 <p><b>ASB PROCEDURES MANUAL</b></p>	<p><b>PARENT GROUPS – BOOSTER CLUBS</b></p>	<p><b>REVISED 10/18</b></p>
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**INTRODUCTION**

Like PTA’s and PTO’s Parent Booster Clubs are separate entities from the school and school district. They generally support and supplement the athletic and music programs of a specific school although they can also support other school activities. Encouragement to involve parents in these school activities comes from the local school board and the superintendent. This volunteer involvement provides added resources for both students and staff. All such groups must follow school board policy regarding recognition by the school district.

Although these groups are not governed by the school district, they must follow certain local school district polices and procedures especially when renting district facilities, gifting donations, or involving student groups.

Staff participation, cooperation and support are encouraged if employees would like to become members of the Booster organization. However, district employees are discouraged from holding an official position or having signature authority with a Booster Club due to potential conflicts of interest. (RCW 42.23)


To legally solicit donations or fundraise, Booster Clubs must register with the Secretary of State as a non-profit corporation as well as a charitable organization. Booster Clubs usually have elected officers, membership, and pass an annual budget. They are subject to their Articles of Incorporation and Bylaws.

It is recommended that they become a 501 (C) 3 non-profit organization and maintain clear communications with the building principal or assistant principal (or their designee) regarding their activities. In many districts, Booster Clubs are officially recognized by the local school board. They must carry liability insurance for their activities, particularly when renting district facilities. Additional special insurance may also be required if the Booster Club sponsors athletic events.

**PROCEDURES**

In order for funds to belong to a Booster Club, **the entire activity must have been conducted at the direction and/or under the supervision of the Booster Club.** This means that the Booster Club must be clearly in charge of the activity from start to finish.

To determine if the Booster Club directed or supervised the activity, **all** of the following criteria are used:

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1. If there was a contract involved, **the Booster Club must have signed the contract in accordance with their bylaws.** If someone else (i.e., a school district representative) signed the contract, then the activity is not a Booster activity but becomes a school activity under the direction of the ASB.
2. The Booster Club must have been involved in the creation and planning of the activity, as well as the implementation, operation and management of the activity. It must also:
  - provide the majority of manpower for the activity through its non-student volunteer members;
  - have a properly structured committee for the activity;
  - provide insurance for the activity and;
  - handle all financial aspects of the activity including: product management, sales, and security of assets.
3. School district employees should be involved only on their own personal (non-staff) time unless the employee’s job description requires them to serve in an advisory capacity.
4. The activity **must**:
  - have been approved by the Booster Club membership or Executive board; and
  - be part of the organization’s budget.
5. A facility use permit may be required by the school district, in accordance with district policy.

When students are asked to participate in a Booster fundraiser, it must be clearly advertised that the activity is a Booster event. Students are discouraged from collecting money for the Booster Club. A contract between the Booster Club and the ASB is advisable when students are asked to work a Booster event, because it clearly defines the responsibility and distribution of the funds.

Donations:

Booster groups wishing to make a donation of either goods or money to a school should contact the building Principal or Assistant Principal to determine district policies and guidelines governing donations. All donations of money or items exceeding a value of \$5,000 must be approved by the school board.

Booster Clubs need to be aware of the equity issues when donating money and/or equipment to the school’s athletic teams. Title IX issues for equity comes into play

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when donations favor one segment of athletics over another, e.g., boys' over girls' sports. It is recommended that any Title IX questions be directed to the district's Athletic Director. Additional information on Title IX can be found by contacting the Office of Superintendent of Public Instruction (OSPI) website: <http://www.k12.wa.us/equity>.

A helpful resource for Booster Clubs is the booklet printed by Washington State PTA, *PTA and the Law/Volunteers and the Law*. It is a basic outline of the state and federal rules, regulations, and laws, which affect private, nonprofit, tax-exempt organizations.  
(1-800-562-3804)


### RESOURCES FOR PARENT GROUPS

**Guidestar-** National Data base of nonprofit organizations  
Connecting people with nonprofit information since 1994, GuideStar offers basic, in-depth, and customized data services on almost 1 million U.S. nonprofits.  
<http://www.guidestar.org/>

**Independent Sector**  
A coalition of leading non-profits, foundations, and corporations strengthening not for profit initiative, philanthropy, and citizen action  
<http://www.independentsector.org/>

**Charity Navigator-**Your guide to intelligent giving  
America's premiere independent charity evaluator works to advance a more efficient and responsive philanthropic marketplace by evaluating the financial health of America's largest charities.  
<http://www.charitynavigator.org>

**Internet Nonprofit Center-** Information for and about nonprofits  
The Internet Nonprofit Center is a project of The Evergreen State Society based in Seattle, Washington, USA. The Internet Nonprofit Center is the home of the Nonprofit FAQ. The FAQ is based on "frequently asked questions" – and their answers – drawn from the 'Nonprofit' email discussion forum (see <http://www.rain.org/mailman/listinfo/nonprofit>) and other online resources. Its editor is Putnam Barber  
<http://www.nonprofit-info.org>

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### 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

We are people of all ages improving the education, safety, and health of children. Join us in building a better world for children.  
<http://www.wastatepta.org/>

### Washington Association of School Business Officials

Check for ASB rules  
<http://www.wasbo.org/>

### Washington Interscholastic Activities Association

Check for athletic and activities rules  
<http://www.wiaa.com/>

A Guide for Parent Groups can be found at the following link  
under related manuals:

<https://www.puyallup.k12.wa.us/cms/One.aspx?portalId=141151&pageId=158602>