



Riverside Parent & Support Organization Guidebook



One Community, Pursuing Greatness, and Getting Better Every Day

THANK YOU!

The Riverside Board of Education appreciates the efforts of all Parent & Support Organizations whose objectives are to enhance the educational and athletic experiences of our students. We know that these groups put in a lot of time and effort to offer extra educational and athletic benefits toward our students and families.

Thank you for being a valuable partner to the Riverside Local School District. Please read through this Parent and Support Organization Guidebook to help understand annual requirements, board policies, best practices and general guidelines.

The District annually requires the following information:

- A list of officers with contact information
- Most recent financial statements and/or tax filing
- Tentative listing of goals/fundraising activities
- Social Media Account handle(s) & Name of Person(s) responsible for posting
- Any major changes the Board should be aware of



BOARD POLICIES

While Parent and District Sponsored Organizations are their own independent, 501(c)(3) entities, they must abide by several policies that have been adopted by the Riverside Board of Education in order to maintain status and approval.

- Approved organizations are granted privileges to use the District's name, logo, mascot and property.
- Approved organizations must maintain separate finances and cannot use the District's tax ID number. They cannot accept checks made out to the school or vice versa.
- Fundraisers require advance permission if held on school property and must be described to the Superintendent at least 30 days before the event.
- Approved organizations must annually submit tentative goals, projects, bylaws, quarterly financial statements, and a yearly fundraising plan for review.

For all rules & guidelines, please read through the following Board Policies regarding:

- Parent Organizations
- District Support Organizations
- Gifts, Grants, Donations



BEST PRACTICES - FINANCE/OPERATIONS

Bank Accounts: Turn on bank account alerts and have multiple people within the organization alerted when there are transactions. Have multiple people review bank statements.

Maintain Separate Accounts: Never store funds at home. Keep organization funds entirely distinct from personal accounts and district/student activity funds to prevent commingling.

Cash/Check Handling: Do not accept checks made payable to the school. Require two unrelated individuals to count cash immediately following events, sign deposit slips jointly and mandate dual signatures on checks or electronic transfers.

Use Dedicated Tax ID: Never use the school district's tax identification number. Maintain your own tax ID and apply for 501(c)(3) non-profit status if not established already.

Maintain Transparent Financial Reporting: Keep clear balance sheets and submit financial reports to District Leadership for review.



BEST PRACTICES - FINANCE/OPERATIONS

Establish Clear Bylaws & Formal Agreements: Maintain up-to-date bylaws and secure formal, written approval from the Board of Education annually to use the school's name, mascot and logo.

Align Goals with District Programs: Consult with school leaders, athletic directors, coaches or advisors before planning major initiatives to ensure efforts support program needs.

Maintain Independent Leadership: Ensure District officials do not hold executive leadership positions within the support organization.

Register as a Charitable Trust: If annual gross receipts and assets reach \$25,000 or more, properly register with the state Attorney General's office as required by law.

Maintain Independent Compensation Policies: Never directly compensate school staff or board-approved volunteers for their services.



BEST PRACTICES - FINANCE/OPERATIONS

Officer Transition Protocols: Provide checklists and step-by-step guides for handing over bank accounts, password management tools, social media credentials, and financial records during leadership changes.

Define Roles and Responsibilities: Clearly outline the duties of key positions (President, Treasurer, etc) so officers understand their legal, fiduciary and administrative obligations. Report Roles/Responsibilities to appropriate District officials (i.e. PTO reports to Building Admin, Booster Club reports to Athletics Department)

Meeting & Minutes Guidelines: Standardize how meetings are conducted and require official meeting minutes be kept, archived and available to all members.

Internal Audit & Review Procedures: Details steps for conducting annual financial reviews or appointing an independent audit committee before new officers take over bank accounts.



BEST PRACTICES - FINANCE/OPERATIONS

Volunteer Background Checks: Outline clear processes for when parent volunteers must undergo background checks, fingerprinting or district volunteer clearances. Will you be working directly with students? Review District Volunteer Guidelines prior to school-related events.

Social Media: Set rules for running official organization social media pages, including privacy protections for posting photos or names of minor students. Organizations must abide by District Media Release Agreements and should adhere to common sense Social Media Practices. For PTOs/PTAs - the building Admin should know Social Media Handle and person responsible for running page. For Booster Clubs, report that same information to Athletics Department. This information should be linked on District Website (under school/athletic pages)

Online Payments: Set guidelines for using digital platforms ensuring accounts are tied directly to organization bank account and never personal accounts.

Suspicious Activity: If you ever observe or suspect suspicious or potentially fraudulent activity, promptly notify the appropriate District administrator and law enforcement.



BEST PRACTICES - FUNDRAISING/FACILITIES

Before planning a fundraiser:

- Work with Building or Athletic officials to determine date, time, location, logistics and appropriateness.
- Establish what is being sold and/or collected.
- Establish who the beneficiary is.
- Work around other District calendar events.
- Are contracts involved?
- How is money being collected and who is responsible for final accounting?
- Promotions: Use organizational social media platforms and websites.

Use of District Facilities:

- Work with Building or Athletic officials to reserve facility.
- Factor in additional custodial and/or security costs.
- Ensure activity or fundraiser is insured (*Parent and Support Organizations are independent entities and are responsible for maintaining appropriate insurance coverage*)
- Organizations responsible for set-up/clean-up



RIVERSIDE LOGOS & COLORS

Official Riverside logo files can be downloaded [HERE](#).



While Riverside's colors are Black and Gold/Yellow, the yellow shade is officially PMS 109 (printing vendors will know what this means) or if using Canva or another design program: #fdda01 hex color code or 254 red, 209 green and 0 blue.

Never change the colors or logos.



DISTRICT POINT OF CONTACTS

Superintendent's Office:

440.358.8202

Dr. Christopher Rateno - Superintendent

David Leone - Assistant Superintendent

Marlo Herrmann - Administrative Assistant

Treasurer's Office:

440.358.8229

Dr. Stephen Thompson - Treasurer

Michael Patrizi - Assistant Treasurer

Athletics Office:

440.358.8330

Dave Bors - Athletic Director

Camille Cvengros - Assistant Athletic Director

