



# 2025-2026 Sanctioned Organization Training

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CFO: KRISTIE NEWBY

ACTIVITY FUNDS & SANCTIONED ORGANIZATIONS: RACHEL BOGGS



# WHY SANCTIONING?

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Booster Clubs support extracurricular activities, ensuring that students, athletes, and performers have the resources they need.

Booster clubs offer benefits such as financial support for schools & programs. Most school budgets can't cover all extracurricular expenses, and that's where booster clubs step in. A well run booster club can generate thousands of dollars each year through fundraising, memberships, sponsorships, and donations. These funds go toward uniforms, equipment, traveling expenses, facility improvements & more!

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Booster clubs also offer increased community engagement. They bring together parents, alumni, and local businesses creating a strong support network for student programs. Engaged communities tend to have stronger extracurricular opportunities and better funded programs.

Booster clubs do more than raise \$\$\$, they create an environment of enthusiasm and pride. By organizing spirit wear sales, community, & fundraising events, they help boost morale and strengthen team identity.

# HOW DOES MY CLUB BECOME SANCTIONED?

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In order to be considered for sanctioning, you'll need to fill out the application and submit that to the Administration building either in person or by mail. Emailing applications or documents is not an acceptable form of submission.

Bank statements, bylaws, and proof of insurance are all required with the application.

-Proof of liability insurance (New policy beginning this year)

*Should cover accidents, injuries, theft, fraud, errors, legal expenses, & audits.*

Approval of booster clubs are granted on a yearly basis, so you'll need to re-apply each year. Your organization is not authorized to operate with an association to Stillwater Public Schools unless you are approved each year - per board policy.

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The board may revoke sanctioning status at any time if it feels it's in the best interest of the district to do so. The board's decision is final and non appealable.

Applications can be found on our website in the booster club handbook:

<https://policy.stillwaterschools.com/policies/cfbb-e.pdf>

# DISTINCTION FROM THE DISTRICT:

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Booster clubs are not an authorized agent or arm of the district, but a separate and apart legal entity. As such, every organization is responsible for complying with all federal and state laws, including but not limited to taxation and federal Title IX compliance.

A booster club cannot insinuate that it is representing the district and must NEVER obligate or attempt to obligate the district for any debt whatsoever.

Vendors should always be aware that they are dealing with a booster club and not the district. Organizations cannot use the district's house accounts, emails,

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Addresses, or place orders on behalf of the school district.

Booster clubs are not allowed to use the district's tax exempt status or EIN/TIN numbers.

A booster club is on it's own both financially and with regard to personal liability.

# CONFLICT OF INTEREST:

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Due to an extreme conflict of interest, Stillwater school employees are not able to serve as an officer of booster clubs, but they can act as a sponsor (every club is required to have at least one school employee as a sponsor).

Stillwater school employees cannot have their name on the bank account, sign checks, use the club's bank card, or the district's EIN number.

Because booster clubs are separate entities from the school, these practices mitigate district interference and fraud.

# 501(c3)

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You are strongly encouraged to file for 501c3 status (this allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations, or private operating foundations.) Applies to federal tax only. For more information on how to file, you can visit the link to the IRS website at:

<https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status>

# FINANCIAL MISMANAGEMENT:

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Poor accounting practices, lack of transparency, and fraud are real concerns. According to the National Center for Charitable Statistics, about 5% of nonprofit revenue is lost to fraud each year. This makes proper financial tracking essential.

The district cannot provide any legal assistance or financial relief. The organization should adopt internal controls to mitigate the risk of financial loss. Remember the rule of two: Two to count cash, two to sign checks, two to reconcile bank statements.

# FUNDRAISING:

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The district has no control over your fundraising efforts off and away from school property.

*In order to fundraise ON school property, you MUST be board approved (sanctioned), and fundraisers must never interfere with classroom learning. NO EXCEPTIONS!*

All scheduling will occur through Facilitron. The link can be found on our school website: <https://www.stillwaterschools.com/Departments/Facilities>

Also found in this link are the district's Guidelines for use of school facilities. Please read over this guide thoroughly!

If you have any questions or need further assistance with Facilitron, please contact our Facilities Director, Rob Lamecker at [rlamecker@stillwaterschools.com](mailto:rlamecker@stillwaterschools.com)

# ITEMS OF CONCERN:

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It is crucial for booster clubs to be transparent about how funds are used and ensure that any fees are linked to specific programs or purchases.

Booster clubs can encourage parents to contribute through dues or fees, but they cannot mandate them. While booster clubs are permitted to charge fees to support their activities, these fees must be voluntary and not a condition of participation in the supported activity.

If a booster club requires fees that are not truly voluntary, it could be seen as discriminatory and violate nonprofit regulations, especially if it excludes students from participating.

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Students should never be charged mandatory fees by a booster club!

“Pay to Play” - Forcing students to pay fees to participate in activities is considered unethical by most, and in some states illegal, depending on how “free public education” is defined in state law and court rulings.

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Stillwater Schools will not reimburse booster clubs. This is illegal, it violates board policy, and is highly unethical.

For example, the softball activity fund will not reimburse the swim booster club if the swimmers worked a concession stand at a softball game.

Which leads us to....

Students cannot be forced or mandated to participate in/attend fundraising events, it must be voluntary! You may not retaliate against or prohibit students from participating in activities if they do not attend booster club events or fundraisers.

# TRANSACTIONS WITH EMPLOYEES OF SPS:

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Booster clubs and PTA/O's are not allowed to hire, employ, or pay district employees or anyone else (coaches, technicians, contractors, choreographers etc..) to do things to benefit the booster club or the school sport/activity, unless approved by the school board. District and Title IX requirements must be met.

Payments for services related to the teacher/sponsor's employment with Stillwater Schools should be made through the district's payroll system in order to comply with IRS regulations. *The club will reimburse the district the compensation amount plus employer FICA and teacher's retirement.*

District employees may be reimbursed for qualified expenses without tax consequence. Such expenses must have appropriate receipts to substantiate the business purposes.

# STIPENDS FOR EMPLOYEES:

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## ALL STIPENDS MUST BE PAID BY THE DISTRICT.

Submit a request to pay an individual to the coach/sponsor/principal.

The school board approves the payment at the next board meeting.

Booster pays the district the amount, FICA, and teacher's retirement.

## Other payments to individuals: Officials, photographers, etc..

No ongoing relationship with the team/club.

Booster can make payments directly to the individual.

Booster must issue a 1099 at the end of the year.

# TITLE IX:

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Title IX of the Education Amendments of 1990 provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity regarding federal assistance.”

The director of Human Resources is the designated Title IX coordinator and oversees the district’s compliance.

Stillwater schools is committed to equal opportunity for male and female students in regards to treatment, benefits, and opportunities and will comply with all Education amendments.

# LOGOS AND APPAREL:

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All booster clubs must abide by the Stillwater board of education policies (CH, CH-E) regarding the use of district logos and trademarks. Only current existing logos and marks may be used. Booster clubs may create unique marks/logos that represent their organization, but must comply with these policies.

All logo use must be in good taste, consistent with SPS logo guidelines and comply with copyright law. *Fines for copyright violations range from \$200 - \$150,000 for each work infringed.*

More information can be found on the school's website, or you may contact the PR & Communications coordinator, Barry Fuxa at [bfuxa@stillwaterschools.com](mailto:bfuxa@stillwaterschools.com) for more detailed information.

# UNIFORMS, ADDITIONS, EQUIPMENT, ETC..

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All uniform designs must be approved by the Athletic Director or Assistant Athletic Director, and the PR & Communications coordinator. Any purchase or donation of new uniforms or team provided apparel must be approved by the Athletic Department.

Please do not purchase items without consulting with the appropriate individuals first to ensure adherence to district guidelines and policies.

Do not alter any portion of Stillwater Schools property without the permission of the board of education. Contact the appropriate individuals first so the request may be considered, and then presented to the board of education.

# THE END!

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Questions?

[rboggs@stillwaterschools.com](mailto:rboggs@stillwaterschools.com)

[knewby@stillwaterschools.com](mailto:knewby@stillwaterschools.com)

Thank you for taking the time to attend booster club training! Have a wonderful evening and get home safely!