



Guidelines for Booster Clubs

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Booster Clubs and Parent Organizations

Booster Clubs and Parent Groups are integral to our school community, representing the school they support. Adhering to District guidelines and submission requirements is crucial for ensuring the safety and well-being of everyone involved.



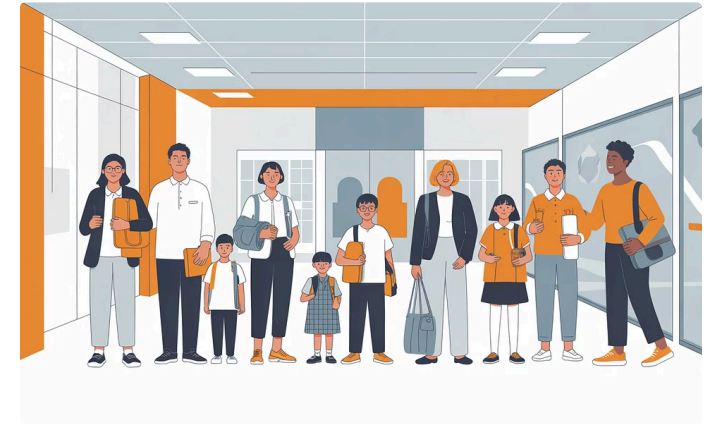
Representing the School

These groups proudly stand for our school, fostering spirit and support within the community.



Following District Guidelines

Compliance with district guidelines and application requirements ensures responsible operations.



Protecting Our Community

These measures are in place to safeguard our parents, patrons, and most importantly, our students.

Definitions

Independent Legal Entities

Booster clubs are not legal components of the school district. They are their own non-profit school connected organization. Booster clubs are responsible for their own formation, governance, accounting, tax returns and insurance liabilities.

Separate Address Required

The booster club must maintain a separate legal address from the school and must not use the school's address for correspondence.



Understanding Key Differences

Booster Clubs

- Independent nonprofit organizations
- Run by parents and community members
- Provide supplementary support to school programs
- Separate tax identification and accounting
- Do not manage the extracurricular activity itself

Booster clubs should serve as supplementary support to the school programs, with all fundraising activities and operations being provided by parents and other adult community members. As a reminder, boosters do not manage the extra curricular activity itself, as that is done by the head coach, athletic director and the administration.

Associated Student Body (ASB)

- Comprised and governed by students
- Operate under school district procedures
- Finance office and advisors follow district rules
- Student-led fundraising activities
- Directly managed by school administration





Informal Support Groups



Short-Term Focus

Groups of interested parents and others with short term interest in student activities



No Tax ID Numbers

Generally do not have tax ID numbers or formal legal structure



Simple Support

Provide refreshments for coaches/players, decorations or awards for end of season celebrations



Game Day Help

Provide general support during games or activities

Booster Clubs and Parent Organizations

01

National PTA

The most formal parent support group is the National Parent Teachers Association (PTA)

02

School-Connected Organizations

Parents, community members, and staff coming together to support specific school activities. Athletic teams, debate teams, musical groups, etc.

03

Independent Status

Commonly referred to as *school-connected* organizations. Separate from school districts and serve as auxiliaries to the school program

04

Adult-Led Fundraising

Fundraising events involve the primary participation of parents and other adult community members

05

Student Activities Through ASB

Fundraising events that involve the primary participation of students should be conducted through the ASB

Membership Guidelines

Key Principles

Membership fees may be used for raising funds, but school fees may not be a requirement of parents or students to participate in school activities.



"Pay to Play" Prohibited

Booster participation can have no effect on the student's ability to participate in school activities. Every student must have equal access regardless of financial circumstances.





Mandatory Volunteer Information

Thank you for your interest in becoming a volunteer in the Redlands Unified School District. With the passing of AB346 into law in July 2010, we are required to obtain specific documentation from each volunteer. In ALL volunteer situations, you must be 18 years or older.

Start Your Volunteer Process

Please follow the link below to start the volunteer process:

<https://www.redlandsusd.net/departments/human-resources/school-site-volunteer-information>



No Pay to Play – Free and Appropriate Public Education

Spirit Pack Sales

Booster sales of team gear (Spirit Packs) cannot be at the expense of the student.

No Purchase Requirements

Student can never believe that any level of team participation required the purchase of practice or game gear.

Website Language

Specifically: Team/Booster website must not have any language implying that a purchase is required for team participation.

Community Sales Welcome

Sale of gear to parents, family, and community is perfectly acceptable.

Preliminary Approval from Site Administration



Express Interest

Reach out to the school site Athletic Director to express your desire to form a school-connected organization



Provide Information

Share preliminary information about the purpose of the proposed club



Check for Existing Groups

Verify whether an existing Booster Club addresses a similar purpose



Partner or Create

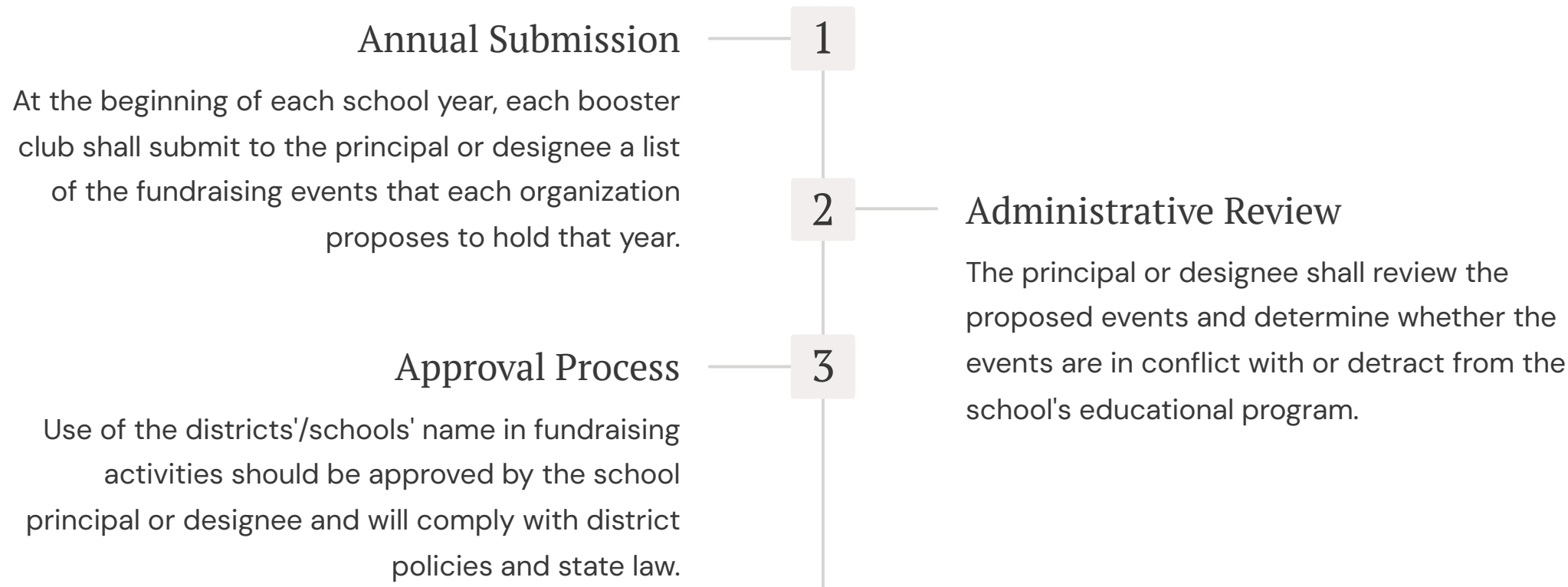
It's easier to partner with an existing organization than create and maintain a new one

The very first step in forming a booster club includes reaching out to the school site Athletic Director to express your desire to form a school-connected organization and to provide some preliminary information as to the purpose of the club.



Fundraising Activities

In accordance with Education Code Section 51521, programs, fundraisers or other activities sponsored by booster clubs must be authorized and conducted according to local board policy, local and state laws, and school rules.





Fundraising Guidelines

District Name Usage

Use of the districts'/schools' name in fundraising activities should be approved by the school principal or designee and will comply with district policies and state law.

Student Involvement Limits

Students shall not be involved in fund raising activities except as volunteers for the booster organization and in accordance with California Education Code 51520, which limits solicitation of pupils on campus during the instructional day.

Separate Fund Management

All booster funds are collected and maintained by the organization. The district's tax identification number cannot and will not be used. No booster funds shall be kept in ASB accounts.



File Articles of Incorporation

Legal Requirements

Articles of Incorporation are required to be filed with the State of California.

Where to File

Instructions and fileable PDF Articles of Incorporation can be found on the California Secretary of State website at:

<https://bizfileonline.sos.ca.gov/forms/business>

Visit Website

Navigate to California Secretary of State business forms portal

Select Form

Choose "Articles of Incorporation- Nonprofit Corporation- Public Benefit"

Follow Instructions

Complete the form following all provided instructions

File Documents

Submit the Articles of Incorporation accordingly

Draft and Adopt Constitution

A constitution should minimally include the following elements:

1	Name and Purpose Name and purpose of the organization
2	Membership Structure Membership (i.e., how membership is determined)
3	Executive Board • Positions and duties of each position are defined • Position and term limitations (including officer resignations and impeachments)
4	Amendment Process • By whom • By a petition of a percentage of members • By ballot
5	Ratification Adoptions or ratification of the constitution and any subsequent amendments shall require a (percentage) vote of the (Executive Board)

An isometric illustration on the left side of the slide featuring various business and technology elements. It includes a laptop with a 'GOVERNANCE' document, a tablet with a bar chart, a smartphone, a stack of orange blocks, a large monitor displaying a data dashboard, and a 3D bar chart. The background is a light gray grid.

Draft and Adopt By-laws

The by-laws should minimally include the following elements:

1. Executive Powers

Duties and powers of the Executive Board and Officers

2. Committee Structure

The composition and membership of committees

3. Succession Planning

Successions

4. Elections

Elections and qualifications for office

5. Financial Controls

- Statement of internal controls, authorization of financial activities
- Who shall approve before any commitment
- How and when shall audits be conducted

6. Meeting Schedule

- For regular and special sessions
- Time, manner, frequency
- What constitutes a quorum
- Who shall conduct meetings

Obtaining Tax Exempt Status

Booster clubs are not legal components of a school district. Each organization must have its own tax identification number, own bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements.

Independent Status Required

Organizations that provide receipts to donors as a "charitable tax-deductible donation" must be officially approved by IRS as a 501(c)(3) tax-exempt organization.

Organization Responsibility

It is the organization's responsibility to be both knowledgeable and compliant with all state and federal laws. Booster and parent groups are encouraged to contact the Internal Revenue Service and the Franchise Tax Board to obtain a tax-exempt status for their organization.

Cannot Use District Status

The booster club shall not use the district's tax-exempt status and identification number. It shall be responsible for its tax status, accounting, internal controls, financial reporting, retention of records, and other operations.

Tax Forms and Resources

State and Federal forms and further information can be found at the following Web sites:

1

Tax Identification Number

Form SS-4, "Application for Employer Identification Number"

Instructions: <http://www.irs.gov/pub/irs-pdf/iss4.pdf>

Fill-in form: <http://www.irs.gov/pub/irs-pdf/fss4.pdf>

2

Non-Profit Status

Publication 557, "Tax-Exempt Status for Your Organization": <http://www.irs.gov/pub/irs-pdf/p557.pdf>

3

501(c)(3) Application

Package 1023, "Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code"

<https://www.irs.gov/charities-and-nonprofits>

4

California Forms

Form 3500 Booklet, "Exemption Application Booklet"

<https://www.ftb.ca.gov/forms/misc/3500.pdf>

5

Sales Tax Guide

Tax Tips Pamphlet No. 18, "Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising Organizations"

<https://www.cdtfa.ca.gov/formspubs/pub18.pdf>

Open a Bank Account

The booster club Board will need to take action in a regular board meeting to open a bank account. The motion/action should indicate which banking organization, who the authorized signers will be, and require a minimum of two to three signatures (the third signer can be helpful if one of the two main signers are not available).

Board Action Required

Document the decision in board minutes, including banking organization, authorized signers (minimum 2-3), and debit card policy

Bank Requirements

Contact the banking organization to find out requirements. Many banks will require copies of Articles of Incorporation, bylaws, EIN, proof of 501©3 status, and minutes.

1

2

Risk Management

The action should also indicate if the Board authorizes anyone to be issued a debit card or prohibits it. In general, debit cards and credit cards are high risk for fraudulent transactions and embezzlement and should be avoided.

3

4

Complete Setup

Complete the banking requirements and obtain checks for the checking account so operations may commence.

Obtain Liability Insurance

- ❏ The booster club Board will need to take action to obtain liability insurance. Booster clubs are independent from the district and are required to maintain their own insurance policies.

Minimum Coverage Required

The district requires booster and parent organizations to provide proof of liability insurance in the minimum amount of \$1,000,000 combined single limit with Redlands Unified School District named as an additional insured endorsement (separate page required).

Certificate Requirements

When using school facilities, the club must submit a certificate of insurance that includes liability and property damage and names Redlands Unified School District as additionally insured (please request this additional page if the agent only sends you the policy page.)

Higher Coverage Possible

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.

(please see following pages for examples)



MEMBER CERTIFICATE OF INSURANCE

Purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: _____

NAMED INSURED MEMBER:

Your information

Named Insured & Mailing Address PRO

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051
AIM
Main
PO B
Dalla

Policy Page - Mandatory

This is an example of a standard insurance policy page that must be included in your application.

coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
y Insurance mercial	Policy #	1/25/23 - 1/25/24	\$ 0	Each Occurrence
y Insurance nded Medical	Policy #	1/25/23 - 1/25/24	\$ 0	General Aggregate Products - COMP/OPS Personal & Advertising Injury Damage To Rented Premises Medical payments-any one person
y Insurance ational Liability ers Liability)	Policy #	1/25/23 - 1/25/24	\$ 0	Aggregate
Retro-active Effective Date:		9/13/22		

Holder:

1 School District

1373

This member certificate, together with the common policy conditions, part(s), coverage form(s), and endorsements, if any, complete the policy. Copies of the Master Policies are available upon request or www.aim-companies.com

AUTHORIZED REPRESENTATIVE

Additional Insured Endorsement

IMPORTANT – REQUIRED DOCUMENTATION

To complete your application: you must include the Additional Insured page that specifically lists Redlands Unified School District as the "Additional Insured."

 **Please note:** This is a separate page from your standard insurance policy page.

Applications will not be accepted or processed without this document. Be sure to request this specific page from your insurance provider if it is not already included.

POLICY NUMBER
MEMBER CERTIFICATE NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Redlands Unified School District

PO Box 3008 Redlands, CA 92373

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

Use of Facilities

When do I need an application?

An application is required when requesting facilities for major events where the public is invited.

Are there restrictions?

YES – Activities and Events Prohibited

The Redlands Unified School District has adopted certain policies regarding permissible ASB and School Site activities or events, in order to minimize the risk of exposure. It is the policy of the Redlands Unified School District to prohibit activities because they are dangerous and jeopardize the safety of our children. Such activities also jeopardize the insurance coverage for the District.

 **THESE ACTIVITIES ARE NOT ALLOWED, EVEN IF VENDOR HAS THEIR OWN INSURANCE.**

Application Process

State law and Board Policy and Administrative Regulations 1330 (a)–(c) regulate community programs on district property. A Redlands Unified School District Facility Use form should be submitted electronically by following the below link and **within three weeks before the intended activity.**

https://app.informedk12.com/link_campaigns/rusd-use-of-facilities-form?token=WSvQrbRQ8ApzwioYD5M81qMH

Required Documents:

1. A current insurance certificate showing Redlands Unified (not the school site) as a Certificate Holder in the minimum amount of \$1,000,000.
2. A current Additional Insured Endorsement showing Redlands Unified as an Additional insured.
3. In addition, if a booster club has an event to which an outside vendor is participating, the vendor's insurance, covering RUSD is also required.

Regulations

School-Connected Food Sales

Booster clubs must comply with state law as well as district policies and regulations on the sale of food on school premises.

Support Personnel

The booster club shall not hire or directly pay any district employee. If a booster club wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for the booster club during nonworking hours.

Procedure

01

A personnel requisition will be completed by the principal of the school receiving the services and submitted to the Fiscal Services department which will verify deposit of the booster or parent organization donation and forward the requisition to the Human Resources department.

03

The employee is not authorized to perform services until after Board approval and district receipt of the donated funds.

02

The employee will be hired through normal channels and be subject to all rules and regulations imposed by the Human Resources department and the State of California.

04

The personnel will be paid after the above procedure is completed and they have signed the timecard/timesheet at the site.

Liability

Guidelines for Booster Clubs:

- Do not act as an agent of the district or school
- Use a separate name and logo
- Receive prior approval from the school's administration *if* using a school or team logo (example: logo on flyers)

District Liability:

- For conduct and activities of an organization, established to support the district, may be based upon the nature of the relationship between the two entities.
- That relationship may be contractual or based on the amount of district control or on the fact that the district is the beneficiary of the organization's activities.

Risk Management

A district may more effectively limit its exposure by adequately supervising and monitoring the activities of a booster club. Familiarization with applicable statutes, regulations and reporting requirements will assist the district in ensuring the proper conduct of the group's activities and therefore lessen the amount of district liability.

*Therefore, it is likely that a lawsuit based upon an activity of the organization will also name the district and seek a finding of joint liability. Whether the district is appropriately named or not, the district will incur legal expenses in defending the lawsuit.

School-Connected Food Sales

Booster and parent organizations must comply with state law, San Bernardino County Department of Public Health as well as district policies and regulations on the sale of food on school premises

- BP/AR 3554 – Other Food Sales
- BP/AP 5030 – Student Wellness
- Snack Bar and Event Sales – Site Administration

Booster clubs may operate one food facility at each event. More than one food facility requires a Temporary Event Health Permit from the SB Public Health Department (www.sbcounty.gov).

Examples:

- Football game – One snack bar provided – Temporary Event Health Permit not required.
- Football game – One snack bar and one food truck – Temporary Event Health Permit required from SB Public Health.

Additional information is available from the Office of Child Nutrition Services – 909-307-5366

380 N Arrowhead Ave, 2nd floor, San Bernardino, CA 92410 | Phone: 909.442.2299 | Fax: 909.387.4323 | www.sbcounty.gov
Public Health
Environmental Health Services

APPLICATION FOR TEMPORARY EVENT HEALTH PERMIT

SECTION A		PLEASE PRINT – HEALTH PERMITS ARE NOT TRANSFERABLE	
FOOD EVENTS		PERMIT CATEGORIES (SELECT ONLY ONE)	
☐ Temporary Food Facility (TFF) – Event Organizer		☐ Annual TFF Vendor (completes within 6.5 G)	
NOTE: TFF PERMITS ARE ONLY VALID AT FORE-APPROVED COMMUNITY EVENTS		☐ One-Time TFF Vendor	
☐ Sponsor of a Temporary Body Art Event		☐ Temporary Body Art Facility	
Temporary within 6.5 G & 7		Temporary within 6.5 G	
BODY ART EVENTS		APPLICANT INFORMATION	
NAME OF APPLICANT		DATE OF BIRTH	PHONE
COMPANY/ORGANIZATION (IF APPLICABLE)		E-MAIL	
HOME ADDRESS		CITY	STATE ZIP
MAILING ADDRESS (IF DIFFERENT FROM HOME ADDRESS)		CITY	STATE ZIP
DETAILS OF TEMPORARY EVENT			
NAME OF EVENT		SCHEDULE OF EVENT	
SITE ADDRESS		CITY	STATE ZIP DATE OF EVENT
SET UP TIME FROM: TO		EVENT TO PUBLIC FROM: TO	
NAME OF EVENT SPONSOR/COORDINATOR		EVENT SPONSOR/COORDINATOR CELL PHONE NUMBER	
INVOICE INFORMATION			
MAIL TO		IF NEW, MAILING CITY, ADDRESS, PERMIT NUMBER	
ATTENTION TO			
ADDRESS		CITY	STATE ZIP
PLEASE READ			
ALL FEES ARE DUE AND PAYABLE PRIOR TO THE FIRST DAY OF OPERATION. Make checks payable to: COUNTY OF SAN BERNARDINO. This application and all subsequent fees must be submitted at least 2 weeks prior to the event. A fee will be assessed if this application is not completed 14 or 48 hours prior to the day of operation. Penalties: Fees are due on a non-refundable basis for a Saturday evening. Failure to complete fee application and pay all fees will result in the assessment of a subsequent fee or closure.			
For Office Use Only			
Fee	PA Number	Receipt ID	PA Number
Lab Fee: ☐ Y ☐ N	Singularly Employed	Receipt ID	Date
Check One: ☐ New ☐ Transfer ☐ Renewal	Transfer (circle one)		

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Health Department Contact



Online Application

Application is
www.SBCounty.gov/dps/dehs



Physical Address

385 N Arrowhead Ave. 2nd
Floor, San Bernardino, CA
92415



Phone Number

909.387.4323



Administration and Expenditure of Funds

1

Financial Transparency

Treasurer's books and accounts shall be open for review by the district at any time

2

Gift Guidelines

Gifts to the student body of money or of approved materials may be made when approved by the principal/designee

3

Cash Gift Restrictions

Cash gifts to students are problematic

4

Signatory Requirements

Coach/District advisor or their immediate family member cannot be a signatory on the club or group's bank accounts



Purchases for Schools

All purchases or site improvements shall be donated to the District. Donations may be made in cash to allow the purchasing department to buy items in line with statutory laws.

- The Campus Improvement Application (CIA) Committee must be consulted prior to purchase on all items requiring installation (please communicate with your site administrators).
- Capital improvements (over \$5,000) must be processed through the district purchasing and facilities departments.

Campus Improvement Application Portal:

<https://www.redlandsusd.net/departments/business-services/campus-improvement-application>



Support Personnel and Record Retention

Support Personnel

Booster and parent organizations that wish to pay staff for additional hours and/or extra-curricular services must hire staff through the Human Resources Division.

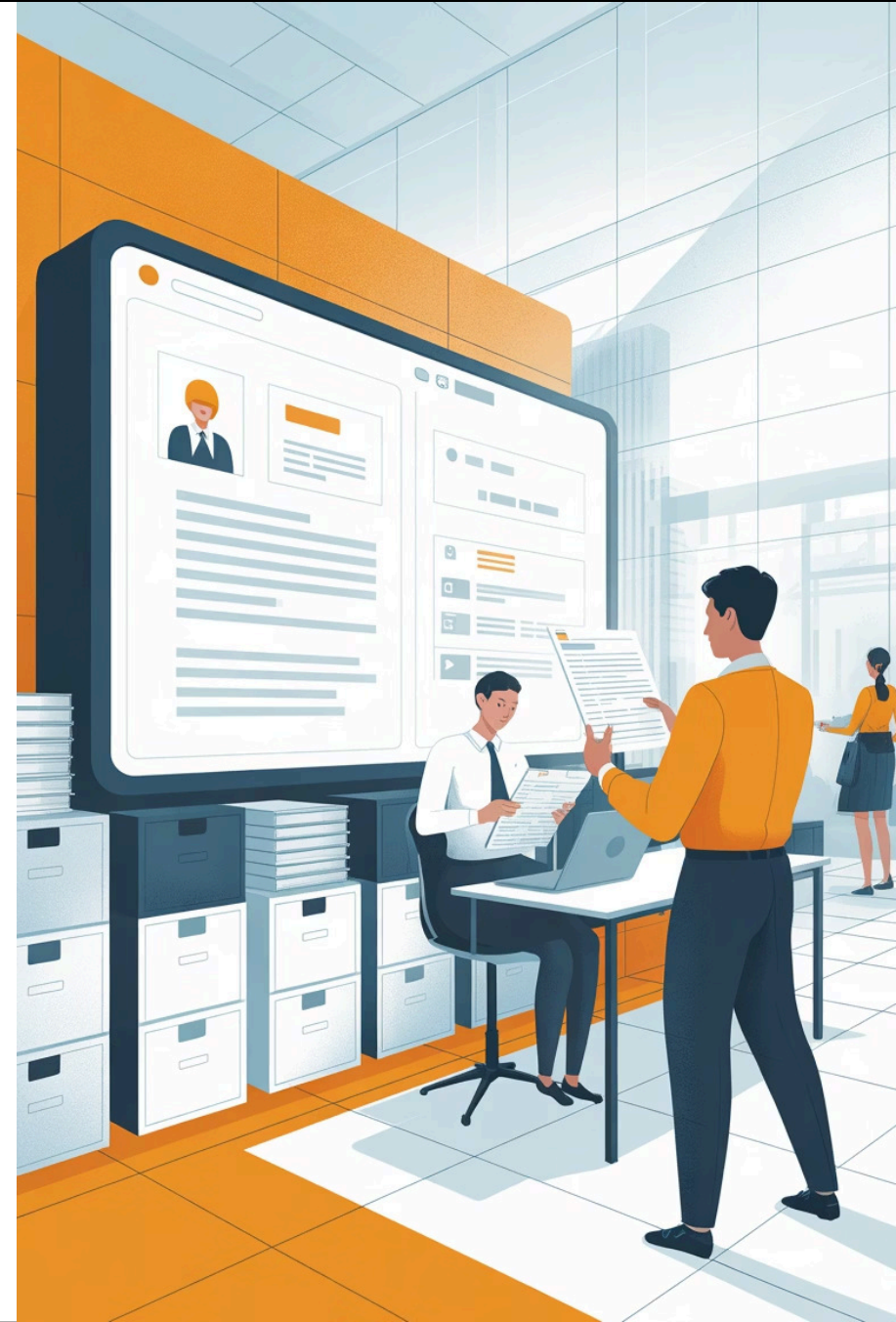
Coaches cannot be paid directly by the booster group.

Submit a personnel requisition & Deposit funds to cover employee salary and benefits

Record Retention

The following documents are examples of documents that should be retained by the organization:

- Cash receipts
- Cash disbursements and general ledger
- Bank records
- Income tax returns
- Minutes of meetings



Tips to Prevent Embezzlement



The Power of TWO!

Always require two signatures on all checks and financial transactions. This simple practice creates accountability and significantly reduces the risk of unauthorized spending.



Get familiar with your bank

Establish a direct relationship with your banking institution. Regular communication helps detect unusual activity early and ensures proper oversight of accounts.



Checks are the way to go!

Avoid debit cards and cash transactions whenever possible. Checks create a clear paper trail and require deliberate authorization, making fraud much harder to commit.



Bring in a third person!

Have an independent party regularly review financial statements and made aware of current financials. Fresh eyes can spot irregularities that familiar reviewers might miss.



Consider Insurance

Fidelity bond insurance protects your organization against financial losses from theft or fraud. It's an affordable safety net that provides peace of mind.

Mandatory Attachments for Your Application

📄 **Board Policy/Administrative Regulation 1230 requires annual approval for all booster club and parent organizations. Please make sure to attach all of the items listed below in your application process. *All incomplete applications will be returned to the initiator:***

- Organization name/date of application
- Contact information for all officers
- Annual objectives and list of proposed fundraising activities
- Bank name and authorized signatures – coaches/advisors are not to be signers on accounts
- Principal's approval
- Evidence of liability insurance (page 1), including the "Additional Insured" (page 2), listing Redlands Unified as the additional insured
- Tax identification number and evidence of tax-exempt status if applicable

Unapproved booster groups will be removed from all fundraising activities and any applications for campus improvement applications (CIA)

Application for Board Approval

Apply Online

Applications are to be completed and submitted online. Please click on the link below to submit your Booster Club application:

https://app.informedk12.com/link_campaigns/2026-2027-redlands-unified-booster-groups?token=SR67AF7ydFYmeFqVHjLw9JJT

Important Deadline

All applications are due to Business Services by September 15th, 2026

*** ALL active Boosters SHOULD have all insurance information current and ACTIVE.**

Once your organization is officially established, please complete the Redlands Unified School District application using the Informed K12 link provided by the District Office.

Applications must be updated and resubmitted each school year for continued authorization. The Redlands Unified School District reserves the right to revoke authorization at any time and for any reason.

Once final approval is granted by the Redlands Unified School District, your organization may begin fundraising and other official activities.