds by Booster Clubs or parent groups not sanctioned by the JAMM Home and School Club will not be supported, nor will the JAMM Home and School Club handle such funds. However, the Home and school Club will continue to welcome donations, which benefit individual classrooms or the JAMM community as a whole or by grade level.

Recognizing the fact that JAMM students and families constitute a captive market at our school, the JAMM Home and School Club shall exercise caution in the adoption of fundraising activities and consider the following criteria when approving any such project.

1. The frequency and timing of fundraisers should be considered when planning events.

2. Items offered for sale should observe standards of appropriate taste, safety and respect for the school learning climate.
3. If a fundraiser's products are marketed solely to the JAMM community, products shall respect the diversity of the student population and be within the affordability range of JAMM families.
4. The right to return items can be guaranteed if parents are not satisfied.
5. Overt conflict of interest should be avoided when selecting fundraising programs.
6. Any grade level fundraiser must be approved by the Executive Board and the JAMM Principal

The JAMM Home and School Club expects parents to supervise their child's safety and monitor the selling of products and the handling of money when participating in school fundraisers.