2026-2027
BOOSTER CLUB
MANUAL

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

Table of Contents

Booster Club Basic Information and Requirements.... 3
Formation of a Booster Club.... 5
- Booster Club Approval Process.... 5
- Choosing a Name for the Booster Club.... 5
- Draft and File Articles of Incorporation with Secretary of State.... 6
- Select Board of Directors.... 6
- Membership Guidelines.... 7
- Draft the Bylaws of the Corporation.... 7
- Obtain Employer Identification Number (EIN).... 9
- Hold First Director Meeting.... 9
- Selecting Officers.... 9
- Submit a Statement of Information with the Secretary of State.... 11
- Tax Exemptions to the Internal Revenue Service (IRS) and California Franchise Tax Board (FTB).... 12
- Sales and Use Tax Laws & Obtaining a Seller's Permit.... 12
- Opening a Bank Account.... 13
- Insurance Requirements.... 13
- Audit Committee.... 14
- Dissolution of Booster Clubs.... 14

Operating Procedures.... 16
- Fundraising Guidelines.... 16
- School-Connected Food Sales.... 17
- Bingos, Raffles and Auctions.... 17
- Bingos.... 17
- Raffles.... 18
- Auctions.... 19
- Cash Receipts Management.... 19
- Bank Deposits.... 20
- Managing Petty Cash.... 21
- Bank Reconciliation Process.... 21
- Disbursement of Funds.... 22
- Donations by Booster Clubs to School Sites.... 23
- Purchases for the Booster Club.... 23
- Hiring Request and Payment of Salaries.... 24
- Independent Contractors.... 25
- 1099 Reporting Requirements.... 26

Use of School Facilities..... 26
Relationship and Interaction with District Personnel..... 26
Other Requirements..... 27
Financial Procedures..... 28
Budgets and Budget Management..... 28
Financial Reporting to the Membership..... 28
Financial Reporting to the Partners..... 28
Annual Audit Requirements..... 29
Retention of Records..... 30
Importance of Internal Controls..... 30
Frequently Questions & Answers..... 32
Purpose of a Booster Club..... 32
Formation of a Booster Club..... 32
Operating Procedures..... 34
Fundraising..... 35
Limit of Liability..... 37
Legal Notices..... 37
Attachment "Board Policy 1230: School-Connected Organizations"..... 38
Attachment "Administrative Regulations 1230: School-Connected Organizations"..... 39
Attachment "Booster Club Annual Application"..... 40
Attachment "Booster Club Manual and District Policies Acknowledgement"..... 41
Attachment "Booster Club Hold Harmless Agreement"..... 42
Attachment "Proposed Fundraising Events"..... 43

Booster Club Basic Information and Requirements

Booster clubs are parental organizations established with the primary goal of supporting student groups by providing resources for events, supplies, equipment, and various fees and expenses. It is crucial to understand that these clubs operate independently from the Covina-Valley Unified School District (hereafter referred to as "the District") and do not fall under the authority or responsibility of the site administrator, Superintendent, or the governing board. The funds managed by booster clubs are completely separate from those of the District and the students. Furthermore, booster clubs are not to be involved in the administration or supervision of student organization activities.

However, the governing boards possess the authority to set guidelines that booster clubs must follow in their fundraising efforts. As outlined in Education Code section 51521, any organizations involved in fundraising to support clubs, schools, students, or the K-12 district are required to receive prior approval from the school district's governing board or a designated representative.

In alignment with legal requirements, the District has established specific policies and regulations for booster clubs, which include:

- Annually submitting a Booster Club Annual Application containing necessary information and documentation, such as an updated list of officers and their contact information, a plan of activities and fundraisers for the upcoming school year, the booster club's constitution and bylaws, a 501(c)(3) Federal Determination Letter, Tax Identification Number, and a signed Booster Club Manual and Policies Acknowledgement Form by all officers.
- Providing a Booster Club Hold Harmless Agreement and a Certificate of Insurance, with coverage limits meeting District minimums, along with an Additional Insured Endorsement.
- Submitting copies of annual financial statements to the Business Services Department and Site Principal at the end of the fiscal year, and mid-year financial statements upon request, along with proof of annual tax filings.
- Ensuring compliance with all District Policies and Regulations.

The District's Superintendent or the Chief Business Officer has the authority to revoke the approval of any booster club for justifiable reasons. Additionally, booster clubs must adhere to certain regulations to maintain their approval, including:

- Not implying any form of responsibility on the part of the District, school, or ASB.
- Operating as separate legal entities from the District, with their own tax identification number and bank account.
- Managing their own tax status, accounting, and financial records independently and not commingling funds with ASB funds.
- Submitting required financial documents and maintaining appropriate insurance coverage.
- Understanding that fundraising activities at school sites are under the control of site

administration and that any developed rules and regulations must conform to the law, the Board of Education's policies, and the school site's policies.

- Making all members aware that no individual should personally benefit from the organization's activities, with provisions for the distribution of excess funds outlined in the constitution in case of dissolution or termination.
- Adhering to California Penal Code regulations for bingo or raffle activities and the Civic Center Act for the use of school facilities.

Booster and parent groups are independent entities and must comply with IRS and state reporting and disclosure requirements. They are encouraged to contact the Internal Revenue Service and the Franchise Tax Board to obtain tax-exempt status, with donations being deductible only if the club is an IRS-approved 501(c)(3) organization. It is the organization's responsibility to remain informed and compliant with all state and federal laws, with additional resources available in the Tax Information section.

Formation of a Booster Club

For those interested in establishing and operating nonprofit organizations like booster clubs, the guide available at the following link serves as a valuable resource: Guide for Charities. This document, published by the Office of the Attorney General, provides comprehensive information on the requirements, best practices, and legal obligations for managing a nonprofit organization effectively.

Booster Club Approval Process

To meet its legal and fiduciary obligations, the District requires the approval of all booster clubs by both the site Principal and the District. This process mandates that every booster club, whether new or seeking renewal of a previous approval, must annually submit a comprehensive application accompanied by all necessary documentation.

Until the school Principal and the District's Chief Business Officer have granted their final approval, booster clubs are not authorized to commence operations. Approval is typically valid for one fiscal year, starting on July 1st and concluding on June 30th. However, this authorization can be rescinded at any time by either the District Superintendent or the Chief Business Officer should they deem it necessary. To maintain continuous operation, booster clubs must reapply for approval on an annual basis.

Choosing a Name for the Booster Club

The initial step in establishing a booster club involves selecting an appropriate name. It's imperative that the chosen name does not suggest any form of responsibility or endorsement by the District, the school site, or the Associated Student Body (ASB). The purpose is for the booster club to establish and preserve its distinct identity. If the name of the school is to be included in the club's name, it must be followed by the word "booster" to clearly indicate its supportive role and independent operation. Furthermore, booster clubs are prohibited from using the school or District's address on their letterhead or for any form of correspondence.

Each booster club is also required to develop its own unique logo, which must be clearly distinguishable from any logos of the school site or the District. The use of school or District logos on any promotional materials, including flyers, letterheads, social media, or websites, is strictly forbidden to maintain the club's independent identity and avoid any confusion regarding its affiliation.

After selecting a name, initiate a complimentary preliminary verification of its availability by sending a Name Availability Inquiry Letter to the California Secretary of State. This can be done either by mail or in person. Should the name be available, you may reserve it for 60 days by submitting a filled-out Name Reservation Request Form, along with the required fee, to the Secretary of State — again, either by mail or in person. This process may also be completed online. For further details or assistance, please reach out to the Secretary of State's office or consult their Name Availability website.

Draft and File Articles of Incorporation with Secretary of State

To establish a new corporation, individuals acting as incorporators or the initial board of directors must file articles of incorporation with the Secretary of State. This legal document marks the birth of the corporation and outlines crucial details required by law. In the case of a California public benefit corporation, the articles of incorporation must include:

1. The corporation's name
2. Explicit language indicating its status as a public benefit corporation, emphasizing that it's not organized for the private gain of any individual
3. The corporation's public and/or charitable purposes
4. The name and address of the corporation's agent for service of process
5. The initial street and mailing addresses of the corporation

Additionally, the articles of incorporation may include further provisions outlined in California's Corporations Code.

If the corporation intends to seek federal income tax exemption under Internal Revenue Code section 501(c)(3), or property tax exemption in California, specific statements regarding the corporation's purposes and the distribution of its assets upon dissolution must be included in the articles of incorporation. Sample articles of incorporation and instructions on how to file can be found on the Secretary of State's website, Form ARTS-PB-501(c)(3).

Select Board of Directors

In California, every nonprofit corporation is legally required to maintain a board of directors, serving as the governing body responsible for overseeing the organization's operations and ensuring its compliance with both its mission and applicable laws. This mandate is integral to the nonprofit's structure, as it delineates a clear framework for accountability, decision-making, and strategic planning.

The board of directors plays a pivotal role in setting the corporation's policies, objectives, and overall direction. Members of the board are tasked with fiduciary responsibilities, which include ensuring the nonprofit's assets are used effectively and for the purposes for which the nonprofit was established. This involves overseeing financial management, approving budgets, and ensuring the organization has adequate resources to fulfill its mission.

In California, the composition and number of directors on the board are subject to specific legal requirements, which are outlined in the California Corporations Code. The code specifies minimum and maximum numbers of directors, how directors are elected or appointed, and the length of their terms, among other governance aspects. It also details the procedures for holding board meetings, including how meetings are called, noticed, and conducted, ensuring transparency and effective governance.

The requirement for nonprofit corporations to maintain a board of directors underscores the

importance of responsible and ethical management. It ensures that nonprofits operate not in the interest of private individuals but in service to the public good, aligning with their charitable, educational, or religious missions. Through diligent oversight, strategic leadership, and a commitment to the organization's goals, the board of directors plays an indispensable role in the success and integrity of California's nonprofit corporations.

Membership Guidelines

The booster club must extend membership to parents, community members, and staff, fostering a diverse and inclusive environment. While students are not eligible for membership, their engagement and volunteer contributions are highly valued and encouraged.

In line with our commitment to accessibility and inclusivity:

- Membership fees shall not be imposed as a condition for joining the booster club. This will ensure equitable participation for all interested parties without financial barriers.
- The booster club must adhere to a strict non-discrimination policy. No parent, community member, or staff member will face discrimination on any basis in their pursuit to join or participate in the booster club activities.
- The booster club shall not require fees from students or their parents for participation in any school-related activities.

Regarding governance and operational integrity:

- District employees, including coaches and teachers, whose children may directly benefit from the booster club's activities, are precluded from holding officer positions within the booster club. This measure is in place to prevent conflicts of interest and ensure the booster club's operations are conducted with the highest standards of fairness and integrity.
- Furthermore, District employees are prohibited from executing any contractual agreements, signing checks, invoices, or other legal documents for booster clubs operating at their workplace. This policy is designed to maintain clear boundaries between District employment responsibilities and booster club activities, thereby safeguarding the integrity of both entities.

These guidelines are crafted to ensure the booster club operates transparently, ethically, and inclusively, reflecting our shared values and commitment to supporting our school community.

Draft the Bylaws of the Corporation

Bylaws serve as the operating manual for the corporation and set forth the basic rules for the corporation’s governance, including how directors and officers are elected and removed, how board and membership meetings may be called, how certain corporate decisions are made, how committees operate, and other key provisions. The Corporations Code specifies the rules regarding provisions that must be included in the bylaws, provisions that may be modified in the

bylaws, and default provisions that apply if the bylaws are silent.

In the State of California, nonprofit public benefit corporations are governed by the California Corporations Code, particularly by the Nonprofit Corporation Law. The bylaws of a nonprofit public benefit corporation are essential for detailing the organization's governance structure and operational procedures. While the Corporations Code provides flexibility, it specifies certain minimum requirements that the bylaws must address. These minimum requirements include:

1. **Corporate Purposes and Powers:** The bylaws should include the corporation's specific purpose(s), which must align with its designation as a public benefit corporation. This includes any limitations on the corporation's activities due to its nonprofit status and any specific powers granted to or withheld from the corporation's board of directors or members.
2. **Membership Provisions:** If the corporation has members, the bylaws must outline the qualifications for membership, the different classes of membership (if any), the rights and obligations of members, and how members are admitted and removed. If the corporation does not have members, the bylaws should clearly state this.
3. **Board of Directors:** The bylaws should specify the number, qualifications, powers, duties, and compensation (if any) of directors; how they are elected or appointed; their terms of office; and the procedures for removing directors and filling vacancies.
4. **Meetings:** The bylaws must detail the procedures for calling, noticing, conducting, and documenting meetings of the board and, if applicable, meetings of the members. This includes annual meetings, regular meetings, special meetings, quorum requirements, and voting rights and procedures.
5. **Officers:** The bylaws should identify the officers of the corporation (at a minimum, typically a president, vice president, secretary, and treasurer), their roles and responsibilities, how and when they are elected or appointed, their terms of office, and the procedures for removal and filling vacancies.
6. **Committees:** If the corporation will have committees, the bylaws should outline the committees' powers, how committee members are appointed, and the rules governing committee operations.
7. **Conflict of Interest:** A conflict of interest policy is not explicitly required in the bylaws but is strongly recommended to ensure compliance with federal and state laws regarding nonprofit governance.
8. **Amendment of Bylaws:** The bylaws should provide a method for their amendment, including who is authorized to amend the bylaws and the process for doing so.
9. **Fiscal Year:** The bylaws often specify the fiscal year of the corporation.
10. **Indemnification:** Provisions for the indemnification of directors, officers, employees, and other agents to the extent permitted by law.
11. **Dissolution:** The bylaws should include provisions for the dissolution of the corporation, ensuring that the corporation's assets are distributed for a public benefit purpose in accordance with state law and the corporation’s articles of incorporation.

These are the foundational elements that should be included in the bylaws of a nonprofit public benefit corporation in California. However, organizations often include additional provisions to address their unique operational needs and to ensure compliance with specific requirements for

tax-exempt status under federal and state law.

Obtain Employer Identification Number (EIN)

Booster clubs function autonomously from the District and must obtain their own Tax Identification Number (TIN) from the Internal Revenue Service (IRS). To enable tax-exempt contributions and allow donors the possibility of claiming tax deductions, the District recommends that each booster club seeks tax-exempt status as outlined in Section 501(c)(3) of the Internal Revenue Code.

Securing 501(c)(3) status not only aids donors in receiving tax deductions for their donations but also enables the club to qualify for grants and various tax-exempt funding opportunities. This, in turn, significantly boosts the club's capacity to fulfill its mission. Donors are encouraged to consult with their tax advisors to understand the tax implications of their contributions fully.

Following the successful filing of the articles of incorporation with the Secretary of State, thereby officially forming the corporation, you can proceed to apply for a Federal Employer Identification Number (FEIN) online. Alternatively, should circumstances necessitate, you may apply for this number via mail, fax, or phone by utilizing Form SS-4. This step is essential for initiating the club's financial and operational activities under its unique tax entity.

Hold First Director Meeting

Shortly after the formation of the corporation, it's crucial to convene the inaugural meeting of the board of directors. This initial gathering is foundational, setting the stage for the organization's governance and operational strategies. The agenda for this first meeting commonly encompasses several key actions:

- **Adoption of Bylaws:** Formalizing the corporation's governing rules.
- **Election of Officers:** Designating individuals to key leadership positions.
- **Adoption of a Conflict of Interest Policy:** Ensuring all board members and officers act in the corporation's best interest.
- **Establishment of a Bank Account:** Facilitating the management of the corporation's finances.
- **Setting the Accounting Year:** Aligning the financial reporting period with operational needs.
- **Budget Planning:** Outlining a financial plan for the corporation's first year.
- **Adopting Record-Keeping Procedures:** Establishing protocols for the preservation and access of minutes, bylaws, and other critical corporate documents.

It's imperative for these proceedings to be meticulously documented.

Selecting Officers

Every public benefit corporation, including school booster clubs, must establish a minimum of

three officer positions to ensure proper governance and compliance with state regulations. These essential roles are President, Secretary, and Treasurer. The corporation's bylaws may authorize additional officer roles as deemed necessary for the organization's effective operation. It's important to note that no individual serving as Secretary or Treasurer may concurrently hold the position of President or Chair of the public benefit corporation. Typically, the Board of Directors is responsible for appointing these officers.

The selection of officers within a booster club is crucial for its successful operation and adherence to governance standards. Officers should be elected on an annual basis to the executive roles of President, Vice-President (if the bylaws allow for this position), Secretary, and Treasurer. Together, these individuals comprise the Executive Board, charged with ensuring the club's operations are not only financially prudent but also in strict compliance with all applicable laws, regulations, and statutes. Executive Board members bear the responsibility of stewarding the organization wisely, requiring their active participation in management activities, such as attending meetings regularly, reviewing reports critically, and maintaining a thorough understanding of meeting proceedings.

To solidify their commitment and comprehension of their responsibilities, officers are to sign an Acknowledgement form. This document serves as confirmation that they have familiarized themselves with the Booster Club Manual as well as any relevant District policies and regulations. These signed Acknowledgement forms, accompanied by the fully completed booster club application, must be submitted to the school principal before initiating any of the club's activities for the upcoming school year.

This procedure ensures that the leadership of the booster club is well-informed, committed to their roles, and prepared to guide the organization towards fulfilling its mission in support of school programs and activities, all while upholding the highest standards of integrity and compliance.

The roles and responsibilities within a booster club are pivotal to its success and adherence to governance standards. Here is a sample overview of the duties for each key officer position:

President

The President often comes from a background of active involvement within the club. Their duties include:

- Leading all organizational meetings.
- Conducting regular discussions with the site Principal and campus representatives about booster activities.
- Addressing and resolving membership issues.
- Meeting monthly with the Treasurer to review the club's financial status.
- Appointing a non-treasurer officer to independently review bank statements, ensuring an additional layer of financial oversight.
- Initiating an annual audit of the club's records and submitting financial statements to the Business Services Department and Site Principal biannually.

Vice-President

The Vice-President serves as the President's deputy, ready to step in during the President's absence. Their responsibilities are:

- Leading meetings when the President is unavailable.
- Undertaking administrative tasks as assigned by the President.

Secretary

The Secretary is essential for maintaining the club's records and ensuring communication clarity. Their tasks include:

- Documenting recommendations from the Executive Board.
- Keeping accurate minutes of meetings, as well as records of committee rules, membership, and attendance.
- Managing all official correspondence on behalf of the club.

Treasurer

The Treasurer manages the club's finances, a role demanding precision and, ideally, an accounting background. Their major duties encompass:

- Issuing receipts and ensuring prompt deposits of all received funds.
- Preparing and presenting detailed financial reports to the membership within 30 days of the month's end and submitting semiannual reports to the Executive Board.
- Keeping meticulous records of all transactions and maintaining fidelity insurance for all individuals handling funds, with coverage amounts determined by the Executive Board.
- Complying with state and federal tax reporting requirements, including filing sales tax reports and the annual IRS Form 1099.

Given the intricacies of tax regulations and the importance of financial integrity, the Treasurer's role is critical. It's highly recommended that individuals serving in this capacity possess or acquire a strong background in accounting to navigate the complexities of financial management for nonprofit organizations effectively.

Submit a Statement of Information with the Secretary of State

The Statement of Information (Form SI-100) is required to be submitted to the Secretary of State within 90 days following the filing of the initial articles of incorporation. For convenience, this form can be filed online for the majority of organizations. It's important to note that most California nonprofit corporations are obligated to resubmit this form at a minimum every two years throughout the corporation's existence. This ensures that the state maintains current records on the corporation, including details on governance and contact information.

Tax Exemptions to the Internal Revenue Service (IRS) and California Franchise Tax Board (FTB)

It's crucial to understand that California nonprofit corporations do not automatically receive exemption from income or other relevant taxes. To attain exemption from federal income taxes, the corporation must file either Form 1023 or Form 1023-EZ with the Internal Revenue Service (IRS), depending on its size and scope. Additionally, to secure an exemption from California's franchise tax—including the standard minimum franchise tax of $800 applicable to most corporations in the state—the corporation must file Form 3500 with the FTB. In cases where the corporation has already secured federal tax-exempt status from the IRS, Form 3500A can be submitted to the FTB to recognize the exemption at the state level.

Sales and Use Tax Laws & Obtaining a Seller's Permit

Booster clubs are subject to sales tax and are not exempt unless they have completed and submitted the necessary application forms to the California Franchise Tax Board to obtain an exemption. Organizations that are granted a sales tax exemption letter are not required to pay sales and use tax on the purchase, lease, or rental of taxable items essential for the organization's exempt activities. It's important to note that items acquired tax-free under such an exemption cannot be used for personal benefit by any private party or individual.

Booster clubs intending to engage in fundraising activities that involve selling goods or merchandise are required to secure a seller's permit from the State of California, regardless of whether the sales are taxable. This requirement applies to various activities, including but not limited to operating concession stands and selling school spirit wear or other merchandise. It is critical for booster clubs to understand that they must obtain their own seller's permit and may not use another club's or the District's sales permit number for their activities. Generally, sales conducted by booster clubs are considered taxable events.

For detailed guidance on how to obtain a seller's permit, as well as comprehensive information on sales and use tax regulations, the California Department of Tax and Fee Administration (CDTFA) is an excellent resource. You can visit their website at http://www.cdtfa.ca.gov or contact them by phone at 1-800-400-7115. Additionally, the following publications offer further insight:

Publication 73, "Your California Seller's Permit": Provides an overview of the seller's permit, its requirements, and how to apply. Available online at http://www.cdtfa.ca.gov/formspubs/pub73.pdf.

Publication 18, "Nonprofit Organizations": Offers detailed information on how sales and use tax laws apply to nonprofit entities, including exemptions and compliance. Accessible at http://www.cdtfa.ca.gov/formspubs/pub18.pdf.

Opening a Bank Account

Booster clubs are required to maintain separate bank accounts to ensure transparent and accountable financial management. It is important to keep booster club funds distinct from those of the Associated Student Body (ASB); commingling of these funds is strictly prohibited.

To establish a bank account, a booster club needs to secure an Employer Identification Number (EIN) from the IRS, as detailed in the "Obtain Employer Identification Number (EIN)" section. The account must be opened under the booster club's official name, consistent with the guidance provided in the "Choosing a Name for the Booster Club" section.

For enhanced financial oversight and internal controls, it is recommended that disbursements from the account require the signatures of at least two designated booster club officers. This practice helps in maintaining checks and balances within the club's financial operations.

The club should ensure that all received funds are promptly receipted and deposited into the bank account, ideally on a weekly basis. The Treasurer is tasked with reconciling the bank statement each month and compiling a monthly financial report. This report should then be reviewed and formally approved by another executive officer, reinforcing the club's commitment to fiscal responsibility and integrity.

Insurance Requirements

The District's liability in relation to the conduct and activities of organizations created to support it, such as booster clubs, may vary based on the nature of the relationship between the District and the organization. This relationship could be contractual, based on the level of control exerted by the District, or because the District benefits from the organization's activities. Consequently, legal actions arising from an organization's activities might also implicate the District, potentially leading to joint liability claims. Regardless of the lawsuit's merit concerning the District, legal defense costs will be incurred.

To mitigate such risks, the District mandates that all booster clubs secure a Certificate of Liability Insurance, adhering to the minimum coverage limits specified below and on the provided certificate:

General Liability: $1,000,000 (per occurrence)
General Liability: $2,000,000 (aggregate)
Furthermore, it's advised that booster clubs obtain Crime Coverage or a Fidelity Insurance Bond adequate to cover the entirety of the booster's cash assets.

Booster clubs are free to choose any insurance provider. For assistance, the following websites may be helpful:

www.boosterclubs.org
www.rvnuccio.com

The Certificate of Insurance must designate the Covina-Valley Unified School District as the "Certificate Holder." Additionally, submission of the Endorsement Page, which includes naming the District as an additional insured, is required. For further details on insurance requirements, booster clubs should reach out to the District's Chief Business Officer.

When utilizing school facilities, the District reserves the right to demand higher coverage levels based on the nature of the usage, including athletic activities and large-scale events. Through proper supervision and monitoring of booster club activities, the District can more effectively manage its risk exposure.

Audit Committee

To ensure financial transparency and accountability, the booster club is required to undertake an annual audit of its financial records at the conclusion of each fiscal year. This audit is to be carried out by individuals who do not engage in the club's daily financial operations, maintaining an essential degree of independence.

Ideally, the audit should be conducted by a committee of three members to ensure a thorough and unbiased examination of the financial records. However, recognizing the constraints of smaller clubs, a minimum of two auditors is permissible if the club's membership size does not support a larger committee.

Upon completing the audit, the committee is tasked with presenting their findings to the general membership. Should there be any discrepancies identified during the audit, these issues must first be communicated to the organization's president. Together, they should work towards resolving these discrepancies before the findings are presented to the membership. This step is crucial to address any concerns and implement corrective actions effectively.

It is the responsibility of all officers to provide access to the necessary financial records and documents upon request by the audit committee, facilitating a comprehensive review.

Alternatively, for enhanced objectivity or in cases where expertise beyond the membership is required, the club may opt to engage an external auditor, such as a certified public accountant (CPA), to conduct the audit. This option can provide an additional layer of financial scrutiny and professional insight, ensuring adherence to best practices in financial management.

Dissolution of Booster Clubs

Dissolving a booster club involves a formal process to ensure all legal and financial responsibilities are met. The procedure begins with the adoption of a resolution by either the entire booster organization or the Executive Board in cases where the organization has become inactive. This resolution will declare the intention to consider the club's dissolution and propose a vote on the matter during a special meeting designated for members with voting rights.

Notice of this crucial meeting must be communicated in writing or printed form to the site

Principal at least fourteen (14) days in advance. The notification should clearly state that the meeting's primary objective is to deliberate on the dissolution of the organization.

Prior to formal dissolution, the booster club is obligated to decide on the allocation and utilization of remaining treasury funds and any other assets. In alignment with Internal Revenue Service (IRS) regulations, it is imperative that the dispersal of any surplus funds adheres to the organization's foundational goals. For instance, funds from a band booster should be directed to support the musical program at the same campus. Deviating from this guideline risks jeopardizing the organization's tax-exempt status, potentially subjecting it to full taxation. This policy regarding the distribution of assets upon dissolution should be explicitly outlined in the booster club's bylaws to ensure clarity and compliance.

Operating Procedures

Fundraising Guidelines

In alignment with Education Code Section 51521, all programs, fundraisers, or activities conducted by booster clubs must receive authorization and comply with local board policies, applicable laws, and school regulations.

At the start of each academic year, booster clubs are required to submit a list of proposed fundraising events for the year as part of their annual application packet. Should there be any changes to these events, an updated list must be submitted to the site Principal at least four (4) weeks in advance of the revised event date. The site Principal will review these proposals to ensure they do not interfere with or detract from the school's educational objectives. Written approval from the site Principal is mandatory before any fundraising activity commences.

The following are guidelines for booster club fundraising activities within the District:

1. Students shall not be involved in fundraising activities except as volunteers after school hours and/or off campus for the booster organization.
2. All booster funds are collected and maintained by the organization. The District or ASB tax identification number cannot be used. No booster funds shall be kept in ASB accounts or school site safes.
3. No coercion shall be exercised in fundraising activities and no student or teacher is required to raise any minimum of money or sell any minimum number of tickets, etc. Under no circumstances should pressure be brought to bear on students through competition or by special recognition of sales.

All funds received from booster club fundraising activities must be used to benefit the student group and school in an appropriate way. Fundraising projects must be:

1. For the educational benefit of the student group, coordinated through the Principal.
2. For a specific project, as identified in the approved budget.
3. In connection with the established goals and philosophies of the booster club as well as District guidelines.
4. For the benefit of the student program that the booster club supports. The use of individual student accounts or tracking of student accounts is not allowed.

Education Code section 51520 states:
51520. (a) 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.

On-campus activities, especially fundraisers, should not supplant, duplicate, nor interfere with those of the school or other booster clubs. The site Principal has the authority to limit the number or type of on-campus fundraisers.

School-Connected Food Sales

Booster clubs engaging in food sales on school premises must adhere to federal and state laws, alongside district policies and regulations governing such activities. It's imperative for booster clubs to familiarize themselves with the relevant legal requirements, including county food handling protocols, federal and state nutritional guidelines, and the district's Wellness Policy.

While booster clubs are among the entities that the district may authorize to manage concession stands at sporting events to generate funds, it is important to note that the Associated Student Body (ASB) typically receives priority in these matters. Additionally, all snack bars and food sale operations conducted by booster clubs are subject to random inspections by the County Health Department to ensure compliance with health and safety standards.

Booster clubs are encouraged to proactively seek information on these regulations to ensure their food sale activities are conducted responsibly and legally, contributing positively to the school community and the organization's fundraising goals.

Bingos, Raffles and Auctions

Under specific conditions, eligible organizations are authorized by Penal Code Sections 320.5 (raffles) and 319 and 326.5 (bingos) to conduct raffles and bingos. It's important to note that school districts, individual schools, or Associated Student Bodies (ASBs) are not permitted to organize raffles. However, nonprofit groups such as booster clubs can engage in these activities, provided they meet certain criteria:

- The organization must be tax-exempt under Revenue and Taxation Code 23701(d), affirming its nonprofit status.
- The organization must have been licensed to operate as a business in California for a minimum of one year, establishing its standing and commitment to lawful operations.

These provisions ensure that bingos, raffles, and auctions conducted by booster clubs are in compliance with state laws, enabling these groups to raise funds while adhering to legal standards and ethical practices. Booster clubs considering such fundraising activities should thoroughly review these regulations and obtain the necessary licenses and approvals before proceeding.

Bingos

State laws and local ordinances permit certain tax-exempt organizations to organize bingo events for fundraising purposes, under the following conditions:

1. **Charitable Use of Proceeds:** All money raised from bingo events must be dedicated solely to charitable purposes.
2. **Volunteer Staffing:** Bingo games must be operated and conducted by volunteers who are members of the organization.
3. **Prohibition on Salaries:** Proceeds from bingo cannot be used to pay salaries or any form of compensation to individuals.
4. **Financial Integrity:** Funds generated from bingo activities must not be mixed with any other funds of the organization.
5. **Licensing Requirements:** The organization must possess a valid bingo license issued by the city or county where the bingo event is conducted.

Important Restrictions on Bingo Events:

1. **Age Limit:** Individuals under the age of 18 are prohibited from participating in bingo games.
2. **Operational Control:** Only members of the organization authorized to hold bingo games are allowed to conduct, oversee, or engage in any promotional, supervisory, or operational aspects of the bingo event.

Organizations planning to conduct bingo as a fundraising activity should ensure compliance with these guidelines to maintain the integrity of their fundraising efforts and to adhere to legal requirements.

Raffles

Under California law, specifically Penal Code 320.5 which was enacted in 2001, nonprofit organizations are permitted to conduct raffles for charitable purposes. To ensure compliance with the law, it is mandated that at least 90% of raffle revenue is directed towards charitable causes or programs.

Registration and Reporting Requirements:

- **Registration:** Charitable organizations intending to conduct a raffle must register with the Attorney General's Registry of Charitable Trusts prior to the event.
- **Annual Reporting:** Organizations are also required to annually report the outcomes of any raffles conducted. Both registration and reporting forms are accessible via mail or the Registry of Charitable Trusts website.

Key Restrictions on Raffles:

- **Allocation of Proceeds:** A minimum of 90% of the gross receipts from the raffle must be allocated to support a charitable or beneficial purpose.
- **Ticket Requirements:** Raffle tickets must be detachable and feature identifying numbers.
- **Age Restriction:** Only individuals over the age of 18 are permitted to oversee the raffle drawing.
- **Internet Prohibition:** Conducting raffles over the Internet is not allowed.

Conducting a Legal Raffle:

For detailed guidance on organizing a legal raffle, visit the California Attorney General's website. Prior to conducting a raffle, your group must:

1. **Register with the Department of Justice:** Complete the annual raffle registration form, available at this link, by September 1st of the year the raffle is to be held.
2. **Submit an Annual Report:** Annually, a report detailing the gross receipts, expenses, and the charitable or beneficial purposes for which the proceeds were utilized must be submitted to the Department of Justice.

Adhering to these guidelines ensures that your organization's raffle activities are conducted legally and ethically, supporting your charitable mission while complying with state regulations.

Auctions

Auctions present a fundraising opportunity where donated or purchased items are offered for sale through a silent auction, with the aim of raising funds for a specific group or school activity. An auction organized by a booster club on a non-school day, such as Saturday, with the intention of generating donations for the school is considered a permissible fundraising activity. This setup allows both parents and students to participate in the bidding process, as it occurs outside of school hours and is not classified as gambling.

Key Considerations for Auction Fundraisers:

- **Transparency and Trust:** Given the community's expectation that funds raised will support school functions, it is essential for organizers to ensure that all donations received are allocated as publicly stated by the fundraising entity.
- **Legal Compliance:** While auctions are generally not regarded as gambling and are permissible outside school hours, organizers should still ensure they comply with any relevant local regulations or requirements.
- **Ethical Use of Funds:** Organizers must exercise diligence in using the proceeds in the manner advertised to contributors. This involves clear communication about the fundraising goals and the intended use of funds.

In summary, auctions can serve as effective fundraisers for school-related purposes when conducted with transparency, integrity, and in accordance with community expectations. It's crucial for those involved to manage and utilize the funds raised responsibly, upholding the trust placed in them by participants and donors.

Cash Receipts Management

Booster clubs must ensure that all cash received from various sources such as fees, dues, fundraising events, and other activities, is deposited into the club's bank account promptly. It is

imperative to maintain accurate records for each transaction, detailing the source and amount of funds collected. This documentation is crucial for transparency and must be accessible for auditing purposes.

Key Practices for Handling Cash Receipts:

1. **Documentation:** Always back up cash collections with clear documentation, recording the source and amount of funds. This practice aids in financial tracking and audit readiness.
2. **Witness Verification:** Count funds in the presence of a witness to ensure accuracy and accountability. Both parties should countersign deposit forms to attest to the amount being deposited.
3. **Secure Transportation:** Utilize tamper-evident sealed plastic bank bags for transporting cash. This measure adds an additional layer of security throughout the custody chain.
4. **Custody and Storage:** The responsibility for cash collections should remain solely with the booster club's treasurer. To safeguard the integrity of funds, they must never be left in the possession of unauthorized individuals or stored in site or district safes.

By adhering to these guidelines, booster clubs can enhance the security and accountability of their cash handling processes, ensuring that all funds are managed responsibly and in alignment with best practices.

Bank Deposits

For effective financial management and security, it is advisable to make bank deposits daily when total receipts exceed $250.00. Ensure all funds are deposited before weekends and holidays. Adhering to the following internal controls is essential for the proper safeguarding of funds:

1. **Preparation:** Sort all currency and coins by denomination. Count and accurately record these amounts on the bank deposit form. Checks should be endorsed "For Deposit Only."
2. **Check Documentation:** If including checks in the deposit, you may run a tape of the checks instead of listing each one individually on the deposit slip. Keep a copy of this tape with your deposit records for verification.
3. **Deposit Slip Totaling:** Ensure that the deposit slip accurately reflects the total amount being deposited.
4. **Receipt Organization:** Organize deposited receipts in consecutive sequences to confirm completeness. If using multiple receipt books, group these separately to maintain a clear audit trail.
5. **Receipt and Deposit Reconciliation:** Compare the totals from pre-numbered cash receipts with the deposit total to ensure they match.
6. **Record Keeping:** Attach a summary of the cash receipts to a copy of the deposit slip. File these documents in order of the deposit date for easy reference.
7. **Verification by a Second Party:** Have another individual independently verify the count and ensure the deposit amount is correctly recorded on the deposit slip. Both parties should initial the slip as a sign of agreement.
8. **Secure Packaging:** Seal the deposit in a tamper-evident bag in the presence of the

verifying individual. This practice, known as dual control, strengthens the organization's position in any disputes over deposit accuracy claimed by the bank.

By following these guidelines, booster clubs can enhance the integrity of their financial processes and establish a solid foundation for managing and protecting organizational funds.

Managing Petty Cash

For those occasions when petty cash is necessary, it's crucial to uphold stringent controls to ensure the fund's integrity and security. The following guidelines are designed to manage petty cash effectively:

1. **Secure Storage:** Keep the petty cash in a locked box. Access should be limited to the treasurer and one additional officer to maintain control and security.
2. **Non-Employee Control:** District employees must not be responsible for or have control over the petty cash fund. This separation ensures the fund's management remains within the booster club's governance.
3. **Intended Use:** Petty cash is reserved for emergency purchases only. Routine or planned expenditures should be conducted through the booster club’s checking account to maintain transparency and accountability.
4. **Documentation of Expenditures:** For every disbursement made from the petty cash, a receipt must be obtained and retained. This documentation is vital for tracking and justifying the fund's use.
5. **Reconciliation:** At all times, the total of the remaining petty cash and the collected receipts should match the original amount allocated to the petty cash fund. This practice is essential for auditing purposes and ensures the fund is correctly managed.

Adhering to these guidelines helps maintain the petty cash fund's security and proper usage, ensuring it serves its intended purpose without compromising the booster club's financial integrity.

Bank Reconciliation Process

The process of bank reconciliation is a critical financial control measure for ensuring the accuracy of the booster club's financial records. Upon receiving the monthly bank statement, the reported balance should be reconciled with the bank account balance recorded in the general ledger as of the month's end. This reconciliation ought to be completed within thirty (30) days following the bank statement's issuance date.

To enhance financial integrity and oversight, an appointed officer, distinct from the treasurer, is tasked with receiving the bank statements via mail at their personal address. This individual must not have signing authority over the bank account. Their role involves an initial review of the bank statement and canceled checks to assess the transactions' legitimacy, offering an independent check on the account's activity.

Reconciliation Procedure by the Treasurer Involves:

- **Utilizing a Bank Reconciliation Form:** A structured template to facilitate the reconciliation process.
- **Referencing the Previous Month's Bank Reconciliation:** To ensure continuity and accuracy.
- **Reviewing the Bank Statement:** For a comprehensive overview of the account's transactions.
- **Checking the Check Register and/or Cash Disbursement Journal:** To verify outflows.
- **Inspecting the Cash Receipts Journal:** For a record of all incoming funds.
- **Consulting the General Ledger:** As the primary financial record.

Subsequent Review:

Once the treasurer has completed the bank reconciliation, it should then be submitted for monthly review to either the booster club President or Vice President. This step is crucial for maintaining an additional layer of oversight and ensuring the financial health and transparency of the club's operations.

Disbursement of Funds

Effective financial management at the beginning of each school year includes the creation of a detailed budget that outlines anticipated expenditures. This preparatory step ensures that the booster club's financial activities are planned and accounted for in advance.

Budget and Expenditures Review:

- Budget Development: Formulate a comprehensive budget to forecast the club's financial needs and allocations for the upcoming year.
- Expenditure Verification: Prior to disbursing funds, verify that the request aligns with the planned budgeted expenditures.
- Approval for Extra-Budgetary Expenditures: Any expenses that fall outside the approved budget or that exceed budgeted line items must be presented for approval by a vote of the general membership.

Restrictions on Use of Funds:

- **Prohibited Payments:** Direct payments to District employees from booster funds are strictly forbidden.
- **Restricted Purchases:** The use of booster funds for the purchase of alcoholic beverages or tobacco products is not allowed.

Expenditure Approval Process:

- **Mandatory Approval:** All expenditures, regardless of size, should be formally approved. It is advisable to use a disbursement voucher for this purpose.
- **Supporting Documentation:** Attach relevant documentation (e.g., invoices, receipts) to the disbursement form. This practice is essential for maintaining a transparent and auditable financial record.
- **Documentation Filing:** Keep disbursement forms and attached documentation filed in

sequential order by check number for easy reference and auditability.

Issuing Checks:

- **Supporting Documentation Requirement:** Checks must only be issued when backed by the appropriate and complete supporting documentation. This ensures each disbursement is justified and can be traced back to a legitimate club expense.

By adhering to these guidelines, booster clubs can maintain financial integrity, ensure compliance with regulations, and effectively manage their resources to support school programs and activities.

Donations by Booster Clubs to School Sites

Booster clubs are established to support schools and/or their Associated Student Body (ASB) organizations through various forms of contributions, including cash, supplies, equipment, and transportation. It is imperative that all donations are processed and managed following the policies and procedures endorsed by the school board. Specifically, contributions directed towards the ASB or any of its clubs are to be formally accepted by the ASB's student council, whereas donations aimed at the school or the entire District require approval from the District's Board of Education.

When a booster club intends to allocate funds for the purchase of supplies or equipment for the ASB or one of its clubs, the process begins with the club donating the funds and clearly specifying the donation's intended use. Subsequently, the procurement of the specified items will be conducted through the District's established purchasing system by an authorized representative, ensuring compliance with both District guidelines and relevant statutory regulations. To maintain consistency with District standards, it is advisable for equipment intended for District use to be acquired directly by the District using the donated funds. Items purchased with these funds will be owned by the school and the District, and therefore, must be delivered to a designated school district address, excluding any booster club addresses for such transactions.

Furthermore, booster clubs may contribute funds for student transportation to events. In these instances, the school will fill out a field trip request form in coordination with the planned event. The cost of transportation will then be invoiced to the booster club by the District's Fiscal Services Department. It is important to note that booster clubs are not allowed to directly pay the transportation department or engage external transportation services on their own.

This framework ensures that donations and their utilization align with district policies, maintaining transparency and accountability in the support of school activities.

Purchases for the Booster Club

Purchases made by the booster club are funded directly from the club's finances, covering both operational needs and fundraising activities. This includes acquiring supplies or equipment

essential for the booster club's daily functions and for organizing fundraisers. For instance, if the booster club operates a concession stand at an event, the necessary items for sale are bought using booster club funds.

It's important to note that booster clubs do not have access to the special or discounted rates that may be available to the District, nor are they permitted to leverage District contracts for their purchases. However, booster clubs have the autonomy to seek their own deals or establish contracts with vendors based on their preferences.

Furthermore, neither the Associated Student Body (ASB) nor the District has the authority to procure goods or services on behalf of a booster club, including those required for fundraising events. Such transactions, even if funded by the booster club, are considered a commingling of funds and are strictly forbidden to maintain clear financial boundaries and accountability.

Hiring Request and Payment of Salaries

Booster clubs that wish to employ district employees for assistance with school sports or activities must first obtain approval from the principal of the relevant site. This practice is permissible with the principal's prior consent. Should a booster club decide to compensate individuals for their services, the following steps must be adhered to:

Hiring Process for District Employees

1. **Initial Approval:** The booster club is required to secure authorization from the site's principal for the specific role they intend to fill.
2. **Employment Clearance Initiation:** Following the principal's approval, the school will reach out to the Personnel Services Department to commence the employment clearance procedure.
3. **Clearance Process:** The Personnel Services Department undertakes the clearance process and will inform the school upon its completion.
4. **Final Authorization:** The site principal grants the final approval for the individual to commence their duties.

Additionally, district employees have the option to volunteer for booster club activities during their non-working hours, at their discretion.

Payment of Salaries & Billing Procedures

To ensure compliance with tax regulations and district policies, the procedure for processing salary payments through the District's Fiscal Services Department is outlined below. This process is designed to guarantee accuracy in payments and adherence to IRS taxation requirements:

1. **Initiation of Payment Process:** The Fiscal Services Department will begin the salary payment procedure following:
    a. Receipt of an Approved Personnel Requisition: Documentation confirming that the request for personnel has been officially approved.
    b. Completion of Services: The contracted services must be fully rendered before initiating payment.
2. **Invoicing and Tax Compliance:** The District will issue an invoice to the Associated Student Body (ASB) for the total salary payment, inclusive of any associated fixed costs. This step is crucial for ensuring that all financial transactions are transparent and accurately recorded. Importantly, all payments must be processed through District payroll to comply with IRS taxation requirements. This is to ensure that all tax implications are properly managed in accordance with federal law.
3. **Donation and Payment Processing:**
    a. Donation by Booster Club: The booster club will donate the cost of salaries, as specified in the District's invoice, to the ASB. This facilitates the transfer of funds in a manner consistent with district financial policies.
    b. Payment to the District: The ASB, having received the funds from the booster club, will then process and forward the payment to the District. This final step completes the financial transaction loop, ensuring that the salaries are paid through the District payroll system to meet IRS requirements.

Independent Contractors

During the normal operations of a business, it may become necessary to engage independent contractors for assistance with various projects. It is crucial for booster clubs to be knowledgeable about the specific regulations governing the hiring of such contractors, which includes the obligation to secure a W-9 form and to fulfill IRS requirements for filing 1099 forms.

Should an individual be classified as an independent contractor, it is mandatory to have a completed W-9 form on file before issuing payment for their services. For detailed guidance on IRS 1099 reporting obligations concerning independent contractors, refer to the relevant IRS documentation.

Additionally, it is of paramount importance that a service contract is executed by both the contractor and the organization. This contract should clearly outline the essential elements, including the scope of services to be provided, payment terms, an indemnification clause, insurance requirements, and a termination clause. The indemnification clause, in particular, should be crafted to protect the booster club, the District, and the school site from any liabilities.

Finally, it is advisable for the booster club to verify that the independent contractor has obtained adequate insurance coverage.

1099 Reporting Requirements

According to Internal Revenue Service (IRS) regulations, any payments exceeding $600 for services rendered by a vendor or individual within a single calendar year must be reported using Form 1099. It is essential for the booster club to collect an IRS Form W-9 from each provider at the time of service. This procedure ensures the club maintains accurate records, including the taxpayer identification number, which is crucial for compliance with IRS reporting requirements.

Furthermore, the organization is obligated to issue Form 1099 to every vendor qualifying under these criteria for services delivered during the calendar year, no later than January 31 of the following year. It's imperative to understand that the $600 threshold represents the total amount paid to the vendor over the course of the calendar year, rather than per individual transaction. This accumulation-based threshold highlights the importance of diligent record-keeping by the organization to accurately report all relevant payments to the IRS.

Use of School Facilities

All on-campus activities organized by the booster club, including meetings, event schedules, locations, dates, and fundraising events, must receive prior approval from the site Principal. It's essential that these activities do not disrupt the school's regular schedule, interfere with ongoing school functions, or contravene District policies. Priority is always given to the school's own activities and events.

Booster clubs wishing to use District facilities must book through the District's Facilitron website (Facilitron for CVUSD). Please be aware that booster clubs are responsible for any fees associated with facility usage and must provide proof of insurance for events requiring access to school facilities. Adherence to these procedures ensures a harmonious and supportive relationship between booster clubs and school administration, facilitating successful and impactful events that enrich the student experience.

Relationship and Interaction with District Personnel

Booster clubs should maintain a supportive role and avoid influencing the decisions of sponsors, school site Principals, or other district administrators on matters that are within the exclusive jurisdiction of District personnel. This includes, but is not limited to, decisions related to trips, staffing, scheduling, management of coaches or advisors, personnel issues, organization of competitions, participation rules, and policy development for student groups or extracurricular activities.

It is imperative that booster clubs respect the authority and expertise of school and District administrators in these areas. The primary function of booster clubs is to support and enhance the extracurricular experience for students, without interfering in the administrative responsibilities

and decision-making processes of the school or District. Collaborative efforts should be guided by mutual respect for the roles and responsibilities of all parties involved.

Other Requirements

Booster club members, when acting in roles such as chaperones, sponsors, or attendees at student activities, are held to the same behavioral standards as District employees, ensuring a safe and respectful environment for all participants.

Communications intended for parents and/or the community, including all publications and announcements distributed by booster clubs, must be submitted to the site Principal for review. This process helps maintain consistency and alignment with school policies and messages.

Moreover, it is imperative for booster clubs to refrain from engaging in or supporting political activities directly. This includes avoiding campaign contributions or endorsements of specific political candidates through advertisements. Such actions could risk the organization's tax-exempt status by violating regulations that govern nonprofit activities.

Financial Procedures

Budgets and Budget Management

At the onset of each fiscal year, it is crucial to formulate a budget that forecasts the expected revenues and expenses. This financial plan serves as a roadmap for achieving the annual objectives by addressing several key components:

- **Estimated Revenues:** Identification of potential income sources, including planned fundraisers.
- **Estimated Expenses:** Estimation of the costs associated with executing these fundraisers.
- **Estimated Ending Reserves and Carryover:** Assessment of the residual funds to ensure they suffice for accomplishing the outlined objectives.

The process of budget creation should be dynamic, with revisions made as necessary to reflect changing circumstances or insights gained over the year. Typically, budgets are crafted for a one-year span, aligning with the organization's fiscal period and strategic goals.

Equally important is the practice of budget monitoring, which involves a regular comparison of the budgeted figures against actual financial performance. This comparison should occur at least on a monthly basis, providing a timely perspective on whether revenues are aligning with expectations and whether expenses are being managed within the set boundaries. Through this ongoing evaluation, organizations can identify variances early and implement corrective actions promptly.

Should the actual financial performance deviate significantly from the budget, due to either lower-than-anticipated revenues or higher-than-anticipated expenses, it becomes imperative for booster clubs to reassess and amend their budget. This proactive approach ensures financial stability and supports the continuous pursuit of the organization's goals.

Financial Reporting to the Membership

The organization should ensure transparency and accountability to its members by presenting a financial statement and bank reconciliation on a monthly basis. This financial statement ought to include a detailed comparison of the budgeted versus actual expenditures and income, offering insights into the organization's fiscal health and operational efficiency. Additionally, reports detailing cash receipts and disbursements should be readily accessible for member review as required, and specifically during the annual audit. This practice not only fosters a culture of openness but also encourages informed participation of the membership in financial discussions and decisions.

Financial Reporting to the Partners

Booster clubs are obligated to provide comprehensive end-of-year financial statements to several

key stakeholders: the members of the booster club, the Principal of the associated school site, and the Business Services Department of the school district. This reporting ensures transparency and accountability, allowing all involved parties to review the club's financial activities and its support of school programs over the fiscal year.

Annual Audit Requirements

The purpose of an audit is to conduct a detailed examination of the booster club's financial records. This process verifies the accuracy and completeness of the club's reported income and expenditures, ensuring that all financial transactions are properly documented and that there is consistency between bank statements and ledger balances. The ultimate goal of an audit is to affirm the financial integrity and accountability of the booster club, safeguarding the interests of both its officers and the organization.

When to Conduct an Audit

- An audit is mandatory under the following circumstances:
- At the end of the fiscal year.
- Upon a change in the treasurer's position.
- Whenever there's a change in any officer authorized to sign checks for the booster club.

Who Can Perform an Audit

The audit may be conducted by:

- An external Certified Public Accountant (CPA).
- An audit committee, which must comprise at least two members of the booster club, excluding the president and the treasurer.

Audit Procedures for the Audit Committee

The audit committee should adhere to the following procedures:

1. **Review of Financial Transactions:**
    a. Ensure that disbursements are supported by invoices or receipts and are properly approved.
    b. Confirm that checks are correctly signed and cashed by the intended payee.
    c. Verify the sequential issuance of checks (no missing checks).
2. **Examination of Records:**
    a. Review cash receipts and deposits, ensuring they match the bank statement and are allocated to the correct account or budget category.
    b. Confirm that income from various sources is supported by appropriate documentation and accurately reflected in bank deposits.
    c. Assess the timeliness of bank deposits.
3. **Verification of Reporting and Authorization:**
    a. Evaluate the treasurer’s monthly reports for accuracy, including the proper carryover of balances.

b. Ensure only current, authorized officers have signing privileges on bank accounts, explicitly excluding faculty members, such as athletic directors or coaches.

4. **Compliance and Taxation:**
    a. Verify payment of applicable sales taxes and the filing of tax documents with the relevant authorities.
    b. Confirm issuance of 1099 forms, where applicable.

Retention of Records

Given the frequent changes in leadership and membership within voluntary organizations, it is crucial to maintain clear documentation of the organization's activities. Establishing a standardized procedure for document retention ensures continuity and accountability. The following documents are essential for the organization to retain for a minimum period of four years:

- **Cash Receipts:** Records of all incoming funds.
- **Cash Disbursements and General Ledger:** Detailed accounts of all expenditures alongside a comprehensive record of all financial transactions.
- **Bank Records:** Bank statements, canceled checks, and related banking documents.
- **Income Tax Returns**: Copies of filed income tax returns, which are critical for legal and financial transparency.
- **Minutes of Meetings:** Official records of the proceedings and decisions made during meetings, as stipulated by the organization's bylaws.

Adhering to this retention policy not only facilitates effective management but also ensures the organization can meet legal and financial obligations.

Importance of Internal Controls

Internal controls are foundational to responsible financial management, comprising a broad set of policies and procedures aimed at achieving several critical goals:

- **Improving Operational Efficiency and Effectiveness:** Streamlining processes to enhance performance.
- **Protecting the Organization's Assets:** Implementing measures to safeguard physical and financial assets from loss or theft.
- **Enhancing Fundraising Success:** Ensuring transparency and accountability in fundraising activities to build trust and support.
- **Preventing Misuse of Funds:** Establishing checks and balances to deter unauthorized spending.
- **Avoiding Unauthorized Commitments:** Putting in place procedures to ensure all obligations are properly authorized.
- **Providing Reliable Financial Reporting:** Ensuring financial information is accurate and trustworthy.
- **Reducing Fraud and Abuse Risks:** Minimizing vulnerabilities to fraudulent activities and abuse.

- **Protecting Members and Volunteers:** Safeguarding the interests and welfare of those involved in the organization.
- **Complying with Laws and Regulations:** Ensuring all activities adhere to applicable legal standards.
- **Maintaining Accurate Inventory Records:** Keeping precise and up-to-date records of all inventory.

Implementing and adhering to effective internal controls is paramount not just for safeguarding assets but also for protecting individuals within the organization. For example, well-defined controls around fundraising significantly reduce the risk of misconduct allegations. Effective internal controls distribute responsibilities among members according to their roles to prevent any single person from controlling a transaction entirely. This separation of duties, a key element of a thorough checks and balances system, includes:

- **Initiating, Authorizing, or Approving Transactions:** Deciding on the necessity and terms of transactions.
- **Executing Transactions:** Carrying out the transactions in accordance with approvals.
- **Recording Transactions:** Accurately documenting the details of transactions.
- **Reconciling Transactions:** Verifying the accuracy of transactions and related records.

This division of responsibilities helps to avoid conflicts of interest and fosters transparency, underlining the organization's dedication to ethical practices and financial integrity.

Frequently Questions & Answers

Purpose of a Booster Club

What is the purpose of a booster club?

A booster club is an independent parent organization run by adults. It makes decisions regarding activities, financial management, and expenditures independently. Each booster club is a separate legal entity with its own tax identification number, primarily supporting school activities through fundraising and volunteer efforts.

How does a booster club differ from ASB?

Booster clubs are adult-managed organizations that operate independently of the school district, focusing on supporting specific school programs or activities. In contrast, ASBs are district-sponsored student organizations located within schools, where decisions are made by the student council under the Principal's approval, emphasizing student leadership in school activities.

Are there any recommended practices for parent groups working with ASB?

Parent groups are encouraged to maintain open lines of communication with the ASB and school Principal. This ensures that fundraising efforts and other activities are aligned with school policies and contribute positively to the school community. Understanding the operational boundaries and tax obligations of independent groups versus those working within the ASB framework is also crucial.

Formation of a Booster Club

Where should the completed booster club application be submitted?

Booster club applications must be submitted to both the school Principal and the Business Services Department for consideration.

Is contact information required only for the executive officer positions listed on the Booster Application?

Yes, providing contact information is necessary only for the executive officer positions explicitly mentioned in the application.

Who is responsible for approving the booster club?

The school principal and the District's Business Services Department jointly review and approve booster club applications.

What is the application deadline for establishing a booster club?

Approval should be obtained prior to the commencement of any booster club activities. For activities planned over the summer, secure approval before the current school year concludes.

Where can booster club applications for the new school year be obtained?

Applications are available at the school site or on the District's website, under "Parents" > "Booster Organizations". The Booster Club Manual also includes a sample application.

Does every school club require a booster club, such as a chess club or Red Cross club?

No, ASB clubs can function without the support of a booster club.

Can booster clubs use the school's logo?

No, as separate entities, booster clubs must use their own unique logos.

How should a booster club maintain its distinction from the school?

Booster clubs must have their own tax identification number, insurance, bank accounts, and logo, highlighting their independence.

If obtaining 501(c)(3) status takes up to 12 months, can we operate in the meantime?

501(c)(3) status is only a recommendation to legally allow donations from an individual to be tax- deductible. An official booster club would be eligible to apply for tax-deductible donation collection status. A parent group is not eligible. A parent group may request to fundraise in conjunction with the school site ASB.

How does a booster club obtain a seller's permit?

The California Department of Tax and Fee Administration provides seller's permits. Visit https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm for more information.

Is a seller's permit required for a business that already has one?

As independent entities, booster clubs must obtain their own seller's permits; using another entity's permit is not permissible.

Can the insurance list the school as "additional insured" instead of the specific District?

No, the insurance certificate must list the specific district, such as Covina-Valley Unified School District, as the additional insured.

Operating Procedures

Can a booster club deposit to ASB be allocated for a particular expense?

Donations made to ASB can be directed to a specific club or even a specific purpose. It cannot be directed to a specific student. The purpose of the donation needs to be a legal ASB expenditure and approved by the ASB student council.

Can the booster club contribute to upgrading school equipment?

Yes, booster club donations for upgrades like wrestling mats require approval from the District's Business Services Department and the school principal.

Must all purchases be reported as donations for the District's Board of Education approval (supplies/equipment, transportation)? Must all cash be reported as donations?

Yes, and yes. The District would like to acknowledge all donations made in support of their students. When donations include supplies & equipment, it is best to make sure all parties agree and can use those items to be donated. Equipment donations should be approved by the District to make sure ongoing maintenance concerns have been addressed before the purchase.

How do donations get acknowledged?

The Donation Form should be completed when making the donation and can be obtained from the school site office. The School Board will acknowledge donations at each board meeting.

If a district employee is working after their scheduled district hours why would the booster club have to pay benefits for that person? Are employees allowed to volunteer time?

IRS regulations are strict as to payment of employees and their appropriate benefits. Certainly employees have the option of volunteering their time; however, if they are paid in any way, payment must be made via District payroll.

What statutory costs are added to salary payments?

Fixed costs may include FICA, Medicare, State Unemployment Insurance, Workers' Compensation, OPEB, STRS, PERS, as applicable.

Do district payment procedures for coaches apply to summer leagues?

Yes, district salary payment procedures are applicable throughout the year, including summer leagues.

Are vendors considered district employees?

No, vendors are independent entities providing goods or services. The classification between

vendors and employees is guided by IRS regulations.

Who issues 1099s when ASB pays a consultant for booster club activities?

If ASB makes the payment, it is responsible for issuing the 1099 form. In this scenario, the consultant is not considered a booster club consultant.

Can the head coach arrange facility requests for the booster club?

Booster Clubs must submit their own facility use requests and a Booster Club Officer must enter the request through Faciliron. No other individual will be allowed to enter a request to rent a District facility under the Booster Club's name. An employee of the District shall not enter a facility use request on behalf of the Booster Club.

Fundraising

Who gets priority, ASB fundraising or Booster Club?

ASB fundraisers take precedence. To avoid scheduling conflicts, booster clubs should submit their annual fundraising calendar for coordination.

Can booster club fundraisers take place on school campus after school hours?

Yes, but all such fundraisers require the school principal's approval. Fundraising by external organizations on school premises is permitted only one hour after school dismissal.

Is district approval needed for off-campus fundraisers?

While not mandatory, coordinating with the school for off-campus fundraising events is highly recommended. Maintain a record of planned fundraisers with the school.

Can students participate in booster fundraisers?

Students may volunteer for booster club fundraisers, provided it is clear they are supporting the booster club and that participation is not mandatory. Participation is subject to legal age requirements for certain activities (e.g., raffles, casino nights).

Are there restrictions on when fundraising can occur?

Fundraising events must not be held during school hours, defined as one hour before and after school.

Do funds from fundraisers need to go into the booster club's account first?

Yes, all proceeds from booster club-organized events should be deposited into the booster club's account, followed by an appropriate donation to the school's ASB for school-related

contributions.

Should fundraising events held off District property be reported?

Yes, all fundraising events, regardless of their location, must be reported to the school and included in the annual list submitted to the Business Services Department and school principal.

Do events like baseball clinics need fundraiser approval and facilities use permits?

All fundraising events require inclusion in the booster club's listed activities submitted to the school, and a facilities use permit is required for events using District facilities.

Can parents inquire about pledges or donations per student?

Tracking individual student donations is not permitted. Donations are voluntary and not required from students.

Can students sell bingo or raffle tickets?

No, it is illegal for minors to sell tickets for gambling or games of chance. Fundraising activities, especially those involving raffles or bingo, should be adult-led.

Does a 50/50 raffle comply with fundraising laws?
No, such raffles violate the law requiring at least 90% of raffle ticket sale proceeds to benefit charitable purposes. Good cash handling practices must also be followed.

Are raffles of donated items permitted?

Yes, but it's advisable to consult Penal Code section 320.5 regarding raffle regulations.

Can booster clubs charge a fee to opt out of fundraising?

Fundraising should be voluntary; students cannot be required to fundraise or pay a fee as an alternative.

How should booster clubs handle funds when fundraising with ASB?

ASB and booster club funds must remain separate. While joint fundraising efforts are possible, financial contributions must be handled and deposited appropriately into their respective accounts.

What types of fees can booster clubs request from students?

Booster clubs cannot require or request fees from students. They exist to support student activities without imposing financial obligations on students.

Limit of Liability

Booster clubs operate as independent entities and are not officially sponsored by the school or District. Participation in any booster club or its activities is entirely voluntary. These organizations exist separately from the District's purview; they are not managed or controlled by the school or District administration, nor by the Board of Education. Consequently, the funds of a booster club are independently managed without District or student oversight. Furthermore, booster clubs do not play a role in managing or supervising student organization activities. It is crucial for booster clubs to clearly communicate their independent status and not imply any oversight or responsibility for school programs, particularly those they support.

This manual delineates the policies and procedures for booster clubs within the District. While the school site and District administration may offer guidance on management practices and may review or audit a booster club's financial statements to confirm their financial integrity, the District does not bear any liability or responsibility for the operational and managerial aspects of booster clubs. Any financial obligations undertaken by a booster club are the exclusive responsibility of the club itself.

As part of the application process, booster clubs are mandated to sign a hold harmless agreement, reinforcing their independent operation and absolving the District of any liability associated with the club's activities or financial commitments.

Legal Notices

This publication is intended for informational purposes only and does not constitute legal advice. It is not designed to, nor can it be relied upon, to create any rights, substantive or procedural, that are enforceable by any party in legal proceedings, whether civil or criminal.

Additionally, the accuracy of website and PDF links included in this publication is aimed to be maintained as current as possible but may change over time. These links are provided solely for informational purposes.

Attachment “Board Policy 1230: School-Connected Organizations”

Policy 1230: School-Connected Organizations

Status: ADOPTED

Original Adopted Date: 08/18/2014 **| Last Revised Date:** 01/17/2017

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 the educational program and/or extracurricular programs, such as athletic teams, debate teams, and 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¬ës vision for student learning. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board recognizes that school-connected organizations are separate legal entities, independent of the district. The district's tax exempt status and federal identification number are not for use by school-connected organizations. 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 Superintendent or designee, 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. No student shall be required to fundraise for, or pay any fees, deposits or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

The District shall maintain a list of all recognized school-organizations and shall publish the list on its website. Additionally, once a year all teachers, coaches and school site staff will be provided with information on these requirements.

Attachment "Administrative Regulations 1230: School-Connected Organizations"

Regulation 1230: School-Connected Organizations

Status: ADOPTED

Original Adopted Date: 01/17/2017

Requests for authorization as a school-connected organization shall contain:

1. The name of the organization.

2. The date of application.

3. By-laws, 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, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds.

7. The name of the bank where the group'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.

Authorizations may be automatically renewed each year upon the district receiving updated information related to a contact person and evidence of continuing liability insurance. The Superintendent may recommend that authorizations be revoked by the Board of Education if such action were considered necessary. School-connected organizations are prohibited from hiring or directly paying district employees.

Any program, fundraiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board Policy, administrative regulations, and school rules.

Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

Parent/guardian organizations shall file appropriate Civic Center permits with the Business Office when requesting use of school facilities for meetings or activities.

Any donations made to schools or the district shall be processed according to the normal procedures for such donations, and become property of the Covina-Valley Unified School district.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.

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

3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.

4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.

5. The organization shall not hire or directly pay any district employee. If a school-connected organization 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 school-connected organizations during nonworking hours.

Booster Clubs and Parent Organizations

Booster and parent organizations are separate from school districts with which they are associated and are not governed by the Education Code. However, booster and parent organizations do not have free access to schools and their students. The school district Board of Education and administration have, and must maintain, exclusive control and management of its public school system. Education Code Section 51520 and 51521 require that any school-connected organization and/or activity be one that is authorized by law and permitted by board policy.

In addition, Education Code Section 51520 prohibits the solicitation of pupils by outside organizations on school property during school hours. Solicitation is defined as "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." A clear separation of responsibilities between the ASB and the various booster and parent organizations should be maintained.

Booster/parent organizations should serve as auxiliaries to the school program and should conduct activities and fundraising events involving the primary participation of parents and other adult community members. Funds raised by booster/parent organizations are to be used to support programs; however, no student will be required to raise funds in order to participate in school programs and events. Booster/parent funds so raised should then be donated to the district for specific purposes, such as the purchase of specific items of equipment or to provide financial assistance to students with need in relation to uniforms or tours. This is the preferred method. However, if particular items are purchased by the booster/parent organization, these items must then be donated to the school for use by the designated group in accordance with district policies and procedures.

Booster/parent funds will not be co-mingled with the student body funds. The school district's tax exempt status and identification numbers are not for booster/parent organization use.

Booster/parent organizations are responsible for their own tax status and accounting. All booster/parent organization tax identification numbers must be on file with the Covina-Valley Unified School District Business Office.

Membership

1. Parents, community members, and staff may be members of any booster club or parent organization.

2. The principal or designee shall maintain on-going communication with the organization.

3. Membership fees may be used for raising funds for specific projects for the schools but school fees may not be a requirement of parents or students to participate in school activities.

Liability

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 the district named as an additional insured endorsement. When using 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.

Obtaining Tax Exempt Status

Booster and parent organizations 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. 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 organizations. 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 in order to obtain a tax-exempt status for their organization.

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

Tax Identification Number

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

Instructions: http://www.irs.gov/pub/irs-bdf/iss44.pdf

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

Non-Profit Status

Publication 557, "Tax-Exempt Status for Your Organization"

http://www.irs.gov/pub/irs-pdf/p557.pdf

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

Internal Revenue Code" Includes fill-in form 1023, instructions for form 1023, and form

872-C: http://www.irs.gov/pub/irs-fill/k1023.pdf

Form 8718, "User Fee For Exempt Organization"

http://www.irs.gov/pub/irs-fill/f8718.pdf

California Forms and Instructions Form 3500 Booklet, "Exemption Application Booklet"

Includes instructions and two copies of form 3500.

http://www.ftb.ca.gov/forms/02_forms/02_3500Bk.pdf

Consult Tax Tips Pamphlet No. 18, "Sales and Use Tax Guide for Volunteer and

Nonprofit Fundraising Organizations" to determine what may and may not be taxable.

http://www.boe.ca.gov/pdf/pub18.pdf

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Parent Organization/Booster Club Application

New

Renewal

The parents of _____ hereby request the formation/renewal of an approved parent group.

Name of Organization _____

Tax Identification Number _____

The objectives/purposes of the group are:

_____

_____

_____

_____

_____

_____

We, the parents of _____ have read Guidelines for Parent/Booster Club Organizations and agree to abide by them.

We will submit two copies, together with items listed on the attached checklist to the Principal/Designee who will obtain approval from the District.

_____ _____

Signature of Parent Representative Date

_____ _____

Approved by: Signature of Principal Date

_____

School

Approval by Board of Education Meeting Date: _____

(New organizations only)

_____ _____

Signature of Superintendent/Designee Date

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

Parent Organization/Booster Club Approval Checklist

Completed Application/Renewal form

Constitution and Bylaws

Names, address, and phone numbers of all officers

A brief description of the organization's purpose including a list of specific annual objectives

List of fundraising activities for the year

Name of the bank and names of those authorized to withdraw funds

Evidence of liability insurance

Signature of school principal

Tax identification number

Evidence of tax-exempt status - IRS Section 501(c)(3)

Attachment “Booster Club Annual Application”

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

2026-27 Booster Club Annual Application

☐ **New Booster Club** ☐ **Renewal of Booster Club** ☐ **Change to Executive Board Officers**

I. GENERAL INFORMATION

Name of Organization _____ **School Site** _____

Mailing Address _____ **Booster Club Web Address** _____

II. EXECUTIVE OFFICERS INFORMATION					
Title	**Officer Name**	**Mailing Address**	**Phone Number**	**Email Address**	**End of Term**
President					
Vice President					
Secretary					
Treasurer					

III. PURPOSE (Describe the Purpose of the Organization)

IV. ANNUAL OBJECTIVES (List Specific Goals for the School Year)

V. FINANCIAL INFORMATION

Name of Banking Institution _____ **Authorized Bank Signor** _____

Bank Address _____ **Authorized Bank Signor** _____

Bank Address Continued _____ **Authorized Bank Signor** _____

Tax Identification Number (EIN) _____ **Authorized Bank Signor** _____

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

2026-27 Booster Club Annual Application

VI. LIST OF REQUIRED DOCUMENTS

- ☐ Booster Club Articles of Incorporation
- ☐ Booster Club Bylaws
- ☐ Proposed Fundraising Events Form
- ☐ Proof of Tax Identification Number
- ☐ 501 (c)(3) Federal Determination Letter
- ☐ Certificate of Insurance
- ☐ Additional Insured Endorsement
- ☐ Hold Harmless Agreement Form
- ☐ Booster Manual and District Policies Acknowledgment Form

VII. APPROVAL

This certifies you have satisfied all sections of the Covina-Valley Unified School District application process for the 2026-27 school year and are authorized to operate through the authorized period as stated below.

Authorized Period: From _____ To _____

School Site Principal Name	**Signature**	**Date**
Chief Business Officer Name	**Signature**	**Date**

VII. DENIAL OF APPLICATION

The Covina-Valley Unified School District hereby denies the application submitted.

School Site Principal Name	**Signature**	**Date**
Chief Business Officer Name	**Signature**	**Date**

Reason for Denial

Attachment “Booster Club Manual and District Policies Acknowledgement”

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

2026-27 Booster Club Manual and District Policies Acknowledgment Form

As an officer of the Booster Club within the Covina-Valley Unified School District, I affirm that I have thoroughly reviewed the 2026-27 Covina-Valley Unified School District Booster Club Manual, Board Policy 1230, Administrative Regulation 1230 and that I attended one of the 2026-27 Booster Trainings held by the District. I am fully aware of the procedures and guidelines as detailed in the Booster Club Manual and Administrative Regulation, and commit to following these directives. Should any questions or uncertainties arise concerning policies, procedures, or any content within the manual or Administrative Regulation, I will promptly seek clarification or additional guidance from the school site administration.

I acknowledge that the information provided in the Booster Club Manual and Administrative Regulation may not cover every specific situation or detail comprehensively. It is the duty of our booster club to be well-informed about all relevant laws governing booster club operations. Where needed, we will consult with qualified financial and tax professionals to ensure compliance with accounting and tax filing requirements. The District is not responsible for the management or operation of booster clubs.

As an officer and member of the executive board of the booster club, it is my responsibility to ensure that our procedures and practices are financially and legally robust, adhering to all applicable rules, regulations, laws, ordinances, and statutes. I also recognize and accept my legal obligation to act with prudence and diligence in safeguarding the organization. This includes granting the Covina-Valley Unified School District the authority to audit our financial records, whether through District personnel or a certified public accountant, should there be any concerns regarding financial management.

SIGNED AND ACKNOWLEDGED BY:

_____

Booster Club Name

_____ _____

Print Name **Title**

_____ _____

Signature **Date**

Attachment “Booster Club Hold Harmless Agreement”

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

2026-27 Booster Club Hold Harmless Agreement

The Booster Club and its officers (collectively, the "Applicant"), in their capacity as operators, agree to indemnify, defend, and hold harmless the Covina-Valley Unified School District ("District"), including its Board Members, officers, agents, teachers, staff, and any other employees, against any and all claims, demands, liabilities, losses, damages, or expenses of any nature whatsoever. This indemnity applies to any injury, harm, or damage involving any student, parent, or third party that arises from or is in any way related to the Applicant's activities, irrespective of location. Specifically, this indemnification covers:

1. Any death or bodily injury to any person, or loss of or damage to property, as well as any other loss, damage, or expense sustained by the Applicant or its representatives or participants. This includes any corporations or district employees, firms, or corporations employed by the Applicant, arising from the negligence or misconduct of the Applicant, its representatives, students, or participants, or in any way related to the Applicant's activities, regardless of the date, time, or location.

2. Any injury to or death of persons or damage to property, including any loss or theft sustained by persons, firms, or corporations participating in the Applicant's activity or conduct related to the Applicant's activity, or arising from any act of neglect, default, omission, negligence, or willful misconduct of the Applicant, its members, or any person, firm, or corporation employed by the Applicant, whether directly or by independent contract. This is applicable in connection with the activities covered by this agreement, both on and off District property, and during or outside of school hours.

3. The Booster Clubs shall, at their own expense, cost, and risk, defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its Board, officers, agents, or employees. They shall also pay or satisfy any claim, demand, liability, or judgment rendered against the District, its Board, officers, agents, or employees in any action, suit, or other proceeding arising out of the Booster Club's activities.

This agreement aims to provide comprehensive protection against potential liabilities arising from the Booster Club's operations, ensuring that both the District and the Applicant are aware of their responsibilities and the scope of indemnification provided.

SIGNED AND ACKNOWLEDGED BY:

_____
Booster Club Name

_____ _____
Print Name **Title**

_____ _____
Signature **Date**

Attachment “Proposed Fundraising Events”

COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

2026-27 Proposed Fundraising Events

Name of Event	Brief Description of Event	Date of Event	Projected Revenue

Booster Club Name

Print Name | Booster President **Title**

Signature | **Date**

School Site Name

Print Name | School Principal **Title**

Signature | **Date**