LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Booster Club Guidelines

BOOSTER CLUB APPLICATION PROCESS:

1. Complete Application for Booster Club and submit to School Site Administrator
2. After prelimanry approval, resubmit Application for Booster Club with all required documents as follows:

Booster Club Constitution	501(c)(3) Federal Determination Letter
Booster Club Bylaws	Hold Harmless Agreement
Proof of Tax ID #	Certificate of Insurance
Booster Club Operating Acknowledgement	Proposed Fundraiser List

   a. Renewal Applications must also include:
      Budget
      Annual Financial Statement for Prior Year
3. School Site Administrator will notify Booster Club of final approval

FUNDRAISING PROCESS:

1. Submit Fundraiser/Activity Request form to school site administrator; site will notify contact person of approval/denial
2. Use of Facilities Request submitted on-line (if applicable). Find the Use of Facilities guidelines, request etc. on the District's website under Departments/Services; A-Z Programs and Services Directory; Use of Facilites Request (Facilities Use Permits)
3. Fundraiser/Activity can take place once approval is obtained
4. If food is being sold make sure to comply with the law and district policies and regulations on the sale of food on school premises
5. Use cash register, pre-printed sequentially numbered receipts whenever practical. When not, tally sheets or group sales receipts should be utitlized to reconcile actual sales
6. Ticket logs should be kept and reconcilied to actual sales
7. Cash, checks, tickets, receipts etc. should always be counted in dual custody
8. Sales should be reconciled daily if fundraiser is held more than one day
9. Safeguard your assests: Funds should be deposited into your financial institution immediately
10. Disbursements never made from cash collected. Checks are written for expenses and supporting documentation attached
11. Students cannot be required to fundraise or participate in fundraising activity

HELPFUL TIPS:

Constitution and Bylaws can by one document as long as there is a section identified as Bylaws

Keep minutes of all meetings/proceedings

Elect officers annually; one member does not constitute a "board". At a minimum, there needs to be a president and treasurer

Keep clear financial records such as back-up documentation for disbursements, pre-approval of expenditures, money collection, receipts, tally sheets, tickets logs etc.

Separate duties so one person is not responsible for transactions from beginning to end. If one person sells, funds are counted in dual custody and deposited by someone other than those that sold or counted funds.

Elect an auditor or committee separate from individuals with decision making authority to review financial records regularly

BOOSTER CLUB DO'S and DON'TS:

DO'S:	DON'TS
Use site name only with the addition of the words "booster club"	Use School or District Address
Have their own business and mailing address	Use School or District logo
Have their own identifying logo	Make checks payable to "cash"
Meet all legal and financial requirements	Pay employees (including coaches) directly
Provide each member with a copy of constitution and bylaws	Charge a fee to "opt-out" of fundraising and/or volunteering
Can make donations to the District or specific ASB Club	Donate to a specific student
Attend the district's Annual Booster Club Workshop	Comingle funds with ASB or District
Have their own bank account with two (2) signers on all checks	Have district employees on executive board of their assigned workplace