Yuma Union High School District #70

2026-2027
Parent Support Organization Handbook

Yuma Union
High School District

Our Schools

Campus	Address	Phone #
Cibola High School	4100 W 20th St, Yuma, AZ 85364	928-502-5700
Gila Ridge High School	7150 E 24th St, Yuma, AZ 85365	928-502-6400
Kofa High School	3100 S Avenue A Yuma, AZ 85364	928-502-5400
San Luis High School	1250 8th Ave, San Luis, AZ 85349	928-502-6100
Somerton High School	1093 W. Jefferson St. Somerton, AZ 85350	928-502-3851
Vista High School	3150 S Avenue A Building C, Yuma, AZ 85364	928-502-6800
Yuma High School	400 S 6th Ave, Yuma, AZ 85364	928-502-5000

Purpose

The purpose of this document is to outline the guidelines set forth by Yuma Union High School District regarding the organization and operation of booster clubs and/or parent support organizations supporting student programs and activities at all schools in our district.

Booster clubs and parent support organizations are an important part to the success of both extracurricular and interscholastic programs in our district. Establishing positive and close communication between the district and support organizations ensures the best learning outcomes for all of our students. Booster clubs support programs in the Yuma Union High School District through supporting and encouraging our students at interscholastic and extracurricular events as well as through providing funds, equipment, tools, or supplies as needed.

Disclaimer

The handbook is provided as a guide for booster clubs on how to interact with Yuma Union High School staff and students with included guidance for financial interactions like fundraising and donations of goods or funds. Yuma Union High School District assumes no responsibility for actions of Booster Clubs or for consequences resulting from the use of the information provided herein.

Booster organizations are **separate legal entities** outside of the Yuma Union High School District and are free to organize themselves how they decide is best, however, booster organizations must comply with the rules and regulations that govern Yuma Union High School and work with district staff to reach district organizational goals for programs. Booster organizations do not dictate the aims of Yuma Union High School programs but instead work in conjunction with Yuma Union High School District to provide the best experience for students. Boosters that wish to work with Yuma Union High School District in the prescribed manner above must be approved by the District through the District registration process annually.

Definitions

Booster Club: A parent/non-employee led organization that forms outside of the legal jurisdiction of a school district who form to support a specific school, group of students, or school program. They may be referred to as Parent Teacher Organizations (PTOs), Parent-Teacher-Student Organizations (PTSOs) or simply as Booster Club. The organization uses its own IRS issued Tax Employer Identification Number (EIN) and functions entirely outside of the school district.

Employee/Staff:Refers to any employee of Yuma Union High School District be they a teacher, coach, sponsor, or classified employee. Certified employee refers to a certificated employee who is certified by the state to work directly with students.

Student: An enrolled student in Yuma Union High School District in the 2026-2027 school year.

Fundraising: Items or services sold to generate profit for an organization. Funds are to be raised in direct benefit of the students the booster organization is supporting and if given to the district must be received through the official donation process before use.

Joint Fundraiser: A fundraiser held conjointly between a booster club and a student organization. The student organization and the booster club both put in effort to run the fundraiser. Profits from joint fundraisers are to be split proportionally between both organizations.

Raffles/Games of Chance: Lotteries,gambling, raffles, games of chance, etc. are games in which the given outcome of the game is based on the probability or chance of winning rather than skill of the participant. Students are in no way to participate in or run games of chance for or on behalf of a booster club.

YUMA UNION HIGH SCHOOL DISTRICT PARENT ORGANIZATIONS GUIDELINES FOR OPERATIONS

Formation of an organization

1. Obtain approval from the school administration
    a. Booster organizations may not use a schools' or district's name in their organization name, but using the mascot name or colors of the school is allowed.

2. Seek out individuals who are interested in participation in the organization.
    a. Principals, teachers, and coaches/sponsors serve only in an advisory capacity, they are prohibited from serving as officers or board members. No Yuma Union High School District staff member participating in a booster organization may have fiduciary responsibilities.

3. Develop and adopt organization by-laws. This document should include provisions for amendments.

4. Establish officers of the organization.

5. Develop goals for the year and if applicable, develop a budget for the year. Planned activities for the year should be based on the goals and budget. The teacher/sponsor/coach should be in attendance at meetings to assist the booster organization in planning according to the students' needs.

6. If applicable, establish a checking account in the organization's name with its own Employer Identification Number (EIN).

7. The checking account should require two signatures on all checks. Debit card and credit card transactions should be approved by two people.

8. For consistency as officers change, it is recommended that bank statements be mailed to a PO Box and not a personal address.

9. The treasurer should prepare and distribute a financial report after receiving the monthly bank statement.

    a. It is best practice for the treasurer's report to include:

        i. Reporting of all revenues and their sources, reconciled to the bank statement.

        ii. Itemized expenditures paid during the month with listings of date, check number, payee, description of the expense, and amount. All expenditures, like revenues, should be reconciled to the bank statement.

        iii. Provide the actual reconciliation of ending cash balances to the bank statement.

    b. Copies of the monthly financial reports with the bank statement should be made available upon request.

    c. Board members should vote on whether to approve the financial report after it has been presented.

    d. An independent third party should conduct an annual audit of the financial statements.

Fundraising

- Booster organizations may run their own fundraisers at their discretion.
    - Joint fundraising with a student group is allowable but profits must be split proportionally between the student group and the booster organization. Joint fundraising must be approved by campus administration.
    - Any joint fundraiser with Yuma Union High School District students is prohibited from running any raffle or game of chance. Door-to-door fundraising by district students for joint fundraisers is also prohibited.
    - Fundraising events held on district property that are not joint fundraisers are not to be held unless a rental agreement has been signed with Yuma Union High School District.
    - Booster organizations are strictly prohibited from using the Yuma Union High School District EIN for fundraising events. The booster organization **MUST** use their own EIN. Booster organizations **CANNOT** use district accounts to make purchases. Boosters must create their own accounts with vendors.

Donations

- Funds collected from fundraising by booster organizations can be used in three ways:

1. The booster directly makes purchases for the student group and retains ownership of said items.
    a. Items that the booster organizations retain ownership of must be stored off district property.
    b. Boosters may pay directly for hotel rooms and registrations for tournaments but **CANNOT** pay directly to rental or charter companies.
2. The booster purchases goods directly from vendors and donates said items to the district through the official donation process.
    a. Items donated to the district cannot be used by the student group until they have received board approval.
3. The booster donates the funds directly to the Yuma Union High School District.
    a. Like donated goods, the funds donated to the district cannot be used until they have received board approval.

    *Please plan accordingly for donated items or funds, depending on the dates that donation forms are received, items and funds can sit in a pending approval status from a few days to one month.

Travel

Athletic and cocurricular travel of students is regulated by Yuma Union High School District. All student travel must be approved by Yuma Union High School District to ensure the safety and wellbeing of our students and to ensure all laws, rules, and regulations are followed as they pertain to any particular travel. The support of booster organizations with travel is welcomed with the understanding that the booster in no way seeks to influence or direct the activities of Yuma Union High School student groups.

Booster members are not allowed on district buses or to ride in district rentals unless they are a board approved chaperone on the approved travel. Booster members cannot drive district vehicles or rentals and cannot transport Yuma Union High School District property. Boosters may purchase hotel rooms and registration directly from vendors but cannot purchase transportation directly. Transportation funds from boosters must be donated by the booster to Yuma Union High School District. Planning ahead ensures funds are received and board approved in time for upcoming travels. Funds not approved by the Yuma Union High School District Board will be denied for use on travel.

Hotel rooms paid for by booster organizations must be reported on travel for approval. The address of the hotel will be required for approval.

Yuma Union High School District has final authority on use of funds donated by booster organizations. Donated funds for canceled events will be redirected to benefit the student group for which they were donated as seen fit by Yuma Union High School District.

2026-27 YUHSD Transportation Guide

Sport (Fall)	Maximum # of Official Contests (Tournaments/Invitationals)	Transportation Costs Covered by YUHSD #70 (AIA Sanctioned)
Football	Varsity - 10 JV & Freshmen - 9	All Regular Season & Postseason Games
Volleyball	Varsity - 20 (3) JV & Freshmen - 19	All Regular Season & Postseason Games
X-Country	Varsity - 12 JV & Freshmen - 10	All Regular Season & Postseason Meets (Up to 2 State Qualifying Invitationals)
Swim	11 (4)	All Regular Season & Postseason Meets (Up to 2 State Qualifying Invitationals)
Golf	14 (5)	All Regular Season & Postseason Matches
Spiritline	2-3	AIA State Qualifier & State Championship
Chess	2-3	AIA State Qualifier & State Championship
Flag Football	12	All Regular Season & Postseason Games

Sport (Winter)	Max # Official Contests (Tourney/Invites)	Transportation Costs Covered by YUHSD District 70 (AIA Sanctioned)
Basketball	Varsity - 20 (2) JV & Freshmen - 19	All Regular Season & Postseason Games
Soccer	Varsity - 14 (2) JV & Freshmen - 12	All Regular Season & Postseason Games
Wrestling	Boys Varsity - 12 (5) Girls Varsity - 12 (8) JV & Freshmen - 12 (5)	All Regular Season & Postseason Matches (Up to 2 Invitationals)

Sport (Spring)	Max # Official Contests (Tourney/Invites)	Transportation Costs Covered by YUHSD District 70 (AIA Sanctioned)
Baseball/Softball	Varsity - 20 (2) JV & Freshmen - 19	All Regular Season & Postseason Games
Tennis	Varsity - 16 (2) JV & Freshmen - 16	All Regular Season & Postseason Games
Track & Field	Varsity - 13 JV - 10	All Regular Season & Postseason Meets (Up to 2 Qualifying Invitationals)

Booster Clubs/Parent Organizations

All booster clubs/parent organizations must be recognized and approved by YUHSD #70 prior to supporting their respective athletic programs. See Parent Organization Handbook for guidance.
An approved booster club that is paying for transportation not covered by YUHSD #70, must donate funds and have the donation board approved prior to submitting a travel request.
Lodging and registrations can be paid directly by the booster clubs.

Lodging

Lodging costs will be at the discretion of the athletic director, often paid for by either a booster club, tax credit account (coach/campus discretion), or campus budgets.

Additional Considerations

- YUHSD #70 will cover the following expenses:
    - Transportation costs in Yuma County, which includes scrimmages
    - Transportation costs for lower level teams traveling within Yuma County and Imperial Valley
      (Note on the travel request that the team will need a bus with storage i.e. football).
    - Rental vehicle costs for athletic directors attending AIA meetings, workshops, hearings
    - Transportation costs for **Band**, **Choir and Winterguard** state qualifying and state championship events
    - Transportation costs for regional and state Academic Decathlon competitions
- Only one bus will be provided for invitationals/tournaments when transportation is covered by YUHSD #70 unless active team membership exceeds the single bus capacity.
- In the event of a team wanting to travel a day early for any district covered travel, the additional expense will be paid out of the campus budget, tax credit, and/or booster club.
- Travel over 15 hours must include lodging for the bus driver paid out of campus budget or booster clubs. The Department of Transportation and Department of Safety require lodging used for a school bus driver's resting period to cover a minimum of 8 consecutive hours. Traffic cannot be used as a mitigating factor for why a travel exceeded 15 hours , please plan accordingly.*
- All student athletes are required to use school provided transportation for travel to AIA sponsored events, competitions, tournaments, contests, etc. Students may travel home with their parents or guardian only after a completed bus waiver has been signed and received by District staff at least 24 hours prior to the event for away events.

*Federal Motor Carrier Safety Administration Section 395.5

Procedure © 5-212.A Student Clubs and Activities - Student Groups

A. Definitions

"Curricular student group" means a student organization that is directly supported and sponsored by the District and through which students may receive academic credit.

"Extracurricular student group" means a student organization that is directly supported and sponsored by the District and whose activities directly relate to classes for which students receive credit toward graduation.

"Noncurricular student group" means any student organization other than a curricular student group or an extracurricular student group or whose activities do not substantially enhance, extend or reinforce the subject matter of an academic course that is currently offered at the school.

"Non-Instructional time" means time set aside by the school before actual classroom instruction begins or after actual instruction ends, including the lunch period or any period during which student attendance is not required.

"Non-School person" means any individual or group whose funding or leadership originates from anywhere other than the District or funds raised by students in the student activity fund.

"Faculty advisor" means an employee of the District who is charged with supervising and ensuring the orderly conduct of a noncurricular student group.

"Faculty sponsor" means an employee of the District who is charged with supervising and leading students in a curricular student group or an extracurricular student group.

B. Curricular and Extracurricular Student Groups

All curricular student groups must:

1. Permit a participating student to receive academic credit upon meeting the criteria for academic credit;
2. Align with the educational goals of the District;
3. Not engage in any activity that implies the District's endorsement of any political or religious views or beliefs; and
4. Have a faculty sponsor who oversees the activities of the curricular student group. All

extracurricular student groups must:

1. Directly relate to or support a course, class, or subject for which students may receive academic credit;
2. Align with the educational goals of the District;
3. Not engage in any activity that implies the District's endorsement of any political or religious views or beliefs; and

4. Have a faculty sponsor who oversees the activities of the curricular student group.

C. Noncurricular Student Groups

The District permits noncurricular student groups for 9th through 12th grade.

All noncurricular student groups must:

1. Be student-led, student-initiated, and subject to voluntary participation;
2. Occur during non-instructional time;
3. Have a faculty advisor who supervises meetings and activities (see below);
4. Have equal access to school facilities (see below).

D. Faculty Advisor

Faculty advisors attend meetings and activities of noncurricular student groups to ensure the care on proper use of school facilities. The District may not require any employee to serve as a faculty advisor for any noncurricular student group or attend or participate in any meeting or activity whose content is contrary to the employee's beliefs.

Faculty advisors should:

1. Ensure the proper use of school facilities;
2. Ensure that noncurricular student groups follow district policies and procedures and school regulations;
3. Ensure student safety; and
4. Answer questions from student leaders regarding the availability of school facilities and resources.

E. Religious Noncurricular Student Groups

Faculty advisors do not actively participate in or sponsor noncurricular student groups whose meetings and activities are religious in nature.

Faculty advisors for religious noncurricular student groups may not:

1. Recruit students for participation;
2. Recruit guest speakers;
3. Select student leaders;
4. Proactively make announcements (as opposed to relaying announcements per school announcement policies);
5. Participate actively in student discussions, prayer, etc.;
6. Require any person to participate in prayer or any religious activity;
7. Influence the content of any student prayer or religious activity; or
8. Hold themselves out as "sponsors" or "leaders" of the student club.

F. Participation of Outside Groups

Non-school persons may not: (a) direct, conduct, control, or regularly attend meetings or activities of any noncurricular student group; or (b) select the student leadership or faculty advisor for any noncurricular student group. The principal of each school may place reasonable limitations on participation by non-school persons in noncurricular student groups as long as such limitations are applied uniformly to all noncurricular student groups within the school.

G. Access to School Facilities

School facilities must be provided to noncurricular student groups on a uniform and equal basis.

A noncurricular student group may not be denied access to announcements, space in school publications, computers, printers, etc., if such access is granted to another noncurricular student group.

H. Prohibited Activities

Notwithstanding any statement in this Procedure to the contrary, the principal may:

1. Place limits on the size of meetings of noncurricular student groups as long as such limits are applied uniformly to all noncurricular student groups;
2. Prohibit any unlawful content associated with a noncurricular student group; and
3. Restrict, cancel, or prohibit the meeting of a noncurricular student group if the meeting would materially and substantially interfere with the orderly conduct of educational or operational activities within the school.

I. Duties of the Principal

The principal shall ensure that all groups classified as curricular student groups and extracurricular student groups meet the criteria set forth in this Procedure. The principal shall also ensure that information regarding other school-sponsored or approved student activities is available to parent/legal guardian upon request.

The principal of each school shall maintain a list of all active student groups that includes the name of the group, the name of the faculty sponsor or faculty advisor, and a general description of the purpose and nature of the student group. The list shall include the classification of each group as curricular, extracurricular, and noncurricular. In the case of extracurricular student groups, the list shall include the credit-earning courses that directly relate to the extracurricular student group.

The list of student groups shall be made available to students and the parent/legal guardian of a student upon request.

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Procedure 5-213.B District-Sponsored Activities - Student Travel

A. Definition

Student travel is defined as travel by students of the District who are engaged in approved District activities.

B. Request for Travel

All student travel must be requested by submission of the appropriate travel request form.

C. Financing of Authorized Student Travel

Student travel is financed by the following options:

1. Specific Area Funding: This includes funds from federal or state programs or grants or from other specific programs that allow for student travel;

2. Club Funds: Club funds may be used to finance student travel, including cost of transportation, meals, lodging, et cetera;

3. Athletic and Arizona Interscholastic Association Approved Activities Travel: Funds for such specific programs must have been included in the approved annual District budget;

4. Field Trips: Funds are collected in an auxiliary account for specific use for approved field trips;

5. Class Fees: Funds collected to further educational pursuits of a particular class; or

6. Tax Credit: Funds received from donors receiving a state tax credit for which funds are used for co-curricular school activities.

D. Special Funding Regulations that Pertain to Student Travel

Athletic and Arizona Interscholastic Association Approved Activities Travel.

Transportation costs for athletic travel are covered by the Yuma Union High School District transportation budget in accordance with the YUHSD TransportationGuide provided in the travel regulations handbook. Lodging, meals, registrations, and other travel related costs for athletic travel are the responsibility of the campus to secure funding and are not provided by the district transportation budget.

E. Club Travel

Clubs are responsible for providing for the costs of their travel documented in meeting minutes. Clubs are responsible to cover lodging, meals, registrations, and all other miscellaneous costs associated with their travel. Transportation within Yuma County will be provided by the Yuma Union High School. District transportation budget. Transportation outside of Yuma County is the responsibility of the club.

F. Field Trips

All student expenses related to field trip travel are the responsibility of the students participating. In all cases, no commitments are to be made to parents, booster clubs, hotels,

airlines, or other organizations until the travel has been approved through the travel procedures. No funds will be authorized for reservations, air fares, et cetera, unless proper travel approval has been received.

G. Student Travel Regulations

Definitions:

1. Sponsor. An employee of the District who is given direct charge of a student club, class, or other student group
2. Coach. An employee of the District who is given direct charge of a student group that engages in competition activities.
3. Chaperone. An adult, twenty-one (21) years of age or older, who may assist a sponsor or coach in the supervision of a student group

In each case of student travel it is required that a sponsor or coach be present and available during all trip activities. On any trip in which more than twenty (20) students participate, there shall be at least one (1) sponsor, coach, or chaperone for every twenty (20) students or major fraction thereof.

Bus drivers and bus driving time are regulated by the state of Arizona. Such regulations include the limitation of ten (10) hours of driving time and five (5) hours of standby time for a bus driver in a twenty-four (24) hour period. Clubs or student groups using District bus drivers must make arrangements to meet these regulations. Such arrangements may include an additional bus driver or meals and/or lodging for a bus driver. The cost of such arrangements are the responsibility of the club or group involved.

If the sponsor/coach serves as the driver for a student trip, the driver shall observe the same driving-time limitations as those of a bus driver; that is, ten (10) total hours of driving time in a twenty-four (24) hour period.

An itinerary must be submitted for each trip. The itinerary must be submitted with the travel request and must be approved by the principal.

Bus drivers have been instructed not to violate the driving-time regulations of the state. Violation of the driving/standby regulations may be cause for a reprimand to the bus driver. Sponsor/coach encouragement of the violation of these regulations could also result in a reprimand to the sponsor/coach as well as loss of travel privileges for the remainder of the current school year and/or for the next school year.

Procedure © 3-106.B Federal Grants and Other Funds - Acceptance of Gifts and Donations

The District reserves the right to refuse to accept any gift that does not contribute toward the achievement of District goals or if the ownership of the gift would tend to adversely affect the District. The District shall use any donation accepted to further its education mission and will attempt to honor the intent of the donor.

Any gift accepted by the Governing Board shall become the property of the District and is subject to the same controls and regulations as other District properties.

The District shall not accept any gift or donation that would violate procurement requirements. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

District employees do not have authority to accept gifts and donations on behalf of the

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