



OUR students...THE future

2022-2023 Handbook

**Communication Council
for Booster Clubs and
Parent-Teacher
Organizations**

Communication Council for Booster Clubs & Parent-Teacher Organizations

What is the purpose of this annual meeting?

We want to provide information for you and answer your questions. The purpose of any Booster Club or Parent-Teacher organization is to support their school and/or school programs. We are here to support you in that work.

NOTE: The District does not provide legal or professional advice but can assist in finding those services for you.

What is in this booklet?

This contains Ector County ISD policies and forms that are pertinent to Booster Clubs & Parent-Teacher organizations, and information about background checks, financial responsibilities, and UIL guidelines that can help direct your activities.

Frequently Asked Questions

How do we get our P-T or Booster organization started?

To **start** a PTA, the first thing to do is go to TXPTA.ORG and select “Start a PTA”. You’ll complete a form and a field service representative is assigned to your organization to assist you further in establishing or restructuring the inquiring PTA.

To **start** a PTO or Booster Club, the first to do is to contact the ECISD Development to retrieve any information that may be on file if this club existed previously. If the club is new, meaning it’s never been in operation, you’ll visit www.irs.gov and apply for a federal identification number for your organization. Also known as an EIN – Employer Identification Number – this will allow you to open a banking account under the name of your organization.

PLEASE NOTE: Having an EIN does not establish your organization as a non-profit, tax-exempt organization. There is a separate process to become a 501(c)(3) charitable organization. The process can take several months and there is an application fee. We recommend finding a non-profit attorney or certified public accountant to guide you through this process.

What is required of our organization?

- Get and maintain your EIN
- Create your Constitution and/or By-laws, file a copy with the ECISD Development Office and your school principal
- Keep financial records, report to your membership quarterly
- Use the “Request for Approval of Campus Fundraising Activity” form (GE, Exhibit-A) to get your fundraiser approved by the principal
- Use “Recommendation to Accept Donation/Gift” form (CDC, Exhibit A) when donating any funds or materials to the campus
- File “Financial Activity Overview” form with the ECISD Development Office within 30 days of the end of your organizations’ fiscal year
 - If gross receipts for the year are less than \$25,000 only page one of the report is necessary (GE, Exhibit B)

- If gross receipts for the year are more than \$25,000 pages 1 and 2 must be completed.
- If gross receipts for the year are more than \$250,000 records must be audited by an independent auditor; the District will pay for that audit, and a copy of the completed audit must be returned to the ECISD Finance Department.

What other recommendations do you have?

- Executive board members (or at least the President and Treasurer) should have background checks completed in VOLY.
- Any parents/volunteers who will be working directly with or traveling with students MUST have a background check completed in VOLY.
- Issue written receipts for ALL gifts and donations.
- Communicate continually with your coach, director, and/or principal about all activities and fundraisers.
- When it comes to athletics, booster clubs may buy items for the team/program, **individuals cannot**. Even as a club, do not give anything of value directly to student athletes – donations of money, merchandise, and meals can be made to the program in accordance with UIL rules.
- There is no amateur rule for fine arts programs so booster clubs have more freedom when it comes to funding lessons, trips, camps, etc. for students.
- Remember, when it comes to food sales – fundraisers or concession stands – only foods that meet nutritional standards can be sold between midnight and 30 minutes after the final bell of the school day.

Can booster clubs give money to coaches?

An athletic booster club can give the coaches in its program a maximum of \$500 per calendar year. It can be given as cash or it can be in the form of paying for a conference or professional development opportunity.

For example: The booster club pays \$350 to register a coach for a coaching clinic in November, it can also give that coach another \$150 in cash at the end of the year (December 31st). That is \$500 per coach in the program.

Important: If a coach is involved with multiple sports he/she is limited to a total of \$500.

Can we hold raffles?

Texas law allows qualified charitable organizations to hold raffles. We ask you to make sure you qualify.

Do we have to file a tax return?

Yes. As IRS regulations can change based on your annual income, we recommend you talk with an accountant to make sure you are filing the correct form(s).

As questions come up, please contact the following individuals for guidance:

If you need help with...	Department	Phone	Contact	E-Mail
General Info, Compliance & Background Checks	Development	456-7059	Sarah Aguirre	Sarah.Aguirre@ectorcountyisd.org
Finance & Reporting	Finance	456-9709	Albessa Chavez	Albessa.Chavez@ectorcountyisd.org
ECISD Internal Auditor	Internal Audit	456-7041	Crystal Gutierrez	Crystal.Gutierrez@ectorcountyisd.org
UIL	Fine Arts	456-8611	Dr. Aaron Hawley	Michael.Hawley@ectorcountyisd.org
UIL	Athletics	456-9059	Tracey Borchardt	Tracey.Borchardt@ectorcountyisd.org
Nutritional Guidelines	School Nutrition	456-9749	Jieun Pando	Jieun.Pando@ectorcountyisd.org

Other People To Know

Celeste Potter Director of Development	456-7059	Celeste.Potter@ectorcountyisd.org
Analee Tarango Parent-Community Engagement Specialist	456-7059	Ana.Tarango@ectorcountyisd.org
Dawn Hernandez Administrative Assistant ECISD Development Office	456-7059	Dawn.Hernandez@ectorcountyisd.org



OUR students...THE future

Policies & Forms

Contact:

Sarah Aguirre

Community Engagement Support
Specialist

ECISD Development Office

(432) 456-7059

Sarah.Aguirre@ectorcounttyisd.org

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

**Use of District
Facilities**

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

Parent-teacher and booster organizations and similar groups that may be formed are considered to be adjuncts of the District and are to be accorded willing and active cooperation by school personnel in all matters.

Such organizations are to be guided by Board policies in their activities. Any such organization, club, or group that promotes, participates in, or receives the benefit of any lottery or raffle as defined in Article 47.01 (6) of the Texas Penal Code shall not be considered or recognized as an adjunct or support personnel and shall not have its offers of financial or other support of the District or any of its programs or goals accepted.

Citizens are encouraged to participate in determining educational goals and objectives that will meet the needs of students in the community.

PARENT-
TEACHER
ORGANIZATIONS

The Board recognizes parent-teacher organizations as a medium through which District personnel, parents, and other citizens may discuss educational concerns and problems and work together toward solutions. Representatives and members of these organizations shall in all circumstances be treated by District personnel as interested friends of the schools and as supporters of public education in the District.

Each parent-teacher organization shall have a written constitution and/or bylaws governing its operations, and a copy of the same shall be filed with the development office. The organization shall also apply for and maintain its own federal identification number. Any changes in said organization shall be filed with the District within 30 days of said change. Clubs operating within the schools with connections to parent organizations shall operate within the general regulations for local groups, subject to the approval of the Superintendent.

All parent-teacher organizations shall keep financial records of their receipts and disbursements and shall report said finances no less than quarterly to their membership. Each organization shall submit to the development office an organization financial activity overview [see GE(EXHIBIT)-B] no later than the 30th day after the organization's calendar/fiscal year end. Section A of GE(EXHIBIT) is for organizations with less than \$25,000 per year. Sections A and B of GE(EXHIBIT) are for organizations with over \$25,000 per year. If an organization's assets or gross revenues or assets exceed \$250,000 per year, accounting documents and records must be audited by an independent auditor. The certified audit of organizations with assets or gross revenues over \$250,000 shall be delivered to the development office no later than the 60th day after the organization's calendar/fiscal year end adopted by that organization.

The associated costs of a required audited financial report of a student organization shall be reimbursed by the District.

RELATIONS WITH PARENTS OR
PARENTS' ORGANIZATIONS

GE
(REGULATION)

- DISTRICT EMPLOYEES** No district employee shall serve in the capacity as a treasurer for any parent group or booster organization. No district employee shall serve in a capacity for any parent group or booster organization in which he/she has the responsibility or access to the funds of the organization.
- PURCHASES FOR THE SCHOOL** Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. The principal shall consult with the executive directors of finance and instructional technology to determine the type or brand of equipment to buy to ensure compatibility with current District equipment
- School-related booster organizations shall organize and function in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, and in accordance with University Interscholastic League (UIL) guidelines and all applicable state and federal laws.
- Every booster organization shall have a written constitution and/or bylaws governing its operations, and a copy of the same shall be filed with the director of development. The organization shall also apply for and maintain its own federal identification number. Any changes in said organization shall be filed with the District within 30 days of said change. Clubs operating within the schools shall operate within the general regulations for local groups, subject to approval of the Superintendent.
- All booster organizations shall keep financial records of their receipts and disbursements and shall report said finances no less than quarterly to their membership. Each organization shall submit to the development office an organization financial activity overview [see GE(EXHIBIT)–B] no later than the 30th day after the organization's calendar/fiscal year end. Section A of GE(EXHIBIT) is for organizations with less than \$25,000 per year. Sections A and B of GE(EXHIBIT) are for organizations with over \$25,000 per year. If an organization's assets or gross revenues or assets exceed \$250,000 per year, accounting documents and records must be audited by an independent auditor. The certified audit of organizations with assets or gross revenues over \$250,000 shall be delivered to the development office no later than the 60th day after the organization's calendar/fiscal year end adopted by that organization. The associated costs of a required audited financial report of a student organization shall be reimbursed by the District.
- The principal or designee and director of the activity in question shall be made aware of the time and place of all meetings of any booster organization.
- The executive director of athletics and executive director of fine arts, respectively, shall meet annually with the new officers of any athletic or music booster organization to discuss and review all regulations and requirements pertaining to the operation of said organizations. These meetings shall include explanations by the director of development of District policies, including criminal history

RELATIONS WITH PARENTS OR
PARENTS' ORGANIZATIONS

GE
(REGULATION)

record releases. The internal auditor shall explain record keeping and IRS issues. Said officers shall acknowledge having received those instructions.

Parent-teacher and booster organizations and similar groups shall be exempt from the payment of royalties for the use of District trademarks for so long as the product in question is being manufactured and marketed solely by the organization and is solely for the benefit of the organization, and a current trademark royalty agreement is on file in the office of the chief business officer

FAILURE TO
REPORT

Any parent-teacher organization or booster club not filing any yearly activity report or audited financial report shall be removed from school property, and donations shall not be accepted from those organizations or clubs or for those organizations or clubs. Any organization or club removed shall have to seek Board approval for reinstatement to the District.

COMMUNICATI
ON COUNCIL
FOR PARENT-
TEACHER/
BOOSTER
ORGANIZA-
TIONS

The District shall establish a communication council for parent-teacher/booster organizations to provide a process to enhance communication. The communication council shall in no way infringe upon, limit, or affect the Board's exclusive power to manage and govern the schools of the District.

The communication council shall in no way be restricted to or inhibited by membership in any organization. The communication council shall not replace or circumvent other District policies and procedures providing for resolution of parent grievances or for a hearing by individual employees before the Board.

DEFINITIONS

The following definitions shall apply in this policy:

1. "Communication council for parent-teacher/booster (CCPTB) organizations" shall mean the advisory group described in this policy.
2. "Parent or booster" shall mean any individual who is a member of a school's student-support organization.

SCOPE

The CCPTB shall function within a defined scope. In cases of disagreement regarding the applicability of any topic of consideration within this definition, final determination shall be made by the Superintendent or designee.

REPRESEN-
TATION

The Superintendent shall designate a representative to the CCPTB from each school parent-teacher group and booster organization.

MEETINGS

The CCPTB shall meet annually. Provisions shall be made to notify all designees and organizations of the date, time, and location of these meetings. The chairman of the CCPTB shall be the director of development.

RELATIONS WITH PARENT ORGANIZATIONS

GE
(EXHIBIT)

REQUEST FOR APPROVAL OF FUND-RAISING ACTIVITY

Organization:

- Booster club other school-support organization
- Parent-Teacher organization

Name of the sponsoring organization:

Name of the Sponsor:

Campus _____

Project _____

Vendor

Vendor's address:

Name of representative _____

Date of project _____

Length of project _____

Expected net profit _____

Purpose /Benefit to the school or District

Scope of solicitations

Sponsor's signature

Date

Principal's signature

Date **Approved**

- Approved
- Denied

RELATIONS WITH PARENTS OR PARENTS' ORGANIZATIONS

GE
(EXHIBIT)A

FUND RAISER RECONCILIATION

INVENTORY:

Beginning inventory
Number of items sold or serviced
Number of items returned to vendor
Number of items unaccounted for (attach explanation)
Ending inventory

SALES:

Number of items sold or serviced
Selling price per item
Total sales
Total expenditures
Net profit
Total sales *
Less: non-taxable sales
Less: one-day tax-free sales
Net taxable sales

TAX DUE: (net taxable sales x .0825)

Sponsor: _____
Signature (after form is completed)

Date: _____

Principal: _____
Signature (after form is completed)

Date: _____

* If total sales include sales tax, divide total sales by 1.0825.

Ector County ISD
068901

RELATIONS WITH PARENTS OR PARENTS'
ORGANIZATIONS

GE
(EXHIBIT)B

PARENT-TEACHER AND BOOSTER ORGANIZATION

FINANCIAL ACTIVITY OVERVIEW

Organization Name: _____

School Affiliations: _____

Report of Activities for the School Year Ended _____
(Date)

SECTION A (THIS SECTION MUST BE COMPLETED)

President: _____

Telephone #: _____

Vice President: _____

Telephone #: _____

Treasurer: _____

Telephone #: _____

Federal Identification Number: _____
(This number must not be the School District's tax identification number.)

.....
Cash given by the Parent-Teacher Organization or Booster Club to the School or Student Group:

Market Value of gifts given by the Parent-Teacher Organization or Booster Club to School or Student Group: _____

Total contributions from Parent – Teacher Organization or Booster Club: _____

.....
PLEASE LIST INDIVIDUALS AND AMOUNTS ON A SEPARATE SHEET

Total Gross Receipts for the Year Ended: \$ _____

(This amount should reflect all revenue and all funds received before any expenses were paid.)

Note: If gross receipts are in excess of \$25,000, complete Section B of this report.

The above organization has complied with the District's Board Policies, UIL rules, and applicable Federal and State requirements.

Approved: President _____ Date _____

Approved: Treasurer _____ Date _____

Approved: Principal _____ Date _____

File this report with the ECISD Development Office.

Ector County ISD
068901

RELATIONS WITH PARENTS OR PARENTS'
ORGANIZATIONS

GE
(EXHIBIT)B

Organization
Name: _____

School
Affiliation: _____

report of Activities for the School Year ended: _____

SECTION B (THIS SECTION MUST BE COMPLETED IF THE ORGANIZATION
HAD GROSS RECEIPTS IN EXCESS OF \$25,000)

Cash at the beginning of the Year: \$ _____

Total amount of money raised/received during the year: \$ _____

Total amount of money spent during the year: \$ _____

Cash at the end of the year: \$ _____

Schedule A (Income) \$ _____

Activities completed during the Year:
\$ _____

\$ _____

\$ _____

\$ _____

Were all deposits made intact? (Without cash paid out's) ____ Yes ____ No

Schedule B (Expenditures)

----- \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Were all expenditures made by check: ____ Yes ____ No

Note: For purposes of this policy, the terms “gift” and “donation” have the same meaning.

Unsolicited Gifts

Authority to Accept

The Board delegates to the Superintendent or designee the authority to accept unsolicited gifts on behalf of the District. However, any gift with a cost or market value of \$10,000 or more, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

*Criteria for
Acceptance*

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

Solicitations

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(LOCAL)

using District or campus resources, become the sole property of the District.

**Web-Based
Solicitations**

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LEGAL)

**Program
Requirements and
Guidelines**

A district shall develop a volunteer program. In developing the program, a district shall consider volunteers a resource that requires advance planning and preparation for effective use. If practicable, a district shall include volunteers in addition to paid staff in planning the implementation of the program. *Gov't Code 2109.003*

A volunteer program shall include:

1. An effective training program for paid staff and prospective volunteers.
2. The use of paid staff to plan and implement the volunteer program.
3. An evaluation mechanism to assess the performance of volunteers, the cooperation of paid staff with the volunteers, and the overall volunteer program.
4. Follow-up studies to ensure the effectiveness of the program.

Gov't Code 2109.004(a)

A volunteer program may:

1. Establish a program to reimburse volunteers for actual and necessary expenses incurred in the performance of volunteer services.
2. Establish an insurance program to protect volunteers in the performance of volunteer services.
3. Cooperate with private organizations that provide services similar to those provided by a district.
4. Purchase engraved certificates, plaques, pins, and/or other awards of a similar nature that do not exceed \$75 per person in value to recognize special achievement and outstanding service of volunteers.

Gov't Code 2109.004(b)

**Criminal History
Record**

A volunteer may not perform any volunteer duties until:

1. The volunteer has provided to a district a driver's license or another form of identification containing the person's photograph issued by an entity of the United States government; and
2. The district has obtained from the Texas Department of Public Safety (DPS) all criminal history record information that relates to the volunteer. A district may obtain a volunteer's criminal history record information from any other law enforcement

COMMUNITY RELATIONS
SCHOOL VOLUNTEER PROGRAM

GKG
(LEGAL)

agency, criminal justice agency, or private consumer reporting agency.

Applicability

The criminal history record review requirements apply to a volunteer or person who has indicated, in writing, an intention to serve as a volunteer with a district or shared services arrangement.

Exception

The criminal history record review requirements do not apply to a person who volunteers or is applying to volunteer with a district or shared services arrangement if the person:

1. Is the parent, guardian, or grandparent of a child who is enrolled in the district for which the person volunteers or is applying to volunteer;
2. Will be accompanied by a district employee while on a school campus; or
3. Is volunteering for a single event on the school campus.

A district may obtain all criminal history record information that relates to an individual listed above.

Costs

A district may require a volunteer or volunteer applicant to pay any costs related to obtaining criminal history record information.

Education Code 22.0835

[See DBAA(LEGAL) for definitions and provisions regarding confidentiality, records retention, and criminal history record checks of employees.]

Immunity

Generally

A volunteer who is serving as a direct service volunteer in a district is immune from civil liability to the same extent as a district employee under Education Code 22.0511. However, this section of law does not limit the liability of a person for intentional misconduct or gross negligence.

A "volunteer" is a person rendering services for or on behalf of a district on district premises or at a school-sponsored or school-related activity on or off school property who does not receive compensation in excess of reimbursement for expenses.

Education Code 22.053

**Extracurricular
Activities**

A person who volunteers to assist with an extracurricular activity is not liable for civil damages arising out of an act or omission relating to the requirements under Education Code 33.205 regarding safety precautions [see FM(LEGAL)] unless the act or omission is willfully or wantonly negligent. *Education Code 33.211*

*Physical
Examinations*

Subject to Civil Practices and Remedies Code 91.003 (liability insurance requirements), a health-care practitioner who, without compensation or expectation of compensation, conducts a physical examination or medical screening for the purpose of determining the physical health and fitness of the patient to participate in a school-sponsored extracurricular or sporting activity is immune from civil liability for any act or omission resulting in the death of or injury to the patient if:

1. The health care practitioner was acting in good faith and in the course and scope of the health-care practitioner's duties;
2. The health-care practitioner commits the act or omission in the course of conducting the physical examination or medical screening of the patient;
3. The services provided to the patient are within the scope of the license of the health-care practitioner; and
4. Before the health-care practitioner conducts the physical examination or medical screening, the patient signs a written statement that acknowledges:
 - a. That the health-care practitioner is conducting a physical examination or medical screening that is not administered for or in expectation of compensation; and
 - b. The limitations on the recovery of damages from the health-care practitioner in connection with the physical examination or medical screening being performed.

If the patient is a minor or is otherwise legally incompetent, the patient's parent, managing conservator, legal guardian, or other person with legal responsibility for the care of the patient must sign the written statement.

Civil Practice & Remedies Code 91.002

Immunity for Shelter
Workers

A district volunteer is not civilly liable for an act performed in the discharge of duty if the person is performing an activity related to sheltering or housing individuals in connection with the evacuation of an area stricken or threatened by disaster. *Gov't Code 418.006*

**Training –
Concussion
Oversight Team**

A licensed health care professional who serves on a volunteer basis on a district's concussion oversight team [see FM] must have had training in the evaluation, treatment, and oversight of concussions at the time of appointment or approval as a member of the team. In addition, the professional shall, at least once every two years, take a course in the subject matter of concussions approved by the University Interscholastic League (UIL), the Texas Depart-

ment of Licensing and Regulation, or the appropriate licensing authority for the profession.

The professional must submit proof of timely completion of an approved course to the superintendent or designee. A licensed health-care professional who is not in compliance with these training requirements may not serve on a concussion oversight team in any capacity.

Education Code 38.154, .158

LOCAL REVENUE SOURCES

CC
(LOCAL)

Trademarks	The District may secure trademarks for various names and logos of Permian High School and Odessa High School. Parties desiring to make use of said trademarks shall enter into the appropriate licensing agreement with the District.
Use of Revenues	All revenues derived from the licensing of the trademarked symbols of Permian High School and Odessa High School shall be placed in a designated account for the purpose of awarding annual scholarships to Permian and Odessa High School graduates as outlined in regulations.
Exemption from Payment of Royalties	Parent-teacher organizations, booster clubs, and similar groups shall be exempt from the payment of royalties for the use of District trademarks for so long as the product in question is being manufactured and marketed solely by the organization and is solely for the benefit of the organization. Prior to the manufacture and marketing of such product, the organization in question shall request in writing this exemption and the basis of the request from the Superintendent or designee.
Other Scholarship Funds	The Board may from time to time by resolution establish scholarships for purposes and on conditions as they determine to be appropriate.

Commercial Signs A person commits an offense if the person erects or maintains a commercial sign or a sign in violation of Transportation Code Chapters 391 through 395 and the relevant provisions of the Administrative Code. *Transp. Code 391.003, .031, .061, .067, 392.032, 393.005, 394.021; 43 TAC Chapter 21*

General Definitions "Commercial sign" means a sign that is:

1. Intended to be leased, or for which payment of any type is intended to be or is received, for the display of any good, service, brand, slogan, message, product, or company, except that the term does not include a sign that is leased to a business entity and located on the same property on which the business is located; or
2. Located on property owned or leased for the primary purpose of displaying a sign.

Transp. Code 391.001(1-a); 43 TAC 21.142(1)

"Sign" means any structure, display, light, device, figure, painting, drawing, message, plaque, placard, poster, billboard, logo, or symbol that is designed, intended, or used to advertise or inform.

Transp. Code 391.001(11-a), 392.031, 393.001, 394.001, 395.002; 43 TAC 21.142(28), .402(17)

"Electronic sign" means a sign, display, or device that changes its message or copy by programmable electronic or mechanical processes. *43 TAC 21.142(5)*

"Directional sign" means a sign that contains only a message that identifies an attraction or activity and provides directional information, such as mileage, route number, or exit number, useful to the traveler in locating the attraction or activity. *43 TAC 21.941*

**Interstate or
Primary System**

A district that wishes to erect or maintain outdoor advertising that is visible from the main-traveled way of the interstate or primary system shall comply with Transportation Code Chapter 391 and 43 Administrative Code Chapter 21, Subchapter I.

"Interstate system" means that portion of the national system of interstate and defense highways that is located in this state and is designated officially by the Texas Transportation Commission and approved under Title 23, United States Code.

"Primary system" means that portion of connected main highways located in this state that is designated officially by the Texas Transportation Commission and approved under Title 23, United States Code.

Transp. Code 391.001; 43 TAC 21.142(11), (22)

COMMUNITY RELATIONS
ADVERTISING AND FUNDRAISING

GKB
(LEGAL)

State Highway Right-of-Way	<p>A district that wishes to place or maintain a sign on a state highway right-of-way shall comply with Transportation Code Chapter 392.</p> <p>“State highway right-of-way” means the right-of-way of a highway designated as part of the state highway system. <i>Transp. Code 392.001</i></p>
Public Road	<p>A district that wishes to place a sign on the right-of-way of a public road shall comply with Transportation Code Chapter 393.</p>
Rural Road	<p>A district that wishes to erect or maintain an outdoor sign that is visible from the main-traveled way of a rural road shall comply with Transportation Code Chapter 394 and 43 Administrative Code Chapter 21, Subchapter K.</p> <p>“Rural road” means a road, street, way, or bridge:</p> <ol style="list-style-type: none">1. That is located in an unincorporated area;2. That is not privately owned or controlled;3. Any part of which is open to the public for vehicular traffic; and4. That is under the jurisdiction of the state or a political subdivision. <p><i>Transp. Code 394.002; 43 TAC 21.402(16)</i></p>
Toll Road	<p>A district that wishes to erect or maintain an outdoor sign that is visible from the main-traveled way of a toll road and erected for the purpose of having the message seen from the main-traveled way shall comply with any rules adopted by the governing body of the toll road authority under Transportation Code Chapter 395.</p> <p>This provision applies only to a toll road located in a county with a population of 3.3 million or more; or that is adjacent to a county with a population of 3.3 million or more and in which a municipality with a population of more than 60,000 is located. <i>Transp. Code 395.001</i></p>
Electronic Sign	<p>A district that wishes to erect an electronic sign shall comply with 43 Administrative Code, Chapter 21, Subchapter I.</p>
Directional Sign	<p>A district that wishes to erect a directional sign shall comply with 43 Administrative Code, Chapter 21, Subchapter Q.</p>
Charitable Raffles	<p>A raffle is the awarding of one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. <i>Occupations Code 2002.002(6)</i></p>

A “qualified nonprofit organization” for purposes of the Charitable Raffle Enabling Act may conduct raffles in accordance with the Act to benefit a district or school. A parent-teacher organization may be qualified to hold such raffles if it meets the requirements of the Act. *Occupations Code 2002.003, 2002.051; Atty. Gen. Op. JM-1176 (1990)* [See also CDC]

**District
Communications**

When the government speaks, it is not barred by the Free Speech Clause from determining the content of what it says. Government statements and actions that take the form of speech do not create a forum for private speech. The government does not unconstitutionally discriminate on the basis of viewpoint when it chooses to advance permissible goals, even if advancing those goals necessarily discourages alternative goals. The government may exercise its freedom to express its views, even when it receives assistance from private sources for the purpose of delivering a government-controlled message. *Walker v. Tex. Div., Sons of Confederate Veterans, Inc.*, 135 S. Ct. 2239 (2015)

**Promotional
Activities**

District facilities shall not be used to advertise, promote, sell tickets, or collect funds for any nonschool-related purpose without prior approval of the Superintendent or designee.

[For information relating to nonschool use of facilities, see GKD.]

Advertising

For purposes of this policy, "advertising" shall mean a communication designed to attract attention or patronage by the public or school community and communicated through means under the control of the District in exchange for consideration to the District. "Advertising" does not include public recognition of donors or sponsors who have made contributions, financial or otherwise, to the District or school support organizations.

Advertising shall be accepted solely for the purpose of generating revenue for the District and not for the purpose of establishing a forum for communication. The District shall retain final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment. The District shall retain the authority to determine the size and location of any advertising. The District reserves the right to reject advertising that:

1. Is inconsistent with federal or state law, Board policy, District or campus regulations, or curriculum;
2. Is inappropriate in a school setting with a student audience;
3. Advertises products presenting a health hazard;
4. Creates a substantial likelihood of material disruption, including adding to the District's obligations for security and facilities maintenance; or
5. Adds to the District's administrative burden by exposing the District to complaints, controversy, or litigation.

The District shall not accept paid political advertising.

Acceptance of advertising shall not constitute District approval or endorsement of any product, service, organization, or issue referenced in the advertising, nor shall acceptance of advertising from a vendor determine whether the District will purchase goods or services from the vendor through the District's formal procurement process.

[For information relating to school-sponsored publications, see FMA.]

**Booster
Organizations**

Booster organizations shall be authorized by the District to sell advertising.

**Sponsorships and
Donations**

If the District or any campus accepts financial or in-kind donations to support District-sponsored activities, the District reserves the right to acknowledge donors through whatever means the District deems appropriate. The District retains full editorial control over its acknowledgment or display of donations, even if donors are permitted to suggest text for the acknowledgment.

Instructions for Exterior Mounted Signage

1. General

- a. All designs must be submitted to the District for approval before production begins. All submittals will include the following:
 - (1) Company name, number, and contact person;
 - (2) Clear representation of the graphic design of the sign;
 - (3) Size; and
 - (4) Material including weight of sign.
- b. Approved method:
 - (1) Booster organization or designee will submit advertising proposal (including above submittal information) to the appropriate head coach.
 - (2) After review by the head coach, the proposal will be submitted to the campus athletic director and then to the campus principal.
 - (3) After review by the campus athletic director and principal, the proposal will be submitted to the District athletic coordinator (director) for final approval.
- c. The sign supplier/manufacturer will review the drawing and specifications for the given applications and determine that the proposed sign and accessories will be suitable.
- d. Any damage or destruction of the sign, once mounted, will be the responsibility of the advertiser to replace or repair.
- e. The District will remove the sign at the request of the advertiser or District, or for any negligence in the payment of appropriate fees. The advertiser may claim its sign at the campus' athletic department.
- f. Spaces per sport per school will be made available for purchase at each of the following athletic venues:
 - (1) High school and middle school exterior fields and courts; and
 - (2) Ratliff Stadium fields and courts.
- g. The general location of signs will be determined by the executive director of athletics.

2. Products

- a. All banner signs will meet the specifications contained herein and subject to final approval as stated above.
- b. The size will be 4' x 8' unless otherwise specified and approved.

3. Execution

- a. All furnished signs will be mounted on existing fencing or structure by District Facilities.
- b. Final location of all signs will be determined by the District.
- c. The District reserves the right to reject any sign at any review level due to design, content, sign material, sign construction, or any other reason deemed inappropriate for the displaying of advertising at a District facility.
- d. Any preexisting contract with the District will be honored.



OUR students...THE future

Background Checks

Contact:

Sarah Aguirre

Community Engagement Support
Specialist

ECISD Development Office

(432) 456-7059

Sarah.Aguirre@ectorcountyisd.org

Ready to volunteer?



VOLY is the online volunteer records management system for ECISD. Each volunteer applicant needs to complete the following steps.

1. Complete the application at <https://ectorcountyisd.voly.org/> . Be sure to select all campuses you desire to volunteer with.
2. Consent to a criminal background. This is a requirement of district policy (GKG-Legal). Background checks are run every two years while a volunteer is active.
3. View and acknowledge the Volunteer Handbook, Sexual Harassment Training, and Volunteer Orientation in VOLY.
4. Upon completion of the application and trainings, as well as approval following the background check, you may then sign up for volunteer opportunities posted in VOLY or by contacting the campus(es) directly.

Questions?

Contact the ECISD Development Office at (432) 456-7059 or ECISD.DevelopmentOffice@ectorcountyisd.org.



WE NEED YOU!



Interested in volunteering in ECISD?
Want to learn more about how you can help?
Scan the QR code to the left or follow the steps below.

- Step 1: Visit <https://ectorcountyisd.voly.org/> and create a Volunteer Account in VOLY.
- Step 2: Complete the Volunteer Application (Select every campus at which you wish to volunteer.).
- Step 3: Check your email for notification of when your application is approved.
- Step 4: Complete any required online trainings.
- Step 5: Review available opportunities and volunteer!

Questions or Concerns?

Contact ECISD Development Office at 432-456-7059

Already a registered volunteer in ECISD?

Log in to your VOLY account, make sure your information is up-to-date, and see what opportunities are available. Thank you for volunteering!



LE Necesitamos



¿Está Ud. interesado en ser voluntario para ECISD?
¿Quiere saber más sobre como puede Ud. ayudar?
Escanee el código QR de la izquierda o siga los pasos de abajo.

Paso 1: Visite <https://ectorcountyyisd.voly.org/> y cree una cuenta de voluntario en «VOLY.»

Paso 2: Complete la solicitud de voluntario (Seleccione la escuela en la cual desee ser voluntario).

Paso 3: Espere en su correo electrónico la notificación de que su solicitud ha sido aprobada.

Paso 4: Complete todos los entrenamientos requeridos en línea .

Paso 5: ¡Revisa las oportunidades disponibles y puede comenzar como voluntario!

¿Preguntas?

Contacta ECISD Development Office at 432-456-7059

¿Ya está registrado como voluntario de ECISD?

Inicia una sesión en su cuenta «VOLY» para asegurar que su información este actualizada, y que las oportunidades están disponibles. Gracias por ser voluntario.





OUR students...THE future

Reporting & Record Keeping

Contacts:

Crystal Gutierrez

Internal Auditor

(432) 456-7041

Albessa Chavez

Director of Finance

(432) 456-9709

Sarah Aguirre

Community Engagement Support Specialist

(432) 456-7059



Parent-Teacher Booster Club Oversight Procedures

It shall be the responsibility of the Development Office to provide oversight and support to parent-teacher and booster club organizations operating in support of Ector County ISD as required by policy.

Development Office staff will review parent-teacher and booster club records annually to ensure all active organizations have the following items on file as required by policy (See GE (Regulation)).

- Federal Identification Number with the IRS, in good standing
- Constitution and/or bylaws
- Financial Activity Overview within 30 days of the end of the organizations' fiscal year
- List of current organization officers, with contact information

For any organization that is found to be in violation of district policy:

- Development Office will send written notice to the campus principal advising them of the violation(s) and seeking their assistance in contacting the organization to resolve the issue.
- If the issue is not resolved within 30 days of the principal receiving notification, a formal letter will be sent to the organization advising them of the violation(s) and asking that said violation(s) be resolved within 30 days.
- If the issue is still not resolved after 30 days of written notice to the organization, the review committee will convene to review all evidence and make a determination as to take action to remove the organization from the campus as directed in policy. Review committee may consist of: Development Office Director, Community Engagement Specialist, Campus Principal, Campus Leadership ED, Internal Audit, as well as the Fine Arts and/or Athletic Director when appropriate.

The Development Office will work with Campus Leadership ED team to ensure campus principals are trained annually and understand their role in dealing with parent-teacher and booster club organizations on their campus.

Parent-Teacher & Booster Organizations

Reporting and recordkeeping requirements

The district CANNOT offer financial or tax advice. The purpose is to give organizations direction of where to locate necessary information.

1. Internal Revenue Service- www.irs.gov

- Application for Employer Identification number (EIN)- Form SS-4
- Application for tax exempt status- 501©3- Form 1023
- Annual Return- Form 990, 990EZ, or 990N(also known as the e-postcard)

2. Texas Comptroller of Public Accounts- www.window.state.tx.us

- Sales Tax Permit- sale of taxable items
- Sales Tax Exemption- for purchases

3. Ector County Independent School District- www.ectorcountyisd.org

- At the beginning of the school year submit the following items to the principal and to The Development Office:
 - Copies of the organization's by-laws
 - Proposed Budget
 - Plan of annual activities and fundraisers
 - Current list of officers
- For each fundraising activity, submit a Request for Approval (GE-Exhibit A) to the principal at least 15 work days prior to the proposed activity, regardless if activity will be on or off campus.
 - If food is sold on campus, during the school day- midnight to 30 minutes after the last bell- receive approval from the Director of School Nutrition.
- No later than 30 days after the organization's year end submit the annual Financial Activity Overview (GE- Exhibit B) to The Development Office:
 - For organizations with less than \$25,000 in receipts for their fiscal year complete only section A of the report.
 - For organizations with \$25,000 or more in receipts for their fiscal year complete both sections A & B of the report.

- If the organization's assets at the end of the fiscal year are more than \$250,000 or if receipts for the fiscal year are more than \$250,000, the organization must have an independent audit performed and the audited financial statements must be submitted to The Development Office within 60 days of the organizations fiscal year end.
- The district will pay for the audit.

- **NO DISTRICT EMPLOYEE SHALL SERVE IN A CAPACITY FOR ANY PARENT GROUP OR BOOSTER ORGANIZATION IN WHICH HE/SHE HAS THE RESPONSIBILITY OR ACCESS TO THE FUNDS OF THE ORGANIZATION (GE-REGULATION).**

4. It is important to keep all the documents related to the organization's activity including the following items:

- Bank statements
- Cancelled Checks- Payment of all expenditures by check is encouraged
- Paid Invoices
- Receipt Books- Issuance of a receipt for all funds collected is also encouraged
- Ticket Stubs for ticket sales
- Approved Fundraiser Forms
- Copies of any handouts or advertisements
- Accounting ledgers
- Financial Reports
- Minutes of meetings
- IRS Information Reports (Form 990's)
- Any IRS Correspondence including the letters of determination of exemption.

*If you do not keep accurate and detailed records of your organization's activities, you will not have the information to complete the District and IRS filing requirements or documentation will not be available if the organization is audited.

*Keep all documentation for as long as it may be needed for the administration of any provision of the Internal Revenue Code.

*Ensure that there is appropriate handover of all the documentation and knowledge from the officer to the next set of officers.

*Report financial activity quarterly to the members of the organization.

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

▶ Go to www.irs.gov/FormSS4 for instructions and the latest information.
 ▶ See separate instructions for each line. ▶ Keep a copy for your records.

OMB No. 1545-0003

EIN

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested	
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Don't enter a P.O. box.)
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)
	6 County and state where principal business is located	
	7a Name of responsible party	7b SSN, ITIN, or EIN
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members ▶
8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9a Type of entity (check only one box). Caution: If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Personal service corporation _____ <input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises <input type="checkbox"/> Other (specify) ▶ _____ Group Exemption Number (GEN) if any ▶ _____		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country
10 Reason for applying (check only one box)		
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business _____ <input type="checkbox"/> Other (specify) ▶ _____ <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____		
11 Date business started or acquired (month, day, year). See instructions.		12 Closing month of accounting year
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$5,000 or less in total wages.) If you don't check this box, you must file Form 941 for every quarter. <input type="checkbox"/>
Agricultural	Household	
15 First date wages or annuities were paid (month, day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶		
16 Check one box that best describes the principal activity of your business. <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify) ▶ _____		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," write previous EIN here ▶		

Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code)
Name and title (type or print clearly) ▶		Applicant's fax number (include area code)
Signature ▶	Date ▶	

Do I Need an EIN?

File Form SS-4 if the applicant entity doesn't already have an EIN but is required to show an EIN on any return, statement, or other document.¹ See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
started a new business	doesn't currently have (nor expect to have) employees	complete lines 1, 2, 4a-8a, 8b-c (if applicable), 9a, 9b (if applicable), and 10-14 and 16-18.
hired (or will hire) employees, including household employees	doesn't already have an EIN	complete lines 1, 2, 4a-6, 7a-b, 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10-18.
opened a bank account	needs an EIN for banking purposes only	complete lines 1-5b, 7a-b, 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
changed type of organization	either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) ²	complete lines 1-18 (as applicable).
purchased a going business ³	doesn't already have an EIN	complete lines 1-18 (as applicable).
created a trust	the trust is other than a grantor trust or an IRA trust ⁴	complete lines 1-18 (as applicable).
created a pension plan as a plan administrator ⁵	needs an EIN for reporting purposes	complete lines 1, 3, 4a-5b, 7a-b, 9a, 10, and 18.
is a foreign person needing an EIN to comply with IRS withholding regulations	needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits ⁶	complete lines 1-5b, 7a-b (SSN or ITIN as applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
is administering an estate	needs an EIN to report estate income on Form 1041	complete lines 1-7b, 9a, 10-12, 13-17 (if applicable), and 18.
is a withholding agent for taxes on nonwage income paid to an alien (that is, individual, corporation, or partnership, etc.)	is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b, 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.
is a state or local agency	serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 ⁷	complete lines 1, 2, 4a-5b, 7a-b, 9a, 10, and 18.
is a single-member LLC (or similar single-member entity)	needs an EIN to file Form 8832, Entity Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes ⁸ , or is a foreign-owned U.S. disregarded entity and needs an EIN to file Form 5472, Information Return of a 25% Foreign-Owned U.S. Corporation or a Foreign Corporation Engaged in a U.S. Trade or Business	complete lines 1-18 (as applicable).
is an S corporation	needs an EIN to file Form 2553, Election by a Small Business Corporation ⁹	complete lines 1-18 (as applicable).

¹ For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity doesn't have employees.

² However, don't apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

³ Don't use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

⁴ However, grantor trusts that don't file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

⁵ A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

⁶ Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

⁷ See also *Household employer agent* in the instructions. Note: State or local agencies may need an EIN for other reasons, for example, hired employees.

⁸ See *Disregarded entities* in the instructions for details on completing Form SS-4 for an LLC.

⁹ An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2021

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning _____, 2021, and ending _____, 20

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization		D Employer identification number	
	Doing business as			
	Number and street (or P.O. box if mail is not delivered to street address)		Room/suite	E Telephone number
	City or town, state or province, country, and ZIP or foreign postal code			
F Name and address of principal officer:		G Gross receipts \$		
I Tax-exempt status: <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions.		
J Website: ▶		H(c) Group exemption number ▶		
K Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		L Year of formation:	M State of legal domicile:	

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: _____		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	
	6 Total number of volunteers (estimate if necessary)	6	
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b		
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)		
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
	14 Benefits paid to or for members (Part IX, column (A), line 4)		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
	16a Professional fundraising fees (Part IX, column (A), line 11e)		
	b Total fundraising expenses (Part IX, column (D), line 25) ▶		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		
19 Revenue less expenses. Subtract line 18 from line 12			
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)		
	22 Net assets or fund balances. Subtract line 21 from line 20		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date
	Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	Firm's name ▶	Firm's EIN ▶			
	Firm's address ▶	Phone no.			

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

.....
.....
.....

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

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4b (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

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4c (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

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4d Other program services (Describe on Schedule O.)
(Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4e Total program service expenses ►

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	1	
2	Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	3	
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	4	
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III	5	
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I	6	
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II	7	
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III	8	
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV	9	
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V	10	
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	11a	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII	11b	
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII	11c	
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX	11d	
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	11e	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	11f	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	12a	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional	12b	
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	13	
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a	
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV.	14b	
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV	15	
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV.	16	
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions	17	
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II	18	
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III	19	
20a	Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H	20a	
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II	21	

Part IV Checklist of Required Schedules (continued)

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part II		
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? If "Yes," complete Schedule L, Part III		
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? If "Yes," complete Schedule L, Part IV		
b	A family member of any individual described in line 28a? If "Yes," complete Schedule L, Part IV		
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? If "Yes," complete Schedule L, Part IV		
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		
34	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1		
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O		

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	
b	If "Yes," enter the name of the foreign country ▶ _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15	
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17	

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
1b	Enter the number of voting members included on line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		
6	Did the organization have members or stockholders?		
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	a The governing body?		
8b	b Each committee with authority to act on behalf of the governing body?		
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		
10b	b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?		
12a	b Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13		
12b	b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		
12c	c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done.		
13	Did the organization have a written whistleblower policy?		
14	Did the organization have a written document retention and destruction policy?		
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	a The organization's CEO, Executive Director, or top management official		
15b	b Other officers or key employees of the organization		
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		
16b	b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed ►
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records ►

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1)										
(2)										
(3)										
(4)										
(5)										
(6)										
(7)										
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b Subtotal										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants, and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f					
	g Noncash contributions included in lines 1a-1f	1g \$					
	h Total. Add lines 1a-1f ▶						
Program Service Revenue	2a	Business Code					
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f ▶						
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts) ▶						
	4 Income from investment of tax-exempt bond proceeds ▶						
	5 Royalties ▶						
	6a Gross rents	6a	(i) Real				
			(ii) Personal				
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss) ▶						
	7a Gross amount from sales of assets other than inventory	7a	(i) Securities				
			(ii) Other				
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss) ▶						
8a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a						
b Less: direct expenses	8b						
c Net income or (loss) from fundraising events ▶							
9a Gross income from gaming activities. See Part IV, line 19	9a						
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities ▶							
10a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory ▶							
Miscellaneous Revenue	11a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d ▶						
12 Total revenue. See instructions ▶							

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a				
b				
c				
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e				
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year	(B) End of year
Assets	1 Cash—non-interest-bearing		1
	2 Savings and temporary cash investments		2
	3 Pledges and grants receivable, net		3
	4 Accounts receivable, net		4
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6
	7 Notes and loans receivable, net		7
	8 Inventories for sale or use		8
	9 Prepaid expenses and deferred charges		9
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a	
	b Less: accumulated depreciation	10b	10c
	11 Investments—publicly traded securities		11
	12 Investments—other securities. See Part IV, line 11		12
	13 Investments—program-related. See Part IV, line 11		13
	14 Intangible assets		14
	15 Other assets. See Part IV, line 11		15
16 Total assets. Add lines 1 through 15 (must equal line 33)		16	
Liabilities	17 Accounts payable and accrued expenses		17
	18 Grants payable		18
	19 Deferred revenue		19
	20 Tax-exempt bond liabilities		20
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22
	23 Secured mortgages and notes payable to unrelated third parties		23
	24 Unsecured notes and loans payable to unrelated third parties		24
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D		25
	26 Total liabilities. Add lines 17 through 25		26
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 27, 28, 32, and 33.		
	27 Net assets without donor restrictions		27
	28 Net assets with donor restrictions		28
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.		
	29 Capital stock or trust principal, or current funds		29
	30 Paid-in or capital surplus, or land, building, or equipment fund		30
	31 Retained earnings, endowment, accumulated income, or other funds		31
	32 Total net assets or fund balances		32
33 Total liabilities and net assets/fund balances		33	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	
2	Total expenses (must equal Part IX, column (A), line 25)	2	
3	Revenue less expenses. Subtract line 2 from line 1	3	
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? . . . If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2a	
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	2b	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? . . . If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a	
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits .	3b	



OUR students...THE future
UIL Booster Club Guidelines

Contacts:

Dr. Aaron Hawley

Executive Director of Fine Arts

(432) 456-8615

Tracey Borchardt

Executive Director of Athletics

(432) 456-9059



Booster Club Guidelines

Updated July 2016

ROLE OF BOOSTER CLUBS

Neighborhood patrons form booster clubs to help enrich the school's participation in extracurricular activities. The fundraising role of booster clubs is particularly crucial in today's economic climate. Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

- Have a chain of command for communication with the administration.
- Clear all activities through your administration.
- The superintendent or a designee who does not coach or direct a UIL contest but has approval authority over booster clubs should be invited to all meetings. All meetings should be open to the public.
- Booster clubs should apprise school administrators of all club activities. Make sure your local administration has a copy of all booster club publications. Invite administrators to all booster club meetings. Have an officer meet with the school administration regularly.
- School administration should apprise booster clubs of all school activities.
- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- how to obtain administrative approval before beginning projects;
- how to plan and publicize meetings;
- bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;
- election of officers (suggestion: one president; one secretary; one treasurer; and three vice-presidents: one vice-president to oversee fall, winter and spring sports);
- taking, distributing and filing minutes;
- public communication;
- proper interaction with music and theatre directors and academic and athletic coaches through the lines of authority as established by the school board;
- a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.; and
- plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

ROLE OF THE SUPERINTENDENT

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

PARENTS

- Remember: The classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

COACHES AND DIRECTORS

- Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the boosters is without vote.
- Support other programs within your district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.

CLUB FINANCES

Fundraising | Spending | Stipends | Gifts to Coaches

Fund-raising projects maybe subject to state law. Be sure that your club is in compliance with applicable law. For example, Texas has a law governing raffles. Also, consider seeking nonprofit or tax-exempt status. Consult the Texas Secretary of State's website as well as the IRS to determine if seeking designation as a non-profit that is tax exempt is appropriate for your booster club. http://www.sos.state.tx.us/corp/nonprofit_org.shtml

Generally speaking, earnings by a properly organized booster club may not benefit any private shareholder or individual.

- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
- Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.
- Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity only to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.
- Coach's wish lists should have received prior approval from school administration before submission to boosters.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. See Section 481, *UIL Constitution and Contest Rules*.
- Schools shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or other sources within the school district. See Section 1202(b), *UIL Constitution and Contest Rules*.
- Funds are to be used to support school activities. To provide such funding for non-school activities could violate UIL rules and the public trust through which funds are earned.

ATHLETIC BOOSTERS

Individuals should be informed of the seriousness of violating the athletic amateur rule found in Section 441 and the awards rule found in Section 480 of the *UIL Constitution and Contest Rules*. Check with school administrators before giving anything to a student, school sponsor or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty shall be assessed against the team and not against each individual. See Section 441(d), *UIL Constitution and Contest Rules*. All fans, not just members of the booster club, should be aware of these rules. It affects the entire community.

- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- The local school district determines when, how and from whom student athletes can receive meals and snacks. See Section 441(b)(9), *UIL Constitution and Contest Rules*.
- Schools must give prior approval for any banquet or get-together given for students.
- Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A)(3), *UIL Constitution and Contest Rules*.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. See Section 441(a), *UIL Constitution and Contest Rules*. *Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.*
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv).
- Student athletes may accept small "goodie bags" consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), *UIL Constitution and Contest Rules*.



ACADEMIC BOOSTERS

We encourage academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/ science. A great need exists for parental involvement and support.

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the athletic amateur rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the awards rule. See Section 480, *UIL Constitution and Contest Rules*. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing without prior school district approval. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

EXAMPLES OF ACADEMIC BOOSTER CLUB CONTRIBUTIONS THAT ARE NOT PROHIBITED BY UIL RULE, WITH LOCAL ADMINISTRATIVE APPROVAL, ARE:

- Purchase equipment for programs such as computers or software for yearbook or computer science.
- Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip would not meet the definition of an educational field trip and could be considered a violation of the Awards Rule. See Section 480(2)(d), *UIL Constitution and Contest Rules*.
- Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students.
- Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

MUSIC BOOSTERS

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

- Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.
- Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.
- A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480(f) of the *UIL Constitution and Contest Rules*. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.
- The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. See Section 480(2)(A), *UIL Constitution and Contest Rules*. In order to protect all music students' eligibility, such awards should be approved and administrated by the local school district in accordance with school district policies.





OUR students...THE future

School Nutrition

Contact:

Jieun Pando, PhD, RD, LD, SNS, CTSBO

Director of School Nutrition

(432) 456-9741

All Foods Sold in Schools aka "Smart Snacks"

All foods sold during the school day must meet requirements for calories, fat, saturated fat, sodium, size, ingredients, food groups, meal, and category as mandated by the US Department of Agriculture.

The "School Day" is considered to be midnight to 30 minutes after the last bell. These rules do not apply to foods sold off-campus or after school hours.

All foods sold during the school day must be on file with the School Nutrition department. If your organization is planning a fundraiser with food items, please contact the School Nutrition department for guidance on whether or not the planned item meets these federal criteria before purchasing and selling the items.

As a general rule, unflavored bottled water will be allowable. Items with sugar as the first ingredient will not be allowable. Everything else needs to be evaluated by School Nutrition. Even bottled water has to be on file.

Please contact:

Jieun Pando, PHD, RD, LD, SNS, CTSBO
Director of School Nutrition
Jieun.pando@ectorcountysd.org
432.456.9741

Bethany Vizena, RD, LD
Assistant Director
Bethany.vizena@ectorcountysd.org
432.456.5968





Food and Nutrition Service
U.S. DEPARTMENT OF AGRICULTURE

A Guide to Smart Snacks in School



Help make the healthy choice
the easy choice for kids at school



Table of Contents

Learn about Smart Snacks.....	3
Why are Smart Snacks important?	4
Which foods and beverages sold at school need to meet the Smart Snacks Standards?	5
How can I tell if my snack meets the Smart Snacks Standards?	6
Does USDA have a list of approved foods and beverages?	7
Finding information on the Nutrition Facts panel and ingredients list.....	8
What are the Smart Snacks Standards for foods?.....	9
Are there healthy exemptions to certain nutrient requirements?	10
What are the Smart Snacks Standards for beverages?	11
What is an entrée?.....	13
When school meal leftovers are sold à la carte.....	13
How do the Smart Snacks Standards affect school fundraisers?	14
What if my school district wants to have stricter standards?	15
What are some other resources?	15

Learn about Smart Snacks



Do you...

- Coordinate school fundraisers,
- Manage a school store or snack bar,
- Sell food or beverages during the school day on campus, or
- Manage school vending machines?

If you checked any of the boxes above, then the foods and beverages you're selling need to meet the Smart Snacks Standards. You play an important role in helping kids get the nutrition they need to grow and learn. Use this guide to learn how.

If you didn't check a box and still want to learn more about encouraging kids to choose Smart Snacks, visit TeamNutrition.USDA.gov.



Why are Smart Snacks important?

1

Almost a quarter of kids' daily calories may come from snacks.

2

Kids who have healthy eating patterns are more likely to perform better academically.

3

Kids consume more healthy foods and beverages during the school day. When Smart Snacks are available, the healthy choice is the easy choice.

4

Smart Snacks Standards are a Federal requirement for all foods sold outside the National School Lunch Program and School Breakfast Program.



Which foods and beverages sold at school need to meet the Smart Snacks Standards?

1

Any food and beverage sold to students at schools during the school day,* other than those foods provided as part of the school meal programs.

2

Examples include à la carte items sold in the cafeteria and foods sold in school stores, snack bars, and vending machines.

3

Foods and beverages sold during fundraisers, unless these items are not intended for consumption at school or are otherwise exempt by your State agency.

* The school day is defined as the midnight before to 30 minutes after the end of the school day.



The Smart Snacks Standards apply only to locations on the school campus that are accessible to students. So, this does not include places like the teachers' lounge, although you may choose to vend healthy snacks there, too.

How can I tell if my snack meets the Smart Snacks Standards?

1

Enter information from the food or beverage's Nutrition Facts panel and ingredients list into the Alliance for a Healthier Generation's Smart Snacks Product Calculator (<https://www.healthiergeneration.org/app/resources/81>). For multi-unit packages, you must enter the servings per container as one (1) and the nutrition information for one (1) unit. Do not enter the servings per container for the entire bulk box or case.

2

If your snack doesn't have a nutrition label because it is made from scratch, then you may need to calculate the nutrition information. Your school nutrition program may already use a nutrient analysis software approved by the United States Department of Agriculture (USDA; <https://www.fns.usda.gov/tn/usda-approved-nutrient-analysis-software>) that can be used to evaluate recipes.

Look for the blue information icons in the Smart Snacks Product Calculator! These helpful bubbles include additional information and regulatory guidance so you can enter product information correctly and get an accurate result.



Does USDA have a list of approved foods and beverages?

1

USDA does not approve individual foods or beverages. Even if a food says “Smart Snacks approved,” you should still evaluate the Nutrition Facts panel and ingredients list.

2

If you still have questions about a food or beverage, contact your State agency that administers the National School Lunch Program (<https://www.fns.usda.gov/contacts>).



Fruits, vegetables, and water with no added ingredients are always Smart Snacks!

Finding information on the Nutrition Facts panel and ingredients list

Enter the highlighted information into the Smart Snacks Product Calculator (<https://www.healthiergeneration.org/app/resources/81>) to see if your snack meets the standards.

Nutrition Facts	
1 serving per container	
Serving size	2 cups (30g)
Amount per serving	
Calories	140
% Daily Value*	
Total Fat 4g	5%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 170mg	7%
Total Carbohydrate 25g	9%
Dietary Fiber 2g	7%
Total Sugars 8g	
Includes 8g Added Sugars	16%
Protein 1g	
Vitamin D 0mcg	0%
Calcium 0mg	0%
Iron 0mg	0%
Potassium 0mg	0%

INGREDIENTS: Popcorn, sugar, canola oil, salt

First Ingredient



What are the Smart Snacks Standards for foods?

To qualify as a Smart Snack, a snack or entrée must first meet the general nutrition standards:

- Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or
- Have as the first ingredient a fruit, a vegetable, a dairy food, or a protein food; or
- Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable (for example, $\frac{1}{4}$ cup of raisins with enriched pretzels); and
- The food must meet the nutrient standards for calories, sodium, fats, and total sugars.

Nutrient	Snack	Entrée
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Total Sugars	35% by weight or less	35% by weight or less

Are there healthy exemptions to certain nutrient requirements?

The Smart Snacks Standards reflect practical and flexible solutions for healthy eating. A few foods or combinations of foods are exempt from certain nutrient standards. Refer to the table below for examples of these exemptions.

Food	Smart Snacks Standards Exemptions
Fresh and frozen fruits and vegetables, with no added ingredients except water Canned fruits packed in 100% juice or light syrup, with no added ingredients except water Canned vegetables (no salt added/low sodium), with no added fats	Exempt from all nutrient standards
Reduced-fat cheese (including part-skim mozzarella) Nuts, seeds, or nut/seed butters Apples with reduced-fat cheese* Celery with peanut butter (and unsweetened raisins)* Whole eggs with no added fat	Exempt from the total fat and saturated fat standards, but must meet all other nutrient standards
Seafood with no added fat (e.g., canned tuna packed in water)	Exempt from the total fat standard, but must meet all other nutrient standards
Dried fruits with no added sugars Dried cranberries, tart cherries, or blueberries, sweetened only for processing and/or palatability, with no added fats	Exempt from the sugar standards, but must meet all other nutrient standards
Trail mix of only dried fruits and nuts and/or seeds, with no added sugars or fats	Exempt from the total fat, saturated fat, and sugar standards, but must meet all other nutrient standards

*Paired exemptions are always required to meet the calorie and sodium limits for Smart Snacks.

What are the Smart Snacks Standards for beverages?

Water

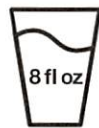


Plain water, with or without carbonation.

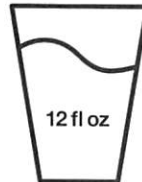
All Grades

Milk

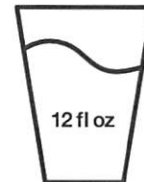
Unflavored or flavored fat-free milk, unflavored low-fat milk, and milk alternatives as permitted by the National School Lunch Program/School Breakfast Program. Starting on July 1, 2022 for school years 2022-2023 and 2023-2024, schools may also sell flavored low-fat milk as a Smart Snack.*



Elementary School



Middle School



High School

Juice

100% fruit or vegetable juice, with or without carbonation.



Elementary School



Middle School



High School

* In accordance with the Transitional Standards for Milk, Whole Grains, and Sodium Final Rule: <https://www.fns.usda.gov/cn/fr-020722>

What are the Smart Snacks Standards for beverages? (continued)

Diluted Juice

100% fruit or vegetable juice diluted with water, with or without carbonation, and with no added sweeteners.



Elementary School



Middle School



High School

Low- and No-Calorie Beverages (High School Only)

Low- and no-calorie beverages, with or without caffeine and/or carbonation; calorie-free, flavored water.



Low Calorie Maximums:*
40 calories/8 fl oz
60 calories/12 fl oz

*Equivalent to 5 calories per fluid ounce.



No Calorie Maximum:*
10 calories/20 fl oz

*Less than 5 calories per 8 fluid ounces.



Do you have questions about Smart Snacks Standards?
Contact your State agency that administers the National School Lunch Program (<https://www.fns.usda.gov/contacts>).

What is an entrée?

For purposes of Smart Snacks, an entrée is defined as the main course of a meal that has a combination of:

- meats/meat alternates + whole grain-rich food;
 - vegetables + meats/meat alternates;
 - fruits + meats/meat alternates;
 - meats/meat alternates alone, except for meat snacks (e.g., beef jerky), yogurt, low-fat or reduced fat cheese, nuts, seeds, and nut or seed butters; and
 - a grain only, whole grain-rich entrée that is served as the main dish of the School Breakfast Program reimbursable meal.
-

When school meal leftovers are sold à la carte

Sometimes, schools serve extra entrées from school meals as à la carte items (as individual items sold outside of the school meal). These entrées do not have to meet Smart Snacks Standards when they are sold as an à la carte item up to one day after being served at school lunch or breakfast. For example, if a bean burrito is served at school lunch on Wednesday, it may also be sold as a Smart Snacks on Wednesday through Thursday without needing to meet Smart Snacks Standards.

Some schools also serve school meal side dishes as à la carte items. These side dishes must always meet Smart Snacks Standards.



Are condiments part of a Smart Snack?

When checking to see if your snack meets the standards, be sure to consider how it is packaged as well as how it is sold, including all accompaniments. For example, if butter is added to popcorn, or ranch dressing is offered along with veggies, be sure to count the nutrition information for these condiments when determining if your snack meets the standards.

How do the Smart Snacks Standards affect school fundraisers?

- Sales of foods and beverages that meet the Smart Snacks Standards and sales of nonfood items (e.g., wrapping paper and apparel) are not limited under the Federal policy.
- Fundraising activities that occur during nonschool hours, on weekends, or at off-campus events are not limited under the Federal policy.
- Fundraisers selling foods that are intended to be consumed outside the school day are not limited under the Federal policy.
- Some State agencies allow a certain number of in-school fundraisers to be exempt from the Smart Snacks Standards. Contact your State agency for more information.



What if my school district wants to have stricter standards?

These Federal Standards are the minimum requirements. State agencies and/or local school districts can establish stricter standards, if desired. Consult your school's Local School Wellness Policy for more information.

What are some other resources?

Team Nutrition

<https://teammnutrition.usda.gov>

Access free nutrition education resources like this Guide to Smart Snacks in School handout.

Fueling My Healthy Life

<https://www.fns.usda.gov/tn/fueling-my-healthy-life>

Learn more about added sugars and sodium with these interactive materials for 7th and 8th grade.

Discover *MyPlate*: Snack Time!

<https://www.fns.usda.gov/tn/discover-myplate-parent-handouts>

Get ideas about choosing snack foods and beverages with less saturated fat, added sugars, and sodium with this handout for parents of young children.



How do I learn more about Smart Snacks Standards?
Find National School Lunch Program policy memorandum at
<https://www.fns.usda.gov/nslp>.

**U.S. Department of Agriculture
Food and Nutrition Service**

Slightly Revised May 2022

FNS-623

USDA is an equal opportunity provider, employer, and lender.



ECISD School Nutrition

1120 W. 10th St. | Odessa, TX 79763 | 432.456.9749 | fax 432.456.9748

Smart Snacks by the Case Order Form 2022-2023

The items below meet the federal guidelines for "Smart Snacks" and can be sold in schools. In order to aid in legal fundraising efforts by school organizations, the School Nutrition department is offering to provide the items below. Please ensure that the proper budget code is on the form to help prevent any delays.

Once the form is completed, the procedure is as follows:

- Turn in order to your campus School Nutrition Manager.
- Please allow up to two weeks for delivery.
- Budget code will be charged by School Nutrition.

Description	Case Pack	Case Sell Price	#	Extended Price
Chips				
Baked Cheetos Crunchy Whole Grain	104	\$55	_____	_____
Baked Cheetos Flamin' Hot Whole Grain	104	\$55	_____	_____
Baked Cheetos, Hot Limon Whole Grain	104	\$55	_____	_____
Baked Cheetos Puff RF Whole Grain	72	\$40	_____	_____
Baked KC BBQ Lays	60	\$35	_____	_____
Baked Lays	60	\$35	_____	_____
Baked Ruffles Cheddar Sour Cream	60	\$35	_____	_____
Baked Lays Sour Cream & Onion	60	\$35	_____	_____
Doritos Flamas RF Whole Grain	72	\$40	_____	_____
Funyuns Oven Baked WG	104	\$55	_____	_____
Snacks				
Chewy Low Fat Chocolate Chip Bar Whole Grain	96	\$55	_____	_____
Elf Cookie Graham Chocolate Whole Grain	150	\$45	_____	_____
Elf Cookie Graham Cinnamon Whole Grain	150	\$45	_____	_____
Keebler Animal Crackers Whole Grain	150	\$45	_____	_____
Kellogg Bug Bites Grahams Whole Grain	210	\$65	_____	_____
Kellogg's Poptart Fudge Whole Grain	120	\$65	_____	_____
Kellogg's Poptart Strawberry Sprinkle Whole Grain	120	\$60	_____	_____
Pepperidge Farm Goldfish Whole Grain	300	\$90	_____	_____
Rice Krispies Treats 1.41 oz Whole Grain	80	\$55	_____	_____
Rold Gold Pretzels Heartzels Whole Grain	104	\$55	_____	_____
Scooby Snacks Whole Grain	210	\$65	_____	_____
Simply Chex Cheddar Whole Grain	60	\$35	_____	_____
Beverages				
Bottled Water	24	\$10	_____	_____
Capri Sun Apple Splash 100% Juice	40	\$25	_____	_____
Capri Sun Berry Breeze 100% Juice	40	\$25	_____	_____

Izze Apple - Secondary Schools ONLY	24	\$26	_____	_____
Izze Blackberry - Secondary Schools ONLY	24	\$26	_____	_____
Izze Clementine - Secondary Schools ONLY	24	\$26	_____	_____
ENVY Strawberry Kiwi, Sparkling Juice - Secondary Schools ONLY	24	\$26	_____	_____
ENVY Fruit Punch, Sparkling Juice - Secondary Schools ONLY	24	\$26	_____	_____
ENVY Fuji Apple, Sparkling Juice - Secondary Schools ONLY	24	\$26	_____	_____
Milk Chocolate	70	\$25	_____	_____
Milk White	70	\$25	=====	=====

Pizzas

Domino's Pepperoni Pizza	8	\$25		
Domino's Cheese Pizza	8	\$25		

Budget Code: _____
Purchase Order # (199 accounts only): _____

Organization: _____
Contact Name: _____
Contact Email: _____
Contact Phone: _____

Signature: _____
Date: _____



FOOD FUNDRAISER APPROVAL SY22-23

**This form must be submitted if selling any food or beverage item(s)
at a campus during the school day (12a.m. – 30 minutes after the last bell).**

Instructions:

1. E-mail completed form and nutrition labels to bethany.vizena@ectorcountyisd.org at least 2 weeks prior to the intended beginning of sales date.
2. Attach approved copy of this form to the fundraiser form when submitting for approval.
3. Approval must be received from School Nutrition and campus administration before items are purchased.

Sponsor: _____ Club Name: _____

Beginning Sale Date: _____ Ending Sale Date: _____

Time of Day: _____ Location: _____

Item(s) to be Sold:

1. _____
2. _____
3. _____
4. _____
5. _____

Attach nutrition labels for all items to back of form.

Sponsor: _____ Date: _____

Director of School Nutrition: _____ Date: _____

Signature for Approval

Note: The School Nutrition department offers cases of snack items for purchase that meet the Smart Snack guidelines. Please contact Bethany Vizena at bethany.vizena@ectorcountyisd.org for more information.