



TAMALPAIS UNION HIGH SCHOOL DISTRICT

Memorandum

To: TUHSD Principals, School-Connected Organizations Officers, Athletic Directors

From: Corbett Elsen, Assistant Superintendent of Business & Operations

Cc: Superintendent, Board President, Budget Secretaries, Athletic Clerks

Date: May 30, 2025

Re: School-Connected Organizations: Summary of Fundraising Guidelines - Update Fall Sports 2025

Purpose

The purpose of this memorandum is to memorialize and provide written guidelines for clarity and shared understanding given the new common agreements related to the fundraising guidelines for our school-connected organizations at our five TUHSD high schools beginning in the 2022-23 school year with update effective February 2025

Background Information

Per TUHSD Board Policy ([BP 1230](#)) and Administrative Regulation ([AR 1230](#)), the Board of Trustees recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

Process

On March 16, 2022, site and district leaders and school-based organization representatives met to review the updated BP/AR 1230 and discuss ways to better organize ourselves and partner with each group to support our common mission of supporting student learning and providing all Tam District students with high-quality educational opportunities. At that meeting, common agreements and guidelines for school-connected organization fund-raising was identified as a high leverage opportunity with shared interest. Participants broke into site-based groups and brainstormed potential ideas for common guidelines for fundraising. At the end of the meeting, it was agreed that a next step would be for a subcommittee of the same participants would form to create draft of the fundraising agreements to be shared with Principals and the larger group for feedback before

sharing with all school-connected organizations by May 15, 2022 to effective for the 2022-23 school year.

On April 27, 2022, the subcommittee met and established a draft of fundraising guidelines, which was shared with site Principals and District Leadership on May 5, 2022 for feedback. The final draft was shared with the larger group that met in March 2022 for final feedback in early May, 2022. The final draft of fundraising guidelines is below and was communicated to all sites on May 13, 2022.

Participants

Participants from March 16, 2022	Subcommittee Participants on April 27, 2022
• <u>District Office</u>: Corbett Elsen, Assistant Superintendent of Business & Operations • <u>AWHS</u>: Pascale Gregory (Foundation), Jett Russell (AD), Chad Stuart (AP) • <u>Tam High</u>: Elaine Wilkinson (Foundation), Christina Amoroso (AD), Jen McGhie (Athletics Boosters) • <u>Redwood</u>: Saum Zargar (AP), Vicki Strotz, Beckett Colombo & Kathleen Chaput (Foundation), Kevin Vasquez (Athletic Boosters), Emily Janowsky (Pigskins Boosters-Football), Jennifer Ginsburg (Music Boosters)	• <u>District Office</u>: Corbett Elsen, Assistant Superintendent of Business & Operations, Chris McCune, Director of Community Programs • <u>AWHS</u>: Sarah Sanders (Foundation), Jett Russell (AD), Marla Murphy (Foundation & Athletics Clerk) • <u>Tam High</u>: Elaine Wilkinson and Susan Boyle (Foundation), Christina Amoroso (AD), • <u>Redwood</u>: Vicki Strotz, Jennifer Ginsburg (Music Boosters), Kevin Vasquez (Athletic Boosters), Jessica Peisch (AD), Saum Zargar (AP)

Established Mission of TUHSD School-Connected Organizations:

To contribute and support the District's high-quality educational and extracurricular programs for all students conducted in a manner that maintains an inclusive and equitable experience for all students and families.

Clarification of Roles & Areas of Support

District Athletic Department budgets support:

- Coaches & AD's compensation (including postseason)
- Official fees
- League/State Dues
- Basic equipment required for games and practice
- Uniforms
- Materials and Supplies
- Equipment Repair
- Basic facilities repair and field maintenance
- Transportation for NCS/State/MCAL games out of County (i.e. boys volleyball & field hockey)
 - Note: Increased 2022-23 site athletics funding is intended to provide additional transportation funding, but this additional funding still will not always be sufficient all seasons (i.e. successful seasons with extra road playoff games) and Boosters/Foundation's funding would be appropriate and should be anticipated
- Athletic and Coach Clearance and scheduling software (Home Campus)

- Custodial overtime for MCAL regular season Saturday basketball and football games and NCS/MCAL playoff Saturday games for all sports
- Permit rental fees (i.e. Cross-country, Swimming & Diving)
- Athletic Training supplies
- Light Tower rentals

School-Connected Organizations areas of support:

- School Foundation support areas:
 - Academic funding for core curriculum supplies, materials and equipment
 - Annual program budget for visual and performing arts
 - Library Aide stipends for after hours support
 - Wellness Center operational budget and interns
 - Administrative grants including field trips, equity and intervention support
- Athletic Boosters areas (Redwood Foundation, RHS sport-specific 501(c)3s, Tam High Boosters, and AW Falcon Foundation)
 - Scholarships and Financial Needs
 - Live Streaming/Filming
 - Professional Development
 - Tournaments and Invitationals (including overnight expenses)
 - Replica pennants and awards
 - Training and Sports Equipment
 - Team Subscriptions: TeamSnap, Hudl
 - Student transportation to out-of-county playoff game (i.e. CIF game in Sacramento)
 - Team specific training (i.e. outside strength and conditioning training services)
 - Custodial overtime for non-conference Saturday basketball and football games
 - Team Boosters may provide additional facilities resources (beyond District-provided basic repair and maintenance) if mutually agreed upon by District in advance and in compliance with all applicable laws and regulations (i.e. CSEA classified contract, Division of State Architect, Title IX, local environmental codes, etc.)
 - Varsity Letter/pins
 - Team Practice Gear kept by school
 - Additional Light Tower rentals, if needed and prior approval by AD and Principal
 - Other requests can be granted or denied as they come in
 - Resource: FCMAT ASB Manual ([linked here](#))
 - Social Media support programs

Individual Team Fundraising areas:

- Custom Practice wear that is kept by students
- Food/team dinners
- Swag - Items kept by team members
- Senior celebration
- Team/Associated Student Body (ASB) areas
- Note: A brief budget should be created including these allowable expenditures aligned to and justifying the optional family donation. This team budget shall be made available to all team parents, coaches, AD, and administration.

- [Sample Athletic Team budget \(click here\)](#)

Team Parent Expectations and Areas of Support:

- Work with head coach for fundraising opportunities
 - Develop clear revenue gathering channels. Must be District “labeled”
- Orientation on expectations and guidelines - provide a job description
- Raising money for end of year celebrations, gifts, and/or swag
 - Coach(es) gift requests may not exceed \$50 per family and communication must explicitly state this request is completely voluntary, shall be kept confidential, and not an expectation to be a fully-participating member of a team. Collection of optional coach gift funds shall occur at the end of the athletic season. The purpose of a coach gift is a gesture of gratitude and not as a way to supplement a coaching stipend.
- Coordinate game day volunteers
- Need: Team Parent Protocols

School-Connected Organizations should **not** support:

- Team dinner/banquet
 - Guidelines for team dinners needed
- Coach gift - Unless equitable across all teams/coaches

Approved Fundraising Guidelines

- All communications must explicitly state any donation is completely voluntary and that no student participation on the team is contingent on voluntary fundraising
 - Suggested donation uses must align to acceptable activities (see above) and identify specifically what these funds will be used for during the upcoming season
 - Individual compensation (i.e. coach or any individual) is strictly prohibited
 - Amount of suggested donation
 - Must be supported by Officer-approved annual budget
 - Total annual fundraising amount should be spent in same season to support current students (i.e. Annual Revenue = Annual Expenditures)
- Volunteer student fundraising activities may not occur during regular scheduled practice time
- Team Parent meetings with parents/guardians should not occur with any coach or students present
- Coaches fill out activity request form in advance for approval by AD/Budget office.
- The following are acceptable fundraising avenues for individual team fundraising,
 - E-team sponsor: Optional contributions targeted at team member parents and extended family members. All outreach emails and eTeam fundraising pages must follow communication guidelines detailed above.
 - Parent contributions via team ASB account: Optional contributions from team member parents to cover expenses listed in “individual team fundraising areas” above.
 - NOTE: Venmo is NOT an approved fundraising vehicle
 - NOTE: Sport specific 501(c)3 contributions go directly to the organization as opposed to ASB
 - Championship fundraising
 - Snack shacks
 - Selling of items/goods/services, pre-authorized by the Athletic Director

- All fundraising activities should comply with the above guidelines. If there is any doubt about the appropriateness of a fundraising event, the individual responsible for organizing the potential fundraising activity must proactively check with the Coach/Athletic Director/Principal to ensure compliance with guidelines. The head coach is ultimately responsible for having knowledge and compliance for any fundraising activity associated with the team.
- **Reporting Protocols:** If a parent/guardian is concerned that a coach or team parent is not following the approved fundraising guidelines, then please report this to the site's Athletic Director to be addressed in consultation with site administration.

Communications:

- Update team parent handbook to include this Memo
 - [Tam Boosters Guidebook](#)
 - [TUHSD Coaches Handbook](#)
 - [TUHSD Athletics Parent Handbook](#)
- Standing agenda item for every seasonal Coaches' Orientation with AD
- Post this Memorandum to each sites' Athletics/Boosters/Foundations webpages