



## **BOOSTER ORGANIZATION Uniform Procedures**

**SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48**

### **GOVERNING BOARD**

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## **KJA-R**

### **Booster Organization Uniform Procedures**

The Scottsdale Unified School District (SUSD) and our booster organizations celebrate the importance of supporting our students and extracurricular programs through our collective commitment and partnerships. SUSD has a long and rich history of academic and extracurricular success as evidenced by the countless state championships, scholarships and academic accolades earned. The Governing Board believes in supporting the outstanding programs in SUSD and the alignment of these programs with our strategic plan.

#### **Purpose**

The purpose of this document is to outline the guidelines set by SUSD administration pertaining to the organization of booster groups or parent groups operating to support student programs or activities at the schools of SUSD.

SUSD recognizes that the strongest support for our programs comes from booster/parent groups. These booster/parent groups offer parents, family members, and community members an opportunity to become involved with students and their local school. Booster/parent groups are an important part of the success of the academic, interscholastic and extracurricular programs in SUSD, and having close communication with booster/parent groups and SUSD will ensure an engaging, world-class, future focused education.

#### **Disclaimer Statement**

Booster/parent organizations are separate legal entities from schools and SUSD. Booster/parent organizations must receive SUSD administrative approval to use an SUSD mascot/team name or facility. Additional requirements of booster organizations are included in this Regulation. Booster/parent organizations are advised to consult legal or tax professionals for any potential issues or questions.

### **Conduct on School Property**

Conduct on school property is governed by policy [KFA](#) Public Conduct on School Property.

**No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation, or suspension is not required for the act to be considered interference or disruption.**

## **Conflict, Concerns and Complaints**

### **Internal Complaints or Conflicts within the Booster Club or its Members**

Due to the nature of Booster Organizations as independent organizations, SUSD does not field or control complaints regarding the operations of Booster Organizations or their members. Exceptions involve any direct violations of District Governing Board Policy when SUSD may be involved to the extent applicable by Governing Board Policy.

### **Complaints or Concerns with District Employees**

Any concerns or complaints involving District employees should follow the parental concern procedures agreed to in Register My Athlete and/or Governing Board Policy [KEB](#), Public Concerns/Complaints about Personnel. SUSD employees are guaranteed due process under Governing Board policy, state law, and the U.S. and Arizona constitutions.

### **Contacts: District and Schools**

[Our Schools](#)  
[District Leadership](#)

## **Definitions and Responsibilities**

**Booster Organization** – A group of parents and/or community members who are organized to support a school, sport, activity, class, or program. This includes all parent support organizations recognized by the district, including organizations commonly referred to as PTOs, APTs, and Booster Clubs, herein referred to as “Booster Organization.”

**Sponsor** – An SUSD employee who administers, coaches, teaches, or sponsors the program must be involved with the booster organizations. In most parent organizations, this is typically the Principal. In the case of athletics, this may be the school Athletic Director or coach.

**Fundraising:** Items, practices, or services sold to receive profit in the form of money. These funds are used for the benefit of the student or parent group.

**Joint Venture:** A predetermined fundraising event where the funds are divided between two distinct groups, one of which is students. See Fundraising section for additional information.

**Raffles or Games of Chance:** Raffles are games of chance in which participants exchange funds to compete to win a prize, which includes but is not limited to 50/50 raffles. Games of Chance are games whose outcome is primarily determined by random factors, rather than by skill, strategy, or decision-making such as lotteries, dice games, roulette, and slot machines. [Attorney General Opinion I84-018](#). Students are legally NOT permitted to participate in raffles or games of chance, including selling raffle tickets. \*Also addressed under fundraising.

## Facility Usage

**Facilities Request Agreement:** Any event that takes place outside of school bell hours must have a Facilities Use Agreement in place. This includes Booster Organization meetings, athletic events, and after school programs that can be facilitated by the Program Liaison.

- Refer to the attached [Facility Use Policy Manual](#) for more information on allowable activities.

**Insurance:** Insurance must be purchased for any school use. SUSD requires \$1,000,000 general liability and \$100,000 property damage. The insurance certificate must name SUSD as additional insured. A list of companies is available upon request (480) 484-8569.

**Hanging Banners:** To have a banner hung on an SUSD property in support of an event, please refer to the attached [Guidelines for Hanging Banners at Schools](#).

**Advertising in Schools:** [KHB](#)

## Finance: Fundraisers, Purchasing and Gifts

### Fundraisers

- For any "school-approved" fundraiser, on campus, the sponsor or a certified/administrative school employee must be present. If no students are involved and the fundraiser is not on campus, neither SUSD nor school approval is needed.

### Approval of Fundraisers on Campus

- Activity/Sales Petition completed and given to the program sponsor.
- Program sponsor signs and submits to STUGO (Student Government) for approval.
- STUGO (Student Government) forwards the petition to the Principal or designee for student services for approval.
- No fundraiser is approved until a signed copy has been returned to the sponsor
- No campus activity will be permitted at any time without proper approvals in place.

### Joint Fundraisers (Fundraisers with students)

- If fundraisers involve students, they are considered Joint Ventures. The money raised must be divided between the Booster Club and the student club in proportion to parent and student involvement. A Joint Venture form must be completed and signed by a Booster Club officer, Student Club officer and Principal prior to the event and filed with the Bookstore/Admin Office. For details, see the Joint Venture packet available from AP for student services or the Bookstore/Admin Office. Students may not waive individually their participation and reward of "Joint Venture." Collectively, however, a program or team may waive its status of "Joint Venture" if approved by the students or team.

- Joint Fundraisers planned for the current school year must submit the [Joint Venture Fundraiser Form](#) to Sponsor and the Principal (or designee) for approval at least 20 business days in advance of the activity whenever possible. Boosters Organizations are expected to communicate on campus fundraisers that involve students with the school administration and sponsor at least two weeks prior to the event.
- Fundraisers should be communicated to the sponsor with detailed information at least 10 business days prior to the fundraising event, if that information is not already provided on the Joint Fundraising Form.

REF: Student Fund-Raising Activities ([JJE](#)), Student Activities Club ([JJF](#))

### **IMPORTANT**

**District employees may serve in booster organizations as general members or as members of its executive board, except for the position of Treasurer. District employees shall not serve in a capacity over the organization's financial affairs, including as an authorized signer on the bank account, subject to one possible exception stated below in Operations.**

	Student Activities Accounts	Booster Organizations	Tax Credit	Gifts and Donations
<b>Where does the money come from?</b>	Student led and involved fundraising	Booster organization led fundraisers.  Note: Fundraisers that involve student participation are considered a joint venture.  <a href="#">Joint Venture Fundraising Form</a>	Public/parental contributions (\$200 per single and head of household or \$400 for married taxpayers)	Public/parental donations - requires Governing Board approval based on policy and follows the gifting process outlined in this manual.
<b>Where is the money held?</b>	Bookstore (Deposited weekly)	Booster Club bank account	Bookstore or District Account (Deposited weekly)	SUSD - District Accounts

<b>How is the money accessed?</b>	Requisitioned through the purchase order process and procurement law	Booster Club writes a check	Requisitioned through the purchase order process and procurement law	Requisitioned through the purchase order process and procurement law
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*Note: The information in the above table is intended to be used as a basic resource regarding fundraising and spending money on extracurricular activities. In some cases, there are restrictions on the types of things that can be purchased from these various accounts. All purchases should be pre-approved. Please refer to your principal and/or Bookstore Manager with specific questions regarding these issues.*

### **Incorporation and Non-Profit Status**

The following are tools for establishing a booster/parent organization. Further information can be obtained from the [Internal Revenue Service \(IRS\)](#).

Most booster organizations are publicly supported by 501(c)3 organizations. It is highly recommended that you consider applying for and maintaining the tax-exempt status through the IRS. Exempt organizations are not required to incorporate. However, the following are compelling reasons to do so.

- Officers of non-incorporated organizations can be sued personally.
- Members of “informal” organizations can be held financially liable for income tax all the way up to the first member(s) of the organization.
- Organizations not recognized by the IRS as exempt cannot accept tax deductible donations and donors cannot deduct contributions on their personal income tax returns.

Booster groups must have a “unique” name that differentiates itself from the name of the school or District. Use of the mascot and club/sport title is acceptable upon approval of SUSD administration. It is recommended that booster organizations use another address or a post office box. If a booster organization needs to utilize a school address, it must indicate the full name of the organization. For example, Laguna Parent Teacher Organization (PTO)..

Booster groups **may not** use SUSD’s employee identification number (EIN) but instead must establish their own EIN through the IRS.

## New Booster Organization Checklist

The following checklist serves as a guide to help ensure that your Booster Organization has complied with the District's Board Policies and Regulations, and Federal/State Regulations governing booster organizations.

Check and Date	New Booster Organization Checklist
	Contact School Administrator prior to formally organizing.
	Develop and adopt organization By-Laws (governing document) and establish officers of the organization. ( <a href="#">Sample bylaws</a> )
	Develop an annual budget and goals.
	File IRS Form SS-4 to obtain a taxpayer ID number.
	Establish a bank account with the two required signers. SUSD employees may not be the treasurer or signatory of an SUSD Booster Organization, with one possible exception stated in the Operations section.
	Submit a <a href="#">Booster Organization Verification of Approval</a> to the program sponsor by the first day of school fall semester.
	Contact the <a href="#">Arizona Corporation Commission</a> for application of non-profit corporation. Follow all ACC rules for incorporation including: the filing of an annual report. See additional <b>State Regulatory Information below</b> .
	File IRS Form 990 to the Internal Revenue Service.
	Most booster organizations are publicly supported by 501(c)3 organizations. It is highly recommended that you consider applying for and maintaining the tax-exempt status through the IRS.



## All Booster Organizations

REQUIRED	RECOMMENDED
<b>COMMUNICATION</b>	
Provide the school sponsor with the <a href="#">Booster Organization Verification for Approval form</a> as part of the annual verification process, prior to the first day of the fall semester	
<b>FINANCE</b>	
Checking accounts must require two signatures on all checks	It is recommended that you have at least three bank signers in case someone is unavailable. Debit cards and online expenses payment services may be used, but it is highly recommended that strong policies be implemented which limit the number of cardholders/users and establish spending limits and expenditure purposes (such as budgeted or pre-approved purchases only).
Money collected through fundraisers and other organization activities should be accounted for.  Cash cannot be stored on campus.	It is recommended that the money collected is verified by, and prepared for deposit at the bank by TWO individuals. A duplicate deposit slip should be prepared.
All campus activities and fundraisers must receive prior approval from site administration and comply with all applicable <a href="#">District Governing Board policies and regulations</a>	Obtain legal and/or accounting services as needed to ensure compliance with all applicable state and federal laws and regulations
Ensure the budget is developed to support the program's student needs, with input from	The organization should develop an annual budget plan and goals for the organization. Plan activities for the year based on the budget and goals.

the sponsor, and that all gifting procedures are properly followed	
Maintain booster organization funds in a separate account from school funds to ensure clear financial distinction and accountability.	<p>The Treasurer should produce a monthly financial report after the receipt of each bank statement.</p> <p>Approval should be noted in the minutes. Similarly, the financial reports should be presented and approved at all regular meetings of the general membership, with approval noted in the minutes. The financial reports should be maintained with the minutes for a minimum of three years.</p>
<p>Understand that all gifts require approval by the Governing Board and, once accepted, become the property of SUSD</p> <p>Public Gifts/Donations to Schools (<a href="#">KCD</a>)</p>	
If a parent organization wishes to compensate an employee for services (custodial, security, choreography, etc.), the employee must be paid through the district so that proper payroll deductions are withheld. The parent organization must coordinate with the site administrative assistant regarding reimbursement procedures for the wages and benefits.	
Students who assist, in any capacity, with a fundraiser must follow <a href="#">Attorney General Opinion</a> - Joint Ventures and must be approved by the site administration clearly outlining the percentage/amount of funds raised that will be deposited into the student activities account. <a href="#">Joint Venture Fundraising Form</a>	

Student Activities Funds ( <a href="#">JJF</a> )	
Understand that any financial obligations incurred by Booster Organizations are the sole responsibility of the Booster Organization and not the responsibility of the school or district.	When a parent support organization dissolves, any monies should be transferred to an appropriate student club.
<b>OPERATIONS</b>	
Follow the election process outlined in the Booster Organization bylaws. Do not operate without elected officers	Officers of the organization should be established as defined in the bylaws (usually: President, Vice President, Secretary, Treasurer; the Vice President is optional.) A Representative and Alternate Representative for SUSD Boosters, Inc. should also be selected. Frequently review your by laws and approved budget.
Have regularly scheduled meetings open to all program stakeholders and maintain minutes.	Plan ahead. Establish a calendar of meetings for the year. Meetings, elections, fundraisers, and other activities should be well organized and advertised to all stakeholders.
Minutes of each Board and Membership meeting should be produced, distributed to members, and maintained for at least three years.	
Do not promote your organization as a nonprofit unless you have completed the necessary filings and officially obtained nonprofit status.	Most booster organizations receive public support through 501(c)(3) entities. It is strongly recommended that you apply for and maintain tax-exempt status with the IRS.
Staff <b>may not</b> be authorized as signers on any bank accounts. Part-time classified employees may be approved by the superintendent upon request.	It is preferable that non-employees serve as officers, but principals, teachers, coaches and classified employees are not precluded from serving as officers. Employees who serve as officers should be cognizant of potential

	conflict of interest situations and remove themselves from voting on any matter which may be perceived as a conflict of interest.
Booster organizations may not use school name, SUSD name, team name, or logo for any activities that are not approved by the school (e.g., flyers, press releases, websites, etc.).	Be inclusive of membership and participation. Establish working relationships with the sponsor and site administration – work as a team. This includes, without limitation, ensuring limited disruption to academic instruction.
Under no circumstances are keys or security codes to be given to anyone other than District employees. District employees who require access to their facility should contact their administrator, who will make arrangements with Facilities.	

### Partnership with Schools

The strength of booster organizations comes from their participation with the sponsor. A partnership should be formed that allows the sponsor to communicate their program's particular needs with the booster groups. Likewise, booster groups need to communicate their plans and activities with the sponsor to meet booster organizational goals and to gain full assistance of the sponsor and school.

Administration is available to assist the sponsor in matters involving booster organizations. Booster groups acknowledge that they must adhere to administrative, SUSD, local, and state policies. SUSD requires completion of the [Booster Organization Verification for Approval form](#) on an annual basis. Additionally, SUSD recommends the following practices:

### State Regulatory Information

The Arizona Corporation Commission governs the conduct and compliance of all for profit and non-profit organizations in the state of Arizona. Filings with the Corporation Commission generally require fees. [How to Start a Nonprofit in Arizona - Arizona 501c3 | TRUiC General Information](#) - Articles of Incorporation/non-profit status.

- Booster Clubs must file initially to become a legal organization if they intend to provide financial support for a school program
- An annual report must be filed with specific information each year as required by the Corporation Commission. Filing may be done electronically if the organization meets the criteria as listed.
- If an organization makes changes, it may be required to submit articles of amendment.
- If an organization is going to be dissolved, a dissolution form must be submitted.

Arizona Corporation Commission  
1300 W. Washington St.  
Phoenix, AZ 85007  
(602) 542-3026

### **Purchasing and Gifts**

Booster Clubs may aid the school or program with the purchase of athletic equipment, uniforms and other supplies as determined by the program Liaison and the appropriate administrator. It is expected that any donations or gifts from an individual or organization to the District should be made without any expectation of special treatment or access to personnel or facilities, unless expressly delineated as the purpose of the gift and approved by the appropriate District administrator (and potentially Building Services). All Gifts need to follow SUSD Gifting Processes and be approved by the Governing Board *prior to purchase*. Any material changes to a facility must be reviewed and approved by Building Services *prior to the work commencing*. All equipment and supplies must be shipped to a school district address. Booster Clubs should not have materials shipped to a home. [KCD Public Gifts/Donations to Schools](#), and Regulation [KCD-R Public Gifts/Donations to Schools](#). [Gift Form Link](#) (accessible by SUSD Employees only).

### **Funding of Positions**

See District policy [KCD-R](#) about gifting rules that apply to positions such as coaching, teaching, etc. Specifically, Booster Organizations *may not* fund additional coaching positions beyond the allocation from SUSD Human Resources. The purpose is to ensure equity across the district and to avoid any potential AIA Bylaw violations. Booster Organizations may not fund additional district positions without the written permission of the Assistant Superintendent of Human Resources.

- Funding of Consultants or Off-Season Coaches – Booster Organizations *may not* pay for in season or off-season coaches.
- For additional information regarding the policies, regulations, practices and policies affecting athletics, please refer to the following resources:
  - [SUSD Governing Board Policy Manual](#)
  - [Arizona Interscholastic Association \(AIA\)](#)