



ROISD Booster Club Information

Why Booster Club Training?

1. Compliance
2. Avoid uncomfortable situation due to lack of knowledge
3. Support for all programs/groups
4. Protection for both parties
5. Requirement of UIL participants

Purpose of Booster Clubs

Booster Clubs should be organized to help promote, support, and improve the extra-curricular activities of the schools.

The fund raising role of booster clubs is particularly crucial in today's economic climate.

Booster clubs must always work collaboratively with the head coach or lead sponsor of the organization.

Booster clubs support the goals of the particular program or organization.

Booster clubs are not independent operations.

UI Requirements

UIL Guidelines for Roles of Booster Clubs

Booster Clubs should develop and annually review policies to cover the following:

- bookkeeping and fund administration including process to obtain district administrator approval prior to raising or spending funds;
- taking, distributing and filing minutes;
- public communication;
- proper interaction with fine arts directors, academic, non-UIL sponsors and athletic coaches;
- a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.;
- plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

ROISD Requirements

Booster Clubs

- All district expectations are outlined in the Booster club guidelines on the ROISD Webpage.
- All forms and documents referenced in this presentation are available on the ROISD Webpage.

ROISD Booster Club Information

<https://www.redoakisd.org/Page/3919>

redoakisd.org/Page/3919

High Contrast OFF ON

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 **RED OAK**
INDEPENDENT SCHOOL DISTRICT

District Home Our Schools

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 Back to School  District Events  Staff Directory  SKYWARD[®] Family Access  Classlink  Nutrition Menus  Mobile App  Join Our Team!

Home » Community » Community Info » **Booster Clubs**

Community Info

- Community Events
- Alumni
- ▼ **Booster Clubs** ▶
 - Forms & Guidelines
- Community Advisory Council

Booster Clubs

The Booster Clubs at the Red Oak Independent School District are a support extension for the entire athletic and fine arts programs. Parental and community participation in these clubs is encouraged. The Booster Clubs play a important role in helping to enrich and promote the school's extracurricular activities.

Click to access [Booster Club forms & guidelines](#).

Below is information about the various Booster Clubs that support Red Oak ISD students. Click the club name to expand the information.

NOTE: Booster Club websites and/or social media accounts are not managed or maintained by Red Oak ISD. ROISD is not responsible for content or updates. Any links to Booster Club websites and/or social media accounts will open in a new window.

Booster Club Websites /Social Media Sites

- Must clearly state - BOOSTER CLUB Ex. Red Oak HS Band Booster Club
- Must have a statement similar to the following:
 - *This web site or social media account is maintained by the Red Oak High School Band Booster Club and is **NOT** a part of Red Oak High School or the Red Oak Independent School District. Neither Red Oak High School nor Red Oak ISD is responsible for the content of this website/social media account or the content of links associated within.*

Bylaws

- Membership rules
 - ROISD employees can not hold office in a financial capacity
 - Address the fiscal year (School District vs. IRS)
- Organization's structure
- Election/Impeachment of officers
- Must state the official Booster Club name (cannot use ROISD in the name but can use the school name) i.e. Red Oak High School Rugby Booster Club
- Sample bylaws are included in the booster forms on the website.
 - Not an exhaustive list

Meetings

- Coach/Sponsor **must** attend in an advisory capacity.
- All actions of the booster club meeting are to be recorded in the meeting minutes.
- All actions are subject to review/revocation if deemed outside of any ROISD/UIIL policies.

Finances

- Provide 501(c)(3) status
- Invest in insurance (Error, Omissions and Liability Insurance)
- ROISD requires each club to perform an audit to conduct an annual review of the Financial Report.
- Suggestions for completion of the audit are provided in the district guidelines.

Sales Tax

- CONTACT Comptroller
- Can NOT use ROISD's tax ID for purchases
- Tax-exempt status = tax free items.
- Items sold as personal property (example- sweaters, t-shirts, school supplies), you must charge sales tax (8.25%).
 - Colors allowed are: Shirts: maroon, white and athletic grey with maroon, grey, white and black accent colors.(NO HOODS)
- Each qualifying group/organization 501(c)(3) is allowed two tax-free sale days per calendar year.
- State of Texas also offers a tax-free weekend in August each year.

Fundraising

- Need fundraising approval at least 14 days prior to event
 - Director, Principal, Administrative approval required.
 - Facilities request – possible cost associated with event
- Must benefit ALL students in the program
- We suggest you limit yourselves to two fundraisers per school year
 - Not all current activities are considered fundraisers
- Not allowed - violates IRS provisions:
 - Individual accounts
 - Required participation in fundraising
 - Required sales quotas

Scholarships

- Must be UIL compliant - NCAA Compliant
- May only be awarded to seniors
- Cannot be need based
- May not be awarded or announced until student has exhausted all remaining UIL eligibility
- Sponsor may not be involved in selection process
- Identifying information must be removed/edited from the applications
- Checks are written to the university (not student), after receipt/invoice provided
- HS scholarship coordinator can help
- Can not exceed \$500/scholarship

Advertising

- District oversight & final approval
- Booster Clubs do not have approval rights for facility advertising

Contracts

- Booster clubs don't have approval to sign contracts on behalf of ROISD.
- Contracts must be in the name of the Booster organization.
 - Ex. Red Oak High School Tennis Booster Club



ROISD VOLUNTEERS

Volunteers

- Volunteer application **MUST** be completed and approved prior to working around kids. (online webpage linked below)
- All volunteers must renew each year

<https://www.redoakisd.org/page/1064>

The screenshot shows the Red Oak Independent School District website. The browser address bar displays "redoakisd.org/Page/1064". The navigation menu includes: HOME, CALENDARS, DISTRICT, PARENTS (highlighted), STUDENTS, STAFF, COMMUNITY, DEPARTMENTS, ATHLETICS, and RETURN 2 LEARN. The main header features the Red Oak Independent School District logo, a search bar, and links for "District Home", "Our Schools", and "Translate Language | User Options". Below the header is a row of icons for: Back to School, District Events, Staff Directory, Family Access, Classlink, Nutrition Menus, Mobile App, and Join Our Team! A breadcrumb trail at the bottom of the header reads: Home » Parents » Parent Resources » Volunteer Program.

Parent Resources

Quick Links

Standardized Dress Menu

Bus Routes

+ Council of PTAs

Volunteer Program

In Red Oak ISD, we love our parent volunteers! If you would like to become involved in activities ranging from field trips to mentoring students and organizing classroom parties, please sign up to be a volunteer.

Red Oak ISD's Volunteer Program is currently being updated and modified for the upcoming 2021-2022 school year.

Please check back later for more details and the new application process.



As part of our district policy, we require a periodic update to the background check that we have on file for all active volunteers. This update is required to be performed once each year. This means that we will be submitting for background screening the information you





Required Forms

Booster Registration with District NO Later than September 3, 2024

- Athletic Booster Clubs –to Chris Anderson
- All Fine Arts Booster Clubs – to Jason Nitsch
- All other Booster Clubs - Campus Principal
- Additional information by request of ROISD
- DOCUMENTS DUE ANNUALLY
 - Bylaws
 - 501 (c)(3) letter and/or EIN
 - Registration & approval form
 - Officers Info Sheet
 - Audit
 - Guidelines Acknowledgement

Important Reminders

Scholarships

Limit the amount of scholarships to no more than \$500.00 per recipient

Fund Balance

No club shall leave an incoming Board with less than 30% of the available balance of funds from the previous Board's tenure.

Example, club has a balance of \$15,000 as of July 1 when a new board takes over, the next years board should have a minimum of \$4,500 to begin the year.

**A Booster Club officer
representative must complete
the linked form below as
acknowledgment of reviewing
the 2023 Booster Club Guidelines.**

**(* only 1 acknowledgement form per Booster
organization.)**

[Click here for Acknowledgement link](#)