Booster Clubs SHOULD:

- Volunteer time and raise money.

- Provide financial assistance to support and/or direct assistance to help achieve the common goals of the booster and school programs.

Booster Clubs SHOULD NOT:

- Plan, organize, or attempt to implement a program or event without direction or consent from the school Principal.

- Discuss as official business any item that does not meet the definition and function of a booster club as outlined on the previous page.

- Openly discuss or perform a performance review of any TUSD employee or volunteer.

- Withhold funding in order to control an event or group.

- Offer up a petition by booster club members to hire/fire a district employee.

Advertising

- The school activities office must approve all advertisements in printed programs for TUSD events.

- TUSD administration reserves the right to pull programs that have not been approved or are not consistent with district values.

Solicitations on School Premises

Booster clubs are required to obtain prior authorization to solicit on TUSD campuses during the school day or within an hour of opening or closing of the school day. Students and staff are not required to contribute or participate in any Booster club activity.

Fundraisers

Fundraising is a necessary part of high school extra-curricular activities today. We are very thankful for the efforts of parents and booster clubs.

Be aware that membership on a team, group, club and participation time are not affected in any way by the amount of money raised by a participant.

Thank You

This document was created to set guidelines for communication between booster clubs and our high school programs. It is meant to be a tool used to better relationships, clarify procedures and rules, and set the stage for a successful season.

Parents, without your help we would not be able to provide quality activity programs for all TUSD students. Thank you

Pitman High School
Principal
Janine Arakelian

Activities Office
Noemi Perez
noperez@turlock.k12.ca.us

Turlock High School
Principal
Sharile Abbasi

Activities Office
Jessica Bem
jbem@turlock.k12.ca.us

Turlock Unified School District

Booster Club Guidelines

A guide for Booster Clubs on policies and procedures required by the

Board of Trustees

Anthony Silva, President
Anna Ramirez, Clerk
Lori Carlson, Member
Mary Jackson, Member
Patti Eighmey, Member
Debbie Martinez, Member
Patrick Shields, Member

Superintendent

David Lattig

Turlock Unified School District

Purpose and Function of Booster Clubs

A booster club is defined as "an organization that is formed to help support the efforts of a sports team or organization. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team or organization's performance."

A booster club provides enthusiastic support of a team or organization. This type of support is much like parental support, but is given in a collective manner.

Booster clubs play a key role in supporting TUSD activities in many ways and we are very thankful for the positive contributions booster clubs provide to our programs. Booster clubs 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 not legally considered a part of the District. As such, booster clubs must obtain their own tax identification number and liability insurance. Booster clubs may perform, meet, or organize in any way, in accordance with the above stated definition, that supports or 'boosts' the program they are formed to support.

It is the charge of the TUSD high schools to ensure that booster clubs operate within their defined parameters.

Getting Started (required)

Persons proposing to establish a school-connected organization shall submit a request to the Superintendent or designee for authorization to operate at the school. The request for authorization shall contain:

- **The name and purpose of the organization**
- **The date of application**
- **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**
- **The names , addresses and phone numbers of all officers**
- **A list of specific objectives**
- **An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel of a certified public accountant**
- **The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds**
- **The signature of the principal of the supporting school**
- **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**
- **An agreement to provide evidence of liability insurance as required by law.**

Application forms may be obtained from your school Activities Office or on TUSD's website.

Annually (required)

Requests for subsequent authorizations shall be presented to the Principal for approval by 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 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 attributed 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 only during non-working hours.

Annual Renewal forms may be obtained from your school Activities Office or on TUSD's website.

Finances

Booster clubs are responsible for ensuring that proper financial internal controls exist for all their financial activities.

They should adhere to sound business practices and maintain an adequate control system as outlined in FCMAT's *Associated Student Body Manual* available at *http://www.fcmat.org*.

Questions regarding financial requirements should be directed to the TUSD Fiscal Services Dept.
Sandra Magana (350) 206-3900 Ext 62945
smagana@turlock.k12.ca.us