GUIDELINES FOR BOOSTER CLUBS

BROUGHT TO YOU BY

BUSINESS SERVICES
Redlands Unified School District

Presented by:

Doug McCasey– Coordinator, District Athletics

Kirtan Shah – Director, Fiscal Services

Ken Morse – Director, Operations and Facilities

Katilynn Gile, Administrative Secretary, Business Services

BOOSTER CLUBS AND PARENT ORGANIZATIONS

- Booster Clubs and Parent Groups represent the school they support. Therefore, it is necessary for them to follow the guidelines set forth by the District, along with the approved application and submission requirements. This is done to protect our parents, patrons, and most importantly, our students.

DEFINITIONS

- Booster clubs are not legal components of the school district. They are their own non-profit school connected organization. Booster clubs are responsible for their own formation, governance, accounting, tax returns and insurance liabilities. The booster club must maintain a separate legal address from the school and must not use the school's address for correspondence.

- Booster clubs are not to be confused with Associated Student Body (ASB) organizations. The main difference is that ABS's are comprised of and are governed by students. The ASB finance office, club advisors and students must follow the procedures set by the school district. Booster clubs should serve as supplementary support to the school programs, with all fundraising activities and operations being provided by parents and other adult community members. As a reminder, boosters do not manage the extra curricular activity itself, as that is done by the head coach, athletic director and the administration.

DEFINITIONS

- Informal Support Groups – Groups of interested parents and others with short term interest in student activities
  - Generally do not have tax ID numbers
  - Provide refreshments for coaches/players, decorations or awards for end of season celebrations
  - Provide general support during games or activities

BOOSTER CLUBS AND PARENT ORGANIZATIONS

- The most formal parent support group is the National Parent Teachers Association (PTA)
- Parents, community members, and staff coming together to support specific school activities. Athletic teams, debate teams, musical groups, etc.
- Commonly referred to as *school-connected* organizations Separate from school districts
- Serve as auxiliaries to the school program
- Fundraising events involve the primary participation of parents and other adult community members
- Fundraising events that involve the primary participation of students should be conducted through the ASB

MEMBERSHIP

- Membership fees may be used for raising funds, but school fees may not be a requirement of parents or students to participate in school activities
- “Pay to Play” prohibited – Booster participation can have no effect on the student

Mandatory Volunteer Information

THANK YOU FOR YOUR INTEREST IN BECOMING A VOLUNTEER IN THE REDLANDS UNIFIED SCHOOL DISTRICT. WITH THE PASSING OF AB346 INTO LAW IN JULY 2010, WE ARE REQUIRED TO OBTAIN SPECIFIC DOCUMENTATION FROM EACH VOLUNTEER. IN ALL VOLUNTEER SITUATIONS, YOU MUST BE 18 YEARS OR OLDER.
PLEASE FOLLOW THE LINK BELOW TO START THE VOLUNTEER PROCESS:

HTTPS://WWW.REDLANDSUSD.NET/SCHOOL-SITE-VOLUNTEER-INFORMATION

NO PAY TO PLAY –
FREE AND APPROPRIATE PUBLIC EDUCATION

- Booster sales of team gear (Spirit Packs) cannot be at the expense of the student.
- Student can never believe that any level of team participation required the purchase of practice or game gear.
- Specifically: Team/Booster website must not have any language implying that a purchase is required for team participation.
- Sale of gear to parents, family, and community is perfectly acceptable.

PRELIMINARY APPROVAL FROM SITE ADMINISTRATION

The very first step in forming a booster club includes reaching out to the school site Athletic Director to express your desire to form a school-connected organization and to provide some preliminary information as to the purpose of the club. It is possible that there may be an existing Booster Club that is addressing a similar purpose. If that is the case, it is much easier to partner with an existing organization than it is to create and maintain a new organization.

FUNDRAISING ACTIVITIES

- In accordance with Education Code Section 51521, programs, fundraisers or other activities sponsored by booster clubs must be authorized and conducted according to local board policy, local and state laws, and school rules. At the beginning of each school year, each booster club shall submit to the principal or designee a list of the fundraising events that each organization proposes to hold that year. The principal or designee shall review the proposed events and determine whether the events are in conflict with or detract from the school's educational program.

The following are guidelines for booster/parent organizations fundraising activities within Redlands Unified School District:

- Use of the districts'/schools' name in fundraising activities should be approved by the school principal or designee and will comply with district policies and state law.
- Students shall not be involved in fund raising activities except as volunteers for the booster organization and in accordance with California Education Code 51520, which limits solicitation of pupils on campus during the instructional day.
- All booster funds are collected and maintained by the organization. The district's tax identification number cannot and will not be used. No booster funds shall be kept in ASB accounts.
- Use of the districts'/schools' name in fundraising activities should be approved by the school principal or designee and will comply with district policies and state law.
- Students shall not be involved in fund raising activities except as volunteers for the booster organization and in accordance with California Education Code 51520, which limits solicitation of pupils on campus during the instructional day.
- All booster funds are collected and maintained by the organization. The district's tax identification number cannot and will not be used. No booster funds shall be kept in ASB accounts.

FILE ARTICLES OF INCORPORATION

- Articles of Incorporation are required to be filed with the State of California. Instructions and fileable PDF Articles of Incorporation can be found on the California Secretary of State website at:
- https://bizfileonline.sos.ca.gov/forms/business
- Select the option for “Articles of Incorporation- Nonprofit Corporation- Public Benefit”. Follow the instructions and file the Articles of Incorporation accordingly.

DRAFT AND ADOPT CONSTITUTION & BY-LAWS

A constitution should minimally include the following elements:

- 1. Name and purpose of the organization
- 2. Membership (i.e., how membership is determined)
- 3. Executive Board or Officers
    - a. Positions and duties of each position are defined
    - b. Position and term limitations (including officer resignations and impeachments)
- 4. Method of amendments to the constitution
    - a. By whom
    - b. By a petition of a percentage of members
    - c. By ballot
- 5. Adoptions or ratification of the constitution and any subsequent amendments
    - a. Shall require a (percentage) vote of the (Executive Board)

DRAFT AND ADOPT CONSTITUTION & BY-LAWS

The by-laws should minimally include the following elements:

- 1. Duties and powers of the Executive Board and Officers
- 2. The composition and membership of committees
- 3. Successions
- 4. Elections and qualifications for office
- 5. Finances
- a. Statement of internal controls, authorization of financial activities
    - i. Who shall approve before any commitment
    - ii. How and when shall audits be conducted
- 6. Meeting schedule
    - a. For regular and special sessions
    - b. Time, manner, frequency
    - c. What constitutes a quorum
    - d. Who shall conduct meetings

OBTAINING TAX EXEMPT STATUS

- Booster clubs are not legal components of a school district. Each organization must have its own tax identification number, own bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements. Organizations that provide receipts to donors as a “charitable tax-deductible donation” must be officially approved by IRS as a 501(c)(3) tax-exempt organization. It is the organization’s responsibility to be both knowledgeable and compliant with all state and federal laws. Booster and parent groups are encouraged to contact the Internal Revenue Service and the Franchise Tax Board to obtain a tax-exempt status for their organization.
- The booster club shall not use the district's tax-exempt status and identification number. It shall be responsible for its tax status, accounting, internal controls, financial reporting, retention of records, and other operations.

OBTAINING TAX EXEMPT STATUS

- **State and Federal forms and further information can be found at the following Web sites:**

- **Tax Identification Number Form SS-4, "Application for Employer Identification Number" Instructions:**

  http://www.irs.gov/pub/irs-pdf/iss4.pdf

  Fill-in form: http://www.irs.gov/pub/irs-pdf/fss4.pdf

  Non-Profit Status Publication 557, "Tax-Exempt Status for Your Organization":

  http://www.irs.gov/pub/irs-pdf/p557.pdf

  Package 1023, "Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code" Includes fill-in form 1023, instructions for form 1023, and form 872-C:

  https://www.irs.gov/charities-and-nonprofits

  California Forms and Instructions Form 3500 Booklet, "Exemption Application Booklet" Includes instructions and two copies of form 3500:

  chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ftb.ca.gov/forms/misc/3500.pdf

  Consult Tax Tips Pamphlet No. 18, "Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising Organizations" to determine what may and may not be taxable.

  chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.cdtfa.ca.gov/formspubs/pub18.pdf

OPEN A BANK ACCOUNT

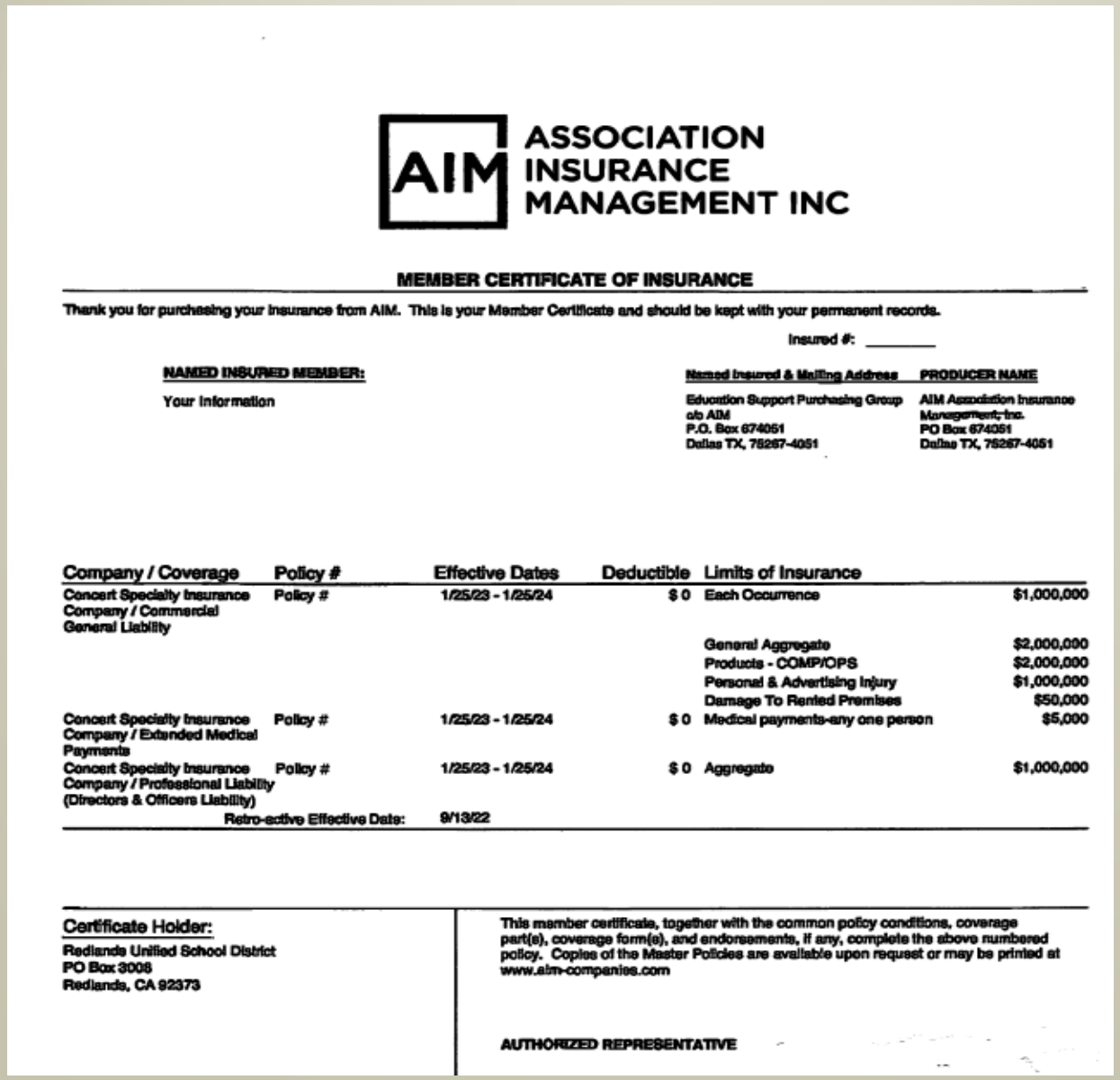
The booster club Board will need to take action in a regular board meeting to open a bank account. The motion/action should indicate which banking organization, who the authorized signers will be, and require a minimum of two to three signatures (the third signer can be helpful if one of the two main signers are not available). The action should also indicate if the Board authorizes anyone to be issued a debit card or prohibits it. In general, debit cards and credit cards are high risk for fraudulent transactions and embezzlement and should be avoided. Once this action is documented in the board minutes, contact the banking organization to find out the requirements for opening an account. Many banks will require copies of Articles of Incorporation, bylaws, EIN, proof of 501 ©3 status, and minutes. Each banking entity is different and may have different requirements. Complete the banking requirements and obtain checks for the checking account so operations may commence.

OBTAIN LIABILITY INSURANCE

The booster club Board will need to take action to obtain liability insurance. Booster clubs are independent from the district and are required to maintain their own insurance policies. **The district requires booster and parent organizations to provide proof of liability insurance in the minimum amount of $1,000,000 combined single limit with Redlands Unified School District named as an additional insured endorsement (separate page required).** When using school facilities, the club must submit a certificate of insurance that includes liability and property damage and names Redlands Unified School District as additionally insured (please request this additional page if the agent only sends you the policy page.) The district may, at its discretion, require a higher level of coverage based on the type of use requested, such as athletic activities and large events.

(please see following pages for examples)

POLICY PAGE - MANDATORY



ASSOCIATION INSURANCE MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: _____

NAMED INSURED MEMBER:

Your Information

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Concert Specialty Insurance Company / Commercial General Liability	Policy #	1/25/23 - 1/25/24	$ 0	Each Occurrence	$1,000,000
				General Aggregate	$2,000,000
				Products - COMP/OPS	$2,000,000
				Personal & Advertising Injury	$1,000,000
				Damage To Rented Premises	$50,000
Concert Specialty Insurance Company / Extended Medical Payments	Policy #	1/25/23 - 1/25/24	$ 0	Medical payments-any one person	$5,000
Concert Specialty Insurance Company / Professional Liability (Directors & Officers Liability)	Policy #	1/25/23 - 1/25/24	$ 0	Aggregate	$1,000,000
	Retro-active Effective Date:	9/13/22			

Certificate Holder:

Redlands Unified School District
PO Box 3008
Redlands, CA 92373

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

POLICY NUMBER
MEMBER CERTIFICATE NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
Redlands Unified School District PO Box 3008 Redlands, CA 92373
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

IMPORTANT – REQUIRED DOCUMENTATION TO COMPLETE YOUR APPLICATION:

YOU MUST INCLUDE THE ADDITIONAL INSURED PAGE THAT SPECIFICALLY LISTS REDLANDS UNIFIED SCHOOL DISTRICT AS THE "ADDITIONAL INSURED."

PLEASE NOTE: THIS IS A SEPARATE PAGE FROM YOUR STANDARD INSURANCE POLICY PAGE.

APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED WITHOUT THIS DOCUMENT. BE SURE TO REQUEST THIS SPECIFIC PAGE FROM YOUR INSURANCE PROVIDER IF IT IS NOT ALREADY INCLUDED.

USE OF FACILITIES:
WHEN DO I NEED AN APPLICATION FOR USE OF FACILITIES?

AN APPLICATION IS REQUIRED WHEN REQUESTING FACILITIES FOR MAJOR EVENTS WHERE THE PUBLIC IS INVITED.

ARE THERE RESTRICTIONS ON ACTIVITIES AND EVENTS THAT CAN BE HELD ON SCHOOL PROPERTY?
YES

Activities and Events Prohibited
The Redlands Unified School District has adopted certain policies regarding permissible ASB and School Site activities or events, in order to minimize the risk of exposure. It is the policy of the Redlands Unified School District to prohibit activities because they are dangerous and jeopardize the safety of our children. Such activities also jeopardize the insurance coverage for the District.

THESE ACTIVITIES ARE NOT ALLOWED, EVEN IF VENDOR HAS THEIR OWN INSURANCE.
State law and Board Policy and Administrative Regulations 1330 (a)-(c) regulate community programs on district property. A Redlands Unified School District Facility Use form should be submitted electronically by following the below link and **within three weeks before the intended activity.**

https://app.informedk12.com/link_campaigns/rusd-use-of-facilities-form?token=WSvQrbRQ8ApzwioYD5M81qMH

The following documents must be uploaded:

1. A current insurance certificate showing Redlands Unified (not the school site) as a Certificate Holder in the minimum amount of $1,000,000.
2. A current Additional Insured Endorsement showing Redlands Unified as an Additional insured.
3. In addition, if a booster club has an event to which an outside vendor is participating, the vendor's insurance, covering RUSD is also required.

School-Connected Food Sales:
Booster clubs must comply with state law as well as district policies and regulations on the sale of food on school premises.

Support Personnel:
The booster club shall not hire or directly pay any district employee. If a booster club wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for the booster club during nonworking hours.
Procedure
1. A personnel requisition will be completed by the principal of the school receiving the services and submitted to the Fiscal Services department which will verify deposit of the booster or parent organization donation and forward the requisition to the Human Resources department.
2. The employee will be hired through normal channels and be subject to all rules and regulations imposed by the Human Resources department and the State of California.
3. The employee is not authorized to perform services until after Board approval and district receipt of the donated funds.
4. The personnel will be paid after the above procedure is completed and they have signed the timecard/timesheet at the site.

LIABILITY

Guidelines for Booster Clubs:

- Do not act as an agent of the district or school
- Use a separate name and logo
- Receive prior approval from the school's administration *if* using a school or team logo (example: logo on flyers)

District Liability:

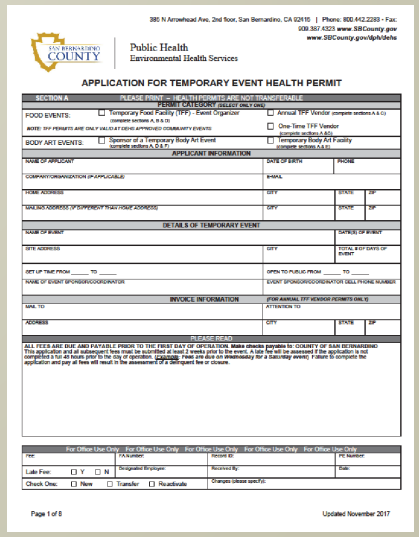
- For conduct and activities of an organization, established to support the district, may be based upon the nature of the relationship between the two entities.
- That relationship may be contractual or based on the amount of district control or on the fact that the district is the beneficiary of the organization's activities.
- A district may more effectively limit its exposure by adequately supervising and monitoring the activities of a booster club.
- Familiarization with applicable statutes, regulations and reporting requirements will assist the district in ensuring the proper conduct of the group's activities and therefore lessen the amount of district.

*Therefore, it is likely that a lawsuit based upon an activity of the organization will also name the district and seek a finding of joint liability. Whether the district is appropriately named or not, the district will incur legal expenses in defending the lawsuit.

SCHOOL-CONNECTED FOOD SALES

- Booster and parent organizations must comply with state law, San Bernardino County Department of Public Health as well as district policies and regulations on the sale of food on school premises
  - BP/AR 3554 – Other Food Sales
  - BP/AP 5030 – Student Wellness
  - Snack Bar and Event Sales – Site Administration

- Booster clubs may operate one food facility at each event. More than one food facility requires a Temporary Event Health Permit from the SB Public Health Department (www.sbcounty.gov).
  - Football game – One snack bar provided – Temporary Event Health Permit not required.
  - Football game – One snack bar and one food truck – Temporary Event Health Permit required from SB Public Health.



385 N Arrowhead Ave, 2nd floor, San Bernardino, CA 92415 | Phone: 800.442.2283 - Fax: 909.387.4323 www.SBCounty.gov www.SBCounty.gov/dph/dehs

SAN BERNARDINO COUNTY

Public Health
Environmental Health Services

APPLICATION FOR TEMPORARY EVENT HEALTH PERMIT

SECTION A — PLEASE PRINT – HEALTH PERMITS ARE NOT TRANSFERABLE

PERMIT CATEGORY (SELECT ONLY ONE)

FOOD EVENTS: ☐ Temporary Food Facility (TFF) - Event Organizer (complete sections A, B & D) ☐ Annual TFF Vendor (complete sections A & C) ☐ One-Time TFF Vendor (complete sections A & C)

NOTE: TFF PERMITS ARE ONLY VALID AT EVENS APPROVED COMMUNITY EVENTS

BODY ART EVENTS: ☐ Sponsor of a Temporary Body Art Event (complete sections A, D & F) ☐ Temporary Body Art Facility (complete sections A & E)

APPLICANT INFORMATION

NAME OF APPLICANT | DATE OF BIRTH | PHONE

COMPANY/ORGANIZATION (IF APPLICABLE) | EMAIL

HOME ADDRESS | CITY | STATE | ZIP

MAILING ADDRESS (IF DIFFERENT THAN HOME ADDRESS) | CITY | STATE | ZIP

DETAILS OF TEMPORARY EVENT

NAME OF EVENT | DATE(S) OF EVENT

SITE ADDRESS | CITY | TOTAL # OF DAYS OF EVENT

SET UP TIME FROM _____ TO _____ | OPEN TO PUBLIC FROM _____ TO _____

NAME OF EVENT SPONSOR/COORDINATOR | EVENT SPONSOR/COORDINATOR CELL PHONE NUMBER

INVOICE INFORMATION | (FOR ANNUAL TFF VENDOR PERMITS ONLY)

MAIL TO: | ATTENTION TO:

ADDRESS | CITY | STATE | ZIP

PLEASE READ

ALL FEES ARE DUE AND PAYABLE PRIOR TO THE FIRST DAY OF OPERATION. Make checks payable to: COUNTY OF SAN BERNARDINO
This application and all subsequent fees must be submitted at least 2 weeks prior to the event. A late fee will be assessed if the application is not completed a full 48 hours prior to the day of operation. (Example: Fees are due on Wednesday for a Saturday event.) Failure to complete the application and pay all fees will result in the assessment of a delinquent fee or closure.

For Office Use Only — For Office Use Only — For Office Use Only — For Office Use Only — For Office Use Only

Fee | FA Number: | Receipt ID: | PE Number:

Late Fee: ☐ Y ☐ N | Designated Employee: | Received By: | Date:

Check One: ☐ New ☐ Transfer ☐ Reactivate | Changes (please specify):

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Additional information is available from the Office of Child Nutrition Services -909-307-5366

SCHOOL CONNECTED FOOD SALES

- Application is www.SBCounty.gov/dps/dehs
- 385 N Arrowhead Ave. 2nd Floor, San Bernardino, CA 92415
- 909.387.4323

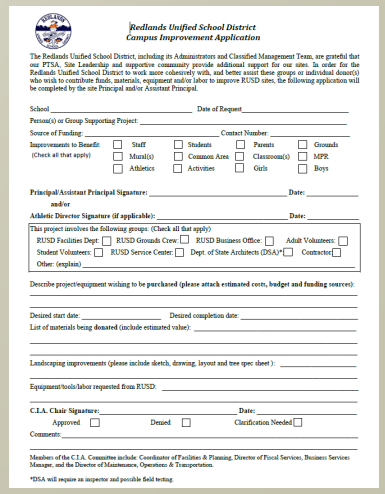
ADMINISTRATION AND EXPENDITURE OF FUNDS

- Treasurer's books and accounts shall be open for review by the district at any time
- Gifts to the student body of money or of approved materials may be made when approved by the principal/designee
- Cash gifts to students are problematic
- Coach/District advisor or their immediate family member cannot be a signatory on the club or group's bank accounts

PURCHASES FOR SCHOOLS

All purchases or site improvements shall be donated to the District Donations may be made in cash to allow the purchasing department to buy items in line with statutory laws

- The Campus Improvement Application (CIA) Committee must be consulted prior to purchase on all items requiring installation (please communicate with your site administrators).
- Capital improvements (over $5,000) must be processed through the district purchasing and facilities departments.
- https://www.redlandsusd.net/departments/business-services/campus-improvement-application



Redlands Unified School District
Campus Improvement Application

The Redlands Unified School District, including its Administrators and Classified Management Team, are grateful that our PTSA, Site Leadership and supportive community provide additional support for our sites. In order for the Redlands Unified School District to work more cohesively with, and better assist these groups or individual donor(s) who wish to contribute funds, materials, equipment and/or labor to improve RUSD sites, the following application will be completed by the site Principal and/or Assistant Principal.

School _____ Date of Request_____

Person(s) or Group Supporting Project: _____

Source of Funding: _____ Contact Number: _____

Improvements to Benefit: ☐ Staff ☐ Students ☐ Parents ☐ Grounds
(Check all that apply) ☐ Mural(s) ☐ Common Area ☐ Classroom(s) ☐ MPR
☐ Athletics ☐ Activities ☐ Girls ☐ Boys

Principal/Assistant Principal Signature: _____ **Date:** _____
and/or
Athletic Director Signature (if applicable): _____ **Date:** _____

This project involves the following groups: (Check all that apply)
RUSD Facilities Dept ☐ RUSD Grounds Crew ☐ RUSD Business Office ☐ Adult Volunteers ☐
Student Volunteers ☐ RUSD Service Center ☐ Dept. of State Architects (DSA)* ☐ Contractor ☐
Other: (explain) _____

Describe project/equipment wishing to be **purchased (please attach estimated costs, budget and funding sources):**

Desired start date: _____ Desired completion date: _____

List of materials being **donated** (include estimated value): _____

Landscaping improvements (please include sketch, drawing, layout and tree spec sheet): _____

Equipment/tools/labor requested from RUSD: _____

C.I.A. Chair Signature: _____ **Date:** _____
Approved ☐ Denied ☐ Clarification Needed ☐
Comments: _____

Members of the C.I.A. Committee include: Coordinator of Facilities & Planning, Director of Fiscal Services, Business Services Manager, and the Director of Maintenance, Operations & Transportation.

*DSA will require an inspector and possible field testing.

SUPPORT PERSONNEL

Booster and parent organizations that wish to pay staff for additional hours and/or extra-curricular services must hire staff through the Human Resources Division. **Coaches cannot be paid directly by the booster group.**

Submit a personnel requisition & Deposit funds to cover employee salary and benefits

Record Retention

The following documents are examples of documents that should be retained by the organization:

- Cash receipts
- Cash disbursements and general ledger
- Bank records
- Income tax returns
- Minutes of meetings

TIPS TO PREVENT EMBEZZLEMENT

- The Power of TWO!
- Get familiar with your bank.
- Checks are the way to go!
- Bring in a third person to sign and made aware of current financials!
- Consider Insurance.

MANDATORY ATTACHMENTS FOR YOUR APPLICATION PROCESS

- **Board Policy/Administrative Regulation 1230 requires annual approval for all booster club and parent organizations. Please make sure to attach all of the items listed below in your application process. *All incomplete applications will be returned to the initiator:***

  - Organization name/date of application
  - Contact information for all officers
  - Annual objectives and list of proposed fundraising activities
  - Bank name and authorized signatures – coaches/advisors are not to be signers on accounts
  - Principal's approval
  - Evidence of liability insurance (page 1), including the "Additional Insured" (page 2), listing Redlands Unified as the additional insured
  - Tax identification number and evidence of tax-exempt status if applicable
  - Unapproved booster groups will be removed from all fundraising activities and any applications for campus improvement applications (CIA)

APPLICATION FOR BOARD APPROVAL

Apply Online

- Applications are to be completed and submitted online. Please click on the link below to submit your Booster Club application:

- https://app.informedk12.com/link_campaigns/redlands-unified-booster-groups?token=iovVSKaYvrpS98AL5wedjV9r

All applications are due to Business Services by August 4th, 2025

*** ALL active Boosters SHOULD have all insurance information current and ACTIVE.**

APPLICATION PROCESS FOR BOARD APPROVAL

Once your organization is officially established, please complete the Redlands Unified School District application using the Informed K12 link provided by the District Office.

Applications must be updated and resubmitted each school year for continued authorization. The Redlands Unified School District reserves the right to revoke authorization at any time and for any reason.

Once final approval is granted by the Redlands Unified School District, your organization may begin fundraising and other official activities.

Application Due Date: August 4, 2025

THANK YOU!

For additional information, please contact us at

kirtan_shah@redlands.k12.ca.us

ken_morse@redlands.k12.ca.us

doug_mccasey@redlands.k12.ca.us

katilynn_gile@redlands.k12.ca.us