



Booster Club and PTO Information Meeting

September 22, 2025



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 Silver Star Senior Pass, providing free general admission to MISD home athletic events. This does not include tournaments, playoff games, and fundraisers.

Passes must be renewed every year and will be available beginning August 13 at L.A. Mills Administration Building.



Midlothian ISD Education Foundation



Midlothian ISD Education Foundation



The Midlothian ISD Education Foundation works to increase private support for education activities at MISD which benefits students and personnel by supporting activities not funded by tax dollars. MEF fosters creative approaches to education through private grants, involvement and awards foundation funds.

Volunteer and partner with MEF!

Learn more at www.misdedsfound.com.



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 Clubs and 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



District Partnerships



- STAFF: If their goal is marketing, they need to come through the communications office.
- STAFF: Schools may say “Thank You” on school social media but if they want to post on their website, they must be a district partner.



District Communication



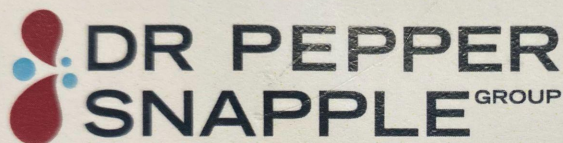
- Please email upcoming events to news@midlothianisd.org to be shared on district channels, including newsletters and social media.
- All marquee graphics should be approximately 2160x1080 pixels, with no more than five lines of text.



Dr. Pepper Agreement

The district is under a Cold Drink Equipment Agreement with Dr. Pepper. This means:

- Dr. Pepper owns the coolers in the concession stands
- We are obligated to use this equipment to exclusively sell Dr. Pepper products
- The products sold from this equipment must be purchased directly from Dr. Pepper
- Our Dr. Pepper representative will attend the meeting with booster clubs to give further instructions



Kirk Conger
Business Development Manager
Cold Drink Representative

2304 Century Center Blvd
Irving, TX 75062
Phone 214 335 6607 Fax 972 721 8334
Equipment Service Line 214 330 0491
Kirk.Conger@dpsg.com



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>



Fundraising Guidelines

In consideration for our community members and parents, fundraising activities for each booster club/PTO should be limited to one fundraiser per semester.

This limitation does not include:

- Prepackaged school supply sales
- School/Group t-shirts, Post District Play, Pink Out, etc. t-shirts
- School Pictures, 1 sale per semester
- Yearbooks
- Car Washes
- Concessions/snack carts/food trucks/spirit nights
- Membership dues paid by students for club membership
- Admissions to events
- Other sales as authorized by the Assistant Superintendent of Business and Operations



General Guidelines

- All Booster Clubs must follow UIL Guidelines where applicable.
- Booster Clubs and PTOs are individual organizations separate from MISD.
 - A separation between Booster Club/PTOs and the District must be maintained at all times. This protects both parties.
 - The IRS does not allow Booster Clubs/PTOs to use the District's tax identification number.
 - District employees may not hold an office on the Board of these organizations and may not handle the cash of these organizations.
 - Each organization is responsible for obtaining tax exempt status.
- 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



General Guidelines

- Each Booster Club/PTO must send at least one officer and its MISD sponsor to the informational meeting held by the District annually.
- In order to use MISD facilities:
 - The Booster Club/PTO must provide proof of insurance.
 - MISD facilities application packet must be completed and approved before event ([MISD link](#))
 - Note that the district does not provide set up, clean up, or custodial services - your group must provide volunteers for this purpose. The district does supply soap, trash bags, paper supplies, and cleaning supplies
- 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



Donations

- Donations are no longer being board approved
- Policy CDC delegates donation acceptance to Superintendent
 - Except if expressly made conditional
 - And real property
- Information still needs to go to Theda for tracking, email to:
Theda.McGrew@midlothianisd.org
- Wait until you receive confirmation email from Theda to deposit
- Technology needs to be vetted by Tech Dept
- Building/grounds modifications need to be vetted by operations department (and maybe executive cabinet)



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 fundraising 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.
 - Best practice would be for two officers other than the treasurer to sign checks
- 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.
 - The treasurer should prepare and sign a written financial report that is reviewed and signed by the president
 - Best practice would be to have copies available for members at 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)



