

SAN FELIPE DEL RIO

Consolidated Independent School District



2019-2020 Booster Clubs and Parent Organization Guidelines



SAN FELIPE DEL RIO CISD

Booster Clubs and Parent Organization Guidelines

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PREFACE

San Felipe Del Rio CISD *Booster Clubs and Parent Organization Guidelines* has been prepared to assist Booster Clubs and Parent Organizations in meeting District, University Interscholastic League (UIL), state and federal requirements. The information in this handbook is provided to assist Booster Clubs and Parent Organizations in following pertinent policies and regulations and to provide guidance in establishing a general record-keeping system and a general system of internal controls. Establishing a good record-keeping system is an essential step in creating a successful organization.

In accordance with School Board Policy, [BP Local](#), the Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures. Administrative regulations [procedures] are subject to Board review but shall not be adopted by the Board.

This document summarizes the District's administrative procedures relative to Booster Clubs and Parent Organizations. It is not intended to be all inclusive. If there is conflict between the information presented here and the District's Board Policy, the Board Policy shall take precedence.

Important: The Finance Department of San Felipe Del Rio CISD is not an authority on tax-related issues concerning individual Parent Organizations or Booster Clubs; therefore Parent Organizations and Booster Clubs should obtain competent independent counsel on legal and tax matters.

CONTACT INFORMATION

Finance Department Staff

The Business Department staff shall perform multiple roles; however, adequate controls of separation of duties shall be maintained at all times. The staff consists of:

Chief Financial Officer – Henry Arredondo, 830-778-4005, henry.arredondo@sfdr-cisd.org

Comptroller – Yvonne Rodriguez, 830-778-4050, yvonner.rodriguez@sfdr-cisd.org

Purchasing Director – Paula Johnson, 830-778-4047, paula.johnson@sfdr-cisd.org

Budget Director – Amy Childress, 830-778-4019, amy.childress@sfdr-cisd.org

Payroll Supervisor – Annette Arreola, 830-778-4051, annette.arreola@sfdr-cisd.org

Chief Financial Officer Secretary – Vacant, 830-778-4005,

Accounts Payable Activity Funds Clerk – Rae Garcia, 830-778-4025, rachel.garcia@sfdr-cisd.org

GENERAL INFORMATION

The District encourages full participation and involvement of parents in the education of their children through their involvement in voluntary parent organizations such as PTAs, PTOs, and Booster Clubs that may be formed to promote the school program or to complement a particular student group or activity.

The Board recognizes the valuable services performed by Booster Clubs and Parent Organizations to support and enhance the educational progress of all San Felipe Del Rio CISD students. District-affiliated school-support or booster organizations shall organize and function in a way that is consistent with the District's goals, philosophy, and objectives, within adopted Board policies, in accordance with applicable UIL guidelines and the District's Booster Club and Parent Organization Guidelines.

The School District has Board Policies <http://pol.tasb.org/Home/Index/1180> that must be followed by Booster Clubs and Parent Organizations:

- District Board Policy GE (Local) – Relations with Parent Organizations
- District Board Policy CDC (Local) – Other Revenues-Grants from Private Sources
- District Board Policy FJ (Local) – Student Fundraising
- District Board Policy CFD (Local) – Accounting-Activity Funds Management
- District Board Policy GKG (Legal) – Community Relations-School Volunteer Program
- District Board Policy CPAB (Legal) – Office Communications-Mail and Delivery

Booster Clubs and Parent Organizations are a separate entity from the school District, even though they generally exist solely to support activities of the school or student groups.

The Superintendent has the authority to revoke the recognition of the group or disallow the continued association of any school program with a parent or community organization that has been judged to be disruptive to the educational activities or goals of the program or group or fails to comply with board policy and guidelines.

ORGANIZATION GUIDELINES

Constitution and By-Laws - Each organization shall operate under a constitution and/or by-laws. An organization's bylaws provide the rules for how to operate. They usually include duties of the officers and their election process, meeting dates, qualifications for membership, budget guidelines, and the method by which funds are appropriated, and detailed financial controls. By-Laws shall be submitted annually to the SFDR CISD Comptroller via email at yvonner.rodriquez@sfdrcisd.org.

Officers - A current listing of officers and designated check signers for each organization shall be submitted annually to the Comptroller via email at yvonner.rodriquez@sfdrcisd.org and to the campus principal. The Campus Principal or Liaison may not hold an office in their campus' parent organization or be authorized check signers. This information should remain on file in the principal's office at all times. Any changes that occur during the year should also be submitted to the Comptroller via email at yvonner.rodriquez@sfdrcisd.org and provided to the campus principal.

At a minimum, the Booster Clubs and Parent Organizations shall elect the following officers on an annual basis:

PRESIDENT

Typically, the president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization;
- Regularly meet with the designated campus representative regarding booster activities;
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;

- Schedule annual audit of records or request an audit if the need should arise during the year.

SECRETARY

The secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's by-laws. The major duties include, but are not limited to, the following:

- Maintain the records of the minutes, approved by-laws and any standing committee rules, current membership and committee listing;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Provide copy of minutes to the principal and District Comptroller;
- Provide end-of-year financials to the District Comptroller and principal by September 30th of each year.

TREASURER

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local by-laws or as authorized by action of the association. The major duties include, but are not limited to, the following:

- Issue a receipt for all monies received and deposit in a timely manner;
- Present a current financial report including bank statements, bank reconciliations, and financial statements to the Principal and Comptroller within thirty days of the previous month end;
- Maintain an accurate and detailed account of all monies received and disbursed;
- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
- File annual IRS form 990 in a timely manner;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;

The business of the parent organization shall be conducted in an open meeting, with notification of all meetings provided to the membership and the liaison. Minutes of all meetings should be kept in writing.

Minutes and Treasurer's Report - The minutes of the last meeting and the treasurer's report should be reported at each regularly scheduled meeting. The Treasurer's Report should include copy of bank statement and bank reconciliation. Minutes report shall be submitted to the Comptroller via email at yvonner.rodriguez@sfdrcisd.org and to the campus principal following the approval of the minutes.

Liaison - The campus principal shall designate a District liaison with any parent organization affiliated with the school. If an organization is affiliated with a specific student group, the faculty sponsor of such student group may be designated by the principal to act as liaison. The liaison shall adhere to the following rules:

1. Work with such organizations to establish approved goals and student support activities for the respective organizations;
2. Ensure expenditures of such organizations are in direct support of the goals of the designated programs;
3. Ensure that lists of officers of the respective organizations are filed with the Comptroller via email at yvonner.rodriguez@sfdrcisd.org and school principal at the beginning of each school year, and that such lists are revised as officers change during the school year;
4. Ensure that lists of organization activities for the coming year are submitted to the campus principal at a date established by the campus principal.

Members of Booster Clubs and Parent Organizations that will be volunteering on District property or for district sponsored events must be cleared as Parent Volunteers. All prospective volunteers shall complete a Parent Volunteer application as per Board Policy GKG Local.

Principals should encourage the use of Booster Clubs and Parent Organizations funds in manners that benefit all students. A student's benefit from any group activity should not be dependent upon whether their parents or guardians are members of the parent group.

Booster Clubs and Parent Organizations shall not be involved in decision-making or policymaking activities of student groups.

Booster Clubs and Parent Organizations shall have no authority in directing or influencing District employees in the administration of their duties.

Booster Clubs and Parent Organizations shall assume liability for any and all personal injuries or property damage arising from their activities.

UIL BOOSTER CLUB GUIDELINES

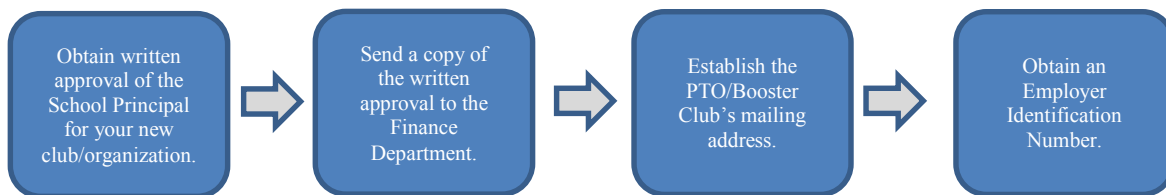
Booster Clubs that support a UIL sanctioned group should obtain the pamphlet "Booster Club Guidelines" published by the University Interscholastic League (UIL) and available online at <https://www.uil texas.org/policy/booster-club-guidelines> to be aware of the current procedures regarding extracurricular activities. This document provides guidelines which govern all booster club activities related to UIL-sponsored competition. Since the UIL regulates and governs what participants, sponsors, and coaches may and may not accept, it is very important booster club members and parents are aware of these guidelines.

GETTING STARTED

Booster Clubs and Parent Organizations provide an important support function to student groups; however, they also require a strong commitment from the members to work properly. Therefore, deciding whether or not to form a Booster Club or Parent Organization is a difficult decision that requires careful consideration of the pros and cons of formation. Interested parents should discuss these issues with each other as well as the Sponsor of the student group or the School Principal.

It is important to remember that parents do not have to form a Booster Club or a Parent Organization to support a student group. Parents may still support a student group as parents through fundraisers and other activities in which the students are involved if the student group has a Student Activity Fund set up through the District. All money generated would be considered the student group's money and would benefit only that group of students. In addition, the District would be responsible for all of the accounting and legal responsibilities of the Student Activity Fund.

Prior to becoming an official parent organization, be sure to complete the following steps:



Important – Parent Organization and Booster Clubs are solely responsible for ensuring that their Parent Organization and Booster Club is in compliance with District policies and guidelines, UIL guidelines, and state and federal regulations. The District is not responsible for a Parent Organization or Booster Club not complying with the various policies, guidelines, and regulations.

1. You must obtain the written approval of the School Principal or Administrator before proceeding with any other steps to create your identity as a Parent Organization or Booster Clubs. (See Parent Organization/Booster Club Registration & Approval Form under Appendix A.)
 - ❖ The campus principal shall designate the District liaison with any parent organization affiliated with the school. If an organization is affiliated with a specific student group, the faculty sponsor of such student group may be designated by the principal to act as liaison. The principal may also serve as the District liaison at his or her option.
2. Send a copy of the written approval to the Finance Department via email to Accounts Payable Activity Funds Clerk – Rae Garcia, 830-778-4025, rachel.garcia@sfdrcisd.org.
3. Establish the organization's mailing address. (You will have to list an official mailing address on several state and federal forms when creating your identity as a Booster Club or Parent Organization; therefore, it is better to get this step done first.) The IRS and the Texas State Comptroller's Office recommend that each Organization obtain a post office box (PO Box) to use as the official mailing address of the Organization. The address and box keys can be given easily to the new officers at the beginning of each year.
4. To sell any taxable items within the State of Texas, a company, organization, or person must apply for a Sales Tax Permit. Before obtaining a Sales Tax Permit, a Parent Organization and Booster Club must first obtain an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) to establish its identity as an organization.

Parent Organization and Booster Clubs should obtain a Texas Sales Tax Permit if you intend to sell goods or taxable services in Texas. The sale of goods does include fund-raisers, such as catalog sales, candy sales, and sales of other items. In addition, some Parent Organizations and Booster Clubs sell services that may be taxable.

Parent Organizations and Booster Clubs may obtain a Texas Sales Tax Permit by submitting the completed applications to the Texas State Comptroller's Office.

FEDERAL AND STATE TAX INFORMATION

This section has been prepared to provide general, not specific or all-inclusive, information to Parent Organizations and Booster Clubs regarding federal and state tax regulations. Steps have been documented to aid a Parent Organization and Booster Club in abiding by the regulations; however, these steps are only general guidelines and do not ensure that a Parent Organization and Booster Club will remain in compliance with all tax regulations.

State and federal regulatory agencies such as the Texas State Comptroller's Office, the Texas Secretary of State, and the Internal Revenue Service (IRS) also govern Parent Organizations and Booster Clubs. New and existing Parent Organizations and Booster Clubs must abide by the regulations and guidelines set by these agencies. Parent Organizations and Booster Clubs should also maintain a current level of knowledge regarding law changes that affect them.

Each Parent Organization and Booster Club is independent of San Felipe Del Rio Consolidated Independent School District and responsible for completing the necessary filings with the IRS should it choose to obtain and maintain the "exempt organization" 501(c)(3) status.

Obtaining an Employer Identification Number

The IRS requires that all organizations obtain a unique Employer Identification Number (EIN) for identifying itself as a unique entity. IRS Form SS-4 Application for Employer Identification Number (EIN) should be used to obtain a Federal Identification Number by going online at www.irs.gov. A Federal Identification Number is generally required to open bank accounts and obtain State Sales Tax Permits.

After receiving your EIN, you may use it to then open a bank account and obtain a State Sales Tax Permit. Parent Organizations and Booster Clubs should not use an individual member's social security number to conduct the business of the organization because the individual member could be liable for the taxes and liabilities of the organization in such case.

Parent Organizations and Booster Clubs are not permitted to use the District's Federal Identification Number.

Texas Sales Tax Information

You must obtain a Texas sales and use tax permit if you are engaged in business in Texas and you:

- sell tangible personal property in Texas;
- lease tangible personal property in Texas; or
- sell taxable services in Texas.

Please see Rule 3.286 and publication 96-259 Taxable Services for more information.

The requirement to obtain a Texas sales and use tax permit applies to individuals as well as corporations, firms, partnerships, and all other legal entities.

For all Texas Sales and Use Tax forms, go online to <http://www.window.state.tx.us/taxinfo/taxforms/01-forms.html>

Obtaining IRS Exempt Status

Each Parent Organizations and Booster Clubs is independent of San Felipe Del Rio Consolidated Independent School District and responsible for completing the necessary filings with the IRS should it choose to obtain and maintain the "exempt organization" 501(c)(3) status.

IRS Form 1023 (Application for Recognition of Exemption) should be used to obtain exempt status. This form may be obtained online at www.irs.gov or for information on how to apply for federal exemptions, contact the IRS at 1-877-829-5500.

See IRS Publication 557, Tax-Exempt Status for Your Organization, for other required inclusions in the application for exemption in the areas of organizing documents, description of activities, financial data, fund raising activities description, etc. or for additional information regarding the rules and procedures for obtaining exemption from federal income taxes. This publication may be obtained free from the IRS by calling 1-800-829-3676 or online at www.irs.gov.

Upon approval by the IRS of exempt status, the organization will receive a Letter of Determination from the IRS stating the organization is considered to be an exempt organization which should be maintained in the permanent files.

Some organizations may become affiliated with a national organization that has already received exempt status 501(c)(3) or 501 (c) (4) from the IRS (e.g., PTAs). The national organization may have a Group Exemption Number (GEN) assigned to it by the IRS that could be used by local affiliates to avoid having to file their own Package 1023. However, each local affiliate must obtain their own Federal Identification Number.

District employees, in such capacity, may not prepare filings to the IRS on behalf of parent organizations.

The IRS requires that either Form 990 (Return of Organization Exempt from Income Tax) or Form 990-EZ (Short Form of Return of Organization Exempt from Income Tax) be filed annually for public organizations recognized as tax-exempt with gross receipts of more than \$50,000.

Important - Parent Organizations and Booster Clubs that have not received approval for the exemption from the Texas State Comptroller's Office must pay sales tax on all applicable purchases and must collect sales taxes on all taxable items sold.

If a Parent Organization or Booster Club has not obtained tax-exempt status from the IRS, that Parent Organization or Booster Club is a taxable entity. Taxable organizations operate under different guidelines than tax-exempt organizations and are required to submit Form 1120 (U.S. Corporation Tax Return) annually.

The Texas State Comptroller's Office requires that Parent Organizations and Booster Clubs file at least one sales tax report per calendar year. The frequency of filing the sales tax report is determined by the Texas State Comptroller's Office. The amount of anticipated sales tax payments affects the frequency of reporting as follows:

- ❖ If projected yearly sales tax payments are \$1,000 or less, sales tax reports are filed annually. If projected yearly sales tax payments are more than \$1,000, sales tax reports are usually filed monthly or quarterly.
- ❖ Since sales tax payments may vary from year to year, the frequency of reporting can also change. The Texas State Comptroller's Office will generally communicate changes in filing requirements to the Parent Organizations and Booster Clubs in writing. In addition, the Texas State Comptroller's Office will generally mail the required reporting form and information to organizations that have obtained a Sales Tax Permit.

ACCOUNTING AND FINANCIAL MANAGEMENT GUIDELINES

Parent Organizations and Booster Clubs have many responsibilities to the federal government, the state, the District, and to the students they support. Part of this responsibility is to keep accurate and updated records so that the organization may complete the necessary filing requirements with the state and the IRS. In addition, these records will help you prepare your annual Financial Report due to the Comptroller – Yvonne Rodriguez, 830-778-4050, yvonnerodriguez@sfdrcisd.org by September 15 of each year.

Parent Organizations and Booster Clubs should include written instructions on the recording of accounting transactions in their bylaws, such as accounting method (cash vs. accrual), number of authorized signers on the bank account(s) and number of authorized signatures required for each check. With this in mind, this section has been prepared to assist you in establishing a general recordkeeping system, a general system of internal controls, and to guide you in preparing the Financial Report. Establishing a good record-keeping system is an essential step in creating a successful organization.

Most of the reporting requirements of a Parent Organization and Booster Club are dependent on the financial records kept; therefore, the office of Parent Organization and Booster Club Treasurer is an extremely important and vital position that should not be taken lightly. Even though the Treasurer may assign certain duties to another person (i.e., Fund-raiser Chairperson – Catalog Sales), the Treasurer is ultimately responsible for assuring that all financial records are maintained accurately for the Parent Organization and Booster Club.

Parent Organization and Booster Club officers also have day-to-day responsibilities to the club, as well as the students they support. Some of these responsibilities include:

- ❖ Setting up a bank account properly,
- ❖ Accounting properly for fund-raiser income and expenses,
- ❖ Analyzing the outcome of each fund-raiser to determine its financial success/failure,
- ❖ Establishing and maintaining money handling procedures, and
- ❖ Becoming knowledgeable of District policies concerning using District buildings.

Parent Organizations and Booster Clubs are fully responsible for all taxes, debts, and other financial commitments incurred by the organization. Parent Organizations and Booster Clubs should establish a permanent file of financial records, bank statements, tax records, etc. This file should be transferred to successive administrations of the organization each year.

Parent Organizations and Booster Clubs do not have the authority to commit or to represent in any way that the District is responsible for any of its financial or contractual obligations.

Parent Organizations and Booster Clubs must exercise standard business practices in the administration of its assets at all times. Funds accounted for by parent organizations are not District funds and are, therefore, not subject to bookkeeping by District employees. The bookkeeping responsibilities for such funds are to be handled by officers of the organizations.

Bank Account

Each Parent Organization or Booster Club must have its own bank account with its own employer identification number. Parent Organizations or Booster Clubs should not use the District's Federal Identification Number for conducting business of the organization. Parent Organizations or Booster Clubs money must be kept separate from school funds. School funds are public monies and Parent Organizations or Booster Clubs funds are private monies.

The financial records for the Parent Organizations and Booster Clubs must be balanced monthly. This includes a monthly bank reconciliation and review of outstanding checks and deposits in transit. Review the reconciled bank statements and canceled checks to determine that:

1. Disbursements have been properly documented with an invoice or receipt,
2. Disbursements have been properly approved,
3. Checks have been properly signed,
4. Checks have been deposited or cashed by the payee indicated and that no information on the face of the check has been altered, and
5. Compare cash receipts and deposits to the bank statement, and
6. Checks have been accounted for in the proper sequence (no missing checks).

The minutes of the last meeting and the treasurer's report should be reported at each regularly scheduled meeting. The minutes, treasurer's report, bank statement copy and bank reconciliation should be provided monthly to the campus principal and Comptroller.

Determine that only applicable Parent Organization and Booster Club officers are authorized signers on the bank account(s). *Important - Former officers should not remain on the account(s) as authorized signers.*

Receipts

Cash receipts should be issued for all money received. The original should be given to the payee and the copy kept in the receipt book. All copies of voided cash receipts should be kept in the receipt book.

Funds should be counted at the event site, with at least two people present.

Important - All funds received should be deposited into the parent organization's bank account timely (preferably the next business day) to reduce the risk of loss or theft.

The cashing of checks from cash receipts or petty cash is prohibited.

Funds received should not be used for any purchases; all purchases should be made with a check.

Disbursements

All disbursements should be made by pre-numbered checks from the organization's bank account. The checks should be signed by two officers, usually the president and the treasurer. Individuals authorized to sign checks should not be related to each other by marriage or any other relationship. Sponsors may not be authorized check signers for a parent group that supports a group or club for which they are sponsors. School employees should not accept loans of funds from Parent Organizations or Booster Clubs.

Debit cards should not be used to make purchases or to withdraw funds from the account. "Blank Checks" or checks payable to "Cash" should never be issued.

Important - Original invoices should be provided as support for all payments made by check.

Consultants and Other Professional Services shall follow District guidelines for contracts, criminal background checks, and administrative approvals especially if they will have contact with our students. Contact your campus principal and/or sponsor prior to the services being contracted.

Organizational by-laws shall include provisions for disposal of funds and/or property to the District in case said organization disbands or ceases to operate. Exceptions shall be made for PTA and other nationally affiliated organizations with bylaws constraints regarding dispersal of funds.

Audits

It is required that parent organizations submit records to be audited annually by an Audit Committee composed of at least three qualified members of the organization who are not signatories on the organization's bank account. In order

to provide adequate checks and balances, financial records may be reviewed periodically by other officers of the organization.

Audits are recommended to be performed at fiscal yearend and when there is a mid-year resignation of the financial officer. They may also be performed at any other occasion deemed necessary by the organization or the District.

The audit must be completed and reported at the next regularly scheduled meeting after the end of the fiscal year end or as soon as possible after the resignation of the treasurer.

FUNDRAISING GUIDELINES

Parent Organizations and Booster Clubs should conduct fundraising activities to benefit the entire student group and activities. All Parent Organizations and Booster Clubs fundraising efforts shall be within federal, state and District guidelines and shall be for the purpose of supporting the school program or group activity for which the organization was formed. The IRS discourages the use of individual accounts by Parent Organizations and Booster Clubs. Parent Organizations and Booster Clubs must benefit the group as a whole, not its individual members.

Before any fund-raising activity occurs, Parent Organizations and Booster Clubs should decide whether a fund-raiser is a Parent Organization or Booster Club fund-raiser (money is deposited directly into the Parent Organizations and Booster Clubs bank account) or whether it is a school fund-raiser (money is deposited directly into the District's student activity fund account for that student group). If the activity is a Parent Organization or Booster Club fundraiser, the Parent Organization or Booster Club is responsible for handling any and all money from the fund-raiser. Likewise, if the activity is a school fund-raiser, the school is responsible for all money collected and deposited from the fund-raiser.

All fundraising activities require prior approval from the principal or the designated liaison. This provides the campus with knowledge of the activities planned and helps to avoid the duplication of similar fundraising campaigns during the same period. The Fundraiser Application may be used to document written approval. Please send a copy of the approved fundraiser form to the Comptroller – Yvonne Rodriguez, 830-778-4057, yvonnerodriguez@sfdrcisd.org and Accounts Payable Activity Funds Clerk – Rae Garcia, 830-778-4025, rachel.garcia@sfdrcisd.org.

Parent organizations must properly account for all funds generated and expensed through fundraisers. Funds should be counted at the event site by 2 individuals, excluding the treasurer, before submitted to treasurer for receipting. Items purchased for sale should be safeguarded and inventoried.

Funds raised by student organizations shall be maintained in the campus activity fund, while funds raised by parent organizations shall be maintained by the organization that initiated and executed the fundraising activity.

Raffles and bingos are not allowed on district property. Refer to IRS guidelines for raffles and bingos for additional guidance.

Online Fundraising - Parent organizations may utilize external donor websites, such as gofundme.com, to seek donations for their organization with the written approval from the Comptroller – Yvonne Rodriguez, 830-778-4050, yvonnerodriguez@sfdrcisd.org. The fundraising guidelines in this document will apply to these fundraisers. Donations received through the donor website should be deposited in the organization's depository account.

We hope these guidelines have helped your organization with the various processes involved in becoming a Parent Organization/Booster Club and with being in compliance with the appropriate agencies. Please contact our office if you have any questions or need further assistance.

Thank you for the support you provide to our students and campuses!

Appendix A

Parent Organization or Booster Club Registration & Approval Form

To: _____ Location: _____
(Principal's or Administrator's Name) (School's or Department's Name)

Name of Organization: _____

Purpose of Organization: _____

Student Group to be Supported: _____

Faculty Sponsor for Club: _____
(if applicable)

I agree with the following statements:

- I have spoken with the faculty member who will serve as the Sponsor of the Parent Organization/Booster Club and have received their permission to submit this registration form.*
- I have contacted the Finance Department to obtain a copy of the Parent Organization/Booster Club Guidelines.*
- I have read the Parent Organization/Booster Club Guidelines thoroughly and agree to abide by the rules and guidelines it contains.*
- I understand that noncompliance with any District policy or criteria may result in the disbanding of the Parent Organization/Booster Club by the Principal or the Administrator.*

Submitted by

Parent Name: _____ Parent Signature: _____

Parent Contact Information: _____

Date: _____

For District Use Only Received by: _____	Date Received: _____
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We hope these guidelines have helped your organization with the various processes involved in becoming a Parent Organization/Booster Club and with being in compliance with the appropriate agencies. Please contact our office if you have any questions or need further assistance.

Thank you for the support you provide to our students and campuses!