

Booster Clubs

Policies ~ Processes ~ Procedures

1 School Guidelines

- ✓ Money raised during the school day, on school property, using school personnel, or using school materials is public money.
- ✓ Public money, generated by students or in the name of students, may be used only for Cultural, Athletic, Recreational, or Social purposes.
- ✓ ASB funds are restricted Public money and cannot be used for curricular purposes.
- ✓ Co-curricular is not a legal term. Only curricular and extra-curricular are defined in the law.
- ✓ Public money cannot be given away for private use.
- ✓ Students and staff must collaborate on the generation and use of public money.
- ✓ You must have a system to monitor and protect the use of public money.
- ✓ You must follow the federal, state, school board, and your own rules about ASB.
- ✓ In a corporate sense, the Principal is the CEO and CFO; the school board is the Board of Directors.
- ✓ The State Auditor is only one of many regulatory agencies interested in ASB.

2 ASB or Booster?

- What turns a parent group fundraiser into an ASB activity?
- The cash receipts are given to the school ASB secretary and/or stored in the school safe.
- The students handle the cash receipting reconciliation process.
- The inventory is purchased by the ASB and/or a Student officer signs the purchase order.
- The school district holds and inventories the goods for resale.
- Is a majority of the work performed by the students?
- The parent group uses the school name (without adding "boosters").
- District facility use not following district policy.
- School district personnel are involved during staff time.
- Event workers are wearing official school apparel implying a school event.

3 Requirements

- ◇ Current organizational by-laws
- ◇ Business license (if retail sales are held)
- ◇ Parent organization rules (if any)
- ◇ Current list of officers
- ◇ IRS Tax Identification Number (EIN)
- ◇ Washington State UBI Number
- ◇ Certificate of Insurance

- ◇ Inventory of equipment
- ◇ Recent copies of income tax report
- ◇ Annual renewal of Secretary of State registration
- ◇ List of Bank accounts
- ◇ Current list of bank authorized signers
- ◇ Follow School Board rules/policy
- ◇ Health cards (if food is sold)
- ◇ Articles of Incorporation with the Secretary of State stamp
- ◇ IRS Tax exempt request letter and/or Tax determination letter
- ◇ Any other agreements

4 **Officer's Duties**

Fiduciary Duties: These duties are imposed both by the courts and by state and federal statutes. A breach of these duties may lead to personal liability, loss of tax-exempt status, or both.

Duty of...

- *Care: Know your rules*
- *Obedience: Obey your rules*
- *Loyalty: No personal gain.*