



Waxahachie
INDEPENDENT SCHOOL DISTRICT

Waxahachie ISD PTO and Booster Club Guidelines

Updated September 2024

INTRODUCTION

The Waxahachie Independent School District PTO and Booster Club Guidelines are intended to assist clubs by providing organizational and financial guidance. These guidelines also aim to assist the clubs in meeting District, State, and Federal requirements. Suggestions for improving the organization as related to the formation, day-to-day activities, governing boards, and best practices for accounting records are contained herein and may be used as a reference point for organizations supporting Waxahachie Independent School District.

PTOs and Booster Clubs are established to promote school programs or complement student groups or activities. A club's purpose may be to support a group, program, or activity at a particular school or a variety of programs at various schools (ex: Theater Booster Club supporting all High Schools and Junior High Schools). The support these organizations provide by means of financial contributions and volunteerism are vital to the success of our students. However, a separation between these organizations and the District must be maintained so that third parties are not misled into believing that the organization is part of the District. This distinct separation protects both parties in case of litigation. PTO and Booster Clubs may provide suggestions about particular activities; however, the principal or WISD group/organization's coach or director is responsible for the final decision of student involvement.

The overarching goal of WISD, PTO, and Booster Club partnerships should be to support students and staff by operating collaboratively yet separated.

All WISD Booster Clubs and PTOs are expected to follow UIL guidelines where applicable.

FORMATION OF A PTO OR BOOSTER ORGANIZATION

- 1) Establish a PTO/Booster Club Steering Committee to set up the organization. (Members of the steering committee cannot be considered as PTO/booster club officers until they are elected at a general membership meeting.)
- 2) Determine official mailing address of the PTO/booster club. By maintaining a consistent mailing address, you will not have to update your address each year to the district, the Texas Secretary of State, the Texas Comptroller's Office, the IRS, and your bank. We recommend that a post office box (PO Box) be used as the official mailing address. The address and box keys can be given easily to the new officers at the beginning of each school year. Do not use home addresses since officers change frequently.
- 3) Draft and approve the PTO/booster club bylaws. The Steering Committee may approve the bylaws to allow the group to proceed with applying for incorporation with the State and applying for tax exemption with the IRS.
- 4) Supplemental language that should be added to bylaws: Booster Club/PTO will not partake in any advertisements or sponsorships from any Political, Social Media Belief Groups, or Tobacco/Drug/Alcohol companies. Booster Club/PTO will respect our Community, Students, and Parents and will not partake in activities or sponsorships based on race, ethnicity, gender, disability, age, religion, or any other legally protected classification. Booster Club/PTO shall operate in alignment with Waxahachie ISD's Vision and Core Values while focusing on their unique ability to support Choices, Collaboration, Belonging and Community.
- 5) File for incorporation with the Texas Secretary of State by completing Form 202 (Certificate of Formation-Nonprofit Corporation) and submitting it to the Texas Secretary of State. Read Forming a Nonprofit Tax-Exempt Corporation in Texas and Texas C-Bar information. As a corporation, individuals governing and operating a nonprofit organization are shielded from liabilities incurred by the organization, unless the individuals are grossly negligent in their duties. You should receive a copy of your Certificate of Formation from the Texas Secretary of State stamped with the date considered the beginning date of the organization.
- 6) A membership drive should occur to let parents know about the PTO/booster club and when the first membership meeting will be held. At the first meeting, have the general membership approve establishing the PTO/booster club. Then the general membership should approve the PTO/booster club bylaws that were approved by the Steering Committee including any revisions needed. Then elect officers in accordance with the bylaws. Once approved, send a copy of the bylaws to the WISD Business Office.
- 7) Apply for an Employer Identification Number (EIN) with the IRS. The EIN can be requested prior to the first membership meeting if the PTO/booster club bank account needs to be opened at an earlier time.

- 8) After receiving an EIN, the PTO/booster club can open a bank account. If the bank account is opened prior to the election of officers, the Steering Committee members may be signers on the account.
- 9) PTOs/Boosters – Apply for an exemption from Texas sales tax, hotel occupancy tax, and franchise tax by completing AP-207 for Educational Organizations. (Booster clubs cannot apply for an exemption until they have received their 501(c)(3) exemption from the IRS).
- 10) Apply for a Sales Tax Permit (if required) with the Texas Comptroller’s Office. If the PTO/booster club will not be selling any taxable items or services, you do not need to obtain a Texas Sales Tax Permit.
- 11) Apply for federal tax exemption as a public 501(c)(3) organization with the IRS. The IRS provides information, explanations, guides, forms, and publications about forming a 501(c)(3). *Read “Top Ten Tips to Shorten the Tax-Exempt Application Process” before you submit your application.*
- 12) Receive a Letter of Acknowledgement from the IRS indicating receipt of your application and payment.
- 13) Correspond with the IRS if additional information to complete your approval process.
- 14) Receive a Determination Letter (approximately 4-6 months later) stating you are a public 501(c)(3) tax-exempt organization.
- 15) Send a copy of the Determination Letter to the WISD Business Office.
- 16) Booster Clubs – Apply for an exemption from Texas sales tax, hotel occupancy tax, and franchise tax by completing AP-204 for Federal Exemptions and all others.
- 17) Put all of the documents related to these steps in a “Permanent File” in a safe place to be forwarded to the new officers each year. Also, save the information electronically and provide to several officers to help ensure that the information is safeguarded (flash drive, Google Drive, or the like is acceptable).

ANNUAL UPDATES AND REVIEW

- 1) Upon conclusion of a term, outgoing officers should ensure that all documentation related to club business is accounted for and passed on to the incoming officers. This should include but is not limited to: financial statements, banking information, P.O. Box information, Google Drive and/or email log on information, EIN, tax exemption designation letters, outstanding debts, upcoming projects, etc.
- 2) After elections are completed and a transition meeting has occurred, the incoming Booster/PTO President will submit the names, email address, and telephone numbers of all newly elected officers no later than August 15th.
- 3) Bylaws should be reviewed annually and amended as deemed necessary and as outlined in the club’s bylaws. Ensure that the process listed within the organization’s bylaws regarding amendments is followed when updating and amending. Once reviewed

and/or amendments are complete, send a copy (print or digital) to WISD Business Office and Community Outreach Office no later than September 1st.

- 4) Officers/Board members should determine a budget for their organization for the upcoming school year. Once approved by the organization, a copy of said budget should be sent (print or digital) to WISD Business Office and Community Outreach Office no later than September 1st.
- 5) Board members are responsible for ensuring that all club members have completed the necessary background check and are registered on the Volunteer Portal in order to accurately track volunteer hours. This may be a shared responsibility of the Board or assigned to a specific officer. Only individuals who have submitted to and passed a complete criminal history background check may be considered volunteers.

FEDERAL AND STATE REPORTING INFORMATION

General Information:

Booster club officers are solely responsible for ensuring that their booster club is in compliance with all federal regulations. Therefore, the District, including any District employee, is not responsible for a booster club to be in good standing with all federal agencies. However, the District has provided the following information that includes steps booster clubs should take to comply with federal tax regulations.

Obtaining an Employer Identification Number (EIN)

Every organization must have an EIN, even if it will not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. Since booster clubs are separate entities from the District, booster clubs and PTOs cannot use the District's EIN.

As a reminder, an organization is not automatically considered tax-exempt by acquiring an EIN. All organizations must first apply for an EIN to be recognized as a unique entity and then apply for tax-exempt status. Likewise, the mere fact that an entity is organized as a nonprofit organization does not indicate that it is exempt from federal tax. Booster clubs may obtain an EIN by applying online, by phone (800) 829-4933, by completing Form SS-4 and faxing to (855) 641-6935 or by mailing the completed Form SS-4 to: IRS, Attn: EIN Operation, Cincinnati, OH 45999. No fee is required for obtaining an EIN. After receiving an EIN, booster clubs may use it to then open a bank account and obtain a State Sales Tax Permit. Booster clubs should not use an individual's social security number to conduct the business of the organization. Copies of the completed SS-4 form and the IRS response documenting the assigned EIN number should be kept in the booster club's permanent records from year to year.

Becoming a Public 501(c)3 Tax-Exempt Organization

Formation of a non-profit corporation or obtaining an EIN does not necessarily entitle the organization to exemption from federal taxes; organizations must apply for tax-exempt status. In

order to be exempt from federal taxes, the booster club must first complete IRS Form 1023 or Form 1023-EZ. Please visit www.irs.gov for additional information, necessary forms, eligibility worksheets, and FAQs.

Sales Tax

All Booster Clubs must apply for their own sales permit number. They may not use the number of another Booster Club or the District sales permit number. Sales by a Booster Club are generally taxable. Booster Clubs are not tax-exempt unless they have filed the proper application forms with the Texas Comptroller of Public Accounts and have been given tax-exempt status. Each Booster Club can have two tax free sale days per calendar year according to Texas State Sales Tax Law. Qualifying items can be sold during the tax-free weekend in August without collecting sales tax. For any questions regarding sales tax, you can call the Texas Comptroller of Public Accounts at 1-800-531-5441 or visit www.comptroller.texas.gov for further information.

Taxable Status of Sales

School and school related organizations need **not** collect sales tax on the following:

- Admission tickets
- Club memberships
- Food and drinks sold at school functions

However, state and local sales tax **shall be** imposed and collected on all sales for:

- Items sold by the school store
- Any type of booster club materials
- Any other item sold as personal property (i.e. school pictures, uniforms, etc.)
- All sales of items such as handicrafts, T-shirts, candles, cups, books, and school supplies sold by a school associated organization during a fundraising drive
- All other personal property except for those items specifically excluded above

Annual Federal Filing Requirements

Every booster club organization exempt from federal income tax under section 501(a) is required to either file an annual Form 990 Return of Organization Exempt from Income Tax, Form 990-N Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required To File Form 990 or 990-EZ or Form 990-EZ, Short Form Return of Organization Exempt From Income Tax. The return is due by the 15th day of the 5th month after the close of the organization's tax year or fiscal year. According to the IRS, small tax-exempt organizations, such as small booster clubs, are required to file an annual electronic notice Form 990-N (e-Postcard). The e-Postcard is required to be filed on-line. The e-Postcard is due every year by the 15th day of the 5th month after the close of the organization's tax year. A booster club cannot file the e-Postcard until after its tax year ends. Whether or not a booster club has filed for exemption status with the IRS, it should still file the appropriate 990 form as required by exempt organizations.

IRS regulations affect not-for-profit organizations and their requirements for financial reporting.

Booster Clubs must use Form 990-N, normally known as the e-Postcard if:

1. Gross receipts are \$50,000 or less.

Booster Clubs must use Form 990-EZ if:

1. Gross receipts are more than \$50,000 but less than \$200,000 AND
2. Total assets are less than \$500,000 at year-end.

Booster Clubs must use Form 990 if:

1. Gross receipts are \$200,000 or more OR
2. Total assets are \$500,000 or more at year-end.

These provisions may change so consult with a tax professional or the IRS for additional assistance. Even though booster organizations are recognized as tax exempt, they may be liable for Federal tax on the portion of income deemed to be unrelated business income (“UBI”). UBI is income from a trade or business activity, regularly carried on that is not substantially related to the charitable, education or other purposes that are the basis for the organization’s exemption. An organization that has \$1,000 or more gross income from UBI must file Form 990-T, Exempt Organization Business Income Tax Return. This form is filed in addition to Form 990, 990-EZ, or 990-N and is required regardless of the level of the income received. If the booster club’s address has changed a notification must be sent to the IRS to ensure that any IRS refund or correspondence is received. To change an address with the IRS, complete Form 8822, Address Change Request, and send it to the address shown on the form.

FUNDRAISING

Fundraising activities should support the educational goals of the District. District procedures require a 30-day notice for all fundraising activities that are to occur on campus, utilizing or benefiting WISD students, or involving booster club/PTO organizations. Advance notice of fundraising activities is through the fundraising application found at www.wisd.org/Page/1080 and on page 12-13 of this document.

The following are some important reminders from the University Interscholastic League (UIL) to keep in mind whether the fundraising activities are performed by students or booster clubs:

- Funds are to be used to support school activities. Providing such funding for non-school activities would violate UIL rules and the public trust through which funds are earned.
- Fundraising projects are subject to state law. The non-profit status may be obtained from the IRS.
- Sales campaigns should be planned carefully to ensure that the projects provide a dollar value for items sold and that most of the money raised stays at home.

While fundraisers sponsored by faculty or staff are limited to two (2) per school year, PTO and Booster Clubs do not have a limit imposed upon them. With this in mind, please know that monies raised from multiple fundraisers could potentially impact the filing requirements, UBI, and overall complexity of the fiduciary responsibilities of the club.

BYLAWS AND OFFICERS

Each booster organization must develop and maintain bylaws that are reviewed on an annual basis by the PTO/Booster club officers. Copies of the organization's bylaws must be on file with WISD no later than September 1st, annually. In addition, an exempt organization must report name, address and structural and operational changes to its bylaws to the IRS. If an organization files an annual return (Form 990), it must report the changes on its return. The bylaws should contain the detail of the rules of membership. This document must address the organization's fiscal year, organizational structure and the method used to elect officers. Active members should include those individuals that are parents or guardians of a student active in the sponsored program. Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization. Other individuals may volunteer for the Booster Club but cannot vote or hold an office. "Members" and "Members in good standing" should be defined in the Club's bylaws.

Your organization's bylaws should specify that there is a consecutive term maximum that members may serve in roles as the President or Treasurer, however the organization may state that exceptions may be made on an as needed basis. In addition, the bylaws should address the restriction that only one member of a family may serve as an officer at the same time, unless parents are serving as co-chairs in the same office which limits the family's vote to one. No officer shall be permitted to hold more than one office position at the same time. PTO/Booster organizations that have incorporated should also include document retention, conflict of interest and whistle blower policies in their bylaws.

Supplemental language that should be added to bylaws: Booster Club/PTO will not partake in any advertisements or sponsorships from any Political, Social Media Belief Groups, or Tobacco/Drug/Alcohol companies. Booster Club/PTO will respect our Community, Students, and Parents and will not partake in activities or sponsorships based on race, ethnicity, gender, disability, age, religion, or any other legally protected classification. Booster Club/PTO shall operate in alignment with Waxahachie ISD's Vision and Core Values while focusing on their unique ability to support Choices, Collaboration, Belonging and Community

To maintain the highest financial integrity of both WISD and PTO/Booster organizations, employees of the District shall not serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions of treasurer, fund-raising chairperson, or serving as a check signer.

At a minimum, each PTO/Booster Club should include elect the following officers on an annual basis:

President

Typically, the president of a booster organization is an individual who has previously been active in the organization. The major duties include, but are not limited to, the following:

- Preside at all meetings of the organization.

- Regularly meet with the designated campus representative/coach/director regarding PTO and booster activities.
- Regularly meet with the treasurer of the organization to review the organization's position.
- Schedule annual audit of records or request an audit if the need should arise during the school year.

Vice-President

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve.
- Perform administrative functions delegated by the president.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the booster club and reporting to the membership. The secretary must ensure the accuracy of the meeting minutes and have a thorough knowledge of parliamentary law and the organization's procedures. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined.
- Maintain the records of the minutes and any standing committee rules, current membership, and committee listing.
- Record all business transacted at each meeting.
- Maintain records of attendance and volunteer hours of each member. *this may be a shared or passed along responsibility, dependent on if the organization chooses to elect a Volunteer Coordinator position.
- Conduct and report on all correspondence on behalf of the organization.

Treasurer

The treasurer is the authorized custodian of the funds of the booster club. The treasurer receives and disburses all monies indicated in the budget or as authorized by action of the booster club. The District recommends that all persons authorized to handle funds of the booster club should be covered by a fidelity bond in an amount based on the organization's annual income and determined by the executive board. Responsibilities of the Treasurer may be shared with a PTO/Booster Club employed accountant, if the organization votes to employ one. The major duties include, but are not limited to, the following:

- Issue a receipt of monies received and deposit said amounts on a weekly basis.
- Present/Maintain a current financial report including bank statements, bank reconciliations, and financial statements. Copies should be available for review by the general membership as requested.
- Ensure that the organization's checkbook is not housed on school district property nor is it in the possession of a District staff member. This practice ensures a strict separation of the District from the organization.
- Maintain an accurate and detailed account of all monies received and disbursed.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.

- File sales tax reports as required by the State Comptroller’s office (monthly, quarterly, or annually).
- File annual IRS form 990 in a timely manner.
- Submit records to the audit committee appointed by the organization upon request or at the end of the year.

Additional Optional/Recommended Officers

Volunteer Coordinator

The volunteer coordinator is responsible for ensuring all volunteers working as members of the organization have submitted to and passed a background check through the WISD screening service. The volunteer coordinator recruits volunteers, makes sign up sheets, creates “Batches” in the Raptor system, and assists volunteers accurately reporting volunteer hours throughout the school year. The major duties include, but are not limited to the following:

- Help to create a positive attitude toward volunteer work to assist in recruiting new volunteers and/or club members.
- Ensure that all PTO/Booster Club members have been vetted and approved to volunteer, aka “P.I.E. Approved” by submitting to and passing a complete criminal background check.
- Create attractive and informative flyers, emails, and sign-ups using resources available to you (Canva, Google Forms, ParentSquare, etc.) to recruit volunteers for specific events.
- Support District-wide volunteer events and recruit additional volunteers to ensure a positive experience for students. (D.E.A.R. Day, Grandfriends Week, Great Give Back, Adopt-a-Class, UIL activities, Destination Imagination, etc.)
- Become familiar with the Raptor system and utilize the “Batch” function to create badges for on-campus volunteers and assist in recordkeeping of volunteer hours.
- Assist volunteers in learning how to enter hours and track their earned hours throughout the year to accurately represent the value brought to the organization and WISD through said volunteers.

Fundraising Coordinator

The fundraising coordinator is responsible for seeking out and securing fundraising opportunities in-line with District policies, while ensuring the appropriate reporting to the Treasurer. The major duties include, but are not limited to the following:

- Research possible fundraisers and present to the officers or fundraising committee for a vote prior to entering into an agreement with a company.
- File the Fundraising Activity Application with the WISD Business Office a minimum of 30 days ahead of the start date of the fundraising activity.
- Maintain accurate records of fundraising activities and ensure funds are given to the Treasurer with accounting documentation within 10 business days of the conclusion of the fundraiser.

UIL GUIDELINES

While these guidelines are intended to assist in establishing and operating a successful PTO/Booster Club within WISD, in the case of any disagreement between these guidelines and those of the Texas UIL Guidelines, Texas UIL Guidelines and/or UIL Rules, as applicable will control. UIL Guidelines may be found on page 10-11 of this document as well as on their website: <https://www.uil texas.org/policy/guidelines-for-booster-clubs>

CONCLUSION

The District hopes these guidelines will assist each organization's management and operations. Each organization is encouraged to contact their own financial professional and have annual audits or reviews done by an outside accounting firm. Comments or questions are welcome. Please contact the Community Outreach Coordinator or Business Office at 972-923-4631.



Booster Club Guidelines

ROLE OF BOOSTER CLUBS

Neighborhood patrons form booster clubs to help enrich the school's participation in extracurricular activities. The fundraising role of booster clubs is particularly crucial in today's economic climate. Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

- Have a chain of command for communication with the administration.
- Clear all activities through your administration.
- The superintendent or a designee who does not coach or direct a UIL contest but has approval authority over booster clubs should be invited to all meetings. All meetings should be open to the public.
- Booster clubs should apprise school administrators of all club activities. Make sure your local administration has a copy of all booster club publications. Invite administrators to all booster club meetings. Have an officer meet with the school administration regularly.
- School administration should apprise booster clubs of all school activities.
- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- how to obtain administrative approval before beginning projects;
- how to plan and publicize meetings;
- bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;
- election of officers (suggestion: one president; one secretary; one treasurer; and three vice-presidents: one vice-president to oversee fall, winter and spring sports);
- taking, distributing and filing minutes;
- public communication;
- proper interaction with music and theatre directors and academic and athletic coaches through the lines of authority as established by the school board;
- a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.; and
- plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

ROLE OF THE SUPERINTENDENT

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

PARENTS

- Remember: The classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

COACHES AND DIRECTORS

- Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the boosters is without vote.
- Support other programs within your district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.

CLUB FINANCES

Fundraising | Spending | Stipends | Gifts to Coaches

Fund-raising projects maybe subject to state law. Be sure that your club is in compliance with applicable law. For example, Texas has a law governing raffles. Also, consider seeking nonprofit or tax-exempt status. Consult the Texas Secretary of State's website as well as the IRS to determine if seeking designation as a non-profit that is tax exempt is appropriate for your booster club. http://www.sos.state.tx.us/corp/nonprofit_org.shtml

Generally speaking, earnings by a properly organized booster club may not benefit any private shareholder or individual.

- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
- Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.
- Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity only to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.
- Coach's wish lists should have received prior approval from school administration before submission to boosters.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. See Section 481, *UIL Constitution and Contest Rules*.
- Schools shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or other sources within the school district. See Section 1202(b), *UIL Constitution and Contest Rules*.
- Funds are to be used to support school activities. To provide such funding for non-school activities could violate UIL rules and the public trust through which funds are earned.

ATHLETIC BOOSTERS

Individuals should be informed of the seriousness of violating the athletic amateur rule found in Section 441 and the awards rule found in Section 480 of the *UIL Constitution and Contest Rules*. Check with school administrators before giving anything to a student, school sponsor or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty shall be assessed against the team and not against each individual. See Section 441(d), *UIL Constitution and Contest Rules*. All fans, not just members of the booster club, should be aware of these rules. It affects the entire community.

- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- The local school district determines when, how and from whom student athletes can receive meals and snacks. See Section 441(b)(9), *UIL Constitution and Contest Rules*.
- Schools must give prior approval for any banquet or get-together given for students.
- Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A)(3), *UIL Constitution and Contest Rules*.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. See Section 441(a), *UIL Constitution and Contest Rules*. *Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.*
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv).
- Student athletes may accept small "goodie bags" consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), *UIL Constitution and Contest Rules*.
- May award scholarships for college or university enrollment if awarded at or after graduation from high school, if approved by the local ISD.



ACADEMIC BOOSTERS

We encourage academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/ science. A great need exists for parental involvement and support.

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the athletic amateur rule, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the awards rule. See Section 480, *UIL Constitution and Contest Rules*. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing without prior school district approval. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

EXAMPLES OF ACADEMIC BOOSTER CLUB CONTRIBUTIONS THAT ARE NOT PROHIBITED BY UIL RULE, WITH LOCAL ADMINISTRATIVE APPROVAL, ARE:

- Purchase equipment for programs such as computers or software for yearbook or computer science.
- Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip would not meet the definition of an educational field trip and could be considered a violation of the Awards Rule. See Section 480(2)(d), *UIL Constitution and Contest Rules*.
- Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students.
- Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student's selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

MUSIC BOOSTERS

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

- Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.
- Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.
- A recreational trip, on the other hand, would not meet the definition of an educational field trip as provided in Section 480(f) of the *UIL Constitution and Contest Rules*. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.
- The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. See Section 480(2)(A), *UIL Constitution and Contest Rules*. In order to protect all music students' eligibility, such awards should be approved and administrated by the local school district in accordance with school district policies.



**WAXAHACHIE INDEPENDENT SCHOOL DISTRICT
FUND-RAISING ACTIVITY APPLICATION**

(Revised 10/14/14)

- Activity Fund
- Booster Club/PTO

Date of Request: _____ Campus: _____

Sponsor Name: _____ Sponsor Phone: _____

Sponsor Email: _____ Club/Organization Name: _____

Beginning Date of Sale: _____ Ending Date of Sale: _____

Final Date for Money Collected: _____

Describe the product or activity (include all supporting documentation): _____

Method/Location of Sale (No door-to-door sales allowed): _____

Detailed information regarding the intended use for collected profit: _____

Vendor/Supplier: _____

Representative: _____ Phone Number: _____

FOR SCHOOL-SPONSORED OR STUDENT ORGANIZATIONS ONLY:

(FOR SALE OF TAXABLE ITEMS)

- This is the 1st money-raising activity requested by this organization/group for this school-year.
- This is the 2nd money-raising activity requested by this organization/group for this school-year.

Estimate the following:

Cost: \$ _____

Sales: \$ _____

Profit: \$ _____

By signing this document, I, the sponsor, have requested permission to conduct a money-raising activity, and will be responsible for the preparation of the Operating Report attached with this packet. I will also be responsible for the accountability of all monies collected at the conclusion of the money-raising activity and agree to comply with the established procedures. I agree to turn in all necessary records to the WISD business office per the attached guidelines.

Sponsor: _____

Date Signed: _____

Principal: _____

Date Signed: _____

Accounting Supervisor: _____

Date Signed: _____

Chief Financial Officer: _____

Date Signed: _____

**WAXAHACHIE INDEPENDENT SCHOOL DISTRICT
PROCEDURES AND RESPONSIBILITIES FOR FUND-RAISING ACTIVITIES**

(Updated 10/14/14)

BOOSTER CLUB AND PTO FUND-RAISERS:

- The attached Permission Request form must be completed and submitted to the Business Office **at least 30 days prior** to the beginning of the money-raising activity. **Initial:** _____
- Booster Clubs and PTO's are required to comply with the record keeping rules stated in the Waxahachie ISD Booster Clubs and PTO Guidelines book. **Initial:** _____
- All funds earned through either fundraisers or donations belong to the individual Booster Club or PTO and must be deposited into their bank account. Monies are raised for a specific purpose and should be expended that way. These monies are public dollars and the penalty for abuse is much greater than the private sector. **Initial:** _____
- Since the accounting responsibility for these funds lie with the Booster Club or PTO, the additional forms attached DO NOT need to be returned to the Waxahachie ISD; however, they may be helpful for your recordkeeping. **Initial:** _____
- For the safety of WISD students, no door-to-door sales are allowed. **Initial:** _____

FACULTY AND STUDENT-SPONSORED FUND-RAISERS (ACTIVITY FUND):

- The attached Permission Request form must be completed, approved by the principal, and submitted to the Business Office **at least 30 days prior** to the beginning of the money-raising activity. **Initial:** _____
- The purpose for the raising and expending of funds by student groups is for the direct benefit of the students. Fundraising activities should contribute to the educational experience of the pupils and should not conflict with the instructional program. **Initial:** _____
- Money raised by student groups and organizations will be held by the WISD as trustee. The faculty sponsor of the student club or group is responsible for maintaining adequate financial records as evidence of proper custodianship of money received by and disbursed from club accounts. All monies collected from fund-raisers, dues, or any other purpose such as uniform fees, must be turned in daily, or whenever the aggregate amount **exceeds \$50.00**, to the campus secretary. **Initial:** _____
- No money may be spent, under any circumstances, without being first deposited. **Initial:** _____
- Post-dated checks may not be accepted. **Initial:** _____
- A driver's license number must be entered on all checks **Initial:** _____
- All disbursements must be made through the purchase order system and paid by Activity Fund checks. **Initial:** _____
- The attached Operating Report must be completed **no later than 10-days following** the completion of the money-raising activity. The **original** documentation should then be returned to the WISD Business Office, and a copy should be retained for your records. **Initial:** _____
- In addition to the Operating Report, the Tabulation of Monies Collected form should be completed and turned in to the campus secretary with each deposit. **Initial:** _____
- For the safety of WISD students, no door-to-door sales are allowed. **Initial:** _____
- Money-raising activities that include the sale of taxable items in a non-taxable manner may not exceed 2 instances per year. **Initial:** _____

I have read and initialed the above procedures applicable to my fund-raising request and understand that I will be held responsible for any student activity funds entrusted to me and that I will reimburse the student organization for any money which is lost due to carelessness, theft, fraud, or failure to follow these established procedures.

Student Club/Organization: _____

Campus: _____

Print Name: _____

Signature: _____

Date: _____