

ORGANIZATIONS' RELATIONSHIPS WITH PARISH/SCHOOL

Below is a list of clubs and organizations and their relationship with parishes/schools.

Parent Teacher Organization (PTO)

The PTO is a ministry of the school. The PTO's activity should be monitored by the school administrator and finances reported on the school balance sheet and income statement. If the PTO has an imprest checking account the school administrator or pastor should be one of the signers on the account. The PTO can use the parish/school Federal ID and sales tax exemption.

St. Vincent dePaul (SVdP)

The SVdP organization is a parish ministry which is affiliated with a local/national corporate office. The SVdP organization's activity should be monitored by the pastor or pastoral administration and reported on the parish balance sheet and income statement. If SVdP organization has an imprest checking account the pastor or pastoral administrator should be one of the signer on the account. The SVdP organization can use the parish/school Federal ID and sales tax exemption.

Boy Scouts

The Boy Scout organizations are parish ministries organized with the assistance of the Archdiocese of Louisville Youth Ministry Office. This Boy Scout organization is affiliated with a local/national corporate office. Locally that is the Lincoln Heritage Council, BSA. The pastor should appoint a Chartered Organization Representative who signs a Charter with the local Boys Scouts of America. The organization is required to follow the policies and procedures set forth in this manual. A guideline for the Boy Scout organizations can be located on the Archdiocese website under finance forms.

Girl Scouts

The relationship with the Girl Scouts is being reviewed and the policy will be updated upon completion of the review.

American Heritage Girls

The relationship with the American Heritage Girls is being reviewed and the policy will be updated upon completion of the review.

4H

The 4H program is affiliated with the University of Kentucky Cooperative Extension Program. They can meet or hold functions on school property as long as they have provided the school with a Certificate of Insurance (with the required limits) naming the school as the additional insured. They cannot use the school Federal ID or sales tax exemption. Their funds should be maintained by the organization and not consolidated with the parish/school.

Alcoholics Anonymous (AA)

The AA program is a self supporting organization that should have their own Federal ID and tax exempt number. They can meet or hold functions on parish/school property as long as they have signed a rental agreement with the parish/school and provide a Certificate of Insurance (with required limits) naming the parish/school as the additional insured. They cannot use the parish/school Federal ID or sales tax exemption. Their funds should be maintained by the organization and not consolidated with the parish/school.

If you have a club or organization that is not listed above and do not know the relationship they have with the parish/school, please submit the organization name to the Archdiocesan Chief Financial Officer in writing.