



Booster/PTO Information Meeting

September 2024



Please sign in



Thank you for supporting our students!



WELCOME

You and your support are “priceless” to our students!

Thank you for providing a needed source of financial support for our students!

Each group is provided with a budget, but your contributions give our students an extra boost that helps inspire excellence!



GOOD THINGS



Train
= YOUR =
MIND
to see the
Good
= in =
EVERYTHING



MISD Silver Stars

All Midlothian ISD residents, ages 60 and older, are eligible for a Senior Pass, providing free general admission to MISD home athletic events. This does not include tournaments, playoff games, and fundraisers.

The Senior Pass will be available beginning August 1 at L.A. Mills Administration Building.



Supplemental language that should be added to bylaws

All sponsorships/vendors will be approved by the President of the Booster Club/PTO and/or Coach and/or the Athletic Director and/or the Campus Principal.

Booster Club/PTOs will not partake in any advertisements or sponsorships from any Religious, Political, Social Media Belief Groups, or Tobacco/Drug/Alcohol companies.

Booster Club/PTOs will respect our Community, Students, and Parents and will not partake in activities or sponsorships based on race, ethnicity, gender, disability, age, religion, or any other legally protected classification.



Advertising

- Booster Club/PTOs are not allowed to display advertising signage at or on the grounds of any MISD facility. This includes fencing.
- Report all advertising:
<https://www.midlothianisd.org/departments/communications/community-partnerships/boosterpto/advertising-proposal>
- All advertising must adhere to Board Policies including [GKB Local](#) in regard to content.

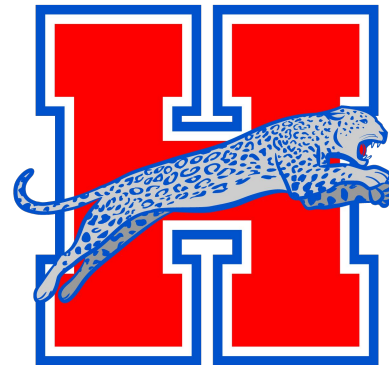


Branding

- MISD Branding guidelines require you to use the school logo.
- Logo requests may be submitted to your Booster/PTO MISD sponsor.



CHOIR



GOLF

District Communication

- Please email upcoming events to news@midlothianisd.org to be shared on district channels, including newsletters and social media.
- All marquee graphics should be approximately 2160x1080 pixels, with no more than five lines of text.



Fundraising Best Practices

- Students who are fundraising should have their student ID.
- We do not recommend door-to-door fundraising, but if you choose to do so, be sure to get a city permit.
- Athletic booster clubs must submit [this form](#) to the Athletics office for approval.
- Please notify MISD Communications of scheduled fundraisers, so the district can reassure the community of your association with the school district if questions arise.
 - <https://forms.gle/D4tWZJtFpjgWndtY7>



General Guidelines

- Booster Club and PTOs are separate individual organizations from MISD.
- The IRS does not allow Booster Club/PTOs to use the District's tax identification number.
- Each organization is responsible for obtaining tax exempt status.
- In order to use MISD facilities, the Booster Club/PTO must provide proof of insurance. (Your organization will not be charged for facility usage if only our students attend, only pay Administrator On Duty and custodial fees). MISD facilities application packet must be completed and approved before event ([MISD link](#))
- A separation between Booster Club/PTOs and the District must be maintained at all times. This protects both parties in case of litigation.
- District employees may not hold an office on the Board of these organizations and may not handle the cash of these organizations.



General Guidelines

- Each Booster Club/PTO must report officers at the beginning of each school year (by September 15) and at any time there are officer changes to the District's Communication Department.
 - bit.ly/MISDBoosterPTO
- Each Booster Club/PTO must send at least one officer and its MISD sponsor to the informational meeting held by the District annually.
- Each Booster Club/PTO must report annually by July 15 to the District's Finance Office all revenue and expenses on Schedule A found in the Booster/PTO guidelines. This will satisfy the District's GASB Statement 39 requirements.
 - email: melissa.rodriguez@midlothianisd.org



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All MISD Booster Clubs and PTOs are expected to follow UIL Guidelines where applicable.

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Recommended Internal Controls

- Spouses or family members may not hold the office of President and Treasurer of the same organization simultaneously.
- Annual budgets should be presented and voted on by the membership.
- All fund raising activities should be approved by the membership.
- Cash should always be counted by two non-related organization officers/members and deposited promptly.
- Venmo, paypal or other cash apps can be used to collect money, but they should not be used to pay expenses or reimbursements. Limited officers should have access to the cash app and the password should be changed annually or anytime a member of this group changes. District employees should **never** be given access to the account or password.



Recommended Internal Controls

- There should be at least three signers on the bank account with two signers on all checks. This provides a back up, if one signer is unavailable.
- Blank checks should never be issued.
- Cash apps should not be used for disbursements.
- Proper documentation should be required for all disbursements.
- All transactions should be reconciled monthly.
- Finances should be reported to the organization at regularly scheduled meetings.



Reporting Requirements

- Not for profits are required to file Form 990 tax returns annually.
- Organizations are responsible for filing Form w-2s and 1099s for organization employees (if any) and contracted outside services.
- Sales Tax Returns, if required.





Questions?

www.midlothianisd.org/departments/communications

[/community-partnerships/boosterpto](http://www.midlothianisd.org/departments/communications/community-partnerships/boosterpto)



