



BOOSTER CLUB GUIDELINES/PROCEDURES

Revised: February 7, 2019

GEORGETOWN ISD GUIDELINES/PROCEDURES FOR DISTRICT BOOSTER CLUBS

The content of this document sets forth the Georgetown ISD administrative guidelines and procedures for booster club organizations. Only approved organizations, operating under these booster club procedures and guidelines and the Georgetown Independent School District ("District") policy GE (Local), shall be allowed to use the school name and/or facilities in support of its programs.

A. District Policy Governing Booster Clubs

Policy GE (LOCAL) governs booster club relations with the District. The policy is shown below:

District-affiliated school-support or booster organizations shall organize and function in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, in accordance with applicable UIL guidelines and financial and audit regulations. [See also CFD]

USE OF DISTRICT FACILITIES

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

PURCHASES FOR THE SCHOOL

Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

B. UIL Guideline Application

While not all booster clubs fall under the UIL, all Booster Clubs in the District will be treated equally, operate the same and follow the same GISD guidelines.

C. District Designees for Booster Club

The District's Superintendent or CFO must approve Booster Club formation. District designees include, but are not limited to the Director of Fine Arts, Athletic Director and/or the Campus Principal. Invitations should be made to these designees for all meetings and events.

Specific questions regarding booster activities should be addressed to these designees.

The Director of Fine Arts or the Athletic Director may assign designation responsibilities to organization sponsors or coaches to each respective booster club. The Director of Fine Arts or the Athletic Director may require additional reporting other than those described in this document.

District designees, booster club presidents and treasurers are required to attend annual training provided by the District.

D. IRS Employer Identification Number and Tax Exempt Status

At a minimum, each booster club must file for an Employer Identification Number (EIN) for banking purposes by completing IRS Form SS-4 or by applying online through the IRS.gov website. Booster

clubs are encouraged to apply for 501(c) 3 status with the IRS. This status will allow donors to make tax deductible donations.

E. Organization

At a minimum, the booster club should recommend the election of the following officers on an annual basis:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer

Officers may be elected for recommendation by simple majority or secret ballot. District employees (including full-time or part-time employees and substitutes) are not allowed to hold any GISD school PTA/Booster Club office or role that allows them to enter into contracts or sign checks on behalf of the organization. These offices or roles typically include President, Treasurer, fund-raising chair or check signer. After the election(s), a roster of the elected officers should be forwarded to the District designee.

F. Role of Booster Clubs

- 1) To raise supplemental funds through fundraising activities for the use by the associated program.
- 2) To plan and provide an end-of-the-year ceremony/event that recognizes the efforts and achievements of the students, sponsors, coaches, and support personnel.

Booster club members should enthusiastically support students, sponsors and coaches, recruit new members, and model appropriate behavior at all events. A significant aspect of booster club membership is the willingness to volunteer for extracurricular student events. Members should avoid negative, inappropriate comments regarding students, sponsors and coaches at booster club meetings. Concerns regarding any program should be addressed through appropriate channels.

G. Fundraising

Booster clubs are allowed a maximum of two fundraisers per year from July 1 to June 30. Ongoing merchandise sales and concession events are excluded from the two fundraising activity limit.

Non-school related tournaments, games or other competitions (e.g. 7 on 7, basketball, volleyball, auditions, tryouts, performances etc.) are not restricted by the two fundraising maximum.

Fundraisers must receive prior approval from the Superintendent or designee. If a District designee is a coach or organization sponsor, the Athletic Director or Director of Fine Arts may require an additional approval process for all fundraisers under their responsibility.

Fundraiser requests should be appropriate for the public school environment. Fundraising events should generate support from the community at-large for each respective booster club program. Fundraising events that may generate adverse public attention to the District will not be approved or, if underway, may be subject to cancellation.

Prior to a fine arts or athletic fundraising event, booster club organizations should complete a fundraising application form. Even if an organization sponsor or coach has been assigned as a designee to a booster club, **fundraising application forms must be submitted to the Director of Fine Arts or the Athletic Director for approval**. The fundraising application should detail the purpose of the fundraiser and include the product to be sold or service to be rendered and the estimated net receipts.

Door-to-door solicitation by Booster Clubs will not be allowed.

Raffles - Only booster clubs with 501(c) 3 status may conduct a raffle as one of their annual fund-raising activities. Raffles must be pre-approved by the Director of Fine Arts or Athletic Director.

Student involvement in booster club fundraisers should be on a voluntary basis only.

H. Donations from Booster Clubs

Authorized booster club donations will be credited to the corresponding district program. Within the corresponding programs, the District's intent will be to honor specific booster club donation designations; however, the District reserves the right (see Board policy CDC (Local)) to utilize the funds for different purposes.

I. Reporting Requirements

District reporting requirements for booster clubs:

- 1) A copy of the articles of incorporation/application of formation and subsequent changes should be filed with the Director of Fine Arts or the Athletic Director.
- 2) Booster clubs are required to submit semi-annual financial statements to the District's CFO. The submission should include the balance sheet and income statement no later than 60 days following the six month period ending December 31 and June 30 each year. Governmental Accounting Standards Board (GASB) Statement No. 39 requires the District to obtain and review financial performance information of supporting organizations to determine whether these organizations should be considered a component unit.

J. Appropriate Uses and Handling of Booster Club Accounts

All booster clubs must have an adopted budget which includes major fundraising estimates and planned spending for the year submitted to the District designee. Budgets may be amended as required. **All purchases should have the proper supporting document including itemized receipts.**

Booster clubs may spend funds or write checks for the following:

- 1) Expenses for the operations of the club including, but not limited to mail outs, postage, website fees, storage facilities, advertising, bank fees;
- 2) If deemed appropriate by club membership for general activities or a specific sponsored event, the cost of providing liability or bonding coverage;
- 3) Items purchased for resale as a fundraiser;
- 4) Expenses to promote a fund-raising activity including, but not limited to signs, equipment rental, insurance;
- 5) All items necessary for parties provided by parents or other students strictly for an athletic team as long as it is approved by the District designee;
- 6) All items necessary for one pre-season meal and one post-season meal or banquet for each team per sport per campus or fine arts program;
- 7) All items necessary for meals, snacks or snack foods during and after practices as long as it is not a reward for performance and is approved by the District designee;
- 8) Meals and/or hospitality for referees, judges, clinicians or visiting sponsors;
- 9) Hospitality expenses for tournaments, extra-curricular events or competitions;
- 10) Cost of media guides and/or programs;
- 11) Athletic coach appreciation gifts (UIL limits the total value of all gift(s) combined per calendar per coach not to exceed \$500);
- 12) Donations to the District to support the respective sports or fine arts programs based on specified needs presented by the District designee;
- 13) Only fine arts booster clubs may provide financial assistance to students to cover fees associated with an activity. This financial assistance must adhere to published eligibility requirements and guidelines which prohibit discrimination and cannot be linked to a parent's involvement in related booster club activities;

- 14) Other items that are expressively approved by the Director of Fine Arts, Athletic Director or Campus Principal.

District designees (coaches, organization sponsors) oversee the activities of their respective booster club program to ensure that District rules and guidelines are followed. However, designees should not have any direct involvement in the disbursement of funds from a booster club bank account. Designees should not have access to booster club checks. Designees should not counter-sign checks.

Improper Uses of Booster Club Funds

- 1) Nothing of value should be given to students participating in UIL activities. Under UIL rules, the penalty for any violation of this nature is the forfeiture of varsity eligibility for any student athlete for one calendar year in the sport in which the violation occurred.
- 2) No cash will be given to any school employee to use at his or her discretion.
- 3) The purchase or consumption of alcoholic beverages while on school property or in the presence of students is specifically prohibited.
- 4) Booster organizations may not contribute funds in an effort to increase the personnel allocations and/or stipends for any program or campus.
- 5) Potential use of funds outside the knowledge and direction of the District designee.
- 6) Since all booster club fundraising is intended to benefit each program as a whole, funds cannot be used for post-secondary scholarships.

K. Additional Procedures

- 1) All booster clubs are subject to the jurisdiction of the GISD Superintendent or designee (Director of Fine Arts, Director of Athletics or Campus Principal). These District designees should receive a schedule of all meetings, activities and events.
- 2) All booster clubs should conduct business under duly approved bylaws adopted by members.
- 3) Any action taken at the meeting will be subject to review and revocation by the Director of Fine Arts, the Athletic Director or Campus Principal.
- 4) The regular school program and extra and co-curricular activities of the school and programs sanctioned by TEA, UIL and district affiliated organizations will take precedence over booster activities;
- 5) Booster clubs should not expend funds without the designee's prior knowledge.
- 6) Parents and booster club members are expected to follow the same standards of conduct as district employees when chaperoning, sponsoring or attending student activities, including those stated in the campus handbook;
- 7) There will be no student activities, parties, meetings, travel, or other gathering in the name of the school organization or booster organization unless prior permission has been received from the Director of Fine Arts, the Athletic Director or the Principal.
- 8) School employee and student planning and preparation for activities supported by the booster organization will occur outside the school day or as approved by the principal.