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 you 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