SECONDARY EDUCATION

BOOSTER PRESENTATION

SPRING 2026

SCAN QR CODE TO SIGN IN

Booster clubs give our athletes and artists opportunities to grow, compete, and succeed in ways that might not otherwise be possible. We recognize and appreciate the impact they have on our students and programs.

We all have a role in making sure booster activities follow the rules, stay fair for all students, and help protect our volunteers from unintentional mistakes.

SIMI VALLEY SCHOOLS
SIMI VALLEY UNIFIED SCHOOL DISTRICT

FCMAT GUIDANCE

Booster organizations are expected to review and follow guidance from the Fiscal Crisis & Management Assistance Team (FCMAT).

FCMAT is a state agency that supports California schools with financial oversight, training, and best practices.

Their guidance helps booster organizations operate responsibly, stay compliant with state laws, and protect both students and volunteers.

Click image for link.



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LOCAL NEWS

Woman sentenced for stealing more than $100K from Moorpark elementary

Audit finds missing funds from a Galt high school's athletic booster club, sparking investigation

By Madisen Keavy

March 20, 2025 / 10:42 PM PDT / CBS Sacramento

Add CBS News on Google

GALT – An athletic booster club at a Sacramento County high school is under investigation after an internal audit found money was missing, the district announced in a release this week.

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g from high school booster



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BOOSTER CLUB RECOGNITION

- Booster and parent clubs must be formally recognized by the site principal, District administration, and the Board of Trustees.
- Recognition requires:
  - Clear purpose and goals
  - Lawful, appropriate fundraising methods
  - Non-discriminatory membership
  - Alignment with district educational standards
- Recognition may be denied if:
  - Fundraising methods are inappropriate (i.e. games of chance)
  - Membership is discriminatory
  - Activities could negatively impact school programs
- Clubs are independent organizations and must follow district facility and fundraising policies.



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PARTICIPATION WITH DONATIONS/FUNDRAISERS

All donation-related communication MUST include this mandatory disclaimer:

Per Education Code §49010, no student shall be denied access for inability or unwillingness to donate or fundraise for this program.

<u>Best Practice Language to Use With Families:</u>

“We encourage donations to support our program, but all donations are voluntary. No student will be denied participation based on financial contribution.”

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PARTICIPATION IS NEVER BASED ON DONATIONS

Free Public Education = No Pay to Play

- No student will be excluded for not donating or fundraising
- Donations/Fundraisers are 100% voluntary
- No impact on playing time, teams, awards, travel, or equipment
- No pressure, invoices, or tracking of families
- Donations are not required to participate

Communication Rules

- Do not use the word “fee”; use “Recommended Donation”
- Do not send invoices for recommended donations
- As a best practice, donor information should remain confidential and not be shared with coaches.

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BYLAWS REQUIREMENT

All Booster Clubs must:

- Maintain current, written bylaws
- Clearly define officers, roles, elections, and financial procedures
- Follow district, state, and federal guidelines



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ROLE OF COACH OR ADVISOR

Coaches and advisors play an important role in communicating the needs of their teams and programs.
Booster clubs support these needs through fundraising and volunteer efforts that enhance student opportunities.

Roles & Responsibilities

- Coaches/advisors may share program needs and collaborate with boosters on ideas and priorities.
- Booster boards may plan and manage fundraising activities and organizational decisions.
- Booster clubs are independent organizations operated by parents and community members.
- Coaches/advisors may not serve as booster officers or control booster finances.
- Coaches/advisors do not appoint, remove, or govern booster board members.
- The school manages the program. The booster club supports the program.
- It’s a partnership.

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PAYING STIPENDS

- Booster Clubs **CANNOT** pay coaches directly.
  - This includes Gift Cards. It is considered a form of payment
- Stipends must be processed through District payroll
  - Contact ASB/Athletic Office for process for paying through District payroll
- Stipends may not exceed District-approved limits on the salary stipend schedule
- Coaches may not receive both District and Booster payments for the same season.



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FINANCIAL GUIDELINES

Booster clubs must follow sound financial practices and internal controls when collecting and managing funds.

Cash Handling.

- Two booster members must count and verify cash at the end of each event.
- Deposits should be made promptly and documented appropriately.

Electronic Payments

- Electronic payments (e.g., PayPal, Venmo, online platforms) must be made to an account owned by the booster club, ***not a personal account***.

Check Signing.

- Require two signatures on all checks. Do not pre-sign checks. Do not issue checks payable to “Cash.”

For more detail it is important to review *Examples of Internal Controls* from FCMAT slidedeck - Slide 51

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FINANCIAL GUIDELINES CONTINUED

Independent Financial Review

- Booster clubs must conduct an annual financial review or audit of their accounts.
- The reviewer must be independent of the booster's board and not be from the same household as the treasurer.

Financial Records

- Accurate records of all revenues, expenditures, and receipts must be maintained and available for review.

Annual Financial Reporting.

- Booster clubs must submit their annual financial report/audit with their annual application packet.

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FINANCIAL GUIDELINES CONTINUED

Staff Financial Boundaries

- Booster organizations should be led and managed by parents or community members to maintain independence from the Simi Valley Unified School District.
- District employees cannot have any financial oversight, including signing booster club checks or invoices.
- Every effort should be made to avoid District employees serving as officers of booster organizations.
- District employees may participate as parents or volunteers in booster activities.



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FUNDRAISING

All donation-related communication **MUST** include this mandatory disclaimer:

Per Education Code §49010, no student shall be denied access for inability or unwillingness to donate or fundraise for this program.

Fundraising in the name of any school must receive prior written approval from site administration.



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FUNDRAISING

- Booster fundraising should support student programs while maintaining clear separation from school finances.
  - Booster funds and ASB/student funds must remain separate.
  - Funds donated to ASB accounts become student-controlled and advisor-managed.
- Booster organizations must collect, verify, and deposit all fundraiser proceeds. Students may not retain funds.
  - If students collect funds, those funds must be promptly turned over to booster officers for deposit.
- Booster organizations may not use the District or school name, logo, or mascot in their official organization name or branding without the approval of site administration.

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FUNDRAISING

- Fundraising events conducted on campus must follow school and District procedures.
- Sales of merchandise, concessions, or events may require site administration approval.
- Booster-organized events must follow all District policies and insurance requirements, including the rule that booster events may not include alcohol when students are present.
- All food vendors require site and District approval and must be submitted at least two weeks in advance.
- When in doubt, consult site administration before initiating any fundraising activity.

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FUNDRAISING RESTRICTIONS

- Fundraising Restrictions (On & Off Campus)
  - Fundraising activities must comply with district policy, state law, and educational standards.
- Activities may not include or promote:
  - Alcohol, tobacco, drugs, or controlled substances on school campuses
  - Items or prizes that conflict with school policies or student safety standards
- Booster activities must not create liability or safety risks for the District.
- Activities conducted on campus are subject to stricter restrictions than off-campus events.

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ALCOHOL & FUNDRAISING

- Alcohol is not permitted at booster events when students are present.
  - Alcohol may not be sold, served, or included in auctions at school-sponsored events on campus.
  - Off-campus events may include alcohol only if:
    - The venue is properly licensed
    - All activities comply with state and local laws
    - The event does not involve or target students
- Booster clubs may not use school communication channels or branding to promote alcohol-related activities.

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GAMES OF CHANCE & EVENTS INVOLVING GAMBLING

Activities involving payment, chance, and a prize are considered gambling under California law and may only be conducted in strict compliance with applicable laws and regulations.

SEE **SLIDES 20-28 FROM FCMAT WORKSHOP** FOR MORE DETAILS AND GUIDANCE WITH THESE EVENTS.

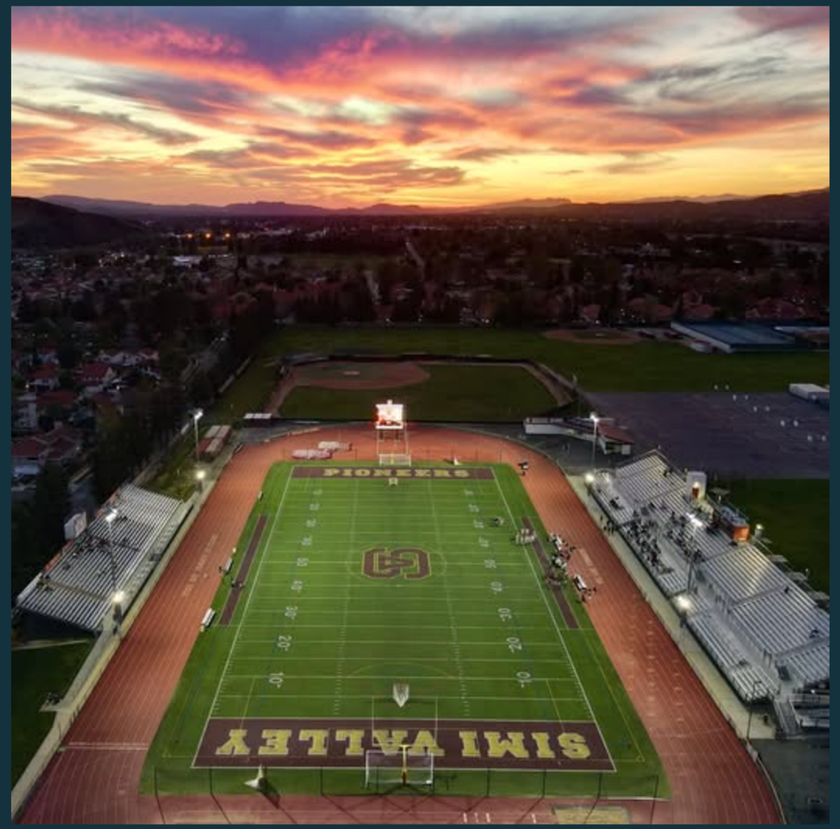
Any gambling or game-of-chance activity must be reviewed and approved in advance by site administration and must comply with all applicable laws and regulations.



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ADVERTISING & SPONSORSHIP GUIDELINES

Booster clubs may recognize sponsors and promote fundraising events, but advertising must follow district guidelines.



- **<u>Not Permitted</u>**
  - Promotion of alcohol, tobacco, drugs, gambling, or inappropriate products
  - Advertising that conflicts with District policies or educational standards
  - Booster clubs operating as 501(c)(3) organizations may not support or oppose political candidates, campaigns, or ballot measures.
  - Advertising displayed on campus or connected to school programs must be reviewed and approved by site administration

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WEBSITES & SOCIAL MEDIA

A strong online presence helps communicate with families, celebrate students, and build community.

- **EXPECTATIONS**
  - All booster and program-related social media accounts and websites must be approved with site administration.
  - Each account must have a designated adult point of contact on file with the school.
  - Follow all district policies and appropriate content guidelines



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BOOSTER APPLICATION

- Packets need to be submitted to the Athletic/Activities Office:
  - Fall sports/clubs due by July 31
  - All other sports/clubs due by September 15
- Review Booster Application Slidedeck for required documents and forms.
- Booster Application



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