



MT. DIABLO UNIFIED SCHOOL DISTRICT
Standard Operating Rules:
School-Connected Organizations–
Athletic Booster Clubs

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I. Introduction.....	1
II. Applicable Law & Policies.....	1
III. Annual Application.....	2
IV. Tax Status.....	2
V. Banking Information.....	2
VI. Insurance Requirements.....	3
VII. Use of School Facilities.....	3
VIII. Financial Procedures.....	4
A. Budgets.....	4
B. In-Kind Contribution (non-monetary donations).....	4
IX. Operating Procedures.....	4
A. Revenue and Expenditure.....	4
B. Fundraising.....	6
C. Purchasing.....	6
X. Promotions.....	9
Exhibit A: Application for Booster Club–submit to school’s Vice Principal.....	10
Exhibit B: Parent Organization/Booster Club Bank Information.....	12
Exhibit C: Booster Club Acknowledgement Form.....	13
Exhibit D: Booster Club Hold Harmless Agreement.....	14

I. Introduction

- A.** The Mt. Diablo Unified School District (“MDUSD” or the “District”) is dedicated to providing access to excellent programs emphasizing education and equity. The District relies on funding from voluntary family contributions, booster club donations, and District resources to provide our students, including athletes, with high-quality programs. MDUSD recognizes the importance of equity in all aspects of its school programs, including funding from families, boosters, other organizations and the District. The District is committed to ensuring fairness and equitable opportunities for all students, schools, teams, and programs within our District.

II. Applicable Law & Policies

- A.** Board Policy 1230 recognizes that parents/guardians and community members may wish to establish booster clubs or other organizations for the purpose of supporting the District’s educational and extracurricular program. Such organizations are separate entities from the District, subject to their own bylaws and procedures, and may not imply that they are part of the District or a school.
- B.** Board Policy 3290 requires the District to reject any donation which may impact the District’s ability to ensure equitable educational opportunities.
- C.** Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681–1688) is a federal law prohibiting sex discrimination in education programs or activities receiving federal funding. To ensure compliance with Title IX within District athletic teams, the District must evaluate all athletic programs to identify any potential disparities or inequities in funding, resources, facilities, equipment, uniforms, coaching staff, scheduling, and opportunities for participation.
- D.** Education Code § 51521 requires that all school-connected organizations, including booster clubs, that conduct fundraising to benefit schools, students or the District have prior approval by the Governing Board or the Board’s designee. Accordingly, Board Policy 1230 requires: 1) Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate, including to fundraise and provide support to a specific school, within the District or at a school; and 2) Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the District.
- E.** These Standard Operating Rules have been developed to ensure compliance with the applicable laws and Board Policies and require that booster clubs comply with all District Policies and Regulations.

- F.** Any school-connected organization (“booster club”) that fails to abide by the following rules will have their District authorization revoked by the Superintendent or designee.

III. Annual Application

- A.** Annual Application & Approval (**Exhibit A**): Booster clubs are not permitted to operate, including fundraise for a school, until final approval is received from the Chief Business Officer (“CBO”) or designee. Authorization shall be granted for a period of up to one fiscal year, generally beginning on July 1st and ending on June 30th, but may be revoked by the Superintendent or designee, at their discretion, if necessary. Requests for continuing authorization must be presented annually.
- B.** Each officer must submit a signed Acknowledgement Form (**Exhibit C**) and Hold Harmless Agreement (**Exhibit D**), along with the application.
- C.** An organization’s annual application will be denied unless its constitution provides for the distribution of any excess funds to the Associated Student Body (“ASB”), the District, or a non-profit organization, upon its dissolution and/or termination.
- D.** A booster club’s application will be denied unless its constitution provides for a fiscal audit to be conducted (a) at the end of each District fiscal year; (b) when there is a change in the organization’s treasurer; and (c) when there is a change in any officer who has authority to sign the organization’s checks. An outside party, such as a CPA, or the organization’s audit committee, may conduct the audit. The audit committee must be composed of at least two members of the organization, and may not include the organization’s president or its treasurer.

IV. Tax Status

- A.** Booster clubs are not legal components of the District. An organization must have its own tax identification number prior to the District considering their annual application. School-connected organizations are not allowed to use the tax identification number of the District, nor the benefited school. All necessary forms can be obtained through the Internal Revenue Service (“IRS”) and California Franchise Tax Board.

V. Banking Information

- A.** An organization seeking school-connected status must have its own bank account prior to the District considering the application. The booster club is responsible for their own accounting and financial records. Comingling of booster funds and

ASB funds is prohibited. A booster club's application will be denied unless the official name connected with its tax identification number is used on all of its checks and literature.

VI. Insurance Requirements

- A. An organization's annual application will be denied unless it includes a Certificate of Liability Insurance evidencing the existence of a policy of insurance with the following minimum limits of coverage: General Liability: \$1,000,000 (per occurrence). The certificate must also indicate that the District is endorsed as an "additional insured," and have the name of the benefited school in the description area. In addition to the Certificate of Insurance, a copy of the insurance policy's Endorsements Page (evidencing the District named as an additional insured) is required. An organization seeking school-connected status may use any insurance company of its choice.

VII. Use of School Facilities

- A. California Education Code §§ 38130-38139, known as the Civic Center Act, regulates the use of school facilities at K-12 districts. The District Executive Director of Facilities, through the District Permit Office, must approve all on-campus activities, including meeting times, places, dates, and fundraisers. On-campus activities cannot conflict with school schedules or school activities, which all take precedence over booster activities.
- B. Should an organization desire the use of District facilities (for a meeting or other purpose), please visit:
<https://www.mdusd.org/departments/business-services/mo-home/facility-use-permits>, to complete a request. When using school facilities, the District may, at its discretion, require a higher level of insurance coverage than discussed above based on the type of use requested, such as athletic activities and large events.
- C. Rules for use:
 - 1. **Fees:** Booster clubs, who 1) have a current authorization as a school-connected organization on file; 2) reserve a facility under its official name; and 3) present a Certificate of Insurance evidencing the existence of a policy of insurance with the minimum limits of coverage necessary for the planned event, may qualify for a no-cost facility rental. However, other terms and conditions may apply.
 - 2. **Coach Use:** A booster club **may not** sponsor a coach running a sport camp which charges students and qualifies for the no cost rental. In other words, a coach-administered camp which charges students to participate

will not qualify for a no-cost facility rental even if a school-connected organization provides monetary or non-monetary support to the camp. Third-party sponsorship of an entity or individual is not permitted in order to qualify for the Group I or II rate. The coach must submit his/her own Facility User Permit application. See Fiscal Crisis & Management Assistance Team (“FCMAT”): [Booster Clubs & Parent Organization Workshop](#) (“Not allow any individual to personally benefit from the booster club or parent organization’s activities.”)

VIII. Financial Procedures

A. Budgets

1. Every District sports team is required to develop a budget, obtain Athletic Director approval of that budget, and post the budget on its school’s website by the start of the competition season. All expenditures for the team must be approved by the Title IX Coordinator in order to ensure equity, transparency, and Title IX compliance.
2. Every District sports team is required to post their realized revenues and expenditures on its school’s website after the end of the competition season. The District will monitor revenues and expenditures to ensure equity among teams and Title IX compliance.
3. Each booster club must submit a copy of annual financial statements to the CBO or designee at the end of the fiscal year (and mid-year financial statements upon request).

B. In-Kind Contribution (non-monetary donations)

1. Any in-kind contributions from an individual, booster club, or any other type of organization is strictly prohibited without the express, written approval of the principal or designee and monitoring by the District Title IX Coordinator or designee.

IX. Operating Procedures

A. Revenue and Expenditure

1. The District has adopted the following procedures to ensure equity among teams and Title IX compliance. Booster funded expenditures are subject to Title IX, and the District is responsible for ensuring compliance in connection with all athletic funding and expenditures. For this reason, the

District's Title IX Coordinator must approve all athletic funding. In addition, for the District to ensure Title IX compliance, all booster clubs and any other organization wishing to provide monetary funding to a school must first submit a completed [Form 990 \(EZ\)](#) to the benefiting school's Athletic Director. The Principal or designee must review and ensure that the overall budgets comply with Title IX; the Principal must submit a final budget for all sports for the season on a single spreadsheet to the District's Title IX Coordinator for final approval.

2. Family contributions, donations, and fundraising:

- a) Family Contributions: Although family contributions are helpful to our athletic programs, families do not have to contribute for their students to participate fully. To ensure that families are not coerced or shamed into contributing to an athletic program, contributions will be kept anonymous from coaches and parents. For this reason, neither coaches or parents may directly collect contributions for the program or for specific items like uniforms.
- b) Donations: Athletic teams may not receive monetary nor in-kind donations directly from individuals, booster clubs, or other organizations. **All monetary contributions must be distributed in accordance with approved budgets.**¹ Any in-kind contributions must receive written approval of the Principal or designee with direct monitoring by the District Title IX Coordinator or designee.
- c) Fundraising: All fundraisers for District schools must receive prior approval by the principal or designee of the benefited school to ensure that the fundraisers follow District guidelines and prevent competitions from arising between various organizations. Any approved fundraiser must be conducted in accordance with District policies and regulations. Any application to conduct a fundraiser will be denied unless an [ASB Fundraising Form](#) is submitted to the school's treasurer at least 15 days before the event.
 - (1) Boosters MAY NOT make direct payments to any District employee for services performed for the District and/or organization. This prohibition includes payments in the form of gift cards or other non-monetary gifts. If a booster

¹ For Spring 2025, CPHS will work with Boosters to ensure that the budgets and payments being paid out are Title IX compliant.

club wishes to compensate a District employee, the organization must consult with the District employee's school site principal or designee for the appropriate steps to do so through the District payroll.

B. Fundraising

1. Booster clubs may only fundraise according to their posted budgets, which the Title IX Coordinator has approved to ensure equity and Title IX Compliance. Any fundraising outside of the approved budget's scope will be deposited into a District account designated for program-wide use, and will be expended in a manner to ensure equity and Title IX compliance. **In order to ensure Title IX compliance, any request from a booster club to earmark their fundraising proceeds (outside of Title IX approved budget) for a particular sport or group of sports will be denied.**
2. If a booster club decides to operate a bingo or raffle activity, California Penal Code § § 320.5 and 326.5 regulate these events.

C. Purchasing

1. Third party purchases for the benefit of the District are prohibited without written pre-approval of the Principal or designee with direct monitoring by the District Title IX Coordinator or designee
2. A booster club must maintain its own bank account, separate from the District's finances, ensuring financial independence while still operating within the District's rules. While the District does not directly control booster club funds, it retains oversight by establishing policies that require pre-approval for any purchases that benefit school programs or involve the use of school facilities. This structure allows the booster club to support athletic programs effectively while maintaining transparency and accountability in financial operations
3. One month after the end of the season, a team must submit an estimated budget for the next school year with the District, the school, and all associated booster clubs. Thereafter, at the beginning of the following school year, any associated booster club must submit a proposed budget for that team to the Principal and the District's Title IX Coordinator, or their respective designees, for review. This budget must outline the projected income from fundraisers and donations, as well as planned expenses such as equipment, travel, and uniforms. The District will then

review and either approve or adjust the budget based upon District policies and Title IX regulations to ensure equitable distribution of funds. **No purchases outside of the District-approved budget are permitted without written pre-approval from the Principal or designee with direct monitoring by the District Title IX Coordinator or designee.**

4. Any funding request by a team to a third party must begin with the coach or school athletic director or designee submitting a written request to the Principal or designee for approval. This request must include a detailed description of the item or service needed, the estimated cost, an explanation of how it will benefit students, and specify which athletic teams will benefit. If written approval from the Principal or designee is attained, the coach or school athletic director or designee must then submit the same request (1) to the District Title IX Coordinator or designee to ensure Title IX compliance; as well as (2) to the Superintendent or designee to ensure CIF compliance. Only after written approval by both the Title IX Coordinator and the Superintendent, or their respective designees, is attained, may the coach or school athletic director or designee then submit the same request to an associated booster club. Once received, the booster club must review the request to confirm that funds are available, and for booster club approval. Only after the booster club provides its written approval to (1) the Principal, (2) the Title IX Coordinator, and (3) the Superintendent, or their respective designees, may the booster club treasurer release the necessary funds for the purchase. However, to ensure accountability, at least one booster club board member must provide written approval for the release of the funds before any funds are released.
5. To maintain transparency and accountability, the booster club treasurer is required to submit monthly financial reports to the club board, Principal, school athletic director, and Title IX Coordinator, or their respective designees. These reports must provide a detailed overview of actual income, expenses, and account balances, ensuring that all financial activities are properly documented
6. In order to prevent any potential conflicts of interest and ensure financial transparency, booster club officers are prohibited from approving payments to themselves or their family members. This policy helps maintain ethical standards by avoiding the appearance of favoritism or misuse of funds. Additionally, coaches are prohibited from having direct access to booster club funds. Coaches may only receive booster club funds through the formal request process detailed above. This structure ensures that all financial decisions are handled appropriately and reviewed

by the proper channels, maintaining accountability within the organization.

7. The booster club treasurer is required to submit monthly financial reports to the club board, Principal, school athletic director, and Title IX Coordinator, or their respective designees. These reports must include the beginning and ending bank balances, all income sources (such as fundraising, donations, and sponsorships), all expenditures (including receipts and invoices), and any outstanding obligations (pending payments and approved requests). Reports must be submitted through a District-designated system.
8. The booster club president and treasurer are required to meet quarterly with the Principal and/or the athletic director, or as designee, to review the booster club's finances, and ensure compliance with the approved budget and Title IX regulations. During these meetings, any necessary adjustments to spending or fundraising efforts can be discussed, but any adjustments must be documented in writing, and signed by all persons attending the meeting. The document must further explain the purpose for the adjustment(s)." Finally, any adjustments must be approved in writing by (1) the District Title IX Coordinator or designee to ensure Title IX compliance; as well as (2) the Superintendent or designee to ensure CIF compliance, before they can take effect.
9. At the end of each fiscal year, an independent audit must be conducted of all aspects of the booster club's finances. At the discretion of the booster club, this audit must be performed by a third-party accountant, or by a designated District auditor or finance committee. A copy of the final financial report must be submitted directly by the auditor to the District for review and record-keeping.
10. To ensure ongoing transparency, the booster club must use a District-approved digital financial tracking system to share real-time financial data with authorized District officials, including the Principal, Vice Principal over athletics, school athletic director, and Title IX Coordinator, or their respective designees. The authorized District officials must have "view-only" access to the financial data. This system ensures transparency while allowing the booster club to maintain its financial independence.

D. *Off-Campus Banquets*

1. The District encourages the use of its facilities for team banquets to reduce costs for families; for teams that choose to have banquets at an off-campus location, the Principal or designee must approve the location and budget in order to ensure Title IX compliance. MDUSD must approve a contract from the banquet location before any deposit or payment is made to the location. The contract must be submitted with a [Requisition Form](#), and, in some cases, a certificate of insurance.

X. Promotions

- A. No third-party promotions on District premises without Title IX Coordinator written approval. Any promotions that are added to a District campus or facility otherwise operated by the District without written approval from the Title IX Coordinator will be removed.



Standard Operating Rules
Exhibit A: 20____ - ____ Application for Athletic
Booster Club

Page 10 of 15

Exhibit A: Application for Booster Club—*submit to school's Vice Principal.*

- | | |
|---|--|
| ☐ New Application (pre-approval) (Complete Sections I thru IV) | ☐ Renewal Application - Required each school year Complete All Sections |
| ☐ New Application (final approval) Complete Sections V thru VI | ☐ Change to Executive Board Officers Complete Section II |

I. GENERAL INFORMATION					
Name			School		
Address			Date		
			Web Address		
II. EXECUTIVE BOARD OFFICERS					
	Name	Address	Phone	Email	Term End Date
President					
Vice President					
Secretary					
Treasurer					
III. PURPOSE (Describe the purpose of the organization)					
IV. ANNUAL OBJECTIVES (List specific goals for the school year)					
This certifies you have satisfied sections I thru IV. Please complete remaining sections and resubmit for Final Approval. Booster club is not authorized to operate until all sections have been satisfied and signature for final approval is received from the school site administrator.					

Issued on: February 13, 2025

Revised: March 21, 2025



Standard Operating Rules
Exhibit A: 20____ - ____ Application for Athletic
Booster Club

Page 11 of 15

Initials School Site Administrator:		Date:	
V. FINANCIAL INFORMATION			
Bank		Account No.	
Address of Bank		Tax ID No.	
		Authorized Signers	
VI. REQUIRED DOCUMENTS (Attach)			
☐ Booster Club Constitution ☐ Booster Club Bylaws ☐ Booster Club Banking Information ☐ Proof of Tax ID Number ☐ California Seller's Permit (optional) ☐ Proof of State Tax Exempt Status (optional)		☐ Hold Harmless Agreement ☐ Certificate of Insurance Listing MDUSD as Additional Insured ☐ Booster Club Rules Acknowledgement form Signed by each officer ☐ Booster Club Officers Contact Information ☐ List of Proposed Fundraisers (if any)	
FINAL APPROVAL			
This certifies you have satisfied all sections of the Mt. Diablo Unified School District Application for Booster Club. Authorizations are granted per school year. You must resubmit your application annually to continue to operate as a booster organization. School Site Verification Booster Club Workshop Attendance:			
Name of Attendee		Date of Attendance	
Chief of Business Services Approval		Date	
Authorized Date	From:	To:	
DENIED APPLICATION			
Based upon the information submitted on this application the Mt. Diablo Unified School District hereby denies the Application for Booster Club.			
Signature of Chief Business Officer		Date:	
Rationale:			

Issued on: February 13, 2025

Revised: March 21, 2025



Standard Operating Rules
Exhibit A: 20____ - ____ Application for Athletic
Booster Club

Page 12 of 15

A booster organization reserves the right to re-apply once the basis for denial has been remedied.

Exhibit B: Parent Organization/Booster Club Bank Information

Parent Organization/ Booster Club Name		School Year	
California Entity No.		School Site	
Federal EIN			
Account number		Authorized Signer	
Bank Name		Authorized Signer	
Address		Authorized Signer	
Bank Telephone Number		Note: MDUSD EMPLOYEES CANNOT BE SIGNERS	
Disposition of any fund balance should the parent organization/booster club disband or be denied authorization to operate in the MDUSD is included in the parent organization/booster club bylaws.			
I understand that our parent organization/booster club's financial statements must be submitted to the school principal or his/her designee and to the District's Business Services Office within 15 days of December 31st and June 30th of each school year.			
Signature		Date	
Printed Name		Office Held	

Issued on: February 13, 2025

Revised: March 21, 2025



Standard Operating Rules
Exhibit C: 20__ - __
Booster Club Acknowledgement Form

Page 13 of 15

Exhibit C: Booster Club Acknowledgement Form

As an elected officer to a booster club operating within the Mt. Diablo Unified School District, I certify that I have read the MDUSD Standard Operating Rules. I understand the procedures outlined in Standard Operating Rules and will adhere to its instruction. At any time should I have questions regarding policies or procedures, or the information outlined in the Standard Operating Rules, I will contact the school site administration for clarification or further instruction. I further understand that the information provided in the Standard Operating Rules is not intended to be specific or all-inclusive. It is the responsibility of the booster club to fully understand all laws that govern the operation of booster clubs. Where necessary, the booster club will seek competent professional financial and tax advice for accounting and filing requirements.

I agree that the District is not accountable or liable in manner for the operation and management of booster clubs. I understand that as an officer of the booster club, and member of the executive board, I am required to ensure the booster club procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances and statute applicable to the organization. I further understand and accept that I am legally obligated to be prudent and reasonable in conducting myself to help preserve and protect the organization.

Signature		Date	
Printed Name		Office Held	
Parent Organization/ Booster Club Name			

Maintain a copy of this manual for your reference.

Please return this signed receipt form to the school site administrator.



**Exhibit D: 20____ - ____
Booster Club
Hold Harmless Agreement**

**Rules
Page 14 of 15**

Exhibit D: Booster Club Hold Harmless Agreement

As an elected officer to a booster club operating within the Mt. Diablo Unified School District, I certify that I have read the Mt. Diablo Unified School District Standard Operating Rules. I understand the procedures outlined in the Standard Operating Rules and will adhere to its instruction. At any time should I have questions regarding policies or procedures, or the information outlined in this manual, I will contact the school site administration for clarification or further instruction. I further understand that the information provided in this manual is not intended to be specific or all-inclusive. It is the responsibility of the booster club to fully understand all laws that govern the operation of booster clubs.

Where necessary, the booster club will seek competent professional financial and tax advice for accounting and filing requirements. I agree that the District is not accountable, nor liable in any manner, for the operation and management of booster clubs. I understand that as an officer of the booster club, and member of the executive board, I am required to ensure the booster club procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances and statutes applicable to the organization. I further understand and accept that I am legally obligated to be prudent and reasonable in conducting myself to help preserve and protect the organization.

Signature		Date	
Printed Name		Office Held	
Parent Organization/ Booster Club Name			

Maintain a copy of this manual for your reference.

Please return this signed receipt form to the school site administrator.