

Booster Clubs

Policies~Processes~Procedures

1 School Guidelines

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

2 ASB or Booster?

What turns a bonafide parent group fundraiser into an ASB activity?

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

3 Requirements

- ☐ Current organizational by-laws
- ☐ Business license (if retail sales are held)
- ☐ Parent organization rules (if any)
- ☐ Current list of officers
- ☐ IRS Tax Identification # (EIN)
- ☐ Washington State UBI #
- ☐ Certificate of Insurance
- ☐ Inventory of equipment
- ☐ Recent copies of income tax report
- ☐ Annual renewal of Secretary of State registration
- ☐ List of Bank accounts
- ☐ Current list of bank authorized signers
- ☐ Follow School Board rules/policy
- ☐ Health cards (if food is sold)
- ☐ Articles of Incorporation with Sec. of State stamp
- ☐ IRS Tax exempt request letter and/or Tax determination letter
- ☐ Any other agreements

4 Officer's Duties

Fiduciary Duties~ These duties are imposed both by the courts and by state and federal statutes. A breach of these duties may lead to personal liability, loss of tax-exempt status, or both. *Duty of...Care: know your rules, Obedience: Obey your rules, Loyalty: no personal gain.*

5 Resources

- **Guidestar**- National Data base of nonprofit organizations~<http://www.guidestar.org>
- **Internet Nonprofit Center**- Information for and about nonprofits ~ <http://www.nonprofit-info.org>
- **Internal Revenue Service**-See form 1023 for application, and 990 to report income/expenses ~<http://www.irs.gov>
- **Secretary of State**-Washington State laws (WAC/RCWs) regarding charitable solicitations and trusts.~ <http://www.secstate.wa.gov/charities>
- **Washington State PTA**- Every child. One voice~ <http://www.wastatepta.org>
- **Washington Association of School Business Officials**- Check for ASB rules~<http://www.wasbo.org>