

BOOSTER CLUBS & STUDENT ORGANIZATIONS

Booster Club Recognition

Parent Booster Clubs are strongly encouraged. School personnel are not to serve as Booster Club Officers, sign Booster Club checks or invoices, or collect funds from students on behalf of the Booster Group.

“Any person or group of people desiring to raise money to benefit a student or students shall request authorization to so operate by applying to the Long Beach Unified School District Board of Trustees by September 30th of each school year. Any authorizations granted under this regulation will be valid for one year from the date of such action. All requests to continue existence will require a reapplication and renewal of authorization by the District Board of Trustees. Request for renewal shall be accompanied by an annual financial statement showing the income from all fundraisers as well as expenditures. Attach a copy of the club/group bylaws and constitution. The authorization granted by the District Governing board shall serve the purpose of fulfilling the requirements of Education Code 51521.”

The ability of Parent and/or Booster Clubs to solicit students to help in their activities is regulated by Education Code Section 51520. Their use of school facilities is regulated by Education Code Section 40043. Games of chance to raise money are not permitted on school campuses/events where students are present or at student sponsored events. All other activities of the Booster Club are outside the direct control of the School District Board. The funds of the Booster Club must never be commingled with the Student Body funds or any other funds of the District. The School District’s tax exempt status and identification number are not for Booster Club use. Booster Clubs are responsible for their own tax status and accounting.

The Separation of “Student Organization” and “Parent Booster Organizations”

However, there is a fine line which legally separates parent boosters from student organizations. Booster Club Officers must continually train their Booster Club members of the separation. The entire purpose of a Booster Organization is to “boost” the student organization. A rule of thumb to keep in mind is the following question: “Are the Boosters supporting the students or are the students supporting the Boosters?” If students are “supporting the Boosters” then the fundraiser needs to be conducted under the jurisdiction of the student organization and its adult sponsor rather than the parent group. All fundraisers by students must be funneled through the student organization and kept in an on-campus trust account. Collecting money from students by Booster Clubs is not permitted during the day (7:00 am – 4:00 pm) and there are expectations which require the written approval of the principal and Activities Director. No Booster Club (or staff member on behalf of a Booster Club) can mandate or require any parent (or students outside the school day) to fundraise, pay fees, make purchases, become a member of, contribute to, support or attend Booster Club meetings, activities or events. The level of activity and support by parents (or students outside the school day) towards a Booster Club may not adversely affect a student’s participation at the school.

Booster Club officers should become familiar with Administrative Rules & Regulations Governing Student Body Funds to understand the constraints placed on student organizations and where Boosters may be able to assist. The Activities Director is available to address questions or concerns you may have.

Faculty Liaisons are to ensure that Booster Clubs strictly adhere to the laws governing the separation between student organizations and parent organizations. Failure to ensure compliance places the student organization at risk of losing its club charter and receiving ASB financial support as well as non-renewal of the Parent Booster Club Application and District recognition.

ADMINISTRATIVE RULES AND REGULATIONS GOVERNING ASSOCIATED STUDENT BODIES

BOOSTER CLUBS

PURPOSE AND RELATIONSHIP TO THE DISTRICT

Booster clubs are groups of concerned parents who want to provide support for their child's special interest activity. Booster clubs and other non-school organizations/groups are considered to be separate entities. They are an important means of connecting parents and other community members with the curricular and co-curricular activities of students. Booster clubs come in all shapes and sizes, and with various special interests. The most formal of these parent support groups is the National Parent Student Teachers Association (PTSA). The PTSA is officially recognized and organized at all levels:

- To promote a greater interest in a specific activity on the part of both students and adults;
- To better understand the activity and how it fits into the overall purposes of the school;
- To provide support both in direct assistance and in raising funds for the specific program;
- To assist the faculty advisor, principal, and other District employees in conducting certain parts of the activity;
- To assist students in meeting personal obligations to participate in the activity through scholarships.

The ability of booster clubs to solicit students to help in their activities is regulated by California Education Code 51520. The funds of the booster clubs and other non-school organizations/groups must never be co-mingled with Student Body funds or any other funds of the District. Nor should the booster club name, address or any other correspondence imply any form of responsibility of the part of the Student Body or the District. In addition, the school District's tax-exempt status and identification number are not for use by any non-school clubs/groups/organizations. Booster clubs are responsible for their own tax status and accounting.

REGULATIONS GOVERNING BOOSTER CLUBS

California Education code 51520 requires that all organizations that conduct fund-raisers to benefit students, clubs, schools or the District as a whole, must have prior approval from Long Beach Unified School District Governing Board, or the board assigned designee (the Associated Student Body). To meet this statutory requirement, **all Booster Clubs must complete and file an application to form a Booster Club or parent support group. A copy of the application must be submitted and approved annually, and an annual financial statement for the year just ended, as well as an updated plan of activities must accompany the application.** Booster Clubs are required to submit financial statements to the Governing Board (Associated Student Body) upon request, in order to ensure sound financial integrity exists within the booster club. The approved application and all associated documents must be kept on file with the Student Body Financial clerk.

Booster Clubs and other non-school clubs/organizations are not legal components of the District. Each club must have their own tax identification number. Booster Clubs whose gross income is less than \$25,000 and who are not involved in accepting donations requiring a donation receipt for tax-exempt purposes, may simply file a Form SS-4 to obtain a tax identification number.

Booster Clubs and other non-school clubs/groups/organizations must prepare and adopt a constitution, and by-laws. Officers should be elected according to the structure and process defined in the by-laws. **Long Beach Unified School District personnel may not hold any official position within the Booster Club organization.** Any rules and regulations developed for the organization must conform to statutory laws, Board of Education Rules and Regulations, District and school site policies. **Organization members should be aware that no individual should personally benefit from the activities conducted by the organization.** Any excess profits from fund-raising activities, not spent on exempt purpose expenditures, cannot be returned to members of their families. The organization constitution should provide for the distribution of any excess funds, in the event of the termination of the group, to another not-for-profit organization, or the Student Body, or the District.

FINANCIAL AND FUND-RAISING GUIDELINES

Booster Clubs and other non-school organizations are directly responsible for ensuring that proper internal controls exist for all financial activities conducted by their organization. Each organization must elect a treasurer (in accordance with their by-laws) who is assigned the responsibility for recording, documenting, and organizing all financial activities of the club. Non-school organizations must adhere to good business practices and maintain an adequate system of controls, which include the following:

- A pre-numbered receipt book should be maintained as well as back-up documentation for all receipts.
- Deposits should be made intact, and in a timely manner.
- A bank reconciliation should be performed monthly by someone independent of depositing and check writing duties.
- The treasurer or a designated officer should prepare monthly financial statements that are presented to the organization along with a copy of the current bank statement.
- The organization should appoint an auditor, independent of the treasurer, to review all of the financial records, journals, check registers, bank statements, receipts, invoices, etc., at least annually.
- Checks should require two signatures.
- All expenditures should be approved by the organization and so noted in their minutes.

All fund-raising activities conducted on District or school premises shall adhere to the guidelines established for fund-raising activities established by the Student Body by-laws, and in accordance with Board of Education Rules and Regulations. Only those organizations that have scheduled fund-raising activities, and have obtained prior written approval from the Student Governing Board and the principal, shall be authorized to conduct such activities on District or school premises. These parent organizations shall be **limited to four “on-campus” sales per year, during regular school hours. A financial report and the commission are required within five working days after the completion of any on-site fund-raising activity.**

DONATIONS FOR TRANSPORTATION/FIELD TRIPS

The Parent and/or Booster Club/Organization may donate funds to the District for payment of transportation of students to events. A Field Trip request form must be completed and sent to the District Transportation Department. The request must be marked boldly:

TO BE PAID BY:

(Name of Parent and/or Booster Club/Organization)

(Person responsible for Parent and/or Booster Club/Organization)

(Address for bill to be sent)

SAMPLE ADMINISTRATIVE REGULATIONS FOR PARENT OR BOOSTER CLUBS

Education Code 51521 requires that the Governing Board of any school district approve any fund-raising activity in which money will be given for the benefit of students.

Any request for approval may be in the form of a constitution, by-law, or letter, but must contain the following information:

Name of Parent and/or Booster Club and Organization

Membership – Quotas and Qualifications

Names, home addresses, and telephone number of all officers

Brief statement of general purpose of Parent and/or Booster Club and Organization

Allowable use of any money remaining at the end of the year in the Parent and/or Booster Club and Organization if not continued or authorized to withdraw funds

Name and address of bank where account is located

Names of persons authorized to withdraw funds

Date of application

Signature of site administrator supporting the request for authorization

Proof of liability insurance naming the District as additional insured for liability arising out of the activity

Statement of indemnification and reimbursement to the District in the event a property tax assessment is levied against a portion of the District's property as a result of the activity taking place on District property

Any requests for renewal shall be accompanied by an annual financial statement showing the income of all fund-raisers, as well as all expenditures.

Any people or groups operating under this policy automatically grant to the Governing Board the right to audit their financial records at any time, either by District personnel or by a certified public accountant.

Any programs, fund-raisers, or other activities planned shall only be permitted if properly scheduled and calendared according to the rules of the sponsoring school.

All transportation arrangements for students shall be made through the District Transportation Department.

Parent and/or Booster Club and Organizations shall not hire employees without prior approval from the District Personnel Office.