Westlake High School
Booster Club Meeting 2025-2026







CVUSD
CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Booster Club Donations

<u>No player will be excluded from participation regardless of their donation</u>

California law guarantees students a public education free of charge, including extracurricular activities. Students are therefore entitled access to educational activities, and to all materials, supplies, equipment and uniforms necessary for the educational activity, without charges or security deposits. We ask for and encourage donations to assist us in our effort to continue providing high quality courses and activities, but all donations are strictly voluntary.

Booster Club Donations continued…

Helpful Hints:

1. Donations are not required to participate in the sport or activity
2. Boosters can not charge a “fee”. Please refrain from using the word “fee” on any communications with your families. “Recommended Donation” is preferred
3. Booster Treasurer and President shall be the only board members with knowledge of who has and has not donated to the program

   Coaches shall not be privy to who has and has not donated to the program

4. Boosters cannot send out invoices for the recommended donation amount to families that have not donated.
5. Donations to the Booster club are eligible for Corporate Matching Programs.

Booster Club Philosophy



The student activity programs of CVUSD are a vital part of the high school experience and every student should have the opportunity and be encouraged to become involved in school activities beyond the academic program. Because of the high cost of these student programs, booster clubs have been formed by the parents and supporters of WHS providing the financial and personal support needed for a quality program. The Conejo Valley Unified School District Board of Education recognized that parents may wish to organize booster clubs for the purpose of supporting special programs. Th programs may include athletic teams, debate team school musical groups, academic groups and other activities that provide a source of positive involvement for students. The Conejo Valley Unified School District Board of Education is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life.

Parent and Booster Clubs Recognition

- The Superintendent is directed to develop regulations that will establish school-club liaison; provide for acceptance of gifts of uniforms, equipment or money; establish the principle that the clubs are not functions of the school or District; and assure that the extra-curricular programs are kept in a positive balance.
- Any parent or booster club desiring to support one or more co-curricular programs or activities of any district school must request recognition by the principal, present the principal with a statement of the objectives and goals of the club, and describe the methods by which the club will raise money.
  - The principal shall not recognize the club **if its membership is limited so as to be discriminatory toward any group.**
  - The principal shall not recognize the club **if the method(s) of raising money are inappropriate to the educational standards of the District.**
  - The principal shall deny recognition **if the club's objectives and goals can be expected to unbalance the school's activities programs to a harmful degree.**
- Booster Club meetings must be held on WHS campus. Use of school facilities must be in accordance with the provisions of the Conejo Valley Unified School District Policy and Civic center Policy Regulation #852.
- The principal or designee shall advise the booster and parent clubs of the procedures for scheduling activities, explain fundraising regulations of the District and provide answers to other inquiries of the club.
- The club shall provide the principal or designee with a list of all officers of the club and their telephone numbers.

Constitution

1. All Booster Clubs shall have a written constitution and shall maintain updated by-laws that pertain to their organization, function and procedures.
2. Your WHS Athletic and Activities Departments will provide assistance for newly organized clubs as well as sample constitutions and updated by-laws.
3. All Booster Clubs must adhere to the organizational and procedural guidelines that have been established by the school, district and state educational policies and regulations.



Booster Club Relations With Coaches/Advisors



Coaches/Advisors will be expected to be supportive of programs and coaching staff, to communicate the needs of their teams/groups and to work closely with the respective Co-Curricular Booster Clubs to help devise ways to achieve their goals. **Boosters should always check beforehand with the coach/advisor before planning any activity.**

Booster Clubs should not expect the coach/advisor to assume the "leadership" role in the handling of major fundraising activities. The coach's/advisor's job is to prepare your sons and daughters for co-curricular participation. Parents are reminded that their duties with Booster Clubs do not entitle them or their children to any privileges within a team/group; neither should Booster Club officers have undue influence with a coach.

Reauthorization Application

2025 - 2026 Booster Application

Due to the Athletic/Activities Office by **October 1, 2025**
The following documents must be included in your packet for it to be accepted:

1. Completed Application with necessary signatures
2. Annual Financial Statement for the 2024-2025 school year.
3. Annual Proposed Budget for the 2025-2026 school year.
   - Must be voted on in the 2024-2025 school year
4. Booster Club Minutes that document approval of the Annual Proposed Budget

   Notate who motioned, second, how many approved/not approved in meeting minutes
5. Annual Audit Report – for the 2024-2025 school year.
6. Booster Certificate of Insurance

Coaching Stipends | Booster Club Pay Agreements

- Booster Clubs **may not** pay directly out of booster funds (Payroll/Tax Laws)
- All Booster Club paid coaching stipends must be approved before a timesheet can be released for payment.
- In order to prevent a delay in a coach receiving pay, the **Booster Agreement Form must be submitted to the Athletic/Activities Office no later than:**

Summer Sports/Activities: The last Friday in May
Fall Sports/Activities: The last Friday in August
Winter Sports/Activities: The last Friday in November
Spring Sports/Activities: The last Friday in February
Note: Payment will be received the following month

Form: Booster Clubs must submit a ***Booster Club Authorization for Payment*** form indicating the coach's/specialists name, season/year, stipend amount, and a signature from the Coach, Booster Club President and Treasurer. The District will then issue a check to the coach and the Booster Club will be billed by the District for the stipend at a later date.

Coaching Stipends may not exceed the maximum allowed as set by the Conejo Valley Unified School District. This list is updated each school year. Contact the Athletic/Activities secretary for specific limits.

Booster Club Charter Bus Pay Agreements

If a coach and a booster club request a Charter Bus instead of a regular Durham school bus, the following procedures must be followed:

1. The booster club must approve the use of the Charter Bus and the additional cost of taking this form of transportation.
2. CVUSD Administration will have final approval on the authorization of alternate forms of travel, including charter buses.
3. Submit a Booster Club/Charter Bus Pay Agreement form to the Athletic/Activities Office.
4. Cost Formula
   - School Transportation Donations will only support the standard Durham Bus services for the same trip while the Booster Club will be responsible for anything above and beyond.
5. District Billing
   - The District will send the boosters an invoice of the total cost of the charter minus the school bus charge.

Financial Guidelines

- Because financial support is often a major function of Booster Clubs, certain rules and procedures shall be established and these will include the following:
- **Cash protocols:** When reconciling funds at events, there shall be two Booster members counting cash at the end of the event and signing off on accurate count of revenue.
- **Electronic Payments:** Any electronic transfer of funds shall go directly to the Booster 501C3 account.
- **Separate Fiscal Tasks:** One person should be responsible for opening and reviewing all bank statements and a different person reconciling the bank account.
- **Check Signing:** Require a minimum of two signatures for every check issued. Immediately update the bank check signing card after booster officers have changed. Checks should only be issued after they have been approved by the booster club.
- **Don't pre-sign checks**
- **Don't issue checks payable to CASH:** If cash is needed to set-up a "cash drawer" for making change at an event, issue a check payable to the Treasurer's name (or the name of another responsible member), who would be responsible for setting up the cash drawer at the event.
- **No disbursements should be made from cash collected.** Instead, have someone pay for the goods or services and then submit a receipt for reimbursement at a later time.
- **Treasurer's Report:** Treasurer's shall submit both written and oral reports to the booster club at each meeting. The reports should include up to date information regarding current year to date revenue and expenses as well as information regarding upcoming fundraisers (complete revenue potential form).

Financial Guidelines

- **Cash Receipts:** Each booster club should have clear procedures for counting and reporting cash receipts.
- **An independent audit or financial review** must be conducted by someone who has experience in accounting and/or bookkeeping. This audit shall cover the period from July 1st to June 30th. Audit form must be submitted with your Reauthorization Application. Auditor must be separate from any member on the Booster club, and the Treasurer and Auditor cannot be from the same household.
- **Records and receipts of expenditures and collections** should be kept orderly and easily accessible.
- **Annual Tax Audit** Please submit your annual tax audit to the Athletic/Activities Office in conjunction with your Booster's Reauthorization Form. This audit shall cover the period from January 1st to December 31st. Each booster club must submit this audit on the form (Bank Reconciliation form) provided in this handbook.
- **Adherence to school, district and state policies and regulations:** Adherence to the school and district policies and procedures when gifts or donations of funds or equipment are made. Work with site administrators any time your Booster Club makes a donation to assure district policies are followed.

Fundraising

Purpose:

Student body funds must be used to promote and finance programs of worthwhile co-curricular activities beyond those provided by the District. Money raising projects must, in general, contribute to sound educational principles and must not be in conflict with the ideals of the educational program.



Any fundraising where students are the primary source of selling, marketing, or collection, must have the funds deposited with the Associated Student Body bookkeeper. Any student involvement in a Booster Club fundraiser must be voluntary.

Money generated by the booster clubs must be planned, operated and executed by the booster clubs. This clarifies the distinction between booster clubs and ASG Student Activities.

Boosters may donate to student accounts, but student account money may not be used or transferred to booster club accounts. Any money that booster clubs donate to the student accounts become student and advisor controlled, without influence from the booster club organization. Please be aware of this policy before transferring money to an ASB account.

Booster clubs must use the following exclusion statement on all requests for money:

****Be reminded that no player will be excluded from participation regardless of their donation****

California law guarantees students a public education free of charge, including extracurricular activities. Students are therefore entitled access to educational activities, and to all materials, supplies, equipment and uniforms necessary for the educational activity, without charges or security deposits. There are some narrow fee authorizations in the law, and we ask for and encourage donations to assist us in our effort to continue providing high quality courses ad activities, but all donations are strictly voluntary. Please visit your CVUSD High School website for more information, and/or contact the Principal if you have any questions or concerns.

Fundraising

Sponsorship:

Any fundraising where WHS is represented requires approval from the Assistant Principal. You may not use the high school mascot name or any other slogan or moniker without approval. **Only with written approval can fundraising be done in the name of WHS.**



Sales/Concessions:

The ASG is the only authorized dealer of WHS athletics wear or merchandise. If a booster club chooses to purchase and/or sell shirts, hats, and seat cushions, etc., prior approval must be given by the Assistant Principal before ordering. This rule is designed to insure that the content, colors, and competition is monitored. Price of the item being sold and location where sales will take place are also important information. Concessions at sporting events must be authorized by the Assistant Principal (i.e. concessions at games, program sales at games, pancake breakfasts, etc.). Booster Clubs are not guaranteed concessions.

Vendors (Food):

All contracted food vendors must have both site and school district approval for all events. For all events on CVUSD property, all requests must be submitted to the District Office using ***Facilitron*** ***at least two weeks prior*** to the event.

Fundraising

Below is a sample policy from RVNA and a list of exclusions regarding general liability coverage, that Booster groups need to be aware of when scheduling fund raising events:

1. Unmanned Aircraft (drones): claims related to the ownership, maintenance, use, or entrustment are not covered. BP 3515.21 Unmanned Aircraft Systems (Drones)
2. Entertainment Products: personal and advertising injury coverage does not apply to Entertainment Products defined as any and all programs, productions, performances, films, television programs, recordings, exhibitions, publications, materials and media of any kind, type, or form and in any stage of completion
3. Errors and Omissions coverage excluded
4. Motorized Events are not covered
5. Pyrotechnics and Explosives: fireworks, pyrotechnic devices, or any explosive materials are not covered
6. Sports or Athletic Participant: bodily injury coverage is excluded for anyone instructing or supervising; trying out for; training or practicing for; or participating in; any athletic event, athletic contest, or athletic activity that you organize, promote or sponsor.
7. Cyber Event: The insurance does not cover any loss, damage, fees, costs, charges, expenses and/or liability arising directly or indirectly out of, or in any way related to any cyber event.
8. Mechanical Amusement Device, use, sale or rental of is not covered
9. Bungee Jumping excluded
10. Motorized vehicles and personal transportation devices, use, sale or rental of is not covered
11. Liquor Liability excluded



Fundraising Activities and Advertisement

CVUSD Administrative Regulation I230

On Campus Fundraisers – All Parent Support Organizations and School-Connected (Non-Profit) Organizations

1. Auctions, displays, or gift baskets that include alcoholic beverage, drug, tobacco or controlled substances or the use, possession or promise of such products is not permitted on CVUSD property at any time. (Business and Professional Code section 25608) All silent auction items must not conflict with existing State law, board policies, administrative regulations, or any rules of the sponsoring school.

2. Auctions, displays, or gift baskets that include gift cards or gift certificates to vendors whose main concentration or intent is the sale of alcohol drug, tobacco or a controlled substance are not permitted on CVUSD property at any time.

3. Any advertisement of alcoholic, drug, tobacco or controlled substances is prohibited on both school grounds and through the use of school or District communication modes. Representations of items such as fake bottles, alcohol-themed glasses, mixes for alcoholic beverages and other related paraphernalia are not permitted.

Fundraising Activities and Advertisement

CVUSD Administrative Regulation I230

Off Campus Fundraisers – All Parent Support Organizations and School-Connected (Non-Profit) Organizations

1. School-Connected Organizations shall not advertise alcoholic, drug, tobacco or controlled substances on school grounds and through the use of school or District communication modes.

2. With the exception that is set forth in item 5, below, alcohol cannot be served at fundraising activities that are conducted off-campus at a government facilities or community owned parks and community centers if students are present. This includes evenings, weekends and holidays. Auctions, displays, or gift baskets that include alcoholic beverage, drug, tobacco or controlled substances are not permitted in these locations if students are present.

3. School-Connected organizations are permitted to offer Restaurant Nights and other events at locations that may typically serve alcohol if proprietors are properly licensed (pursuant to state and federal sale of alcohol laws).

4. School-Connected organizations are permitted to conduct silent auctions that contain alcohol, alcohol related items such as wine glasses, wine tasting trips, gift cards to alcohol establishments when proper permits are secured from Alcohol Beverage Control (ABC) and activities are ABC compliant

Fundraising Activities and Advertisement

CVUSD Administrative Regulation I230

(Continued) Off Campus Fundraisers – All Parent Support Organizations and School-Connected (Non-Profit) Organizations

5. Parent-Teacher Associations, Booster Clubs and other Non-Profit organizations may invite students to perform at galas and other fundraising events whereby alcohol is being legally served and or legally offered for sale sell under the following conditions:

A) The event is clearly sponsored by a School-Connected Non-Profit organization and is not a program related activity where students are the invitees such as student awards or recognitions.

B) Any serving of alcohol will be legally executed by a fully licensed establishment or vendor.

C) Re-sale of alcohol will be properly permitted and executed in compliance with ABC regulations

D) Advertisement of such events shall not display alcohol in words, lists, photos etc. on school grounds or through the use of school or District communication modes.

E) The hosting venue is not a government facility, community park, community center or school owned property.

Website / Social Media



- WHS High School Administration will need a point of contact for all website and social media accounts associated with WHS High School Athletics and Activities
- All WHS Athletic and WHS Activity websites must be linked through WHS Athletics/Activities webpages.
- All social media accounts representing *WHS* programs must be registered with the Assistant Principal of Athletics - Mr. Carnell Henderson
- Tag on Instagram @_whsathletics_ and @westlakehs_activities

District Social Media Policy and Procedures

- A strong social media presence is essential
- Key touchpoint for communication
- Key touchpoint for highlights and major moments
- Engage community, students, and all stakeholders

Required:

(1) All CVUSD social media accounts must be registered with AP of Athletics/Activities
  (a) Use our WHS Social Media Google Form

(2) All websites linked through CVUSD Athletic /Activity website

Bulletin and Marquee Requests

- Daily Bulletin Request: In order to have your event advertised in the weekly school bulletin or announced during period 4 announcements daily, please complete the Announcement Request. This form can be completed by an officer of the booster club or coach/advisor.
- Marquee Message Request: If you would like your event advertised on the school marquee, please email Mrs. Valerie Barlev. Give detailed information but be brief as space is limited.



Facilitron Instructions

- Please include ‘Booster’ in the organization name and in the description of your event so that it is easily identifiable.
- Booster Clubs must upload Certificate of Insurance to Facilitron.
- If you are unable to pick the location you want, please choose **“meeting location TBD”**. The school or Elizabeth Jones will change it to the proper location.
- If you are unable to pick the correct time frame, please leave a note in the comment section with the correct times of your event listed. The school or Elizabeth Jones will change it to the right times.
- There may be fees on your request, so choose ‘pay by check’ or ‘invoice by mail’. Elizabeth will remove the fees once your request has been submitted.
- Please indicate in the 'set up instructions' or 'comments section’ how much time you will need for set up/break down and anything else you may need.
- Feel free to contact Elizabeth Jones if you need further assistance: ejones@conejousd.org. 805-498-4557 ext. 6572

Facilitron

For an off-season tournament that's a fundraiser for the booster: The booster should enter the event in Facilitron and the booster should only be paying for custodial fees and not the facilities fee. In-season tournaments should not be used as booster fundraisers.

Facilitron Website
CVUSD Facility Use Permit Website
CVUSD Facility Fee Schedule

Do

1. Ensure all of your site activities, practices, and games schedules are always up to date in Facilitron.
2. Communicate with your coaches and boosters that Boosters, PTAs, and coaches private camps and lessons are all outside user groups and need to book accordingly.
3. Enter the title of the school activity and the name of the head coach/advisor responsible.

Don't

1. School Staff shall not input facility use information to Facilitron for any outside user groups including Boosters.
2. In-season reservations cannot be general- must be specific for sport, start and end time, coach etc.
3. Off-season school activities must be specific as well, and must be reflected in the off-season plan. You must verify prior to input and approval.

The Principal shall be responsible for ALL facility use reservation for the school site before it goes to M&O for approval and scheduling (excluding filming requests).

Facility Use

1. In-Season:
   a. Coaches/Activity advisors must submit practice/game dates/times in advance to the Assistant Principal of Athletics/Activities. A meeting with the coach is required, prior to the season, to review the proposed in-season plan. Coaches signature is required.
   b. All facility use reservations must be specific as to sport, practice or game, start time, end time, person responsible and all other pertinent information. GENERAL BLOCKS OF TIME CANNOT BE RESERVED.

2. Off-Season:
   a. Coaches must submit off-season plan in advance to the Assistant Principal of Athletics/Activities prior to start of the off-season program.
   b. A meeting with the head coach is required to review the off-season plan and certify practice vs camp vs booster run fundraiser, etc. Coaches signature is required.
   c. Coaches who also have an LLC/DBA- more information on a later slide

3. Non CVUSD Events or Activities:
   a. Any request for coach camps, private lessons, or other non CVUSD sanctioned events must be input by the requestor through the CVUSD facility use portal and associated fees must be paid. *Beware of conflicts*. District employees may NOT input use nor HOLD a date/time for a group. Please do not ask.
   b. Any use by a coach that charges students is considered an outside activity and must be input by the coach or organization and facility use fees will be required. *Beware of conflicts.*

Facilitron continued

c. Advertising/Flyers: Per CVUSD Administrative Regulation 1325,

- Internal flyers (i.e. not districtwide) from school-connected organizations, shall be reviewed and approved by the school principal or designee.
- Any **school-connected organization** fliers for districtwide distribution shall be sent to SSnyder@conejousd.org for District approval and distribution.
- Any **for-profit group** (i.e. LLC/DBA) fliers shall be sent to MMendez@conejousd.org for District approval and distribution. A coach who also operates private company should not advertise using contract information (i.e. email addresses) that are gathered through their role as a CVUSD coach/employee.

d. Board policies: 4135, 4235, 4335 state: *Employees shall not solicit district staff, students or their families with the intent to sell general merchandise, books, equipment or services for their own personal profit or benefit. Solicitation of students and staff on behalf of the school or other charitable organizations shall be conducted in accordance with applicable Board policy and administrative regulation.*

And further states: *Staff members shall respect the confidentiality of district employees and students and shall not use their status as district employees to secure information such as names, addresses, e-mail addresses, and telephone numbers for solicitations or use in personal profit-making or beneficial ventures.*

Use of Pesticides or Herbicides

CVUSD Administrative Regulation 3514.2

No pesticide or herbicide may be applied by any person at any time anywhere in the district, including gardens, sports fields, or administrative sites unless it has been specifically approved and authorized in writing by the District Integrated Pest Management (IPM) Committee and by the Facilities IPM Coordinator.

Any approved application will be in accordance with District policy, state law, and applied solely by the CVUSD IPM Technician. Unauthorized spraying could lead to a facility being closed for an extended period of time.

Do's and Don'ts for Boosters

- Please DO hold Booster meetings on campus, in accordance with school policies.
  - Please DO NOT hold functions Board Meetings in private homes.
- Please DO hold banquets on campus or at CRPD locations if possible. All other off site locations for banquets require Principal approval. All banquets need to have a non-eating option.
  - Please DO NOT have banquets off site without communicating with your site administration.
- Please DO feel free to decorate for banquets.
  - Please DO NOT leave any decorations in place when the banquet is concluded.
- Please DO use blue painter's tape for posters and decorations.
  - Please DO NOT use strapping tape, duct tape, masking tape, scotch tape, or any other material that will remove paint or damage walls.
- Please DO coordinate fundraising efforts through the Athletics/Activities Office, and complete facilities requests through the Activities Office for all events.
  - Please DO NOT directly compete with other Booster Clubs in fundraising efforts (or sell similar products or services for less than another club is currently offering).
- Please DO use available snack bars during your club's season of sport.
  - Please DO NOT leave ANY FOOD OR PADLOCKS in the snack bar at the end of the season.
- Please DO generate mailing lists that include all team members.
  - Please DO NOT release names, addresses or telephone numbers without specific permission being granted.

Do's and Don'ts for Boosters continued…

- Please DO complete a Booster Authorization for Payment form BEFORE the season for any coaching/specialist staff members whose stipends will be paid through booster funds.
  - Please DO NOT pay any coach/specialist directly, wait to be billed by the district.
- Please DO raise funds as needed to support your program, and deposit funds raised into the Booster Club accounts.
  - Please DO NOT keep funds raised by student labor (e.g. car wash) in Booster Club accounts. Instead, have these funds deposited into the CLub/ASB account immediately after the fundraiser is completed.
- Please DO notify the Athletics/Activities Office promptly when officers change.
  - Please DO NOT forget to include contact information for the new officers.
- Please DO obtain approval from the Assistant Principal and/or Athletic Director and the Activities Office for all fundraising activities, the use of WHS, and merchandising.
  - Please DO NOT forget to get this approval in writing.
- Please DO follow all procedures and meet the deadlines for reauthorization and taxes.
  - Please DO NOT neglect this so the district does not close your club and seize your funds.
- Please DO submit all emails and website updates to the Athletic/Activities Office for approval
  - Please DO NOT leave ANY FOOD OR PADLOCKS in the snack bar at the end of the season.
- Please DO use all District Loaner/Purchase Uniform and Pledge Agreement Forms.
  - Please DO NOT use your own forms.

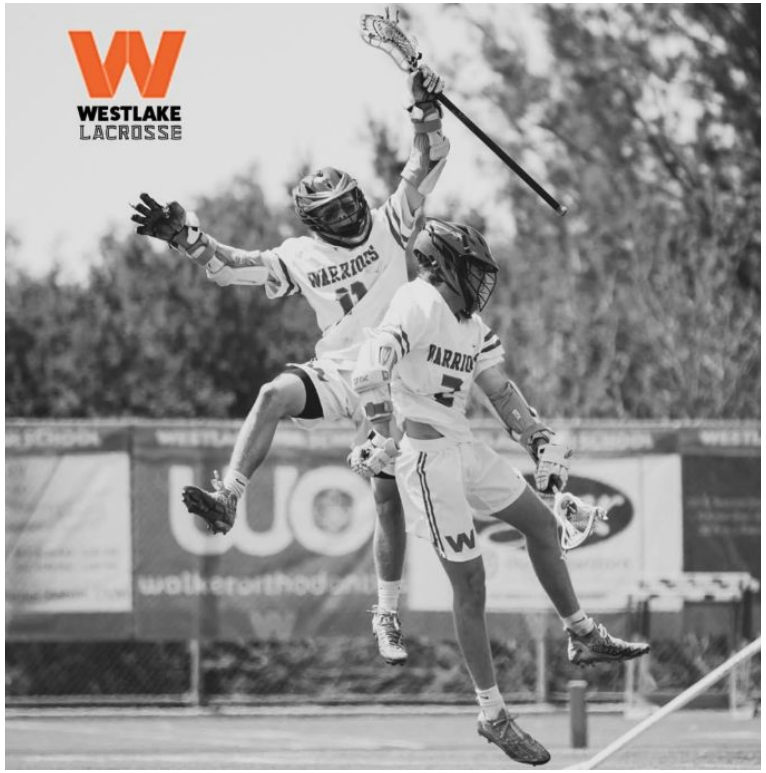
Forms

Reauthorization Application & Budget Templates 2025-26

One stop shop for:

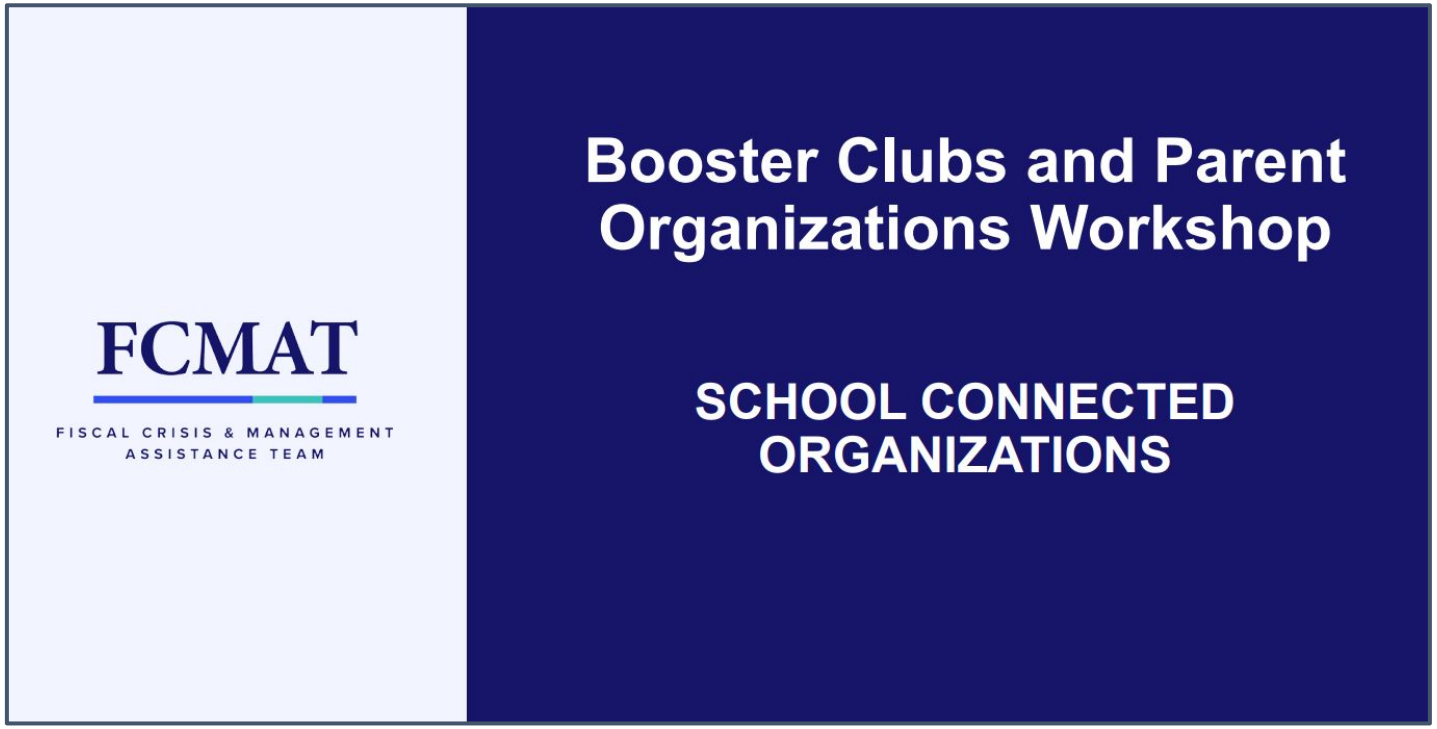
- Reauthorization Form
- Annual Financial Reports (current and previous)
- Audit Forms
- Insurance
- Signature Pages

***Make a copy of the document for your Booster Club.**



Additional Best Practices

All boosters should review this information provided by the Fiscal Crisis & Management Assistance Team



Future Meetings This Year

Additional meetings with boosters and school site administrators during the year to provide information, share practices and support transitioning year-to-year.

September Meeting

- Kickoff meeting to start school year
- Review Reauthorization forms
- Provide exemplar Reauthorization packets to serve as a guide
- Review slide presentation (Do's & Dont's)

Winter Meeting

- Check in Meeting
- Q & A with site administrator
- Address any current issues

May Meeting

- Booster Board Transition meeting
- Frontload the reauthorization forms to incoming booster members
- Communicate Fiscal Crisis & Management Assistance Team (FCMAT) "Best Practices Guide"

WHS Contact Information

- **Assistant Principal of Athletics** - Mr. Carnell Henderson
  - chenderson@conejousd.org
  - Direct ext. 1009
- **Athletics Secretary** - Mrs. Mandy Rogers
  - arrogers@conejousd.org
  - Direct ext. 1013
- **Assistant Principal of Instruction** - Mr. Carlos Cardenas
  - carloscardenas@conejousd.org
  - Direct ext. 1022
- **Activities Secretary** - Ms. Pam Burns
  - pburns@conejousd.org
  - Direct ext. 1035
- **Athletic Coordinator** - Mr. Kyle Kegley
  - kkegley@conejousd.org