

Unionville Sports Council
Guiding Principles
Booster Clubs
Version 6.0 (August 2018)

Booster Club – Fundraising, Disbursements & Record Keeping:

1. USC will maintain one master checking account plus additional checking sub-accounts for each participating Booster Club.
2. USC can make deposits on behalf of the Booster Club to facilitate the movement of funds that are received at USC's principle office
3. USC has a Google Doc spreadsheet and each Boosters Club will have a designated "class" in the Google Doc, but the Chart of Accounts will be the same for all Booster Clubs. Each Booster Club shall use the standard Chart of Accounts supplied by USC.
4. Each individual Booster Club will retain control of spending of their monies.
5. Any Booster Club cash or check disbursements over \$2500 (Booster Clubs may establish a lower limit) must require approval of 2 Booster Club members.
6. Booster Club shall submit an anticipated budget on an annual basis that follows the standard Chart of Accounts that has been approved by the Booster Club membership.
7. Adults should be responsible for handling money. However, in those rare instances when minors are handling money, proper adult supervision must be provided.
8. Booster Clubs shall reconcile bank statements at least quarterly and be reported to USC via suitable entries in the Google Doc.
9. Booster Clubs shall communicate their balance sheet to their membership at least quarterly.
10. Booster Clubs shall maintain copies of all documents supporting any disbursements over \$25 to support tax filings.
11. Booster Clubs shall provide separate line items in the standard chart of accounts for each discrete transaction (i.e. no aggregate entries) entered in the Google Doc.
12. Booster Clubs shall make all records, documents, balance sheets and any other supporting materials available to USC Officers upon request.
13. Booster Clubs shall keep and maintain proper financial records for 7 years.
14. Booster Clubs shall comply with all UCFSD Policies, including: 123, 229, 702, 707, 815, 819, 913 and 916.

Non-Harassment Policy

1. USC expressly prohibits any form of intimidation or harassment based on race, color, gender, national origin, religion, age, sexual orientation, gender identity, disability, or any other status protected by applicable federal, state, or local law.
2. USC prohibits such harassment by all Booster clubs, and other individuals associated with any Booster Club, and USC does not condone such conduct by volunteers, vendors, guests, or other third parties with whom USC (including all Booster clubs) has business or educational dealings.

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3. Harassment is conduct that has the purpose or effect of substantially interfering with an individual's participation in USC related activities; creates an intimidating, hostile, or offensive environment; or otherwise negatively affects an individual.
4. The leadership of each Booster club shall take appropriate measures to ensure that all its activities provide a safe and constructive environment with zero tolerance for harassment.

USC - Specific Fundraising and Disbursement:

1. Any fundraising by USC will first be used to cover USC expenses such as accounting, insurance, certification, bank fees, etc.
2. If and only if USC fundraising is not sufficient to cover USC expenses than a fee will be charged to each participating booster club. The fee will be based on the following formula: 50% of required funds split evenly between the boosters clubs and 50% based on number of students participating per boosters with lowest number of students participating as the denominator. Example:
Assume: \$3,000 required; 7 teams; 400 total athletes (300 total athletes as some kids play multiple sports)
Formula: $\$3,000 \times 50\% / 7 \text{ teams} = \214 per team
 $\$3,000 \times 50\% / 400 \text{ athletes} = \3.75 per player
Team: If Girls Lacrosse has 50 athletes their share would be $\$214 + \$188 = \$402$
3. If there are USC funds beyond a prudent operating level of cash and outside of any long term project funding initiatives, then excess USC funds may be available at the end of the year boosters clubs by the following process. Individual coaches or representatives of the boosters clubs can apply for grants at the end of the school year. Voting will occur by all members (one vote per booster club) who have attended at least 50% of the meetings at the end of the school year.
4. Some excess funds may be designated for UCFSD athletic purchase(s) (that would benefit multiple sports and/or schools) as long as this was agreed to by at least 50% of the membership unless fundraising event(s) were specific to a designated athletic purchase(s) ahead of time.

Miscellaneous

Insurance: USC will maintain required insurance coverage.

Taxes: USC will prepare and file tax returns.

501(c)(3) Status – USC will maintain tax exempt status.