Guidelines for Parent Organizations and Booster Clubs

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Definitions

- ASB – Organizations composed of students for the purpose of conducting activities on behalf of students
  - ASB groups have been given the authority to conduct fundraisers and to spend money for the benefit of students

Definitions

- Informal Support Groups – Groups of interested parents and others with short term interest in student activities
  - Generally do not have tax ID numbers
  - Provide refreshments for coaches/players, decorations or awards for end of season celebrations
  - Provide general support during games or activities

Booster Clubs and Parent Organizations

- The most formal parent support group is the National Parent Teachers Association (PTA)
- Parents, community members, and staff coming together to support specific school activities
  - Athletic teams, debate teams, musical groups, etc.
  - Commonly referred to as *school-connected* organizations

Booster Clubs and Parent Organizations

- Separate from school districts
- Serve as auxiliaries to the school program
- Fundraising events involve the primary participation of parents and other adult community members
- Fundraising events that involve the primary participation of students should be conducted through the ASB

Application for Board Approval

- Board Policy/Administrative Regulation 1230 requires annual approval for all booster club and parent organizations
  - Organization name/date of application
  - Contact information for all officers
  - Annual objectives and list of proposed fundraising activities
  - Bank name and authorized signatures – coaches/advisors are not to be signors on accounts
  - Principal's approval
  - Evidence of liability insurance
  - Tax identification number and evidence of tax exempt status if applicable

Membership

- Membership fees may be used for raising funds but school fees may not be a requirement of parents or students to participate in school activities
- “Pay to Play” prohibited – Booster participation can have no effect on the student

No Pay to Play –
Free and Appropriate Public Education

- Booster sales of team gear (Spirit Packs) cannot be at the expense of the student.
- Student can never believe that any level of team participation required the purchase of practice or game gear
- Specifically: Team/Booster website must not have any language implying that a purchase is required for team participation
- Sale of gear to parents, family, and community is perfectly acceptable

No Pay to Play –
Free and Appropriate Public Education

- Booster communication and outreach to students – Flyers – Website content - must be approved by site administration prior to dissemination to students

Liability

- The district requires proof of liability insurance in the minimum amount of $1,000,000 combined single limit with the district name as an additional insured endorsement
- Use of school facilities may require a higher level of coverage based on the type of activity or for large events

Use of District Facilities

- When do I need an application for Use of Facilities?

  An application is required when requesting facilities for major events where the public is invited.

- How do I request the use of school facilities?

  Applications are available on the District's website. Please allow 3 weeks for processing.

Use of District Facilities

- What do I need to have in order to get my Use of Facilities application approved?

  Complete the application and submit it to the school site. Your insurance certificates, that should be on file, will be checked. Booster clubs do pay for weekend/holiday use and for special facilities such as the stadium or theater. There may also be a charge for custodial, security, or kitchen staff. All costs are paid in advance.

Use of District Facilities

RED LIGHT

Are there restrictions on activities and events that can be held on school property?

YES.

Use of District Facilities

RED LIGHT

Activities and Events Prohibited

The Redlands Unified School District has adopted certain policies regarding permissible ASB and School Site activities or events, in order to minimize the risk of exposure. It is the policy of the Redlands Unified School District to prohibit activities because they are dangerous and jeopardize the safety of our children. Such activities also jeopardize the insurance coverage for the District.

See the Red Light flyer.

THESE ACTIVITIES ARE NOT ALLOWED, EVEN IF VENDOR HAS THEIR OWN INSURANCE.

Obtaining Tax Exempt Status

- Each organization must have its own tax identification number, own bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements
- Organizations who provide receipts to donors as a “charitable tax deductible donation” <u>must</u> be officially approved by IRS as a 501(c)(3) tax-exempt organization

Tax Identification Number

- Form SS-4 “Application for Employer Identification Number”
  - Instructions:
    - http://www.irs.gov/pub/irs-bdf/iss44.pdf
  - Fill in form:
    - http://www.irs.gov/pub/irs-fill/fss4.pdf

Non-Profit Status

- Publication 557 “Tax-Exempt Status for Your Organization”
  - http://irs.gov/pub/irs-pdf/p557.pdf
- Package 1023 “Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code”
  - http://irs.gov/pub/irs-fill/k1023.pdf
- Form 8718 “User Fee For Exempt Organization”
  - http://irs.gov/pub/irs-fill/f8718.pdf

California Forms and Instructions

- Form 3500 “Exemption Application Booklet”
  - http://ftb.ca.gov/forms/02_forms/02_3500Bk.pdf
- Consult Tax Tips Pamphlet No. 18 “Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising Organizations”
  - http://www.boe.ca.gov/pdf/pub18.pdf

Fundraising Activities

- At the beginning of each year, each booster and parent organization shall submit to the principal/designee a list of the fundraising events that each organization proposes to hold that year
  - Education Code Section 51521
- Students shall not be involved in fundraising activities except as volunteers

School-Connected Food Sales

- Booster and parent organizations must comply with state law, San Bernardino County Department of Public Health as well as district policies and regulations on the sale of food on school premises
  - BP/AR 3554 – Other Food Sales
  - BP/AP 5030 – Student Wellness
  - Snack Bar and Event Sales – Site Administration
  - www.sbcounty.gov\dehs
- Additional information is available from the Office of Child Nutrition Services

  909-307-5366

Administration and Expenditure of Funds

- Treasurer's books and accounts shall be open for review by the district at any time
- Gifts to the student body of money or of approved materials may be made when approved by the principal/designee
- Cash gifts to students are problematic
- Coach/District advisor or their immediate family member cannot be a signatory on the club or group's bank accounts

Purchases for Schools

- All purchases shall be donated to the District
- Donations may be made in cash to allow the purchasing department to buy items in line with statutory laws
- Co-curricular Activities Improvement Committee must be consulted prior to purchase on all items requiring installation
- Capital improvements (over $5,000) <u>must</u> be processed through the district purchasing and facilities departments

Support Personnel

- Booster and parent organizations that wish to pay staff for additional hours and/or extra-curricular services, must hire staff through the Human Resources Division
  - Submit a personnel requisition
  - Deposit funds to cover employee salary and benefits

Record Retention

- The following documents are examples of documents that should be retained by the organization:
  - Cash receipts
  - Cash disbursements and general ledger
  - Bank records
  - Income tax returns
  - Minutes of meetings

Limits of Liability

- School personnel should not try to manage, direct or be a board member of booster and parent organizations
- The school should not cause others to believe it is in charge or has any responsibility for a booster or parent organization
- The booster or parent organization is not authorized to act as an agent or represent itself as an agent of the school or district
- The booster or parent organization should not use district or school letterhead for carrying out its business

Thank You!

For additional information, please contact us at (909) 307-5300 or

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