

FBISD Parents,

Schools are only as strong as the support system that surrounds them, and parent support is a vital component in ensuring our students' success. Your dedicated service to our Parent Organizations and Booster Clubs is immeasurable, and we know that our academic and extra-curricular programs are stronger because of your leadership. Know that we are blessed to have such gracious parents who give their time and talents to the District.

As these are unprecedented times in our nation, we are working vigilantly to provide some transparency on how we can better serve you and our students. While there are no official District guidelines on how to operate amid a national pandemic, we ask that you continue to operate your parent organizations/booster clubs in a way that does not violate public health officials' orders.

Here are some tips that we hope will assist in the coming weeks into the new school year:

1. **MEETINGS:** Due to the Stay Safe, Stay Home orders, meetings should be held virtually, if possible.
2. **ELECTION OF NEW OFFICERS:** Use an electronic platform (Election Runner, ElectionBuddy, EBallot, etc.) to elect new officers. Make sure to do your due diligence to ensure the vote/platform is legitimate.
3. **UPDATE YOUR BYLAWS:** Now is the time to update (per Robert's Rules of Order) your bylaws to include any changes or revisions that have come up during the COVID-19 pandemic, including but not limited to meetings being held virtually instead of face to face, when face to face is not an option, electronic voting of officers, etc. ). The electronic voting platforms can be used to vote on bylaws as well.
4. **FUNDRAISERS:** Now is the time to try something new. Will a Virtual Fundraiser work for your group (Virtual run/walk/bike-a-thon, Virtual Auction, etc.)? If you have fundraisers set up that will need to be cancelled in order to abide by the social distancing orders, it is recommended that you contact the vendors directly. Remember, everyone has been impacted by these unprecedented circumstances. Be transparent and clear, but also fair.
5. **DONATIONS:** If you have received donations/funding prior to the Stay Safe, Stay Home orders, it is recommended that you be transparent and clear with your donors: "Due to the current conditions with COVID-19, The ProGrad will no longer be hosting a lock-in. In lieu of a lock-in, we plan to use the funds received from donors to do a virtual song, dance, video-game challenge."
6. **GIFT CARDS:** The purchase of gift cards by Parent Organizations is allowed, but discouraged. Remember, PTO's/Booster Clubs are subject to State audit. There are other ways to achieve the same purpose, without the accounting risk. Examples include making the purchases directly from a PTO account and donating the items to the school, making a restricted gift to the school for the intended purpose, etc.
7. **ANNUAL GUIDELINES AND REPORTING:** No changes/extensions to guidelines and reporting documents that are due to the District. All documents are due to the District by September 1<sup>st</sup>.