



EANES ISD BOOSTER CLUB 101

An Introduction to Booster Clubs & Guidelines





Understanding the Handbook

eanesisd.net

The screenshot shows the Eanes ISD website with the 'PARENTS' menu highlighted. The website header includes navigation links for DISTRICT HOME, SCHOOLS, CONNECT, QUICK LINKS, EMPLOYEES, and a search bar. The main navigation bar lists OUR DISTRICT, ACADEMICS, BOARD, DEPARTMENTS, PARENTS (circled in blue), and COMMUNITY. The PARENTS dropdown menu is open, displaying a grid of links. A blue arrow points to 'Booster Club/PTO'. The right sidebar contains links for Diversity, Equity & Inclusion, Make a Payment, and Guide for New Families. The background features a video player showing a student in a classroom.

Academic Resources

- Back-to-School
- Booster Club/PTO
- Calendars
- District Committees
- Enrollment
- Healthy Students (SEL)
- Menus
- Online Payments
- SMART tag
- Student Information Verification
- Transfer Students
- Grievance/Complaints

Attendance

- Behavioral/Mental Health Resources
- Bus Routes
- Community Education
- Eanes Education Foundation
- Student Handbooks
- Technology
- Notifications
- Skyward Family Access
- Staff Directory
- Summer Programs
- Weather/School Closings
- Volunteers

Diversity, Equity & Inclusion

Make a Payment
Visit our online payment system to pay student fees, child care and more!

Guide for New Families
General information about Eanes ISD and its schools

2022-0..



#STRONGERTOGETHER

OUR DISTRICT ACADEMICS BOARD DEPARTMENTS **PARENTS** COMMUNITY

Eanes Education Foundation

Enrollment

Student Handbooks

Healthy Students (SEL)

Technology

Menus

Notifications

Online Payments

Skyward Family Access

SMART tag

Staff Directory

Student Information Verification






Summer Programs

<https://eaneseducationfoundation.org>

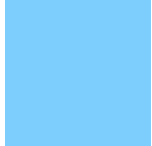
Campus Booster Club/PTO Websites

- [Westlake HS PTO](#)
- [Westlake HS Chap Club](#)
- [Hill Country MS Cougar Club](#)
- [West Ridge MS Booster Club](#)
- [Barton Creek ES Booster Club](#)
- [Bridge Point ES Booster Club](#)
- [Cedar Creek ES Booster Club](#)
- [Eanes ES PTO](#)
- [Forest Trail ES Booster Club](#)
- [Valley View ES Booster Club](#)

Resources

-  [Booster Club 101 Presentation](#)
-  [Booster Club/PTO Handbook](#)
-  [Booster Club/PTO FAQs](#)
-  [Strategies for Inclusion](#)
-  [Eanes ISD Booster Club Project Request](#)

POLICIES & GUIDELINES



EANES ISD BOARD POLICIES

See page 3 of the Handbook

- Officer Roles pages 16-17
- Financial Reporting to District page 20
- Guidance pages 21-24



UIL GUIDELINES

See pages 23 of the Handbook

- \$500 limit



FEDERAL REQUIREMENTS

See pages 6-9 of the Handbook

- Individual Accounts (earmarks) page 27
- Raffles page 27



STATE REQUIREMENTS

See pages 4-5 and 10-15 of the Handbook

- Sales Tax: When you pay it and when you collect it pages 10-15



RECENT (2019) CHANGE

Page 22 of Booster Club Handbook

District employees including principals, teachers, sponsors, and coaches **SHALL** not serve in a financial capacity of a Booster Club. Examples include treasurer, fundraising chairperson, or check signer.





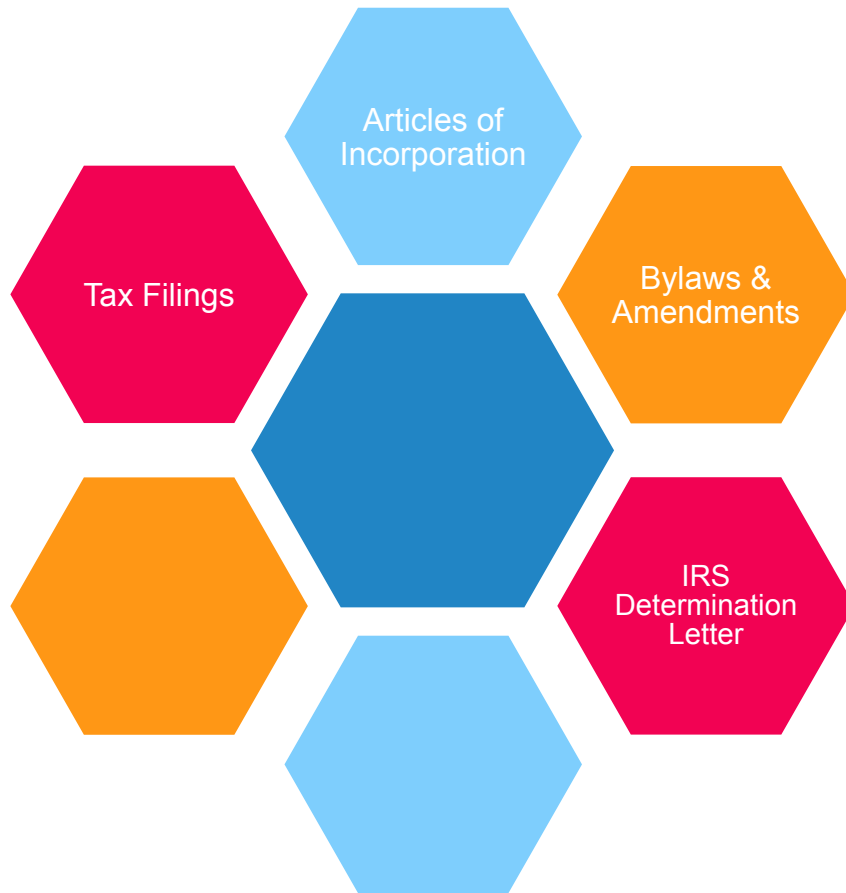
Booster Club Maintenance

Fund Balance... How can you use it?



RECORD KEEPING

Permanent Records:



Transition from Year to Year:

➤ SMOOTH

➤ COLLABORATIVE



Financial Reporting

FINANCIAL INFORMATION & REPORTING



INTERNAL CONTROLS & FINANCIAL INFORMATION

See pages 29-35 of the Handbook

Procedures should be established to handle:

- Accounting
- Cash Receipts
- Deposits
- Cash Disbursements
- Petty Cash
- Bank Reconciliation
- Cancelled Checks



ANNUAL AUDIT

See pages 36 of the Handbook

In accordance with Board Policy GE (Local), each organization is required to have an audit committee conduct an annual audit of the organizations revenues and expenditures.



REPORTING TO DISTRICT

See page 20 of the Handbook

Booster Clubs are required to submit end-of-year financial statements to the Business Office by September 1st each year.