2025-26 BOOSTER CLUBS & SCHOOL-CONNECTED ORGANIZATIONS (PTA/PTO)

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Booster Clubs & School-Connected Organizations Handbook

Booster Clubs and School-Connected Organizations are an integral part of the school community. The Colton Joint Unified School District ("District") wishes to support your efforts to assist teams, clubs, coaches, advisors and students in their efforts to be successful. This *Booster Clubs & School-Connected Organizations Handbook* will assist Booster Clubs and School-Connected Organizations with information and forms needed to meet the applicable requirements set forth in law and the policies of the District's Governing Board.

Booster Clubs and School-Connected Organizations must annually obtain the approval of the District's Governing Board, prior to hosting any events or fundraisers.

Booster Clubs & School-Connected Organizations
Handbook Contents

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2025 Board Meeting Dates

Meeting Date	Deadline to Submit Application
April 3, 2025	March 20, 2025
April 17, 2025	April 3, 2025
May 1, 2025	April 17, 2025
May 15, 2025	May 1, 2025
June 5, 2025	May 22, 2025
June 17, 2025	May 30, 2025
July 17, 2025	July 3, 2025
August 7, 2025	July 24, 2025
August 21, 2025	August 7, 2025
September 4, 2025	August 21, 2025
September 18, 2025	September 4, 2025
October 2, 2025	September 18, 2025
October 16, 2025	October 2, 2025
November 6, 2025	October 23, 2025
November 20, 2025	November 6, 2025
December 18, 2025	December 4, 2025

What is a PTA, PTO, and Booster Club?

Let's start by defining the purpose of these three types of parent-teacher groups. A PTA and a PTO are organized groups composed of parents, teachers, and school staff devoted to the education and development of the school's students. However, as an affiliate of The National PTA, a school's **PTA's mission** is already created, and that is "to make every child's potential a reality by engaging and empowering families and communities to advocate for all children." If your school has a PTO or Booster Club instead of a PTA, the missions will vary widely from group to group.

Now the purpose of a Booster Club is similar in spirit. However, it specifically wants to offer financial support for specific programs not covered by the school's budget; this includes raising funds for equipment for specified programs and clubs, such as athletics, band and music, fine arts, and more.

What Is the Difference Between a PTA and a PTO?

While parent-teacher groups such as PTAs and PTOs appear to be very similar, the real difference comes from organizational affiliations. The "A" in PTA stands for "association," as a PTA is a formal part of The National Parent Teacher Association. A school's PTA is part of the **state PTA**, which is also part of the National PTA, paying membership dues to both national and state organizations and abiding by the rules of each keep associated with this network. In return for following guidelines, The National PTA provides **resources** for family engagement programs, fundraising, training, access to program grants, and more. They also give a voice to PTA's concerns on a larger scale.

A PTO, on the other hand, is considered an independent organization. Not having to follow another organization's rules, PTOs can choose whether or not they'd like to implement membership dues. If they decide to enforce dues, this money will go directly into the PTO's finances rather than a larger association. Still, it is entirely up to the members and directors of the organization to do so.

What Is the Difference Between a PTO and a Booster Club?

We already know a PTO is an independent organization, but a Booster Club is too.

While a PTO works to better the student experience of a school as a whole, a Booster Club often only focuses on raising funds in support of one specific school program rather than trying to fulfill schoolwide needs. This isn't to say that a Booster Club absolutely cannot raise funds for more than one program, but more often than not, their dedication is to boosting only one club.

Another difference between these two organizations is the background of the members that make it up. Since a PTO usually raises funds and holds events for the majority of the student body, members and volunteers will likely include a diverse number of parents, teachers, and school staff. And while members of a Booster Club can also highly vary, the group will be mainly

composed of the parents of the students participating in that particular program. This is why there can be more than one Booster Club at a school while there is only one PTA or PTO.

PTA, PTO, and Booster Club Internal Structures

Another difference between a PTA, PTO, and Booster Club is the internal structures on which they are based. Most of these organizations follow pre-existing bylaws; however, a PTA will likely have stricter bylaws and regulations to comply with state and national standards.

PTAs, PTOs, and Booster Clubs often have similar internal structures with officers, boards, and committees. They often use a parliamentary process to make changes and decisions and vote in a President, Vice President, and Treasurer.

In these organizations, the president prepares an agenda for and presides over executive board and membership meetings. However, because of the vast network, a PTA president must additionally act as a liaison between national, state, and local PTA's.

Parent-Teacher Group Similarities

There are undoubtedly many differences between PTAs, PTOs, and Booster Clubs, and the differences can become even greater when comparing individual groups to one another. However, the similarities come about when you look at the shared desire these members and volunteers have; to better the community by enhancing a student's school experience. To do so, these groups will also take on similar responsibilities such as fundraising, purchasing much-needed equipment, and volunteering time to accomplish goals.

Whichever group you decide to join, we commend you for taking part in your child's education and undoubtedly enriching the lives of many students along the way.

Reference: Team, A. I. M. "What's the Difference between a PTA, PTO, and Booster Club?" *AIM*, 26 May 2021, https://aim-companies.com/difference-between-pta-pto-booster-club/.

APPLICATION/CHECKLIST FOR BOOSTER CLUBS & SCHOOL-CONNECTED ORGANIZATIONS

☐ **New Application**	☐ **Renewal Application**
Today's Date:	**School Year:**
Name of Booster Club/School-Connected Organization:	
Purpose of Booster Club/School-Connected Organization:	
☐	**Booster Club/School-Connected Organization Officers Form** *Complete and attach Appendix C - Booster Club & School-Connected Organization Officers.*
☐	**Certification** *Complete and attach Appendix D - Booster Club/School-Connected Organization Certification.*
☐	**Constitution and bylaws:** *Attach constitution and bylaws.* *Attach meeting minutes approving constitution and bylaws.*
☐	**Specific objectives and plan of activities that will benefit the students:** *Attach a list of specific annual objectives and plan of activities for the school year.*
☐	**Bank Institution, location and names of those authorized to withdraw funds:** *Complete and attach Appendix E - Booster Club/School-Connected Organization Bank Information.*
☐	**Planned use for money remaining at end of school year if the organization is not continued or authorized to continue in the future.**
☐	**Proof of Liability Insurance:** *Attach a copy of booster club's/school-connected organization's liability insurance.*
☐	**Federal and State Tax exempt number:** *Download and attach a copy of booster club's/school-connected organization's tax-exempt status letter (* https://www.irs.gov/charities-non-profits/application-for-recognition-of-exemption*).*
☐	**Budget Requirements:** *Attach a budget for the upcoming year and a budget plan for organization-related activities.*
☐	**Bank Statements (for Renewal Applications):** *Attach a copy of annual financial statement for the previous school year. Statement is to include all expenditures and Fundraiser Activity Close Out Reports for all events.*

Application supported by:

_____ _____
Site Administrator Date

_____ _____
Athletic Director Date

_____ _____
Head Coach/Program Advisor Date

CHAPTER 21 - BOOSTER CLUBS, FOUNDATIONS, AUXILIARY ORGANIZATIONS AND OTHER PARENT-TEACHER ASSOCIATIONS ACKNOWLEDGEMENT

Today's Date:	School Year:
Name of Booster Club/School-Connected Organization:	
Name and Title of Booster Club/School-Connected Organization Representative:	
Booster Club/School Connected Organization Representative must read through "Chapter 21" of the ASB Accounting Manual, Fraud Prevention Guide and Desk Reference by the Fiscal Crisis and Management Assistance Team, attached as Appendix A. Representative must initial each section below certifying Representative has reviewed each section and sign and date this form.	
	Introduction
	Auxiliary Organization versus Student Organization at Community Colleges
	Regulations Governing Booster Auxiliary Organizations
	Booster Auxiliary Organizations as Nonprofit Organizations with Their Own Tax Identification Number
	Financial Guidelines
	Solicitations on School Premises
	School District Employees
	Donations for Supplies, Equipment and Transportation
	Donations for Equipment Purchases
	Donations for Transportation/Field Trips
	Paying Stipends, Salaries and Consultants
Signature of Representative: _____ Date: _____	

RESPONSIBILITIES OF BOOSTER CLUBS & SCHOOL-CONNECTED ORGANIZATIONS

With the annual authorization granted by the District's Governing Board, Booster Clubs and School-Connected Organizations may raise and donate funds to the District or purchase items for donation or provide assistance to the District. These organizations are each its own legal entity, separate from the District, are not legally considered a part of the District, and are not included in the District's annual audit. The District's Governing Board and administration have, and must maintain, exclusive control and management of the public school system they serve. Education Code sections 51520 and 51521 require that any Booster Club or School-Connected Organization and their activities be authorized by law, permitted by District's policies, and authorized by the Governing Board.

Booster Clubs and School-Connected Organizations are responsible for their own tax status, accounting, internal controls, financial and governmental reporting, retention of records, and all operations, separate from the District and Associated Student Body ("ASB").

Responsibilities of a Booster Club or Student-Connected Organization include the following:

1. Obtain approval from the District's Governing Board for each and every school year, prior to conducting any fundraisers/business.
2. Possess its own Tax Identification Number (TIN) and Employee Identification Number (EIN).
3. Obtain and maintain Tax-Exempt Status (Federal and State) and file appropriate tax returns.
4. Maintain its own bank account with its funds never comingled with ASB funds or any other District funds. If funds are donated to ASB, funds will then be used at the discretion of ASB.
5. Create and use its own logo and name; the school and District names and logos are separate and should not be used without authorization from the District's Superintendent or designee. Booster clubs must have their own identity.
6. Refrain from acting or holding itself out as an agent of the school or District.
7. Obtain and maintain insurance in an amount equal to or exceeding $_____ with the District named as an additional insured. The District may, within its discretion, require a higher level of coverage based on the activities to be conducted.
8. For operating a bingo or raffle activity, comply with California Penal Code sections 326.5 and 320.5. Information on how to conduct a legal raffle may be obtained from the California Attorney General's website at www.oag.ca.gov.

BOARD POLICIES

BP 1230: School Connected Organizations

The Board of Education recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting district and extracurricular programs, such as athletic teams, debate teams, or musical groups. The Board appreciates the contributions made by such organizations and encourages their interest and participation in supporting district activities and helping to achieve the district's vision for student learning.

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. However, in order to help the Board fulfill its legal and fiduciary responsibility to manage district operations, any school-connected organization that desires to raise money to benefit any district student shall submit a request for authorization to the Board annually, in accordance with Board policy and administrative regulation. In addition, the Superintendent or designee shall establish appropriate internal controls for the relationship between school-connected organizations and the district.

The Board encourages school-connected organizations to consider the impact of fund-raising activities on the overall school and district program. School-connected organizations may consult with the principal to determine school needs and priorities. Activities by school- connected organizations shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school.

AR 1230: School Connected Organizations

Persons proposing to establish a school-connected organization shall submit a request to the Board of Education for authorization annually to operate at the school. The request for authorization shall contain:

1. The name and purpose of the organization

2. The date of application

3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination

4. The names, addresses, and phone numbers of all officers

5. A list of specific objectives

6. An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant

7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds

8. The signature of the principal of the supporting school

9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future

10. An agreement to provide evidence of liability insurance as required by law

Requests for subsequent authorization shall be presented to the Superintendent or designee annually, along with a financial statement showing all income and expenditures from fund- raisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his recommendation to the Board for approval.

Upon consent of the Superintendent or designee, school-connected organizations may use the school's name, school team's name, or any logo attributable to the school or district.

School-connected organizations are prohibited from hiring or directly paying district employees. Organizations may make donations to the district to cover the costs of additional employees, but only if such positions are approved in advance by the Board. At their discretion, employees may volunteer to perform activities for school-connected organizations during non-working hours.

BP 1321: Solicitation of Funds from and by Students

The Board of Education recognizes that student participation in fund-raising activities for the schools and nonprofit, nonpartisan charitable organizations can help develop a sense of social responsibility in students, enhance the relationship between the school and community, and contribute to the improvement of the school program.

Whether solicitations are made on behalf of the school or on behalf of a charitable organization, students shall not be barred from an event or activity because they did not participate in fund-raising. Potential donors, including parents/guardians and members of the community, should not be unduly pressured to contribute to the school system or charitable organizations. Staff is expected to emphasize the fact that donations are always voluntary.

The Superintendent or designee shall ensure that parents/guardians are informed of the purpose of fund-raisers.

Solicitations on Behalf of the School
With the prior written approval of the Superintendent or designee, official school-related organizations may organize fund-raising events involving students. After the fund-raiser has been held, parents/guardians shall be informed how much money was raised and how it was spent.

Solicitations on Behalf of Charities
When approved in advance by the Superintendent or designee, nonprofit, nonpartisan organizations that are properly chartered or licensed by state or federal law may solicit students on school grounds during school hours and within one hour before school has opened and one hour after school has closed. (Education Code 51520)

AR 1321: Solicitation of Funds from and by Students

The Superintendent or designee shall approve all fund-raising activities at least 15 days before the activity. If the event involves a contract with a commercial vendor, the Superintendent or designee shall review the contract.

In order to minimize interruptions to the educational program, staff shall limit fund-raising activities to appropriate time periods designated by the principal.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students engaged in fund-raising activities on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses.

Door-to-Door Sales

Principals of campuses engaging in door-to-door fundraising activities are to use good judgement in selecting activities and sales tactics that reflect candidly on the district. Door- to-door sales are not permitted for non-ASB fundraising activities. Students under 16 years old may engage in door-to-door sales of newspaper or magazine subscriptions, candy, cookies, flowers or other merchandise only under the following conditions:

1. The students shall work in pairs, as a team, on the same or opposite side of the street. (8 CCR 11706)

2. The students shall be supervised by an adult, with one adult for every crew of 10 or fewer students. (8 CCR 11706)

3. The students must be within the sight or sound of their adult supervisor at least once every 15 minutes. (8 CCR 11706)

4. The students shall be returned to their respective homes or meeting places after each day's work. (8 CCR 11706)

5. The students shall not engage in door-to-door sales after dark.

6. Students in grades TK-6 shall not be involved in an door-to-door sales or solicitations.

ON-CAMPUS ACTIVITIES

Booster Clubs and School-Connected Organizations may conduct on-campus activities with the preapproval of the Head Coach/Advisor, the ASB Student Executive Council and the Activities Director.

- An **Event/Fundraiser Revenue Potential Form** must be submitted to the Fiscal Services office for review and approval prior to fundraising. Forms are available at the Fiscal Services office.

- An **Application for Use of School Facilities** must be submitted to the Assistant Principal's office for permission to use school facilities. These forms are available at the Assistant Principal's office and need to be submitted at least 2 weeks in advance.

Students shall not be solicited on campus during school hours, or within one hour before or after school, without District's Governing Board preapproval, pursuant to Education Code section 51521:
"During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or by the governing board of the school district in which the school is located."

FOOD SALES
Booster Clubs and School-Connected Organizations are responsible for complying with all applicable District policies, nutrition laws, and county food handling requirements. General information on current nutrition laws have been included to provide groups with a basic understanding of the legalities that surround food sales and fundraising on campus.

Definitions:
Full Meal – Any combination of food items that meet USDA-approved reimbursable meal pattern requirements.
Entrée – A food that is generally regarded as being the primary food in a meal, and shall include, but not be limited to, sandwiches, burritos, pasta, and pizza.
Snack – A food that is generally regarded as supplementing a meal, including, but not limited to, chips, crackers, nachos, French fries, donuts, cookies, pastries, and candy.
Added Sweetener – Any additive that enhances the sweetness of the beverage, including added sugar, but does not include the natural sugar(s) that are contained within the fruit juice which is a component of the beverage.

Foods - High School – The following foods may be sold to pupils:

1. Snacks, except food served as part of the USDA meal program, shall meet all of the following standards:

- Not more than 35% of its total calories shall be from fat. Nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes are exempt.
- Not more than 10% of its total calories shall be from saturated fat. Eggs or cheese packaged for individual sale are exempt.
- Not more than 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar. Fruits or vegetables that have not been deep fried are exempt.
- Not more than 250 calories per individual food item.

2. Entrée items, except food served as part of a USDA meal program, shall:
   - Contain no more than 400 calories per entrée.
   - Contain no more than 4 grams of fat per 100 calories per entrée, and shall be categorized as entrée items in the School Breakfast or National School Lunch Programs.

3. Ed Code 49430.7:
   - Organizations may not sell or serve a food item containing artificial trans fat. A food item contains artificial trans fat if it contains vegetable shortening, margarine, or any kind of hydrogenated or partially hydrogenated vegetable oil, unless the manufacturer's documentation or the label required on the food, pursuant to applicable federal and state law, lists the trans fat content as less than 0.5 gram per serving.

4. Non-compliant foods may be sold provided:
   - The sale of those items takes place off and away from school premises.
   - The sale of those items takes place on school premises at least one-half hour after the end of the school day.
   - The sale of those items occurs during a school-sponsored pupil activity after the end of the school day.

Beverages - High School – The following beverages may be sold to pupils:

1. From one-half hour before the start of the school day to one-half hour after the end of the school day:
   - Fruit-based drinks that are composed of no less than 50% fruit juice and have no added sweetener.
   - Vegetable-based drinks that are composed of no less than 50% vegetable juice and have no added sweetener.
   - Drinking water with no added sweetener.
   - Two-percent-fat milk, one-percent-fat milk, nonfat milk, soy milk, rice milk, and other similar nondairy milk.
   - An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-ounce serving.

2. Non-compliant beverages may be sold as part of a school event provided:
   - The sale occurs during a school-sponsored event at least one-half hour after the end of the school day.

- Vending machines, student stores, and cafeterias selling non-compliant beverages are used later than one-half hour after the end of the school day.

3. Non-compliant beverages may be sold not later than one-half hour before the start of the school day and not sooner than one-half hour after the end of the school day.

California Lean Project Food Calculator:
http://www.californiaprojectlean.org/calculator_MH_S.asp

Use this website to plug in the nutritional info for a food item and press calculate to see if it meets the restrictions.

Chapter 21

Chapter 21 – Booster Clubs, Foundations, Auxiliary Organizations and Other Parent-Teacher Associations

Booster clubs, foundations, auxiliary organizations and other parent-teacher organizations are composed of parents, community members, and staff members who join together to support specific school activities for the benefit of students. Such groups are commonly referred to as school-connected organizations. They serve an important function by connecting parents and other community members with the students' curricular and extracurricular activities, and most districts welcome and encourage parental interest and participation. This manual will use the term "booster auxiliary organizations" to refer to any of these types of organizations.

Booster auxiliary organizations are popular in high schools, community colleges and universities, and are usually run in high schools by the parents of students in the organization being supported, and in colleges by supporters and fans of athletic programs. Fundraisers are often held to raise money for supplies or equipment the students may need or for student trips. Although not all booster auxiliary organizations are nonprofits under section 501(c)(3) of the Internal Revenue Code, the benefits of this status include exemption from federal income tax and eligibility to receive tax-deductible charitable contributions. Nonprofit 501(c)(3) organizations, including booster auxiliary organizations formed as such, may not discriminate in making grants to youth or college students on the basis of their family's membership in or funding to the organization, or the family's fundraising for or time devoted to the organization's activities.

The most common types of 501(c)(3) organizations are charitable, educational, and religious. Educational organizations include the following:

- Schools, such as a primary or secondary school, a college, or a professional or trade school.
- Organizations that conduct public discussion groups, forums, panels, lectures, or similar programs.
- Organizations that present a course of instruction by correspondence or through the use of television or radio.
- Museums, zoos, planetariums, symphony orchestras, or similar organizations.
- Nonprofit daycare centers.
- Youth sports organizations.

Booster auxiliary organizations are organized with many purposes in mind. One of the largest, formal, and most well-known booster auxiliary organizations is the National Parent Teacher Association (PTA). The California State PTA publishes governance, fundraising and financial guidance for members on its website, www.capta.org. Other booster auxiliary organizations are organized to help with special interests or for school activities such as football, or to help buy school supplies, or to support other athletic teams or programs, the arts, field trips, debate teams, or musical groups. Booster auxiliary organizations are separate organizations from a school district or community college, and their primary role should be to enrich students' participation in curricular and extracurricular activities.

In general, booster auxiliary organizations provide financial support and/or direct assistance in some form to help achieve goals shared with school programs. Booster auxiliary organizations have many purposes and are not limited to the following examples:

- Assisting others:
    - Helping a principal/school administrator, faculty advisor, sports coach, and other district staff with student activities.
    - Helping students through scholarships.

    - Purchasing supplies for the school.
    - Helping with funds for field trip travel.
- Specific activities connected to students, parents and adults:
    - Sports programs
    - Field trips
    - Performing arts
    - Debate teams
    - Language programs

The relationship between student organizations and booster auxiliary organizations is often confusing. Student organizations are legally considered a part of the school entity. For this reason, they are included in the district's annual audit and have the benefit of the district's tax-exempt status under the internal revenue code. All activities and fundraising events in which students primarily participate should be conducted through the ASB. This includes all student performances for which gate receipts are received and all student-conducted fundraisers.

Booster auxiliary organizations should supplement school programs and should conduct activities and fundraising events in which parents and other adult community members are the primary participants. Funds raised by these organizations are to be used to support programs; however, no student will be required to raise funds to participate in school programs and events. Booster auxiliary organizations may raise funds and donate those funds to the district or purchase items with their funds for donation or assistance to the district, but they are separate from the district with which they are associated, are not legally considered a part of the district, and are not included in the district's annual audit. Although booster auxiliary organizations are not governed by the Education Code, they do not have free access to schools and students. The school district governing board and administration have, and must maintain, exclusive control and management of the public school system they serve. Education Code sections 51520 and 51521 require that any school-connected organization (booster auxiliary organization) and/or activity be authorized by law and permitted by board policy.

Some organizations, such as the PTA, are established as nonprofit corporations with a separate tax-exempt status. However, many booster auxiliary organizations have not applied for or received nonprofit status and do not have their own tax identification number, so it should not be assumed that they are all official groups in the eyes of the Internal Revenue Service (IRS) or State of California. Estimates have shown that less than 20% of booster auxiliary organizations have registered and become tax-exempt organizations.

Booster auxiliary organization funds and district funds, including ASB funds, must never be commingled. Booster auxiliary organizations and the school entity should remain separate, including in the following ways:

1. The booster auxiliary organization's name, address or any other correspondence should never imply any form of responsibility on the part of the ASB or district.

2. The district's tax-exempt status and identification number are *not* for use by any non-school organizations or groups.

3. Booster auxiliary organizations are responsible for their own tax status, accounting, internal controls, financial and governmental reporting, retention of records, and all other operations, separate from the district and ASB.

Because student organizations operate under the school entity's tax-exempt status, the funds deposited in bank accounts are not subject to state or federal taxes. For this reason, the funds raised by booster auxiliary organizations should not be deposited into or commingled with the student organizations' or the school

entity's funds or bank accounts; rather, they should be deposited into the booster auxiliary organization's bank account. Booster auxiliary organizations may donate funds to the student organization(s); however, after they do so, only the student organizations can control how the funds will be used, and all district policies and procedures will apply. A student organization's account cannot be used as a pass-through account for any booster auxiliary organizations.

There is no requirement that a booster auxiliary organizations have a corresponding ASB club. A booster auxiliary organization could make a donation to the general ASB or to any ASB club. The important thing is that the donation made by the booster auxiliary organization can be accepted and spent for the purpose for which the booster auxiliary organization raised the funds, within the district's guidelines.

Because booster auxiliary organizations are responsible for their own tax status and accounting, they may not use the district's tax-exempt status or open bank accounts using the district's tax identification number. To avoid the appearance of district sponsorship, it is best if school staff members do not act as officers of nonstudent- or nondistrict-sponsored clubs.

Organizations formed by teachers and/or other employees of a school entity also are not a part of the ASB or the district and may not use the district's tax identification number or deposit funds into the school's ASB account or district bank accounts. All booster auxiliary organizations organized to support or assist any district school or program should be authorized by the school district's governing board, and their activities should be approved by the principal/school administrator or his or her designee.

Auxiliary Organization versus Student Organization at Community Colleges

If a student group at a community college is formed differently than described in the Education Code sections regarding student organizations and is instead an auxiliary organization, different rules and guidelines apply to it than to a student organization, beginning with Education Code section 72673. These auxiliary organizations could be compared to parent or booster groups at K-12 schools, except that community college auxiliary groups are usually made up of adult students.

Although they are different from student organizations, community college auxiliary organizations must follow the rules and regulations established by the community college's governing board, as there is an official relationship with the college. Governing board approval is needed to use the college's name in the auxiliary organization's title.

Community college district governing boards may establish an auxiliary organization to provide support services and special programs for the general benefit of its college or colleges. This can be compared to a foundation being formed at a K-12 district to support district programs. An auxiliary organization is separate from the college, unlike a student organization, yet a connection exists because the directors, governors and/or trustees of the organization are appointed or nominated by the college governing board, a district official, or a student body or faculty member.

An auxiliary organization can include the following types of groups:

- Any entity that operates a commercial service for the benefit of a community college or district on a campus or other property of the district.
- Any entity whose purpose is to promote or assist a community college or district, or to receive gifts, property and funds to be used for the benefit of the community college or district or any person or organization having an official relationship therewith.
- Any entity that is designated as an auxiliary organization by the district's governing board.

Regulations Governing Booster Auxiliary Organizations

Because booster auxiliary organizations are separate from the district, they are not under the control of, nor are they the responsibility of, the principal/school administrator, superintendent or governing board. Their funds are not controlled by the district or students, nor should they be involved in administering or supervising the activities of student organizations.

However, governing boards are able to approve guidelines for these groups to follow, and these organizations' fundraising activities should be approved by the governing board. California Education Code section 51520 prohibits outside organization from soliciting pupils on school property during school hours, as well as one hour before and one hour after school, with exemptions for certain nonprofit, nonpartisan charitable organizations. Education Code section 51521 requires that all organizations that conduct fundraising to benefit clubs, schools, students or the district at the K-12 level have prior approval from the school district's governing board or the board-assigned designee.

To meet these statutory requirements, a school district or community college should adopt board policy and regulations requiring all booster auxiliary organizations to do the following:

- Complete and file an application to form a booster auxiliary organization, with at least the following information included:
    - The name of the organization.
    - The date of application.
    - Bylaws, rules, and procedures under which the organization will operate.
    - The names, addresses and phone numbers of all officers.
    - A brief description of the organization's purpose.
    - A list of specific annual objectives.
    - Agreement that the group's financial records shall be available for review by the district at any time.
    - The name of the bank at which the group's account will be located and the names of those authorized to withdraw funds.
    - The signature of a principal/school administrator who supports the request for authorization.
    - Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
    - An agreement to provide evidence of liability insurance as required by law.
- Submit for approval annually a copy of the application and an updated plan of activities.
- Authorizations shall be granted for one year. Requests for subsequent authorizations (i.e. renewals) should be presented to the superintendent/chancellor or designee annually.
- Ensure that renewal applications include the following:
    - An annual financial statement for the year just ended; the statement is to include all expenditures and all income for all events and fundraisers.
    - A budget for the upcoming year.
    - A budget plan for the related activities.
- A copy of the organization's up-to-date adopted constitution and bylaws must be submitted with the initial application and all subsequent authorization requests.

A constitution should include at least the following five elements:

- Name and purpose of the organization
- Membership
- Executive board or officers, with positions and duties of each position defined, as well as position and term limits
- Method of amendments to the constitution, such as by whom, what percent of members, and/or by ballot
- Method of adoptions or ratification of constitution and any subsequent amendments

- The bylaws should include at least the following six elements:
  - Duties and powers of the executive board and officers
  - The composition and membership of committees
  - Successions
  - Elections and qualification for office
  - Finances, including a statement of internal controls, authorization of financial activities, and who can preapprove transactions
  - Meeting schedule for regular and special sessions, including time, manner, frequency, definition of a quorum, and who shall conduct meetings. The procedures and meetings shall be governed by Roberts' Rules of Order or a similar code. Minutes of the meetings shall be kept and read for approval at succeeding meetings. Actions taken by the executive committee shall be reported to the membership at large.

Other recommended rules and regulations are as follows:

- The district has the express right to review and/or audit booster auxiliary organizations' financial statements to ensure their financial integrity.
- Authorization of a booster auxiliary organization is valid for up to one year; however, if the superintendent/chancellor considers it necessary, he or she may revoke a booster auxiliary organization's authorization to conduct activities in the district.
- Booster auxiliary organizations are not legal components of the school entity. Each booster auxiliary organization should have its own tax identification number (TIN); booster auxiliary organizations are not allowed to use the school entity's tax identification number in any way.
- Booster auxiliary organizations are responsible for their own tax status, accounting and financial records, and must make their own arrangements for an audit if one is needed. The booster auxiliary organization is not audited as part of the district's annual financial audit.
- District or school site officials may require booster auxiliary organizations to be officially recognized as tax-exempt organizations under internal revenue code section 501(c)(3) and may require them to provide a copy of their determination letter or certificate of nonprofit status (exempt status is discussed further below).
- Booster auxiliary organization funds should never be commingled with ASB funds or any other district funds.
- The booster auxiliary organization will need to create its own logo and name; the school and district names and logos are separate and should not be used without authorization from the superintendent or designee. Booster auxiliary organizations have their own identity.
- The booster auxiliary organization is not authorized to act as an agent of the school or district.

- The booster auxiliary organization must carry its own liability insurance in an amount equal to or exceeding a minimum determined by the district. The district should be named as an additional insured. When the booster auxiliary organization uses school facilities, the district may, at its discretion, require a higher level of coverage based on the type of use requested, such as athletic activities and large events.
- California Education Code section 51520 applies in the case of booster auxiliary organizations at K-12 districts that wish to have students help with activities.
- Booster auxiliary organizations' ability to use school facilities at K-12 districts is regulated by California Education Code sections 38130-38139, known as the Civic Center Act. A district use of facility form should be submitted one month before the intended activity, with a certificate of insurance that includes liability and property damage coverage and names the district as additionally insured.
- Booster auxiliary organizations must prepare and adopt a constitution and bylaws.
- Booster auxiliary organization officers should be elected according to the structure and process defined in the bylaws.
- It is suggested that K-12 school district personnel not hold any official position in a booster auxiliary organization. For community colleges, Education Code section 72673 states that the directors, governors and/or trustees of the organization are appointed or nominated by the college governing board, a district official or a student body or faculty member.
- Fundraising at any school is directly under the control of school authorities, such as the principal/school administrator, and must be approved by at least the school administrator prior to any activity. Approval may be granted based on completion of some type of application or form, sometimes referred to as a Request for Approval of Fundraising Activity by a Non-District Organization form. All approved fundraisers must be authorized and conducted according to local board policy, laws, and school rules.
- Booster auxiliary organizations must comply with state law and with district policies and regulations regarding the sale of food on school premises, and are encouraged to review and become knowledgeable about laws, including county food handling requirements, state and federal nutritional standards, and the district's wellness policy.
- Requests or proposals for districtwide projects or fundraising, such as collection drives, must be submitted in writing and authorized in advance by the district's governing board at a regular board meeting.
- Membership fees may be used to raise funds for specific projects for the schools, but parents or students may not be required to pay fees to participate in school activities.
- Any rules and regulations developed for the organization must conform to the law, the board of education's policies and regulations, and the school's rules and procedures.
- All booster auxiliary organization members must be made aware that no individual should personally benefit from the activities the organization conducts. This concept should be made a part of the bylaws.
- Any profits from fundraising activities that are not spent for a booster auxiliary organization's nonprofit exempt purpose cannot be returned directly to its members or their families.
- In case the booster auxiliary organization dissolves or terminates, the booster auxiliary organization's constitution should provide for the distribution of any excess funds to another nonprofit organization, the ASB or the district.

All other booster auxiliary organization activities are outside the control of the district and its governing board.

Should a booster auxiliary organization decide to operate a bingo or raffle activity, California Penal Code sections 326.5 and 320.5 regulate these events. These regulations are enforced by the licensing agency of each county. Information on how to conduct a legal raffle can be obtained from the California attorney general's website at www.ag.ca.gov.

Booster Auxiliary Organizations as Nonprofit Organizations with Their Own Tax Identification Number

Booster auxiliary organizations are not legal components of the school district. Each booster auxiliary organization must have its own tax identification number (TIN) and bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements. Any organization that provides receipts to donors stating that their gift is a charitable tax-deductible donation must be approved by IRS as a 501(c)(3) tax-exempt organization. It is the organization's responsibility to know and comply with all state and federal laws.

There are several ways to approach being tax-exempt, having a TIN, or choosing whether or not to accept donations. The recommended approach is for all booster auxiliary organizations to apply for nonprofit tax-exempt status through the Internal Revenue Service (IRS) and State of California. Preparing constitutions, bylaws, articles of incorporation, budgets and projections are already part of the process of obtaining school entity approval. Taking the next step and completing the federal and state forms is not much more difficult.

IRS Form SS-4, Application for Employer Identification Number, may be submitted over the telephone after it is filled out. Instructions are available at www.irs.gov/pub/irs-pdf/iss4.pdf, and a form is available at www.irs.gov/pub/irs-pdf/fss4.pdf.

Regardless of whether it intends to file for nonprofit status, a booster auxiliary organization that will receive $5,000 or more in annual revenues or gross receipts is required to file IRS Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code. This form, its instructions, and Form 872, are available online at https://www.irs.gov/pub/irs-utl/f872ovdp.pdf.

Likewise, if the booster auxiliary organization wishes to specify contributions as tax-deductible, the most direct path to doing so is through Form 1023, which upon approval will result in the IRS issuing a determination letter that recognizes the booster auxiliary organization's 501(c)(3) nonprofit, tax-exempt status. Booster auxiliary organizations cannot legally furnish donors with receipts for a charitable tax-deductible donation unless they have obtained this type of official determination letter from the IRS. Package 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, includes Form 1023, instructions for Form 1023, Consent to Extend the Time to Assess Tax, at https://www.irs.gov/pub/irs-pdf/f1023.pdf, and Form 872, at https://www.irs.gov/pub/irs-pdf/f1023.pdf.

Booster auxiliary organizations must file Federal Form 990, *Return of Organization Exempt from Income Tax*, and State Form 199, *Exempt Organization Annual Information Return,* unless they do not meet the filing requirements. According to the 2014 IRS Form 990 instructions, Form 990 must be filed by an organization even if that organization has not completed Form 1023 if it has either (1) gross receipts greater than or equal to $200,000 or (2) total assets greater than or equal to $500,000 at the end of the tax year.

Information on nonprofit status can be found in Non-Profit Status Publication 557, Tax-Exempt Status for Your Organization at www.irs.gov/pub/irs-pdf/p557.pdf.

California nonprofit, tax-exempt status is similar and requires that an organization complete Form 3500, *Exemption Application*. California Forms and Instructions Form 3500 Booklet, Exemption Application

Booklet includes instructions and a copy of form 3500 and is available online at https://www.ftb.ca.gov/forms/misc/3500bk.pdf.

According to the 2014 California Franchise Tax Board Form 199 instructions, Form 199 must be filed by an organization if the organization has been granted tax-exempt status by the Franchise Tax Board, the organization is a nonexempt charitable trust as described in Internal Revenue Code section 4947(a) (1), and its gross receipts and pledges as a general guideline are greater than $50,000. California Form RRF-1, *Annual Registration Renewal Fee Report to Attorney General of California*, must be filed by every charitable nonprofit corporation, unincorporated association or trustee holding assets for charitable purposes, regardless of whether the corporation files Form 990, unless the organization is exempt from filing. Organizations exempt from filing Form RRF-1 include governmental agencies and any charitable corporation organized and operated primarily as a religious organization, educational institution, or hospital.

Forms are available on the IRS, California Franchise Tax Board and California Attorney General's Office websites at www.irs.gov, www.ftb.ca.gov, and www.oag.ca.gov

Financial Guidelines

Booster auxiliary organizations are responsible for ensuring that proper internal controls exist for all of their financial activities. In accordance with its bylaws, each booster auxiliary organization should elect a treasurer who is assigned responsibility for recording, documenting and organizing all financial activities.

As do ASBs that exercise the best practices contained in this guide, booster auxiliary organizations should adhere to sound business practices and maintain an adequate system of controls. These include, but are not limited to, the following:

Financial statements and treasury (See Chapter 7)

- The treasurer or designated officer should prepare monthly financial statements that are presented to the organization along with a copy of the most current bank statement and reconciliation. Financial statements may include cash receipts, cash disbursements, checking account beginning and ending balances, balance sheets, income statements and other relevant items.
- A budget should be developed at the beginning of the year to project expected revenues and expenses, and should be revised as needed.
- An auditor who is independent of the treasurer should be appointed and should report directly to the booster auxiliary organization board. The auditor should review all of the financial records, journals, check registers, receipts, invoices, bank statements, and other financial information at least annually.

Cash receipts and bank reconciliation (See Chapters 7 and 13)

- Prenumbered receipt books and supporting documentation.
- Preparation of duplicate deposit, cash count and fundraising forms.
- Bank deposits should be made intact and in a timely manner.
- Someone other than the individual(s) responsible for depositing funds and writing checks should perform bank reconciliations monthly.

Cash disbursements (See Chapter 18)

- Checks should require a minimum of two signatures.
- Preparation of duplicate forms such as purchase orders.

- All expenditures should be approved by the booster auxiliary organization board and the approval noted in the board meeting minutes.

Fundraising activities should be conducted for a specific goal and not simply to raise money for the organization. All fundraising activities conducted on school premises must adhere to the guidelines established by the board of education, each school's individual guidelines, and those noted in Chapter 8.

Only organizations that have scheduled fundraising activities and have obtained prior written approval from the principal/school administrator will be authorized to conduct such activities on district or school premises.

Because booster auxiliary organizations experience frequent turnover of officers and members, it is important to clearly document the activities of the organization and to establish a procedure for retaining those documents. Documents that should be retained by the organization include the following:

1. Cash receipts.
2. Cash disbursements and general ledger.
3. Bank records.
4. Income tax returns.
5. Minutes of meetings as defined by the organization's bylaws.

The organization should obtain a safe deposit box or similar storage facility to secure important documents.

Solicitations on School Premises

California Education Code 51520, Prohibited Solicitations on School Premises, states the following for K-12 school entities:

> During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an Act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or by the Governing Board of the school district in which the school is located. Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for any otherwise lawful purpose.

California Education Code section 51521, also for K-12 school entities, discusses solicitations on behalf of a school. Ultimately, the school district's superintendent and governing board have complete authority over whether any such activity occurs on school district property. Thus, obtaining written permission for any such activities is of primary importance. The following are general criteria for obtaining permission:

- The purposes of the fundraising activity, which must be nonpartisan, nonpolitical, nonsectarian, and nondenominational.
- The manner in which the fundraising activity will be conducted (for example, demands made on staff time and district materials must be minimal, and the activity must not encroach on instructional time).
- Identification of the sponsors, officers and individuals participating in the fundraising activity.

- Disclosure of the identity and location of any parent organization with which the soliciting organization is affiliated or of which it is a subsidiary.

School District Employees

If a booster auxiliary organization wishes to pay for additional and/or extracurricular services, the person to provide the services must be hired through the school district's personnel department. The booster auxiliary organization will deposit funds into a district account for the proposed expenses. The funds must be sufficient to pay for the services, plus the benefits due to the employee. School employees are not employees of the booster auxiliary organization, and the booster auxiliary organization should be aware of the following:

- While serving as district employees, they have no authority to work for the booster auxiliary organization during their district work schedule. A district employee acting in his or her official capacity and during work hours may interact with booster auxiliary organization officials when this is a required part of his or her duties as a district employee.
- If a district employee would like to be employed by the booster auxiliary organization, the employee must obtain prior approval from the district's personnel department.
- Some districts that permit a district employee to also be employed by a booster auxiliary organization may require that the employee be paid through the district, with the district being reimbursed in turn by the booster auxiliary organization. The district may also require that any employee chosen to work for a booster auxiliary organization be hired and cleared for work through the district's personnel office.
- A district employee who acts in their personal capacity and on their own personal time is free to establish a booster auxiliary organization or to participate in it. The employee must ensure that participation in the booster auxiliary organization does not present a conflict of interest with their duties as a school employee. The employee should also make it clear that their participation is in their personal capacity and not in their capacity as a district employee.

Donations for Supplies, Equipment and Transportation

Booster auxiliary organizations by nature are designed to help the school and/or ASB, and such help may come in the form of donations of supplies, equipment and transportation.

Supplies

When a booster auxiliary organization wishes to give the ASB or one of its clubs money for supplies, the district should purchase the supplies in accordance with district purchasing guidelines and statutory laws, and the booster auxiliary organization should reimburse the district. The purchase should be carried out through the district's purchasing system by a district-designated individual who is authorized to spend the funds, with the principal's or other school administrator's approval. The purchase should be charged to a school account code, and the purchase requisition should contain the following information in bold:

- Paid by
- Booster auxiliary organization name
- Person responsible for booster club
- Billing address

The purchase should be charged to the school account code on the requisition at the time of payment, and the district office should bill the booster auxiliary organization for the cost of the supplies purchased.

Donations for Equipment Purchases

When a booster auxiliary organization wishes to donate equipment to a school, the preferred method for the transaction is the same as noted above for donation of supplies. Also as above, with the approval of the principal/school administrator, the district-designated individual authorized to spend the funds purchases the equipment through the district's purchasing system. The purchase should be charged to a school account code, and the purchase requisition should contain the following information in bold:

- Paid by
- Booster auxiliary organization name
- Person responsible for booster auxiliary organization
- Billing address

The purchase should be charged to the school account code on the requisition at the time of payment, and the district office should bill the booster auxiliary organization for the cost of the equipment purchased.

If the booster auxiliary organization wishes to purchase equipment outright and donate it to a school, the process is different. The booster auxiliary organization should notify the school administrator and the purchasing department before the equipment is ordered. Then, at a regular board meeting, the district's governing board must accept the equipment as a donation to the district.

Donations for Transportation/Field Trips

A booster auxiliary organization may donate funds to the ASB or the district for transporting students to events. A field trip request form must be completed in conjunction with the ASB and schools and then be sent to the district's transportation department. The request form should contain the following information in bold:

- Paid by
- Booster auxiliary organization name
- Person responsible for booster auxiliary organization
- Billing address

The transportation cost should be charged to the school account code on the requisition at the time of payment, and the district office should bill the booster auxiliary organization for the cost of the transportation.

Paying Stipends, Salaries and Consultants

Paying Stipends and Salaries

A booster auxiliary organization may not pay any employee of the school district an additional stipend or salary without prior approval from the district's business and/or personnel office. If the booster auxiliary organization wishes to supplement the school with additional personnel please refer to the section titled "School District Employees" earlier in this chapter.

Paying Consultants

Consultants are sometimes hired in the ordinary course of business to help with various projects as needed. Consultants are not employees; they should have their own insurance and should meet all of the qualifications to be considered a consultant. Booster auxiliary organizations should be aware of the regulations that must be followed when communicating with the ASB on this topic. Chapter 17 discusses this topic at length.

CONDITIONS OF USE OF FACILITIES

1. **RESPONSIBILITY** - The district will not be liable for losses, damages or injuries occurring during the use of a school facility. All organizations shall be financially responsible for losses or damages to school property which result from the use of the facilities. Such losses or damages shall be just cause for cancellation of future uses of District facilities.
2. **TIME OF USE** - School facilities shall be considered as in use for school purposes on school days during the period from one hour before start of school until one hour after the close of school; therefore, the use of District facilities may not be permitted during this period.
3. **TIME OF CLOSING** - All functions conducted on District property shall close no later than 11:00 p.m.
4. **LICENSE AND TAX** - All groups using District facilities shall obtain and pay for any required licenses, permits, etc., and shall pay all taxes or fees required because of the groups' use of District facilities.
5. **TERMINATION OF PERMITS TO USE FACILITIES** - Permits for the use of District facilities shall not extend beyond the end of the fiscal year, however, such permits may be renewed upon proper application and approval. The District reserves the right to revoke permission to use school facilities at any time.
6. **PRIOR APPROVAL** - Prior District approval must be received for all advertising before materials are released for publication.

RULES AND REGULATIONS FOR THE USE OF SCHOOL FACILITIES

In addition to other provisions of the Policies, Rules and Regulations of the Board of Education concerning the use of school facilities, the following rules and regulations shall be strictly adhered to:

GENERAL

1. Organizations shall not use any facility or equipment not approved in the permit.
2. Use of facilities shall not extend beyond the time specified in the permit.
3. Organizations using school facilities shall provide, at their own expense, such supervision as may be required for crowd control and property protection.
4. Groups of minors using school facilities shall be supervised by at least one adult for each forty minors or fraction thereof.
5. The District employee in charge of a facility shall be authorized to call the police, sheriff, or fire department in the event the using group does not appear to be taking proper control measures. Any costs involved shall be borne by the using group.
6. The possession or use of intoxicants or narcotics shall not be permitted on school premises.
7. The use of profane language, quarreling, fighting or gambling shall not be permitted on District property.
8. Alterations shall not be made to any school building or facility.
9. The use of thumbtacks or other materials which tend to mar or disfigure walls or other surfaces is prohibited.
10. No special preparation shall be used on any floor or other finished surface.
11. The use of school premises for circus or carnival-type shows or rides shall be prohibited.
12. The use of commercial advertising on school premises is prohibited except for lettering and insignia on uniforms.
13. The sale or vending of any literature by other than school-affiliated groups on school premises is prohibited.
14. All groups permitted use of district facilities on holidays shall be required to pay the overtime rate, plus overhead, of District employees required except as otherwise determined by the Education Code.

ATHLETIC COURTS AND FIELDS

1. The District shall furnish only routine care of the grounds and all uses must conform to District schedules for care and watering. The District grounds department may move or cancel an activity, If necessary, in order to properly maintain the grounds.
2. Groups using athletic fields may, with special permission, be permitted to mark fields for their own use, however, such marking shall be done under the supervision of the District grounds department. Materials used for marking purposes must be approved by the District grounds department.
3. Stadium concession stands may be used only upon approval.
4. Concession stands shall be installed on athletic fields and courts only upon obtaining special permission for such installation. The installing and/or using organization shall be responsible for obtaining any and all necessary licenses, permits, etc. required for the operation of such stands and shall be responsible for complying with all sanitary requirements of the District or sanitation agencies involved. The organization shall further be responsible for the cleaning and maintenance of adjacent areas.

BUILDINGS - GENERAL

1. The use of flammable materials or devices which constitute a fire hazard shall not be used in or near any building.
2. The use of lighted candles or any open-type flame in any building shall be prohibited except in instruction areas for instructional purposes.
3. The placing of chairs in aisles, hallways, corridors, orchestra pits, foyers, etc., to increase seating capacity shall be prohibited.
4. The sale of tickets, or occupancy of a building, shall be limited to the seating capacity of the rooms used.
5. No exit shall be blocked in any manner.
6. The service, sale, or consumption of food shall not be permitted by outside groups in auditorium, gymnasium or classroom buildings. The principal may approve and provide supervision for the serving of food by school or school-affiliated groups in such areas as he/she deems advisable
7. Smoking is prohibited on all school premises.

CAFETERIAS

1. District cafeteria personnel shall supervise the operation of all cafeteria kitchens.
2. Groups not affiliated with the school shall be required to pay for the use of cafeterias in accordance with the schedule fees.

PARKING AREAS

1. The parking of vehicles shall be permitted only in authorized parking areas.
2. The police, sheriff, or fire department will be requested to remove, at the owner's expense, any vehicle parked in or blocking drives, entrances, exits, fire lanes, or from other unauthorized parking areas.
3. Using organizations shall not be permitted to charge parking fees.

SPECIAL EQUIPMENT

District-owned equipment may be used by organizations qualifying for use of District facilities subject to the following rules:

1. Equipment is used on school premises in conjunction with approved use of facilities.
2. Permission is secured from the person who has jurisdiction over the equipment.
3. The organization assumes the responsibility for such equipment and agrees to repair or replace any equipment which is lost, damaged, or stolen while under its jurisdiction.
4. The organization requesting the use of the equipment certifies that a qualified person will operate it, or arrangements are made for District employees to operate the equipment. The cost of salaries, plus overhead, will be made for District operators.

COLTON JOINT UNIFIED SCHOOL DISTRICT

ATTACHMENT "A" TO APPLICATION AND AGREEMENT FOR THE USE OF FACILITIES

CORONAVIRUS ADDENDUM

In addition to the attached Application and Agreement for the Use of Facilities, Applicant enters this Coronavirus Addendum and further hold harmless Agreement, incorporated into the Application and Agreement, as follows:

1. Including, but not limited to, the SARS-CoV-2 virus (the "Coronavirus"), the Applicant/Representative (the "FACILITY USER") agrees to strictly, and without exception, follow all local, state, and federal guidelines regarding human protection from the Coronavirus (the "Guidelines"). The Guidelines to strictly follow are those currently in effect as issued by the Governor, the State Health Officer, the County Health Officer and any City Health Officer. It is the sole responsibility of the FACILITY USER to know and understand the operative Guidelines. Without advice or interpretation thereof by DISTRICT.

2. The FACILITY USER shall not hold the event and shall cancel the event if all Guidelines will not, are not, or cannot be met before, during, or after the event.

3. The FACILITY USER shall stop the event immediately and send all invitees/participants away if they are observed not to be meeting all required Guidelines.

4. The DISTRICT may terminate the FACILITY USER's use of the DISTRICT facility at any time if, in the sole discretion of the DISTRICT, the DISTRICT determines that the FACILITY USER or their invitees/participants are not in full compliance with the Guidelines. If the DISTRICT terminates the FACILITY USER's use of the DISTRICT facility pursuant to this paragraph, the FACILITY USER will be not be entitled to a refund of any fees and will not be entitled to recover any consequential damages arising from such termination.

5. The DISTRICT makes no representation regarding the condition of the facility in use. It shall be the FACILITY USER's sole responsibility to appropriately and thoroughly clean, disinfect, and maintain a clean, disinfected, and sanitized environment before, during, and after the event, including the use of Coronavirus products approved by the Environmental Protection Agency (EPA) and in compliance with the Healthy Schools Act (HSA).

6. Assumption of Risk. FACILITY USER recognizes that there is presently a significant element of risk of Coronavirus transmission when any group of people gathers. FACILITY USER has reviewed and understands the risks reflected in the local, state, and federal alerts and guidelines, including, but not limited to, the links above. FACILITY USER assumes all risks, known and unknown, arising from Your use and occupancy of the DISTRICT facility, including risks from the Coronavirus. FACILITY USER assumes full responsibility for any sickness, hospitalization, bodily injury, death, loss of personal property, quarantines, and all related costs and expenses of any person arising from Your use and occupancy of the DISTRICT facility. ("Your" is defined herein as the FACILITY USER and each of their

employees, DISTRICT facility invitees, participants, volunteers, students, members, and all other related persons, agents, and entities.)

7. Waiver and Release of Claims. To the fullest extent permitted by law, FACILITY USER releases the COLTON JOINT UNIFIED SCHOOL DISTRICT, its affiliated campuses, and their governing boards, affiliates, subsidiaries, divisions, administrators, directors, officers, employees, agents, and volunteers (collectively referred to herein as the "DISTRICT"), from and against all claims and causes of action, for any injury or harm of any kind which may arise from or out of Your use and occupancy of the DISTRICT facility, including the risks from Coronavirus. This release is intended to discharge the DISTRICT against any and all liability arising out of or connected in any way with Your use and occupancy of the DISTRICT facility, even though that liability may occur or arise out of the negligence or carelessness on the part the DISTRICT. I understand that by signing this Agreement, I am releasing claims and giving up substantial rights, including my right to sue, and acknowledge that I am doing so voluntarily. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made.

8. INDEMNIFICATION. TO THE FULLEST EXTENT PERMITTED BY LAW, ON BEHALF OF MYSELF AND MY ORGANIZATION, I AGREE TO IMMEDIATELY DEFEND, INDEMNIFY, AND HOLD THE DISTRICT (AS DEFINED ABOVE) FREE AND HARMLESS FROM ANY LOSS, DAMAGE, LIABILITY, OR EXPENSE THAT MAY ARISE IN WHOLE OR IN PART FROM THE APPLICATION AND AGREEMENT FOR THE USE OF FACILITIES AND THIS CORONAVIRUS ADDENDUM, INCLUDING AS IT RELATES TO ANY EXPOSURE TO THE CORONAVIRUS (AS DEFINED ABOVE). THE DEFENSE AND INDEMNITY OBLIGATIONS UNDER THIS PARAGRAPH SHALL APPLY REGARDLESS OF THE DISTRICT OR ANY OTHER PERSON OR ENTITY'S ACTIVE OR PASSIVE NEGLIGENCE.

Addendum acknowledgment: I acknowledge that I have read this addendum and agree to all of its terms and that I fully understand my responsibility to adhere to all Coronavirus guidelines and instruction during the use of the DISTRICT facility.

Name of FACILITY USER's Organization: _____

Name of Representative/Agent (please print): _____

Signature of Representative: _____

Address: _____

Work Phone: (_____) _____ Other Phone: (_____) _____

Please check one:
☐ Non-Profit
☐ For-Profit

COLTON JOINT UNIFIED SCHOOL DISTRICT

APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

(PLEASE SUBMIT TO THE FACILITIES OFFICE)

Today's Date: _____ Organization: _____ School: _____
Start Date: _____ End Date: _____ Time: _____ Purpose of Use: _____
(Six month maximum)

FACILITY: (Please circle) Auditorium/Multi-Purpose Room / Classroom / Resource Room / Kitchen / Restrooms / Football Stadium / Basketball Courts / Gymnasium / Fields (please specify) _____ / other _____

Will school equipment be needed? If so, please list and contact Principal or Director of Activities prior to event _____
_____

Estimated Total Attendance: _____ Admission Fee $_____ Collection? Yes____ No____ Avg. Fee for Season under $60/month? Yes____ No____

Age Group: _____ Will event be non-exclusive and open to the Public? Yes____ No____

Is the organization making application a religious creed, church or sectarian denomination? Yes____ No____

Is it in any way connected with, or giving support or aid to, a religious group, church creed or sectarian denomination? Yes____ No____

INSURANCE: ***FACILITIES USER is obligated to obtain and maintain throughout the existence of the Application and Agreement liability insurance with limits of $1,000,000 per occurrence and $2,000,000 in the aggregate. FACILITIES USER will obtain and provide to DISTRICT a Certificate of Insurance evidencing the existence of the liability insurance policy prior to the use of the FACILITIES. Said Certificate of Insurance shall include an additional named insured endorsement in favor of DISTRICT, whereby DISTRICT will be insured under FACILITIES USER's liability insurance policy.***

HOLD HARMLESS AGREEMENT: ***FACILITIES USER agrees to and does hereby indemnify and hold harmless the District, it's officers, agents and employees, from every claim or demand made and every liability, loss, damage or expense of any nature whatsoever, which may be incurred by reason of use of such facilities.***

CORONAVIRUS ADDENDUM: ***FACILITIES USER agrees to and shall adhere to the DISTRICT's Coronavirus Addendum, attached hereto and incorporated as though fully set forth herein as Attachment "A." FACILITIES USER understands and agrees that all provisions of the Coronavirus Addendum are cumulative with and complimentary to this Application and Agreement, and that it is a part of this Application Agreement, to be understood along with and not instead of any provision of this Application and Agreement.***

SAFETY PLAN: ***FACILITIES USER shall detail its activities, time and duration of use, exact facilities sought for use (including any complimentary facilities, such as restrooms, etc.) and the number of persons anticipated to make use of DISTRICT facilities. FACILITIES USER shall warrant that the information provided to DISTRICT is true and correct to the best of FACILITIES USER's knowledge and belief. Based thereon, DISTRICT shall provide a safety plan detailing specific actions and limitations related to Coronavirus safety on which FACILITY USER's Application and Agreement shall be conditioned. Any failure of FACILITY USER to strictly adhere to the safety plan will be grounds for immediate revocation of this Application and Agreement, including cessation of any use of DISTRICT facilities by the FACILITY USER and any other persons using DISTRICT facilities under this Application and Agreement.***

REASONS FOR REVOCATAION OF PERMIT: ***This permit shall be revocable without notice and at any time by District, if District decides, in it's sole discretion, that District's Civic Center Rules and Regulations are incorporated into this permit. The undersigned applicant hereby agrees to be personally responsible, on behalf of the above-named organization: (1) for any damage sustained by the school building or appurtenances thereof, accruing through the occupancy of said organization; (2) to conform to all the rules and regulations of the Colton Joint Unified School District Board of Education governing the use of facilities; (3) to pay promptly all invoices for services, including food services, if any, furnished by the District.***

NO LOTTERY SHALL BE CONDUCTED ON ANY SCHOOL GROUNDS OR IN ANY WAY CONNECTED WITH THIS PERMIT.

NO ALCOHOL, ALCOHOLIC BEVERAGE(S) OR ANY CONTROLLED SUBSTANCE(S) SHALL BE BROUGHT ONTO, ALLOWED TO BE BROUGHT ONTO SCHOOL GROUNDS, OR IN ANY WAY CONNECTED WITH THIS PERMIT.

APPLICANT'S NAME	SIGNATURE	TITLE

ADDRESS	CITY	ZIP CODE

PHONE NUMBER	EMAIL

SITE APPROVAL

Verified by: _____ Date: _____

ADDITIONAL COMMENTS:

DISTRICT OFFICE USE ONLY

Portable Restroom(s)_____

Verified by: _____ Date: _____ Is there a charge? _____ $_____ Insurance Required _____

Approved By	Title	Date	Phone Number

ADDITIONAL COMMENTS:

D-101 Revised 03/2023

Appendix C

School Booster Club & School-Connected Organization Officers

Name of Booster Club/Organization: _____ Date: _____

Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:

Appendix D

Booster Club and School-Connected Organization Certification

Name of Organization: _____("Organization")

School Year: _____

Organization understands and agrees to the following:

1. The Colton Joint Unified School District ("District") may audit Organization's financial records at any time, either by District personnel or a certified public accountant.
2. Notwithstanding the District's right to audit, Organization remains responsible for its own tax status, accounting and financial records, and arranging for its own audit as may be required.
3. Organization will use its own name and logo and shall not use the District's or school's name or logo(s) unless it receives District's Superintendent or designee's written consent.
4. Organization shall not hire any District staff or employee nor permit any District staff or employee to hold an official position in the Organization.
5. Organization shall maintain its own bank account separate from the District and shall not comingle funds with any District account or funds, including those of the Associated Student Body.
6. If Organization is approved by District's Governing Board to hold a raffle, Organization shall comply with any and all applicable laws, including California Penal Code sections 326.5 and 320.5.

The members of the Organization's Governing Board, by signing below, certify that each has reviewed and understands the requirements contained in the District's Booster Clubs and School-Connected Organizations Handbook and other documents therein referenced (collectively, "Guidelines") and acknowledges and agrees that District may revoke Organization's authorization at any time if Organization violates the Guidelines.

Signature	Name, Position	Date

Appendix E

School Booster Club & School-Connected Organization Bank Information

Name of Booster Club/Organization: _____Date: _____

Name of Bank:	
Address:	
Phone Number:	
Bank Routing Number: Account Number:	
Authorized Person Name:	Position:
Authorized Person Name:	Position:
Authorized Person Name:	Position:
Authorized Person Name:	Position:

COLTON JOINT UNIFIED SCHOOL DISTRICT
SCHOOL-CONNECTED ORGANIZATIONS
FUNDRAISER REQUEST FORM

Any school-connected organization within CJUSD interested in organizing a fundraiser must submit a formal proposal to the Board of Education for approval. The proposal should include details such as the purpose of the fundraiser, proposed dates, estimated budget, and expected outcomes.

The submitted proposals will be reviewed to ensure that the proposed fundraiser aligns with the goals and values of CJUSD. Approval will be granted based on the merit of the proposal and availability of resources.

Please adhere to the procedures outlined below:

I. Booster Club/PTO/PTA Fundraisers

1. To initiate the approval process, please submit the attached Fundraiser Request Form at least **one month prior** to the commencement of your event. You will be provided with a copy of the completed fundraiser form once it has been reviewed and either approved or denied by the Board.
2. If you require a facility reservation, please complete and submit the Application for Use of School Facilities after your event has been approved.
3. A completed fundraiser report must be submitted to the campus bookkeeper within 30 days of the conclusion of the fundraiser. This includes financial records, participant lists, expenses, revenue generated, and any other pertinent information. This ensures transparency, accountability, and compliance with regulatory requirements.

Forms should be submitted to **Jamie De La Torre (jamie_delatorre@cjusd.net)** for inclusion at the next Board meeting.

COLTON JOINT UNIFIED SCHOOL DISTRICT
SCHOOL-CONNECTED ORGANIZATIONS
FUNDRAISER REQUEST FORM

School Site:_____ Today's Date:_____

Name of Booster Club/PTO/PTA:_____

Date(s) of Fundraiser:_____

Time of Fundraiser: From_____ To_____

Location of Fundraiser:_____

Description of Fundraiser:_____

_____

Event Contact Person:_____

Phone:_____ E-mail:_____

Status of Event (Check One): ☐ New Event ☐ Held Previously (# of Years):_____

How Much is Anticipated in Income? _____

How Much is Anticipated in Expenses? _____

Requestor Signature: _____

OFFICE USE ONLY:

Date of Board Meeting: _____

☐ Approved ☐ Denied

Comments:_____

_____

_____

_____

COLTON JOINT UNIFIED SCHOOL DISTRICT
FUNDRAISER ACTIVITY CLOSE OUT REPORT

This form must accompany bank deposits and be submitted to the District with the annual financial statement when applying for renewal.

Name of School-Connected Organization: _____

Fundraiser Start Date:_____ Fundraiser Stop Date: _____

Collections: (deposit totals from fundraiser-attach additional list if necessary)

Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____
Date _____ $_____ Rec'd by _____

TOTAL DEPOSITS $ 0 _____

Disbursements:
(For Merchandise, Advertising, or any relative expenses; attach additional list if necessary)

Date _____ $_____
Date _____ $_____
Date _____ $_____
Date _____ $_____
Date _____ $_____
Date _____ $_____
Date _____ $_____

TOTAL DISBURSED $ 0 _____

Net Profit $ 0 _____

Fiscal Services Department

2025-26 Booster Club & School-Connected Organizations (PTA/PTO) Handbook