**ST. CLAIR COUNTY**

PARENT ORGANIZATION/BOOSTERS

*Guidelines for Operating Within the School Books*

School-related organizations that do not wish to be separate from the schools books will be under the fiduciary control of the principal and will be required to comply with the following:

* **Admission receipts:** Admission receipts to all athletic events on school property are school funds and must be remitted to control of the appropriate school employee immediately to be deposited into the school account.
* **Concession receipts:** Concession operation revenues at athletic events on school property are subject to the commission and/or split of profits generated. A detailed profit and loss statement should be compiled and maintained for review by school officials. If the school purchased the concession items, all of the funds should be remitted to the school. The current commission and/or split of profits from activities on school property is 60/40. The booster club or school organization retains sixty percent of profits and forty percent will be paid back to the school and placed in a separate public activity.
* **Parking fees:** Parking fee revenues at athletic events on school property are subject to the commission and/or split of profits generated. A detailed profit and loss statement should be compiled and maintained for review by school officials. The current commission and/or split of profits from activities on school property is 60/40. The booster club or school organization retains sixty percent of profits and forty percent will be paid back to the school and placed in a separate public activity.
* **Off campus events:** If the school activity occurs off of school property, the distribution of admission, concession, parking and similar revenue and/or allocation of costs should be governed by an agreement between the school, organization and entity hosting the event.
* **On campus events:** If the organization operates a training camp, exhibition, or competition involving an activity of the school, the current 60/40 commission and/or split of profits from activities on school property should be followed.
* **Paying school employees:** The organization will not provide any direct payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law. Any supplement paid to a school employee must first be approved by the St. Clair County Board of Education. After approval, the Booster Club or School Organization will submit payment to the board financial office for payment to be made through employee payroll. (Copy of Supplemental Pay Provided by Outside Sources from provided).
* **Fundraising involving element of chance:** Fund raising activities that involve a primary element of chance (i.e. raffle or drawings, cow patty drop, bingo, etc.) are not allowable on school facilities nor can school employees be involved in any manner.