

Booster Club and PTO Guidelines

2024-2025



OCEAN SPRINGS
SCHOOL DISTRICT

New for 2024-2025

Booster Clubs and PTOs play a very important role in the success of athletic and academic programs in OSSD through financial support and collaboration. OSSD will provide the following to guide approved Booster Clubs/PTOs:

- Booster Club and PTO Guidelines handbook
- OSSD Athletics Brand Guide
- Booster Club and PTO FAQ sheet
- Booster Club resources webpage (in progress)



Policy JHA - Booster Clubs

OSSD policy JHA provides a list of basic requirements of any booster club or PTO approved to operate for the benefit of OSSD.

- Follow state and federal law and OSSD policies and procedures



Bylaws

- Define the purpose of the organization and how it will operate
 - *Who are the members of the organization?*
 - *What is the fiscal year of the organization?*
 - *How are officers appointed or elected?*
 - *What are the duties of the officers?*
 - *When will meetings be held?*
 - *Where will meetings be publicized?*
 - *Who will sign checks or receive a debit card?*
 - *How are purchases approved?*



Required Registration

- **Registering as a Charitable Organization**
 - *Required for all organizations operating fundraisers in MS*
 - *Online portal www.sos.ms.gov*
- **Employer Identification Number (EIN) or Tax ID#**
 - *Used to open the organization's bank account*
 - *No application fee*
 - *Number is issued instantly*



Booster Club and PTO Finances

- **Banking**

- *Account and checks must have organization's full name*
- *Account must be associated with the organization's EIN*
 - *Never use an individual's social security number*
 - *Never use OSSD's EIN*
- *Strongly suggest requiring 2 signatures for purchases and withdrawals*
- *Reconciliation of accounts should occur within 30 days of statement date*
 - *President and treasurer must meet monthly to review all activity and documentation*

- **Depositing Funds**

- *Recommend daily deposits for any amount over \$250 but minimum is weekly deposits*
- *Two officers must verify all revenue prior to deposit*



Financial Reporting

- Financial Reporting-Membership
 - *Financial statements should be provided at meetings*
 - *Financial report showing budget vs actual revenue and expenditures*
 - *Bank reconciliations*
- Financial Reporting-District
 - *Quarterly reports (Oct. 15, Jan. 15, April 15, and July 15)*
 - *OSSD Booster Club/PTO Quarterly Financial Report form is required*
 - *List of deposits and expenses with description*
 - *Reconciled bank statements*
 - *Activity reports from Venmo, CashApp, Paypal or any other platform*
 - *Report is required even if there is no activity*
 - *Report must be signed by the Treasurer and President*



- Insurance

- *Fiduciary insurance coverage or a surety bond is recommended*
 -

- Maintaining Records

- *Recommend maintaining 5 years*
 - *Records should be transferred to new officers*
 - Meeting minutes
 - Purchasing documentation
 - Fundraising and facility use information
 - Financial information



Fundraisers

- Multiple levels of approval are required **PRIOR** to advertising any fundraising efforts
 - *7 days (14 if facility use is included) is required for approval once ALL documents are approved by the school/department and sent to the Business Office.*
- Contact person listed on the Fundraiser Request Form must be a Booster Club/PTO member (not OSSD employee)
- Post activity must be submitted no later than 5 business days after the conclusion of the fundraiser



Facility Use for Fundraisers

- Fundraiser form must be accompanied by the proper facility use request or notice of facility use if occurring on district property
- 10% fee will be charged for all Booster Club fundraising events occurring on OSSD property.
 - *Funds are deposited and earmarked for the group hosting the fundraiser*
 - *Use of the funds require approval by the sponsor and administrator*
 - *Use of the funds must follow MS purchasing laws and OSSD policies and procedures.*
- Insurance Certificate is required for all outside entities providing service on OSSD property



Security at Events

- OSSD requires OSSD SRO(s) at all events occurring on OSSD property
- Booster Clubs/PTOs are responsible for the cost of the SRO(s) unless:
 - *The event is in conjunction with an OSSD sponsored event*
 - *The event occurs during the regular school day*



Fundraisers

- Dues and Participation Fees

- *Dues and participation fees are considered fundraisers*
- *Specifically address how dues and participations fees will be spent*
- *May only be required if notification is given to parent PRIOR to their student's try-out*
 - *Items purchased with required fees must become the personal property of the student*

- Concessions at Events

- *Only Coke products may be sold on OSSD property*
- *Organization operating the concession stand at an event is responsible for cleaning the facility after the event (Ex: Stadium, Gym, etc)*

- Raffles and Split-the-Pot

- *MS Code 97-33-51 permits raffles as a fundraiser if a ticket is sold and a specific prize is offered*



Fundraisers

- Event Admission and Ticket Sales
 - *MS Office of State Auditor requires the following for fundraiser events that generate more than \$100:*
 - Pre-numbered tickets
 - Reconciliation of tickets sold and funds collected
 - *Ticket Reconciliation Sheet will be required as an attachment to the Post-Activity*



OSSD Property

- **Modifications to OSSD Buildings and Grounds**
 - *Requests must be submitted in advance to the Director of Operations*
 - *No modifications may begin until approval is received*
- **Disposal of Equipment**
 - *Contact the school or department fixed asset clerk prior to removing any equipment*
- **Purchasing Equipment**
 - *Equipment purchases must be approved by the sponsor and the administration prior to making the purchase*



District Branding Guide

- Uniforms
 - *Must be approved by administrator in advance*
- BSN Agreement and Under Armour
 - *All branded apparel must be Under Armour*
 - *All varsity teams must set-up a My Team Shop through BSN*
 - *All Fan Store fundraisers must be through BSN or Fan Cloth*
- OSSD Trademark and Branding
 - *[OSSD Athletic Brand Guide](#)*

