School-Connected Organizations: A Handbook for PTAs, PTOs, & Booster Clubs

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Introduction

School-Connected Organizations are essential partners in education. PTAs, PTOs, and Booster Clubs add significant opportunities and resources to our schools. The Folsom Cordova Unified School District is thankful for all that school-connected organizations do to enhance and strengthen the student experience.

The School-Connected Organizations Handbook was created in collaboration with multiple district departments including Fiscal, Purchasing, Facilities, Athletics, Human Resources, and Business Services to provide information to groups about standard operating procedures. Guidelines for financial procedures and liability protection are included, as well as forms and templates. Completing the processes outlined will help ensure compliance with BP and AR 1230 and establish efficient coordination for all involved.

For help with questions, please contact the Business Services Department at (916) 294-9004.

The Folsom Cordova Unified School District sincerely appreciates your time, energy, and commitment toward making your school the best it can be!
Board Policy 1230
Community Relations: School-Connected Organizations

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

(cf. 0200 - Goals for the School District)

(cf. 6020 - Parent Involvement)

Persons proposing to establish a school-connected organization shall submit a request to the Superintendent or designee for authorization to operate within the district or at a district school.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Superintendent or designee, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)(cf. 5030 - Student Wellness)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.
A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at the school. (Education Code 51521)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

(cf. 3260 - Fees and Charges)

Policy FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

adopted: January 28, 2010 Folsom, California

revised: September 15, 2016

More codes and regulations can be found on:

http://www.gamutonline.net/district/folsomcordovausd/DisplayPolicy/690434/
Administrative Regulation 1230
Community Relations: School-Connected Organizations

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization

2. The date of application

3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership quotas, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination

(cf. 0410 - Nondiscrimination in District Programs and Activities)

4. The names, addresses, and phone numbers of all officers

5. A list of specific annual objectives

6. An agreement to grant the district the right to audit the group's financial records either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds

7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds

8. The signature of the principal or designee of the supporting school

9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future

10. An agreement to provide evidence of liability and/or directors and officers insurance when and in the manner required by law

(cf. 1330 - Use of School Facilities)

Authorizations shall be automatically renewed each year. The Superintendent may recommend that authorizations be revoked by the Board if considered necessary.

Any program, fundraiser, or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations, and school rules.

Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

Parent/guardian clubs shall not hire district employees without prior approval from the Superintendent or designee.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.

3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.

4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.

5. The organization shall not hire or directly pay any district employees without prior approval from the Superintendent or designee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district’s personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

School-connected organizations shall present the Superintendent or designee an annual financial statement showing all expenditures and all income from fundraisers.

School-connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a Certified Public Accountant.

Regulation FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

approved: January 28, 2010 Folsom, California

revised: September 15, 2016
Description of Associated Student Body and School-Connected Organizations

Associated Student Body Organizations
Associated Student Body (ASB) organizations are composed of students for the purpose of conducting activities on behalf of students. Education Code Section 48930 defines the purpose of an ASB organization as “the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials.” As such, ASB groups have been given the authority to conduct fundraisers and to spend money for the benefit of students.

All activities and fundraising events that involve the primary participation of students should be conducted through the ASB. The finance office, along with the advisors/coaches and students must follow the procedures as set by the ASB. These procedures cover all student performances for which entry receipts or honorariums are received, all student conducted fundraisers, all collections from students for uniforms and/or t-shirts, and all collections of funds in relation to district sanctioned student trips. These fundraising activities are primarily on campus.

Parent Associations/Organizations and Booster Clubs
School-connected organizations are parent associations/organizations and booster clubs composed of parents, community members, and staff members who come together for the purpose of supporting specific school activities for the benefit of students such as athletic teams, debate teams, and, musical groups. They are an important means of connecting parents and other community members with the curricular and co-curricular activities of students. The Board welcomes and encourages parental interest and participation.

Parent associations/organizations and booster clubs are separate from the school districts with which they are associated and are not governed by Education Code. Parent associations/organizations and booster clubs do not have free access to schools and their students. The school district governing board and administration have, and must maintain, exclusive control and management of its public school system. Education Code Section 51520 and 51521 require that any school-connected organization and/or activity be one that is authorized by law and permitted by board policy.

In addition, Education Code Section 51520 prohibits the solicitation of pupils by outside organizations on school property during school hours. Solicitation is defined as “to subscribe or contribute to the funds of, to become members of, or to work for any organization not directly under the control of school authorities.” A clear separation of responsibilities between the ASB and the various parent associations/organizations and booster clubs are to be maintained.

Fundraising events that include student performances for which entry receipts or honorariums are received, all collections from students for uniforms and/or t-shirts, and all collections of funds in relation to district-sanctioned student trips are to be conducted through the ASB.

Parent associations/organizations and booster clubs are to serve as auxiliaries to the school program and should conduct activities and fundraising events involving the primary participation of parents and other adult community members. Funds raised by parent associations/organizations and booster clubs are to be used to support programs; however, no student will be required to raise funds in order to participate in school programs and events. Parent association/organization and booster club funds so raised are to be donated to the district for specific purposes, such as the purchase of specific items of equipment or to provide financial
assistance to students with need in relation to uniforms or trips. This is the preferred method. However, if particular items are purchased by the parent associations/organizations and booster clubs, these items must then be donated to the school for use by the designated group in accordance with district policies and procedures.

Parent association/organization and booster club funds are not to be co-mingled with the student body funds. The school district’s tax exempt status and identification numbers are not for parent association/organization and booster club use. Parent associations/organizations and booster clubs are responsible for their own tax status and accounting. All parent association/organization and booster club tax identification numbers must be on file with the Folsom Cordova Unified School District Business Services Department.

The most known parent support group is the National Parent Teachers Association (PTA). Information about governance, fundraising, and financial guidance for members is on the California State PTA’s website: www.capta.org.
Request for Authorization application for Board Approval

In order to fulfill its legal and fiduciary requirements, the Board of Education requires both new and established school-connected organizations to submit a Request for Authorization application for Board approval.

☐ Submit annual application with the following information by May 15th.

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate
4. The names, addresses and phone numbers of all officers
5. A list of specific annual objectives
6. An agreement to grant the district the right to audit the organization’s financial records
7. The name of the bank where the organization’s account will be located and the names of those authorized to withdraw funds
8. The signature of the principal or designee of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
10. An agreement to provide evidence of liability and/or directors and officers insurance when and in the manner required by law

Request for Authorization applications are to be submitted to the Board of Education for approval in May. Authorization shall be granted for a period of one year. Requests for subsequent authorization must be presented annually.

Minimum Elements of a Constitution and Bylaws

Minimally, the constitution is to include the following five elements:

1. Name and purpose of the organization
2. Membership
3. Executive Board or Officers
   a. Positions and duties of each position defined
   b. Position and term limitations
4. Method of amendments to the constitution
   a. By whom
   b. By petition of ____ percent of members
   c. By ballot
5. Adoptions or ratification of constitution and any subsequent amendments
   a. Shall require (percentage) vote of (Executive Board)
Minimally, the bylaws are to include the following six elements:
1. Duties and powers of Executive Board and Officers
2. The composition and membership of committees
3. Successions
4. Elections and qualification for office
5. Finances
   a. Statement of internal controls, authorization of financial activities
   b. Who shall approve prior to any commitment
6. Meeting schedule
   a. For regular and special sessions
   b. Time, manner, frequency
   c. What constitutes a quorum?
   d. Who shall conduct meetings?

Membership
1. Parents, community members, and staff may be members of any parent association/organization or booster club.
2. The Principal or designee shall maintain on-going communication with the parent association/organization and booster club.
3. Membership fees may be used for raising funds for specific projects for the schools but school fees may not be a requirement of parents or students to participate in school activities.

Insurance and General Liability
District liability for conduct and activities of an organization established for the purpose of supporting the district may be based upon the nature of the relationship between the two entities. That relationship may be contractual or based on the amount of district control or on the fact that the district is the beneficiary of the organization’s activities. Therefore, it is likely that a lawsuit based upon an activity of the organization will also name the district and seek a finding of joint liability. Whether the district is appropriately named or not, the district will incur legal expenses in defending the lawsuit.

☐ The district requires parent associations/organizations and booster clubs to provide proof of liability insurance in the minimum amount of $1,000,000 combined single limit including a separate endorsement with the district named as an additional insured. When using school facilities, the district may, at its discretion, require a higher level of coverage based on the type of use requested.

☐ Prior to events on district property, all vendors/service businesses/organizations performing or providing a service or equipment (such as food vendors, performers, assemblies, after school enrichment programs, mobile labs/classrooms, etc.) are required to provide the Folsom Cordova Unified School District with the following:

1. Certificate of Insurance showing $1,000,000 of General Liability coverage per occurrence
2. the endorsement naming Folsom Cordova Unified School District as additional insured

Example resources for obtaining insurance:
- Homeowners’ insurance providers may offer discounts on general liability coverage.
- Verilfy.com
- Allstate
- Jvrcinsurance.com

FCUSD does not endorse a particular company. Buyers are directly responsible for policy coverage decisions.

Current Certificates of Insurance will be retained until expired. When planning events, check with your site Administrative Assistant or Business Services to see if the vendor has current insurance on file with the district.

☐ The following statement must be included on all school-connected organization promotional materials, advertising, and messages issued on behalf of the school-connected organization.
   “The Folsom Cordova Unified School District is not a sponsor of this activity.”

Obtaining Tax Exempt Status
Parent associations/organizations and booster clubs are not legal components of a school district.

☐ 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 that provide receipts to donors as a “charitable tax deductible donation” must be officially approved by IRS as 501(c)(3) tax-exempt organizations. It is the organization’s responsibility to be both knowledgeable and compliant with all state and federal laws. Parent associations/organizations and booster clubs are encouraged to contact the Internal Revenue Service and the Franchise Tax Board in order to obtain a tax-exempt status for their organization. State and Federal forms and further information can be found at the following Web sites:

Tax Identification Number
Form SS-4, “Application for Employer Identification Number”

Non-Profit Status
Publication 557, “Tax-Exempt Status for Your Organization”

Package 1023, “Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code” Includes fill-in form 1023, instructions for form 1023, and form 872-C:
Form 8718, “User Fee For Exempt Organization”

California Forms and Instructions Form 3500 Booklet, “Exemption Application Booklet” includes instructions and two copies of form 3500.
http://www.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” to determine what may and may not be taxable.
Use of School Facilities
State law and Board Policy/Administrative Regulation 1330 regulate community programs on district property. All information and regulations regarding use of facilities are available on the Facilities Department webpage at https://www.fcusd.org/Page/1912.

Visit https://fcusd.civicpermits.com to submit requests for facilities use with certificates of insurance. To create a user account, click “Register” at the top left of the home page and complete the form.

School facilities are fee based and must be reserved. Fees vary per facility or portion of the facility/campus requested. The facilities use request form must include the day(s) and hour(s) of the event and the type of user group. The District will determine the custodial/restroom coverage needed. Insurance is always required. It is important not to wait until the last minute to request a facility or obtain insurance. We recommend that the process be started no less than 90 days in advance of the event to ensure timely processing of paperwork. The District must review the application, have fees paid, have insurance certificates on file, and assign the facility in order to approve the application. FCUSD facilities may be used year-round.

Parent associations/organizations and booster clubs must seek approval for the use of facilities for any type of event proposed. High risk events are likely to be denied. In some cases, classified personnel will need to be on staff for the event. Parent associations/organizations and booster clubs are responsible for paying overtime for required staff.

The Community Use of School Facilities Handbook and Fee Schedule are available on the Facilities and Planning Department’s webpage.
Fundraising Activities
In accordance with Education Code Section 51521, programs, fundraisers, or other activities sponsored by parent associations/organizations and booster clubs must be authorized and conducted according to local board policy, laws, and school rules.

☐ At the beginning of each school year, each parent association/organization and booster club shall submit to the principal/designee a list of the fundraising events that each organization proposes to hold that year. The principal/designee shall review the proposed events and determine whether the events are in conflict with or detract from the school’s educational program. The list of fundraising events is then submitted to the Board of Education for approval.

The following are guidelines for fundraising activities within the Folsom Cordova Unified School District:

1. Use of the districts’/schools’ name in fundraising activities is to be approved by the school principal/designee and will comply with district policies and state law.
2. The following statement must be included on all school-connected organization promotional materials, advertising, and messages issued on behalf of the school-connected organization. “The Folsom Cordova Unified School District is not a sponsor of this activity.”
3. Any participation in fundraising activities by students, their parents, or guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)
4. Penal Code Sections 320 and 320.5 authorize, under defined circumstances, eligible organizations to conduct raffles which require the payment of a fee for a chance to win a prize. Raffles may include 50/50 raffles, donation drawings, duck derby and cow chip bingo.
5. Public schools are not “eligible organizations” but parent associations/organizations or booster clubs with 501(c)(3) statuses are. Information on how to conduct a legal raffle can be obtained by going to the California Attorney General’s Web site: www.ag.ca.gov.
6. All parent association/organization or booster club funds are collected and maintained by the school-connected organization. The district’s tax identification number cannot and will not be used. No parent association/organization or booster club funds shall be kept in ASB accounts.

California Education Code 51520; Prohibited Solicitations on School Premises, states the following for K-12 school entities:

During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an Act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the County Board of Education or by the Governing Board of the School District in which the school is located. Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for any otherwise lawful purpose.
California Education Code section 51521 requires that all organizations that conduct fund-raising to benefit clubs, schools, students, or the District at the K-12 level have prior approval from the School District's Governing Board or the Board-assigned designee. Ed Code states the following:

No person shall solicit any other person to contribute to any fund or to purchase any item of personal property upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the Governing Board of the School District in which such solicitation is to be made or the Governing Board of the School District having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.
**School-Connected Organization Food Sales**

Parent associations/organizations and booster clubs must comply with state law as well as district policies and regulations on the sale of food on school premises.

- **Review and become knowledgeable of applicable laws including State and Federal nutritional standards, the district’s Wellness Policy, and county food handling requirements.**

Visit the California Department of Education webpage, [Competitive Food and Beverage Sales](#), for information on competitive foods and beverages including definitions, background, compliance, resources, policy guidance, and frequently asked questions for sponsors participating in the National School Lunch Program or School Breakfast Program.

The school day is the time period from the midnight before to 30 minutes after the end of the official school day.

**Overview**

All public non-charter schools participating in the [National School Lunch Program](#) (NSLP) or [School Breakfast Program](#) (SBP) must follow state and federal requirements for competitive foods and beverages. All charter or private schools participating in the NSLP or SBP must follow only the federal requirements. Competitive foods and beverages are those that are 1) sold, 2) to students, 3) on school campus, 4) during the school day, and 5) outside of the federally reimbursable meal programs. Examples may be foods or beverages sold in vending machines (that are not reimbursable meals), student stores, fundraisers, or á la carte items sold by the school food service department. **This web page is updated as of August 2019.**

Additional information is available on the district webpage, Departments > Food Services.
Administration and Expenditure of Funds

1. The school-connected organization’s books and accounts shall be open to audit by a committee of members, one of which may be the principal of the school or his/her designated representative.

2. Upon dissolution of the group, all funds shall be transferred to the respective school’s general student body funds. The Folsom Cordova Unified School District Business Services Department is to be advised in writing of the dissolution.

3. Gifts to the student body of money or of approved materials may be made when approved by the principal or designee.

4. The district has the express right to review and/or audit parent association/organization and booster club’s financial statements to ensure the school-connected organization’s financial integrity.

5. Parent associations/organizations and booster clubs are not legal components of the school entity. Each parent association/organization and booster club shall have its own tax identification number (TIN); parent associations/organizations and booster clubs are not allowed to use the school entity’s tax identification number in any way.

6. Parent associations/organizations and booster clubs are responsible for their own tax status, accounting, and financial records and must make their own arrangements for an audit if one is needed. Parent associations/organizations and booster clubs is not audited as part of the district’s annual financial audit.

7. California Education Code section 51521 requires that all organizations that conduct fundraising to benefit clubs, schools, students or the district to have prior approval from the school district’s governing board:

   No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.

Purchases for the School:

1. Donations of funds (preferred method) allow the Purchasing Department to buy items that are in line with district purchasing guidelines and statutory laws.

2. Items purchased by parent associations/organizations and booster clubs shall be donated to the school according to board approved policies and procedures.

3. Staff may make requests through the principal/designee to the parent association/organization/booster club for desired donations.

4. The Maintenance Department must be consulted, prior to purchase, on all items requiring installation. Business Services must be consulted on purchase of items requiring a maintenance contract.

5. Capital improvements, equipment (over $5,000), and uniforms may only be purchased with the prior approval of the principal and district authorized designee. These purchases must be processed through the district Purchasing Department to ensure compliance with statutory laws. School-connected organizations donate the funds to the district for purchase of such capital outlay items.
Support Personnel
The Folsom Cordova Unified School District does not allow parent associations/organizations and booster clubs to hire staff to perform services for the district.

☐ Refer to the Quick Reference Guide: Staffing After School Enrichment Clubs for policy and procedures about how to staff support personnel.

Retention of Records
The activities of the organization are to be clearly documented and a procedure for retaining those documents is to be established. Among the documents that should be retained by the organization are:

1. Cash receipts
2. Cash disbursements and general ledger
3. Bank records
4. Income tax returns
5. Minutes of meetings as defined by the organization by-laws

It is recommended that the organization obtain a safety deposit box or a similar storage facility to ensure security of important documents.
Message for Athletic Boosters

Thank you for volunteering to serve on the Athletic Booster Club. We are grateful that you have volunteered your time and expertise to help support and improve the athletic experience for all of our high school students. The success of the Booster Club depends on the energy and support that each of you bring. Our administrators, coaches, and students wish to express their appreciation to you.

The Board of Education recognizes parents may wish to organize Booster Clubs for the purpose of supporting school or district programs which provide a source of positive involvement for students. The Board is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life. The Superintendent or designee is directed to develop regulations that will establish a School-Booster Club liaison; provide for the acceptance of gifts; establish the principle that the clubs are not functions of the school or district; and to ensure, if possible, that the co-and extra-curricular programs are kept in proper balance. Booster Clubs are not under the control of, nor are they the responsibility of site administrators, the Superintendent, or the Governing Board of the Folsom Cordova Unified School District (FCUSD). Booster Club funds are not controlled by the District or by the students nor should Booster Clubs be involved in the administering or supervising of activities of the student organizations (FCUSD Board Policy 1230).

The FCUSD Board requires Booster Clubs to function as organizations independent of the School District. The role of a Booster Club is to be supportive of programs rather than try to influence the direction or content of programs. Athletic Booster Clubs shall consist of members of different sports organizations and shall utilize the Athletic Boosters tax identification number.

It is mandatory that the Booster Club President and Treasurer attend all meetings. If the Board of the Booster Club is in flux or in an off-season cycle at the time of a scheduled meeting, Booster Clubs are to ensure that a representative is present to communicate necessary information back to the respective Booster Club members.

PHILOSOPHY

Booster Clubs provide necessary and valuable services to the many clubs, organizations, and athletic teams at high school. The goal of Booster Clubs is to support the programs both emotionally as well as financially. Coaches, Advisors, and Boosters are asked to keep the following in mind when working with the District and/or school:

- The school and Booster Clubs should do everything possible to inform parents of potential costs for involvement in co- and extra-curricular activities. A primary consideration of the Booster Club should be for those families unable and/or unwilling to financially support co- and extra-curricular programs. Students will never be denied participation due to the fact that their family was unable to donate. Booster Clubs should budget for all students that are in need. Donation rates vary program to program and season to season.

- Booster Clubs are organized to assist established high school programs. Members perform a variety of volunteer tasks during the course of the year. Whenever possible, volunteers should be recognized for all of their hard work (at banquets, team dinners, etc.).
• Parents/guardians have a keen interest in the co- and extra-curricular programs of their community. They help to ensure that all students have a positive experience by the aide of their involvement. Coaches and advisors should always be truthful with students and parents when communicating.

• **Communication is crucial!** Practice and game schedules should be provided as soon as possible, as well as any changes to practice or game schedules. All communication notices being disseminated to parents or students and pertaining to the topic of money (donations, costs, etc.) must be reviewed and approved of by school administration. Coaches will discuss the status of a student/player at the appropriate time; make an appointment to meet with your student’s coach.

• Booster Clubs are not under the direct control of the School District; rather, they function under their own elected Board of Directors along with a faculty advisor. Booster Clubs should reflect school and district guidelines. Their role is one of being supportive of programs, not of influencing direction or content.

• Parents are not required to pay to join the Booster Club in order for their students to participate in school programs. Boosters may solicit membership to support the programs, but parents do not have to join.

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**BOOSTER CLUB MEMBERSHIP**

Membership is open to any stakeholder who wishes to participate. Voting rights are to be determined by individual, clearly-defined Booster Club bylaws and are to be restricted to those members who have current students that are participating in the program. Booster Clubs are to have, at a minimum, a President, Vice-President, and Treasurer.

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**FINANCIAL GUIDELINES**

Booster Club accounts are separate from school district or school Associated Student Body (ASB) accounts. Booster Clubs must have their own federal tax identification number and are required to operate their own bank account. Booster members will decide how money will be raised and spent with direction of the coach and/or advisor. Please keep in mind when budgeting and planning for expenditures, Boosters are not running college or club type programs. Optional costs should be kept at a minimum to ensure maximum potential for participation. The following recommendations ensure clubs do not violate rules and regulations:

• Fundraising, donation, and purchasing guidelines are to be discussed at the first Booster Club meeting of the year.

• Booster Club budgets are to be created in consultation with the coach and/or advisor. Usually, the coach and/or advisor will create a prioritized “wish list” from which the Boosters may fundraise to meet the needs of the various programs. The coach and/or advisor and the Booster Club make spending decisions collaboratively. The coach and/or advisor attend budget meetings in order to help make informed decisions. All budget issues and spending decisions are to be approved at Booster Club Board meetings.

• Bank accounts are set-up to require two signatures (withdrawal whether internally or on the actual check). No coach and/or advisor may be a signer on any Booster Club account. Boosters can only
write a check to a coach for reimbursement for items used in the program. Reimbursements are to be distributed only if the coach provides a proper invoice and itemized receipt and of an expense. A reimbursement form is to be completed and submitted to the Booster Club Treasurer for expenditures.

- All disbursements (payments) are to be made by check and no checks should ever be made out to “Cash.” Boosters should not release checks without the proper documentation and back up. The Booster Club Treasurer should maintain a record of all receipts in preparation for an annual audit.

- In order to protect coaches, Booster representatives, and any other members who may utilize club funds from accusations of fraud, the Folsom Cordova Unified School District strongly discourages the use of cash for any expenditure the Club makes and advises against use of a club credit or ATM card.

- Keep treasurer reports, budget updates, and financial reporting current. The Treasurer should report out to Booster Club members at each meeting or in a timely manner upon request. Accurate record keeping is essential for Booster Club operation.

- Stipends for assistant coaches are to be paid to the District and the coach is paid through the stipend payroll process. Boosters cannot write checks to individuals for coaching services. ONLY THE DISTRICT CAN EMPLOY COACHES AND ADVISORS (see Staffing After School Enrichment and Clubs). Booster Clubs who are paying for certificated or classified coaching positions must work with the school’s account clerk to ensure payment is made.

- When scheduling banquets and special events, the Booster Club is to contact the school facilities administrator and/or the athletic director at the beginning of the school year to check availability on the scheduling calendar. This applies to all sports. Boosters need to check availability to ensure that multiple large activities are not scheduled on the same date/time and for custodial staff availability. Please review the “Online Facilities Use Permit Request” located on the District website (https://www.fcusd.org/Domain/618) for details.

- General Liability Insurance is required (see Liability section).

Reimbursement Procedures

Just a reminder, an individual making a purchase from his/her own personal funds takes the risk that he/she will not be reimbursed.

In compliance with FCUSD Board Policy (BP) 3310 and Administrative Regulations (AR) 3310, employee reimbursements must follow the guidelines below:

- Furniture and equipment purchases are not allowed and will not be reimbursed.

- Reimbursements over $300 are not allowed. NOTE: Receipt splitting is considered one purchase and will not be reimbursed.
• All expenditures must be supported by original itemized receipts. Photocopies, credit card statements, and other non-original receipts are not acceptable. Receipts for reimbursement should not be comingled with items purchased for personal use.

• Multiple purchases made by an employee will be monitored for compliance with Board policy.

The only document that legally commits the District to pay for a purchase is a properly approved Purchase Order issued by the Purchasing Department.

FUNDRAISING
The following items must be understood prior to developing a fundraising program:

• Student body funds must be used to promote and finance worthwhile extra- and co-curricular activities. Money raising projects must contribute to sound educational principles and must not conflict with the ideals of the educational program.

• There is a clear delineation that defines Associated Student Body (ASB) fundraising versus Booster Club fundraising. Fundraising that involves only students in selling, marketing, or collecting must have the funds deposited into the ASB account. Students selling to other students or staff during the school day is a basic example of ASB fundraising. Money generated by the Boosters must be the result of activities planned, operated, and run by the parents after school and during weekends and must be deposited into Booster Club accounts.

• Candy sales during school hours are no longer allowed by State Law.

• Boosters may donate to an ASB account. ASB money may not be used or transferred to Booster Club accounts. Any money that Boosters donate to student accounts becomes advisor controlled and cannot be influenced by any Booster organization.

• In an effort to prevent fraud and unfair competition, the Assistant Principal or designee that oversees activities must approve of any fundraising in which the high school is represented. Booster Clubs and ASB groups should schedule all of their fundraising through the Activities Office to prevent competition. Booster Clubs or ASB groups wishing to fundraise on campus must submit a fundraising form for approval. Groups will be notified if the fundraiser was approved.

• Booster Club items being distributed on campus must have prior approval. Once a group “owns” a fundraiser, other groups are prohibited from holding the same fundraiser without permission from the Assistant Principal or designee in charge of activities.

• Money generated from ticket sales at any school athletic event, performance, or activity must be deposited into the appropriate ASB trustee account. Pre-numbered tickets and cash boxes for these events must be checked-out from the Activities Office and a ticket management form must be completed for each cash box distributed. Tickets and funds must balance at the end of the event. To coordinate cash boxes for ticket sales, contact the School Clerk. It is important that the ticket control
sheets are complete and accurate when the cash box is returned. Booster Clubs may operate concession stands at school events with prior permission and insurance; food sales, BBQ’s, etc., are included.

- Groups hosting tournaments must submit a list of all schools participating in the tournament to the Athletic Office.

- **Pursuant to California law**, food sales of any kind, including bake sales, may not be conducted during school time. The sale of food goods must take place no sooner than 30 minutes after the school day.

- Advertising banners may be used as a fundraising tool but are subject to strict guidelines based upon Board Policy 1325. Signs may be displayed at home games or matches during the season of a sport only on the inside walls of the gym and on the inside fences of athletic playing fields during the time of that specific co-curricular activity. Banners must be taken down at the conclusion of each season. The Director of Athletics must approve the banner contents and desired location.

- The Assistant Principal or designee must approve all aspects of any fundraiser.

**BANQUETS**

Most teams and groups conduct end-of-the-season or end-of-the-year banquets. All team/group banquets are under the direction of the head coach and/or advisor of the program. Many times, head coaches share this responsibility with Boosters. Boosters who plan banquets should keep the following in mind:

- The first step in organizing a banquet is selecting a date/time. All banquet dates must be approved by Administration to avoid conflicts with other scheduled banquets or school activities. The Activities Office maintains a master calendar to prevent conflicts in scheduling. Conflicts are particularly acute in December, March, and May. If possible, banquets should be scheduled Monday through Thursday.

- Once the date is secured, site selection is the next step. The room should be large enough to accommodate the anticipated crowd with space available for award tables and video screens as necessary. Since all team members must be allowed to attend, provisions must be made to cover the costs of students who need financial assistance.

- Awards are the domain of the head coach and/or advisor. Much of the time, award titles are the same from year-to-year. The head coach shall submit names of award winners to the Director of Athletics prior to the banquet.

- When speaking at a banquet, coaches need to prepare a script for the evening. A script ensures accuracy and will help avoid long, rambling comments that lengthen the evening unnecessarily. Banquets are a time to celebrate the students and the season.

- Banquets may NOT serve alcohol.
COACH PAY
CIF Bylaw 503.F(1) & (2) (see CIF information on page 28)
Principals are responsible to ensure that all coaches of the California Interscholastic Federation (CIF) related school meet the requirements of the California Education Code 49032, 35179.1 and Bylaw 22.B.(9) for all individual(s) or team(s).

(1) Coaching Compensation: A coach shall not be reimbursed for coaching services from any source other than the school funds without the approval of the school’s Governing Board, nor be subject to any bonus arrangement dependent upon the success of the school’s team.
(2) Penalty for an improper coaching compensation of any team, coached by any person receiving any part of the salary from other than school funds without the prior approval of the school’s Governing Board, is deemed ineligible.

ADDITIONAL INFORMATION ON COACHING STIPENDS
Stipends are the maximum amount a coach can earn for coaching services during a season of the sport. “Season of sport” is defined as practice begins and date of last contest of Fall, Winter, and Spring sports as published in the CIF schedule. In season coaches may not receive any additional compensation beyond the approved FCUSD stipend for coaching services.

ENDS OF SEASON COACHES GIFTS
Any gifts presented to the coach at the end of the season using Booster Club funds must be reported to the FCUSD School Board, per CIF Bylaw 805.
“A. Information of any gift, or total of gifts, sponsorships or contributions of $500.00 or more yearly to an athletic program, team or coach, which is meant to support that program, team or coach, must be reported to the administrative officer responsible for policy development related to athletics.”

CERTIFICATION OF COACHES
Title V of the California Education Code governs schools and districts as to how coaches are hired. It sets standards that all coaches, certificated and walk-on, must meet. The process is handled through the District Office by the Human Resources Department. Coaches MUST be cleared by Human Resources before they have any contact with students or before being paid.

TRANSPORTATION
Transportation is an important part of any extra- or co-curricular event. It is the combined goal of FCUSD and the District Transportation Department that our students, coaches, and staff receive safe and timely transportation to and from events. Extra- and co-curricular transportation procedures and policies are evaluated each year. Notification of changes made will shared with all stakeholders as soon as possible.

TRANSPORTATION RATES
Schools in California consistently face concerns regarding limited state funding for all educational programs. The State of California does not supply funds for transporting students to and from extra- and co-curricular activities. The cost of transportation rises and falls during each school year and the District strives to keep up with this changing expense. District rates are calculated to cover direct expenses only. These costs include the driver’s hourly rate, fuel cost, wear and tear on the vehicle, and vehicle maintenance. The District does not profit from transportation fees.
EXTENDED TRIP INFORMATION

The District expects that every effort will be made to attend meets, tournaments, performances, festivals, parades, camps, etc. Exceptions may be allowed for "out of local area" travel if no comparable event exists and the following criteria are met:

A. The trip is first approved by school site Principal before fundraising, specifically for the trip, or trip information is disseminated. The Principal must be involved in every aspect of the trip planning.

B. Trip must be justified (why, who, when, and will it improve the program, prestigious, etc.) and indicate mode of travel (plane, auto, bus, etc.).

C. Trip is an invitational tournament, parade, or performance and is not a sight-seeing trip. Total number of trip days versus number of performances/games will be part of the review.

D. All student members of the travel group are allowed to go regardless of their ability to pay. Booster Clubs must fundraise in order for everyone who wishes to go to be allowed to participate in the trip.
E. All student safety and liability issues are addressed to the District's satisfaction. All out-of-state travel requires that an Administrator accompany the trip unless waived by the Superintendent.

F. Large group and/or distant travel requires Assistant Superintendent review and approval.

G. The required District Extended Field Trip Form and itinerary must be completed and submitted in a timely manner in order to obtain School Board approval for the trip. Proposed trip requests seeking District approval at the last minute will be deemed examples of poor planning and approval will be denied.

TRIP TRAVEL STUDENT/PARENT RESPONSIBILITIES

FCUSD is proud to have student representatives at various conferences, camps, and athletic competitions around the country. Continued success and viability of these trips is dependent on students and parents demonstrating proper conduct while traveling. Students represent their high school at all school related trips, student conduct code, school rules, Education Code, and board regulations remain in effect.

STUDENT RESPONSIBILITIES

All student conduct code, school rules, Education Code, and FCUSD Regulations apply at all times – including time away from competition or organized activities and when under the supervision of chaperones.

PARENT/CHAPERONE RESPONSIBILITIES

It is through the support of parents that we are able to sponsor trips and activities. Parents and chaperones accompanying students have a great responsibility. Any inappropriate behavior jeopardizes FCUSD’s ability to sponsor trips in the future. Parents and chaperones are asked to follow these guidelines:

- All parents /chaperones who travel and spend the night must complete a Volunteer Category 2 application and must have current fingerprints on file with the District.
• All parents/chaperones must adhere to FCUSD Board Policy/Regulation 6174 regarding Trip/Travel supervision.

• All parents/chaperones are not to consume alcohol during the trip.

• All parents/chaperones must immediately report any problems and/or rule violations to the coach or supervisor.

• All parents/chaperones are to know all relevant information regarding the trip; this includes destinations, timelines, itineraries, etc. The advisor/coach will review all information with the parents/chaperones prior to the trip.

• All parents/chaperones are to understand all emergency guidelines. They are to know the evacuation routes, keep all emergency and “authorization to treat minor” cards and emergency phone numbers handy.

• All parents/chaperones are to make sure students follow instructions and remain in designated areas of supervision. 

• Parents/chaperones on overnight field trips may need to take turns staying up to patrol hotel hallways.

• Parents/chaperones need to get to know the students on the trip. This helps with the trust factor, but more importantly, it enables a chaperone to identify who belongs to the group. Sometimes teams take trips where other schools are present and these schools may have students who wish to “join” the group. It is important for chaperones to know which students belong to their school.

• Parents/chaperones are to make sure students do not leave the group. Students are to travel in groups or with a designated adult chaperone.

• Parents/chaperones who plan to supervise student events should consider becoming emergency first aid and/or CPR certified.

HOW TO BE A SUPPORTIVE PARENT
Being a parent of a high school interscholastic athlete or other competitive group member can be an exciting experience. FCUSD high schools have students participating in over 20 different sports with over 45 levels of competition and many other competition groups, as well. Participating in this adventure with your student can and should be a cherished activity. Parental support is very important to the students, the high school, and to the community.

The following is suggested to help promote a positive and productive experience for both the student and their parent:

• Be positive. Being on a high school team is quite an accomplishment. Don’t let playing time dictate the competitor’s happiness. Celebrate the fact he/she was good enough to make the team. For example, of the 300 students who participated in youth baseball leagues, perhaps only 5-10 will be
competing at the varsity level by their senior year; each year a student plays on a team is cause for celebration.

- Be supportive of the coaching staff. Nothing can erode teamwork faster than student athletes/performers doubting the capabilities of their coaches. It can affect performance, confidence, and the edge that is needed to compete. Most teams are so evenly matched that many times it is this little extra that can spell victory or defeat. Coaches will listen, appreciate confidentiality, and give a timely response to parent(s) inquiry or concern.

- Be part of a network. Whether a part of the Booster Club or not, parents/guardians can create very special relationships which are fostered over the careers of athletes and performers by socializing with other parents. This may take place at games, team meals, after-game parties, etc. Parents need support too! Be positive. If a parent is concerned about a “rumor” that is being spread, he/she should call someone to verify and clarify. Don’t perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.

- Be satisfied with supporting the athletic or competitive group without ever thinking that you have to contribute time and/or resources to allow your student-athlete to play. It is a false premise that parents must pay to play. Another false premise is that if a parent complains to a coach/advisor, his/her child’s playing time or position will be affected. A parent should donate to help make the experience for every student the best it can possibly be. Booster Clubs do make the difference; the spirit should be focused on the total program.

- To say winning and losing is not important is not true. If it were, we would not keep score. The higher the level of play, the greater the emphasis will be on being competitive. We take great pride in past accomplishments, but it is not the outcome of a particular game or season that is important. Rather, it is the process of becoming competitive that most student-athletes relish. If, as an entire community, the goal is to strive for being consistently competitive, then success will take care of itself.

- Promote excellent sportsmanship. Parents should attend games/competitions and cheer for success. Game officials or judges do not favor one team over another and have nothing personal against any group. Yelling or cursing at officials or referees is unacceptable. Parents should also support the program by not criticizing coaching decisions at games. Parents have rights to their opinions, but voicing them inappropriately can never be construed as proper sportsmanship. Remember - positive cheers only.

- Keep things in perspective. Having lofty expectations for a student-athlete is a normal, healthy, and challenging goal. In striving for these expectations, parents must be realistic. Not everyone will receive a college scholarship based on their competitiveness, nor should a student-athlete’s success be measured by a scholarship offer. We have had a number of athletes receive scholarships based on the hard work of all stakeholders, particularly the students themselves. The coaching staff will assist interested students in finding an opportunity to continue competing at the next level, but they will never recommend a school at which the student cannot potentially be successful.

- Parents who have or have not heard about issues regarding the program should speak to the head coach immediately. Rumors and misinformation can be destructive and divisive on a high school campus.
Students alone do not dictate the success of the competitive program, but a joint venture of all stakeholders. If the contribution of any group is less than total, the entire program stands to lose. We have a tremendous amount of support for student-athletes and competitors from our coaches, teachers, administration, and School Board members, but it is our parental support that we consider to be the most important. Parents are the ones that have the most-vested interest in seeing their student have a positive experience.

WHAT IS California Interscholastic Federation (CIF)?
CIF is the governing organization for Interscholastic Athletics for the State of California and it is divided into ten sections ranging in size from six member schools (Oakland) to 515 (Southern Section). CIF is a Principals’ organization that establishes various committees to create and pass legislation. Our District is a member of the CIF Sac-Joaquin office, which is located in Lodi. It is staffed with a Commissioner and two Assistant Commissioners. Their role is to interpret and enforce legislation approved by the member schools. These Commissioners do not create the rules. Parents should direct inquiries regarding eligibility or any other rules to the Athletic Director, a Site Administrator, or to the District Director of Athletics before calling CIF.
CHECKLIST for PARENT ASSOCIATIONS/ORGANIZATIONS and BOOSTER CLUBS

To do:
- Review and confirm the organization’s Bylaws.
- Verify name and/or logo to be used. District or school logos are not to be used without specific authorization of the Superintendent/designee; parent associations/organizations and booster clubs maintain their own identity.
- Verify or obtain tax identification number and tax-exempt status.
- Verify or obtain financial account to keep funds separate from ASB funds.
- Submit Request for Authorization application (new and renewals).
- Provide current general liability Certificate of Insurance with additional insured endorsement.
- Maintain relationship with Principal for input of needs and create list of fundraising events.
- Reserve school facilities at fcusd.civicpermits.com
- Use the following statement on materials:
  - “The Folsom Cordova Unified School District is not a sponsor of this activity.”
- Become familiar with regulations regarding school food sales.
- Donate funds and/or purchases to the school district in accordance with district policy.
  - Consult District maintenance department prior to purchasing items that require installation or Business Division prior to purchasing goods or services that require on-going maintenance contracts.
  - All capitalized expenditures over $5,000 and any uniforms must be approved by the site Principal and processed through the Purchasing Department.
- Maintain records for continued status.

Things to remember:
- Conduct fundraiser activities that do not require student participation.
- Keep booster/parent organization funds separate from ASB/district funds.
- Represent activities as those of the parent association/organization or booster club, not as Folsom Cordova Unified School District or one of its schools.
# School-Connected Organization Request for Authorization

In accordance with Board Policy 1230 and Administrative Regulation 1230 of the Folsom Cordova Unified School District, submit this request for authorization to form or renew a school-connected organization.

### Note:
School-connected organizations, including a parent-teacher association or organization, booster club, or other organization that does not include an associated student body or other student organization, are established and maintained as separate entities from the school or district.

## Organization Information

<table>
<thead>
<tr>
<th>□ New organization request</th>
<th>□ Renewal request</th>
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<tr>
<td><strong>School Site</strong></td>
<td><strong>School Year</strong></td>
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<td><strong>Organization Name</strong></td>
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<td><strong>Website</strong></td>
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<td><strong>Purpose</strong></td>
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## Name Information

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<th>Name</th>
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<tr>
<td>President</td>
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<td>Vice President</td>
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<td>Coach/Lead Teacher</td>
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## Annual Objectives (List specific goals, note if additional page attached)
# Financial Information

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<th>Tax ID # (EIN)</th>
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## Required Documents (Attach copies – New [N] and Renewal [R], Excluding PTAs)

- [ ] Constitution [N]
- [ ] Bylaws [N]
- [ ] Proof of Tax ID # [N]
- [ ] Acknowledgement Form signed by each officer [N,R]
- [ ] Annual Budget [N,R]
- [ ] 501(c)(3) Determination Letter [N]
- [ ] Proof of State Tax Exempt Status [N]
- [ ] Seller’s Permit [N,R]
- [ ] Hold Harmless Agreement [N,R]
- [ ] Prior Year Profit & Loss Statement [R]
- [ ] Certificate of Insurance [N,R]
- [ ] Insurance Endorsement page(s) [N,R]
- [ ] Insurance Declaration page [N,R]
- [ ] Proof of Crime/Fidelity Bond Insurance [N,R]

## Required Documents for PTAs (Attach copies)

- [ ] Acknowledgement Form signed by each officer
- [ ] Annual Budget
- [ ] Hold Harmless Agreement
- [ ] Prior Year Profit & Loss Statement
- [ ] Certificate of Insurance
- [ ] Insurance Endorsement page(s)
- [ ] Insurance Declaration page

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If organization is temporary or does not continue, describe planned use of remaining funds.

We have read the applicable FCUSD Board policies and administrative regulations regarding School-Connected Organizations and agree to abide by them, including but not limited to:

- School-connected organizations shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at the school.
- Activities by school-connected organizations shall be conducted in accordance with law, board policies, administrative regulations, and any rules of the sponsoring school.
- The organization shall not act as an agent of the district or school.
- The organization shall not use the district’s tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.

A school-connected organization may consult with the principal to determine school needs and priorities.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary.

An agreement to grant the district the right to audit the organization’s financial records either by district personnel or a certified public accountant whenever any concern is raised regarding the use of funds.

Co-mingling of school-connected organization funds with district funds, including associated student body funds, is not allowed.

The organization shall not hire or directly pay any district employees without prior approval from the Superintendent or designee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district’s personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours. See the Quick-Reference Guide: Staffing After School Enrichment Clubs (provided by Human Resources) for clarification on hiring practices.

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<tr>
<th>Acknowledgment</th>
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<tr>
<td>This certifies that all sections of the Folsom Cordova Unified School District School-Connected Organization Application have been satisfied. Authorizations are granted per school year. Please submit an application for renewal annually by May 15th to continue School-Connected Organization operations.</td>
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<th>School-Connected Organization Signatures</th>
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<td>President</td>
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<td>Treasurer</td>
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<td>Clerk of the Board</td>
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BYLAWS
of
[school-connected organization (SCO)]

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be (the SCO’s official name). The SCO is located at (the school’s name and address).

Section 2: DESCRIPTION – The SCO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the SCO is to enhance and support the educational experience at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at (our school) through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of (our school) students, plus all staff at (our school). There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICATIONS – Any SCO member in good standing may become an officer of the PTO.

Section 4: DUTIES –
Executive Board – Develop the SCO’s annual budget, establish and oversee committees to conduct the work of the SCO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than $100.00.
President – Preside at General SCO meetings and Executive Board meetings, serve as the official representative of the SCO, and retain all official records of the SCO.
Vice President – Oversee the committee system of the SCO, assist the President and chair meetings in the absence of the President.
Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General SCO meetings, prepare agendas for official SCO meetings, hold historical records for the SCO.

Communications Secretary – Manage communications and marketing for the SCO including, but not limited to SCO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the SCO’s finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a SCO member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE IV – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the SCO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (our SCO), requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The SCO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of $2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President’s designee.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General SCO meetings shall be held to conduct the business of the SCO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a SCO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Eight (8) members of the SCO present and voting constitute quorum for the purpose of voting.
ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any SCO member. Amendments presented at a SCO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the SCO, any funds remaining shall be donated to (our school).

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

These bylaws were adopted on ______________. 
Certificate of Insurance notice of requirements

TO: Vendor / Service Business / Organization

RE: Required Certificate of Insurance (COI) and Additional Endorsement

Thank you for your interest in providing goods/services for the district!

Prior to the event, all vendors/service businesses/organizations are required to provide Folsom Cordova Unified School District with the following:

1. Certificate of Insurance naming Folsom Cordova Unified School District as the Certificate Holder and Additional Insured with $1,000,000 of General Liability coverage per occurrence

2. the additional insured endorsement page(s)

A Certificate of Insurance is necessary from those performing/providing a service or equipment for an event (such as food vendors, performers, assemblies, mobile labs/classrooms, etc.). Please give your insurance agent this request to provide the two items listed above. The COI cannot just have FCUSD in the “Description of Operations” section. The additional insured endorsement page(s) are required.

Send the Certificate of Insurance with additional insured endorsement page(s) to:
Folsom Cordova Unified School District
1965 Birkmont Drive
Rancho Cordova, CA 95742
Attn.: Business Services Department
jserran@fcusd.org

**COIs will be on file for use at all sites until expired.**

Fulfillment of this requirement is a condition of being able to participate in district events. If you have questions, please contact:

Jennifer Serran, Risk Management Specialist
Office phone: (916) 294-9004 x 104552
Email: jserran@fcusd.org
EXAMPLE
VERIFY THE HIGHLIGHTED AREAS.

ACORD
CERTIFICATE OF LIABILITY INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

Important: If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Producer
Knight Insurance Services
9399 Brand Blvd., Suite 1000
Glendale, CA 91203

Contact
PTA Insurance Broker

Phone
800-733-3036

Alt. No.

Name, address, contact information of Insured vendor/service provider

Policy dates must be in effect at time of event/service.

Folsom Cordova Unified School District is an additional insured.

Certified Holder
Folsom Cordova Unified School District
1965 Birkmont Drive
Rancho Cordova, CA 95742

撤离

A separate ENDORSEMENT PAGE naming FCUSD as ADDITIONAL INSURED is required.
EXAMPLE
VERIFY THE HIGHLIGHTED AREAS.

This additional insured endorsement page does not always look exactly like this. Verify the policy number and that FCUSD is named as additional insured.
Staffing Guide for School-Connected Organizations

Our school-connected organizations, such as our PTA / PTO / Booster groups, provide valuable enrichment opportunities for our students. This quick-reference guide provides information to help groups decide the best way to staff for activities (e.g. after-school clubs, coaching staff, etc.). These options, outlined below, help everyone involved comply with various laws and labor agreements.

Category 2 Volunteer

 Volunteers are a simple and cost-effective way to staff clubs. Volunteers who receive “Category 2” clearance undergo a background check and training and are allowed to work directly with students. More information about volunteer procedures can be found at www.fcusd.org/volunteer.

Stipend Paid to a Teacher/Certificated Employee

If a school-connected organization works with a teacher or other certificated employee to run an after-school club, stipend amounts for various club activities are outlined in the District’s labor contract with teachers. Note: Different scenarios pose different requirements, so contact the Human Resources Department for this option.

Independent Contractor

When an independent contractor runs an after-school club, they must carry their own liability and workers compensation insurance and submit a Facilities Use request. Many of our school-connected organizations successfully use this option, and the PTA website offers a tool kit with helpful resources.

Hourly Rate Paid to Classified (Non-Teaching) Employee or Parent

Currently, FCUSD does not have an hourly position that would make this option possible. Fortunately, we are working collaboratively with the CSEA bargaining unit to create an hourly Extracurricular Enrichment Leader position.

PTA/PTO/Booster Clubs cannot pay staff directly.

To learn more about any of these four options, Contact FCUSD’s Human Resources Department at (916) 294-9002.
Transmittal Form Example

TRANSMITTAL OF CHECKS OR CASH

School or Site: ___________________________ Date: ___________________________

☐ Check(s)  Amount: $  Check Number(s): ___________________  ☐ Cash  Amount: $ ___________

Check(s) or Cash received from: _______________________________________________________

☐ Reimbursement PO(s)# ___________________  ☐ Donation  ☐ Other

Field Trip(s), Invoice(s) #, etc. _______________________________________________________  

Intended Use: _______________________________________________________________________

From Account & To Account: ____________________________________________________________

Contact Person  Signature of School or Site Administrator

_________________________________________  ____________________________________________
# Overview of ASB vs Booster Club

<table>
<thead>
<tr>
<th>Associated Student Body (ASB)</th>
<th>Booster Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ASB is an organization run by students to benefit and conduct activities on behalf of students.</td>
<td>• Booster Clubs are formed by parents to support school activities (e.g. athletic teams, music groups).</td>
</tr>
<tr>
<td>• All ASB organizations at district school sites are legally considered a part of the District.</td>
<td>• Booster Clubs are NOT legally a part of the District.</td>
</tr>
<tr>
<td>• ASB groups may conduct fundraisers and spend money for the benefit of students.</td>
<td>• The primary role of a Booster Club is to enrich students’ participation in extracurricular activities.</td>
</tr>
<tr>
<td>• Fundraising involves only students in selling, marketing or collecting funds that are deposited into ASB account.</td>
<td>• Booster Clubs are to plan, operate, and run fundraisers by parents.</td>
</tr>
<tr>
<td>• Students selling to other students or staff during the school day is a function of ASB.</td>
<td>• Booster Clubs can host a fundraiser after school and on weekends, and deposit the funds into Booster Club accounts.</td>
</tr>
<tr>
<td>• Ticket sales for athletic events, performance, or activity must be deposited in the appropriate ASB trustee account.</td>
<td>• Booster Clubs may operate concession stands at school events with prior permission and insurance for any food sold.</td>
</tr>
</tbody>
</table>
## Event Budget Proposal

### Event Budget Proposal

**Event: Event Budget Proposal**

**(School Sports Related)**

**Operated by District Coach(es)**

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport/Activity</td>
<td></td>
</tr>
<tr>
<td>Facility Requested</td>
<td></td>
</tr>
<tr>
<td>Dates and Hours of Facility Use</td>
<td></td>
</tr>
</tbody>
</table>

### Anticipated Income:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees Per person</td>
<td>$0.00</td>
</tr>
<tr>
<td>Number of participants</td>
<td>$0.00</td>
</tr>
<tr>
<td>Donations</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Estimated Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spirit packs</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>Food</td>
<td>$0.00</td>
</tr>
<tr>
<td>Custodial Cost $36 per hour</td>
<td>$0.00</td>
</tr>
<tr>
<td>Salaries (provide names and amount)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Donations being made to school, sports team, District program</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility Cost (verify with Facilities)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Anticipated Income:**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Estimated Income:** $0.00

**Total Estimated Expenses:** $0.00

Copy of flyer or advertisement needs to be attached to this budget proposal as well as a complete schedule of events and facility application at least three weeks prior to the scheduled start date of the event.

**To be filled out by Facilities only**

**Date Submitted:**
**Athletic Boosters Budget Proposal**

<table>
<thead>
<tr>
<th>Team</th>
<th>Generated Income</th>
<th>Reoccurring Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Team Budgets Expenses:**

|      | $0.00            |
|      | $0.00            |
|      | $0.00            |
|      | $0.00            |
|      | $0.00            |
|      | $0.00            |

**Total Estimated Income:** $0.00

**Total Estimated Expenses:** $0.00

Date Submitted: 

Date Approved:
## Athletic Boosters Tournament Budget Proposal

### (School Sports Related Camps, Clinics, Tournaments)

**Operated by District Coach(es)**

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Sport/Activity</th>
<th>Facility Requested</th>
<th>Dates and Hours of Facility Use</th>
</tr>
</thead>
</table>

### Anticipated Income:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Per person</td>
<td>$0</td>
</tr>
<tr>
<td>Number of participants</td>
<td>0</td>
</tr>
<tr>
<td>Fee Per Team</td>
<td>$0</td>
</tr>
<tr>
<td>Number of Teams</td>
<td>0</td>
</tr>
<tr>
<td>Entrance Fee</td>
<td>$0</td>
</tr>
<tr>
<td>Number of attendees</td>
<td>0</td>
</tr>
</tbody>
</table>

### Estimated Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spirit packs (T-shirt/freebies)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Camp Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>Food for participants</td>
<td>$0.00</td>
</tr>
<tr>
<td>Custodial Cost $36 per hour</td>
<td>$0.00</td>
</tr>
<tr>
<td>Stipends (provide names and amount)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Custodial Supplies (reimburse to site)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$0.00</td>
</tr>
<tr>
<td>Donation to School</td>
<td>$0.00</td>
</tr>
<tr>
<td>Custodial Cost (verify with Facilities)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Total Estimated Income: $0.00

### Total Estimated Expenses:

Copy of flyer or advertisement needs to be attached to this budget proposal as well as a

<table>
<thead>
<tr>
<th>Signature of Coach</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Principal</td>
<td>Date</td>
</tr>
</tbody>
</table>

### To be filled out by Facilities only

<table>
<thead>
<tr>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved:</td>
</tr>
</tbody>
</table>

### To be filled out by Principal

<table>
<thead>
<tr>
<th>Budget Code:</th>
</tr>
</thead>
</table>
# Athletic Boosters Bank Reconciliation Form

<table>
<thead>
<tr>
<th>SCHOOL ________________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>STATEMENT ENDING DATE _______________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ending balance per bank statement:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits made, but not yet shown on statement:</td>
<td>$</td>
</tr>
<tr>
<td>Sub-total</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks written, but not yet shown on statement:</td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*BALANCE</th>
<th>$</th>
</tr>
</thead>
</table>

**Signature of Preparer**

(Must not be person collecting or making deposits) Booster Treasurer Date

*Balance must be the same amount that appears on your general ledger and check book register for the same ending date as the bank statement ending date.

This form is to be completed monthly and put into your binder with your bank statement.

A copy of both the Bank Statement and this Bank Reconciliation form are to be reported monthly at Booster meetings.
**ATHLETIC BOOSTERS CASH RECONCILIATION FORM**

<table>
<thead>
<tr>
<th>CURRENCY</th>
<th>COIN</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$2 X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** $ 

**BEGINNING CASH BOX**

- **COIN**: $10
- **$5**
- **$1**
- **$0.25** please put student name on all checks
- **TOTAL** $ 

**CHECKS**

**TOTAL FUNDS COLLECTED** 

**LESS BEGINNING CASH** $ 

**INITIAL**

- **STUDENT ACCTS**
- **CASHIER**

**NET DEPOSIT TO STUDENT ACCOUNTS**
### Athletic Boosters Ticket Sales Report

**TICKET SALES REPORT**

**HIGH SCHOOL**

<table>
<thead>
<tr>
<th>DATE:</th>
<th>1/0/1900</th>
<th>EVENT:</th>
<th>0</th>
</tr>
</thead>
</table>

**ADULT**

<table>
<thead>
<tr>
<th>TICKET</th>
<th>ENDING #</th>
<th>COLOR</th>
<th>BEGINNING #</th>
<th># TICKETS SOLD</th>
<th>X $ 6.00</th>
<th>TOTAL ADULT SALES</th>
<th>$</th>
</tr>
</thead>
</table>

**STUDENT**

<table>
<thead>
<tr>
<th>TICKET</th>
<th>ENDING #</th>
<th>COLOR</th>
<th>BEGINNING #</th>
<th># TICKETS SOLD</th>
<th>X $ 4.00</th>
<th>TOTAL STUDENT SALES</th>
<th>$</th>
</tr>
</thead>
</table>

**SENIOR**

<table>
<thead>
<tr>
<th>TICKET</th>
<th>ENDING #</th>
<th>COLOR</th>
<th>BEGINNING #</th>
<th># TICKETS SOLD</th>
<th>X $ 4.00</th>
<th>TOTAL SENIOR SALES</th>
<th>$</th>
</tr>
</thead>
</table>

**20-ENTRY PASS**

Do NOT include this amount in ticket sales

*PLEASE NOTE STUDENT NAME*

<table>
<thead>
<tr>
<th>No. Sold</th>
<th>Total Sales</th>
<th>NET PROCEEDS FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>$ ________</td>
<td>CASH RECONCILIATION</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>FORM</th>
<th>CASH SHORT / OVER</th>
<th>$ -</th>
</tr>
</thead>
</table>

INITIAL

---

48
Athletic Boosters Check Request Form

Booster Club
Check Request Form

Today’s Date: ____________________________

Person Requesting Check: ____________________________

Check Payable To: ____________________________

Sports Organization: ____________________________

Purpose of Check: ____________________________

__________________________________________

__________________________________________

__________________________________________

Amount of Check: ____________________________

==============================================================
(All RECEIPTS MUST BE ATTACHED TO THIS FORM)
==============================================================

BOARD ACTION

Date Reviewed: ____________________________  Approved: YES  NO  
(circle)

President: ____________________________

Secretary: ____________________________

PAYMENT

Date Paid: ____________________________

Check Number: ____________________________

Treasurer: ____________________________
In Lieu of Receipt Form

SCHOOL: ____________________________________________________________

The following expenditure was made from Booster funds. A receipt, invoice or other required back-up documentation is not available.

Check Payable To: ________________________________

Date payment was made: ________________________________

Amount of payment: ________________________________

Purpose of expenditure: ____________________________________________

Reason back-up documentation could not be obtained: ______________________

I certify that this expenditure was made for the purpose stated above, and that every effort was made to obtain the required back-up documentation.

President of Booster Club (Signature) (print name) Date