Booster Club Guidelines

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Chief Financial Officer

WWW.WILLISISD.ORG

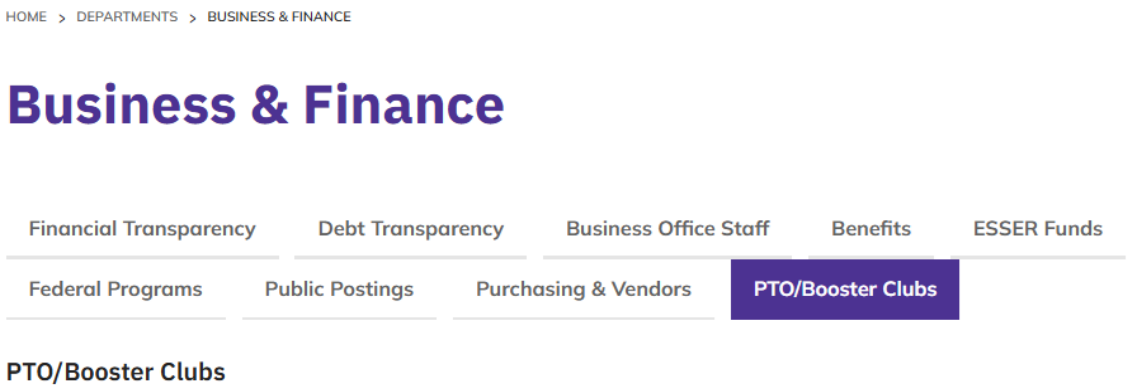
Purpose and Overview

- Booster clubs support extracurricular activities, enriching student education.
- Must comply with WISD policies, UIL, federal/state laws
- WISD provides guidelines but not legal/financial advice.
- Separate legal entity from WISD; requires annual approval, docs, and training.
  - Separate 501(c)3 Status
  - Separate Bank Accounts with own financial statements

District Responsibility and Authority

- Superintendent: Oversees UIL programs, can delegate, veto actions (GE[LOCAL]).
- Can enforce changes or disband for non-compliance.
- Campus Sponsor: Liaison, attends meetings; no officer role or check signing.
- Board Policies
  - Relations with Parent Organizations (GE Local)
  - Community Relations Non-school Use of Facilities (GKD Local)
  - Community Relations School Volunteer Program (GKG Legal)

District Website



- All Documents and Resources can be found here
  - Board Policies
  - Sample By Laws
  - Tax Information (IRS Requirements)

Other Resources

Agency	Website/Phone	Focus
IRS	irs.gov/charities-non-profits / (877) 829-5500	Charities & Non-Profits
Texas SOS	sos.state.tx.us / (512) 463-5555	General & Nonprofits
Texas Comptroller	comptroller.texas.gov / 1-800-252-5555	Taxes & Exemptions
UIL	uiltexas.org / 512-471-5883	Booster Guidelines
Willis ISD	willisisd.org / Departments: Business-Finance	Booster Info & Policies (GB/GE Legal/Local)

General Guidance

- Support programs per GE(LOCAL); separate entity, own bylaws, public meetings, P.O. box for mail.
- No authority over employees/activities; get admin approval for fundraising; disbandment transfers funds to WISD.
- No commingling of organization and district funds
- District employees: No financial roles in boosters.
  - Must not use district tax exempt status

Annual Requirements

Every booster club/PTO must submit these 6 things to their campus administrator on an annual basis:

1. A copy of the organization's bylaws, signed and dated by the president.
2. The name, address, and telephone number of the persons authorized to sign any legal papers, documents.
3. The name, address, and telephone number of all current officers.
4. The name, address, and telephone number of the depository for the organization's funds.
5. A copy of the most recent financial statements.
6. A schedule and/or calendar from the booster club for fundraising activities including location and a brief description

Key Takeaways

- Comply with laws, WISD policies, UIL for success.
- Seek professional advice for legal/tax/audit needs.
  - District can provide guidance, but cannot provide these services
- Collaborate with sponsors/principals for transparency.
- Review bylaws, submit annual docs.
- District does need the required documentation to be turned into to each campus.
  - Documentation can be turned into Campus Secretary
  - Campus Assistant Principal designated as primary contact for each campus

Thank you!

We appreciate you supporting the students of Willis ISD!