SCHOOL-CONNECTED ORGANIZATIONS HANDBOOK

PTA/PTO/BOOSTER

2026-2027

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MAINTAINTED BY COMPLIANCE DEPARTMENT
RISK@FCUSD.ORG

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Introduction

School-Connected Organizations (SCOs) are essential partners in education. Parent Teacher Associations (PTA) and Parent Teacher Organizations (PTO) add significant opportunities and resources to our schools. The Folsom Cordova Unified School District (FCUSD) is thankful for all that PTAs/PTOs/Boosters do to enhance and strengthen the student experience.

The SCO Handbook was created in collaboration with multiple district departments including Fiscal, Purchasing, Facilities, Athletics, Human Resources, and Business Services to provide information to groups about standard operating procedures. Guidelines for financial procedures and liability protection are included, as well as forms and templates. Completing the processes outlined will help ensure compliance with BP and AR 1230 and establish efficient coordination for all involved.

The SCO Handbook was compiled in the spirit of protecting those who contribute their time and enhance the school experience for students, not only the District and keeping education dollars in the classroom and away from preventable expenses.

The policies in the SCO Handbook are not optional.

The Board of Education recognizes parents/guardians may wish to organize PTAs/PTOs/Boosters for the purpose of supporting school or district programs which provide a source of positive involvement for students. The Board is supportive of such activities and welcomes the interest and participation of parents/guardians in various aspects of student life. The Superintendent or designee is directed to develop regulations that will establish a School-PTA/PTO/BOOSTER liaison; provide for the acceptance of gifts; establish the principle that the school connected organizations are not functions of the school or district; and to ensure, if possible, that the co-and extra-curricular programs are kept in proper balance. PTAs/PTOs/Boosters are to work in conjunction with the Superintendent or designee to establish appropriate internal controls for the relationship between them and the District. (FCUSD Board Policy 1230).

The Folsom Cordova Unified School District sincerely appreciates your time, energy, and commitment toward making your school the best it can be.

References

For help with questions, please contact Risk Management at **Risk @fcusd.org** or (916) 294-9000.

Board Policy 1230
Community Relations: School-Connected Organizations
Board Policy

Administrative Regulation 1230
Community Relations: School-Connected Organizations

Description of Associated Student Body and School-Connected Organizations

Associated Student Body Organizations

Associated Student Body (ASB) organizations are composed of students for the purpose of conducting activities on behalf of students. Education Code Section 48930 defines the purpose of an ASB organization as "the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public school officials." As such, ASB groups have been given the authority to conduct fundraisers and to spend money for the benefit of students.

All activities and fundraising events that involve the primary participation of students should be conducted through the ASB. The finance office, along with the coaches/advisors and students must follow the procedures as set by the ASB. These procedures cover all student performances for which entry receipts or honorariums are received, all student conducted fundraisers, all collections from students for uniforms and/or t-shirts, and all collections of funds in relation to district sanctioned student trips. These fundraising activities are primarily on campus.

Parent Associations/Organizations (PTA/PTO)

School-connected organizations are PTAs/PTOs composed of parents/guardians, community members, and staff members who come together for the purpose of supporting specific school activities for the benefit of students. They are an important means of connecting parents/guardians and other community members with the curricular, extra-curricular, and co-curricular activities of students. The Board welcomes and encourages parental interest and participation.

PTAs/PTOS are separate from the school districts with which they are associated and are not governed by Education Code, however, they still have to comply with the School-Connected Organizations BP 1230 and AR 1230. PTAs/PTOs do not have free access to schools and their students. The school district governing board and administration have, and must maintain, exclusive control and management of its public school system. Education Code Section 51520 and 51521 require that any PTA/PTO 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 school authorities." A clear separation of responsibilities between the ASB and the various PTAs/PTOs are to be maintained.

Fundraising events that include student performances and athletic events for which entry receipts or honorariums are received, all collections from students for uniforms and/or t-shirts, and all collections of funds in relation to district- sanctioned student trips are to be conducted through the ASB.

PTAs/PTOs are to serve as auxiliaries to the school program and should conduct activities and

fundraising events involving the primary participation of parents/guardians and other community members. Funds raised by PTAs/PTOs 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. PTAs/PTOs funds so raised are to 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 trips. This is the preferred method. However, if items are purchased by the PTAs/PTOs, these items must then be donated to the school for use by the designated group in accordance with district policies and procedures.

PTAs/PTOs funds are not to be co-mingled with the student body funds or school site funds. The school district's tax-exempt status and identification numbers are not for PTAs/PTOs/Boosters. PTAs/PTOs/Boosters are responsible for their own tax status and accounting. All PTAs/PTOs/Boosters tax identification numbers must be on file with the Folsom Cordova Unified School District Business Services Department.

The most known parent support group is the National Parent Teachers Association (PTA). Information about governance, fundraising, and financial guidance for members is on the California State PTA's website:**www.capta.org.**

Booster Clubs

Booster clubs provide necessary and valuable services to the clubs, organizations, and athletic teams at high school. The goal of booster clubs is to support the programs both emotionally as well as financially. Boosters are asked to keep the following in mind when working with the District and/or school:

- The school and booster clubs should do everything possible to inform parents/guardians of potential costs for involvement in co- and extra-curricular activities. A primary consideration of the booster club should be for those families unable and/or unwilling to financially support co- and extra-curricular programs. Students will never be denied participation because their family was unable to donate. Booster clubs should budget for all students that are in need. Donation rates vary program to program and season to season.

- Booster clubs are organized to assist established middle and high school programs. Members perform a variety of volunteer tasks during the course of the year. Whenever possible, they should be recognized for all their hard work (at banquets, team dinners, etc.).

- Parents/guardians have a keen interest in the co- and extra-curricular programs of their community. They help to ensure that all students have a positive experience by the aide of their involvement.

- **Communication is crucial!** All communication notices being disseminated to parents/guardians or students and pertaining to the topic of money (donations, costs, etc.) must be reviewed and approved of by school administration.

- Booster clubs function under the elected Board of Directors along with a principal or designee.

- Booster clubs should reflect school and district goals. Their role is one of being

supportive of programs, not of influencing direction or content.

- Parents/guardians are not required to pay to join the booster club in order for their students to participate in school programs. Boosters may solicit membership to support the programs, but parents/guardians do not have to join.

Overview of ASB vs Booster Club

Associated Student Body (ASB)

- ASB is an organization run by students to benefit and conduct activities on behalf of students.
- All ASB organizations at district school sites are legally considered a part of the District.
- ASB groups may conduct fundraisers and spend money for the benefit of students.
- Fundraising involves only students in selling, marketing or collecting funds that are deposited into ASB account.
- Students selling to other students or staff during the school day is a function of ASB.
- Ticket sales for athletic events, performance, or activity must be deposited in the appropriate ASB trustee account.

Booster Club

- Booster Clubs are formed by parents to support school activities (e.g. athletic teams, music groups).
- Booster Clubs are NOT legally a part of the District.
- Booster Clubs are independent of the District in that they are not covered by District insurance, however, they still have to comply with the BP 1230 and AR 1230.
- The primary role of a Booster Club is to enrich students' participation in extracurricular activities.
- Booster Clubs are to plan, operate, and run fundraisers by parents.
- Booster Clubs can host a fundraiser after school and on weekends and deposit the funds into Booster Club accounts.
- Booster Clubs may operate concession stands at school events with prior permission and insurance for any food sold.

School-Connected Organization Operations

Request for Authorization application for Board Approval

In order to fulfill its legal and fiduciary requirements, the Board of Education requires both new and established school-connected organizations to submit a Request for Authorization application for Board approval.

□ **Submit an annual application with the following information by May 15th.**

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate
4. The names, addresses and phone numbers of all officers
5. A list of specific annual objectives
6. An agreement to grant the district the right to audit the organization's financial records
7. The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
8. The signature of the principal or designee 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 and/or directors and officers insurance when and in the manner required by law

Requests for Authorization applications are to be submitted to the Board of Education for approval in May. Authorization shall be granted for a period of one year. Requests for subsequent authorization must be presented annually.

Minimum Elements of a Constitution and Bylaws

Minimally, the constitution includes the following five elements:

1. Name and purpose of the organization
2. Membership
3. Executive Board of Officers
    a. Positions and duties of each position defined
    b. Position and term limitations
4. Method of amendments to the constitution
    a. By whom
    b. By petition of ___percent of members
    c. By ballot
5. Adoptions or ratification of constitution and any subsequent amendments
    a. Shall require (percentage) vote of (Executive Board)

Minimally, the bylaws are to include the following six elements:

1. Duties and powers of Executive Board and Officers

2. The composition and membership of committees
3. Successions
4. Elections and qualification for office
5. Finances
    a. Statement of internal controls, authorization of financial activities
    b. Who shall approve prior to any commitment
6. Meeting schedule
    a. For regular and special sessions
    b. Time, manner, frequency
    c. What constitutes a quorum?
    d. Who shall conduct meetings?

Membership

PTAs /PTOs

1. Parents/guardians, community members, and staff may be members
2. The Principal or designee shall maintain on-going communication with the PTAs/PTOs/Boosters.
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.

4. PTAs/PTOs/Boosters are to have, at a minimum, a President, Vice- President, and Treasurer.

Booster Clubs

1. Community members, staff, and parents/guardians (preferably who have current students that are participating in the program) who wish to participate.
2. The Principal or designee shall maintain on-going communication with the booster clubs.
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.

Insurance and General Liability

District liability for conduct and activities of an organization established for the purpose of supporting the district may be based upon the nature of the relationship between the two entities. That relationship may be contractual or based on the amount of district control or on the fact that the district is the beneficiary of the organization's activities. Therefore, it is likely that a lawsuit based upon an activity of the organization will also name the district and seek a finding of joint liability.

Whether the district is appropriately named or not, the district will incur legal expenses in

defending the lawsuit.

☐ The district requires parent associations/organizations to provide a Certificate of Insurance (COI) and Additional Endorsement page naming the district as an additional insured in the minimum amount of $2,000,000 Commercial General Liability and $4,000,000 aggregate. When using school facilities, the district may, at its discretion, require a higher level of coverage based on the type of use requested.

☐ **Prior to events on district property, all vendors/service businesses/organizations** performing or providing a service or equipment (such as food vendors, performers, assemblies, after school enrichment programs, mobile labs/classrooms, etc.) **are required to provide the Folsom Cordova Unified School District with the following**:

** Current Certificates of Insurance will be retained until expired. When planning events, check the Risk Management website https://www.fcusd.org/departments/compliance/risk-management/certificate-of-insurance

Obtaining Tax Exempt Status

Parent associations/organizations and booster clubs 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 501(c)(3) tax-exempt organizations. It is the organization's responsibility to be both knowledgeable and compliant with all state and federal laws. Parent associations/organizations and booster clubs 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 websites:

Tax Identification Number

- **Form SS-4:** *Application for Employer Identification Number*
  IRS Form SS-4
- **Tax-Exempt Status**
- **Publication 557:** *Tax-Exempt Status for Your Organization*
  IRS Publication 557
- **Package 1023:** *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*
  Includes Form 1023, instructions, and Form 872-C.
  -fill/k1023.pdf" target="_blank" rel="noopener noreferrer"> IRS Package 1023
- **Form 8718:** *User Fee for Exempt Organization Determination Letter Request*
  IRS Form 8718
- **California Form 3500 Booklet:** *Exemption Application Booklet*

Includes instructions and Form 3500.
isc/3500.html" target="_blank" rel="noopener noreferrer"> California Form 3500 Booklet

- **Tax Tips Pamphlet No. 18:** *Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising Organizations*

Use of School Facilities

State law and Board Policy/Administrative Regulation 1330 regulate community programs on district property. Anything on district property needs to follow facilities use policies regardless of whether there is cost or not. All information and regulations regarding use of facilities are available on the Facilities Department webpage at https://www.fcusd.org/departments/facilities-planning/facilities-use-information-ml-schedules

School facilities are fee based and must be reserved. Fees vary per facility or portion of the facility/campus requested. The facilities use request form must include the day(s) and hour(s) of the event and the type of user group. The District will determine the custodial/restroom coverage needed. Insurance is always required. It is important not to wait until the last minute to request a facility or obtain insurance. We recommend that the process be started no less than **90 days in advance of the event** to ensure timely processing of paperwork. The District must review the application, have fees paid, have insurance certificates on file, and assign the facility in order to approve the application. FCUSD facilities may be used year-round.

PTAs/PTOs/Boosters must seek approval for the use of facilities for any type of event proposed. High risk events are likely to be denied. In some cases, classified personnel will need to be on staff for the event. Parent associations/organizations and booster clubs are responsible for paying overtime for required staff.

The Community Use of School Facilities Handbook and Fee Schedule are available on the Facilities and Planning Department's webpage.

Communication and Advertising

School Connected Organizations advertising events, fundraisers, or other promotions must follow all guidelines outlined in BP 1325 and AR 1325

Flyer Distribution

Per BP/AR 1325, no paper flyers may be distributed. All flyers must be in digital format and include disclaimer language.

The Folsom Cordova Unified School District is not a sponsor of this activity.

Distribution of flyers will be done through Peachjar and may be approved by the Principal or designee at the site level at no cost to the School Connected Organization as long as all criteria are met as outlined in BP/AR 1325 and include the disclaimer language.

Banners

All banners must comply with Board Policy 1325 and Administrative Regulation 1325 and receive District approval before being displayed.

To submit a banner request:

1. Visit the Facilities webpage and navigate to the Facilities Use section.
2. Select “Banner Request Form .”
3. Complete the online request form with all required information.
4. The Facilities Department will review the request and provide an approval or denial within 14 days.
5. School sites will receive an email notification when a banner has been approved for their site.

Banner Guidelines

Please keep the following requirements in mind:

- Banners may not exceed 3 feet by 5 feet.
- Banners may only be installed in District-designated locations.
- Banners visible from a public street may be displayed for a maximum of 60 days, unless associated with a facility rental. Rental-related banners may only be displayed on the day of the scheduled event.
- Event banners must be removed promptly following the event.

The District reserves the right to remove and dispose of any banner that is unapproved, noncompliant, expired, or not removed within the required timeframe. Thank you for your partnership in helping maintain safe, consistent, and professional practices across our campuses.

Approved event signs or banners have to be removed after the event, and in accordance with Folsom Cordova Unified School District expectations. If the banner is not removed by the requesting party, the District will remove the banner without special notice and dispose of it.

Sponsorship

School Connected Organizations may include their sponsor information on marketing materials as long as the marketing material meets all criteria in BP/AR 1325 and includes the disclaimer language

“The Folsom Cordova Unified School District is not a sponsor of this activity.”

Sponsorship of a School Connected Organization or their events does not imply school or District endorsement, involvement, or sponsorship.

Website

School Connected Organizations may have placement on school websites in the designated area and will coordinate with the Communications and Community Engagement Department for training and access. Access will be provided on a yearly basis without rollover into subsequent school years.

School Connected Organizations that have developed an independent website may post a link on the school's website in the designated area.

Events

Things to plan when a PTA/PTO/BOOSTER may want to host banquets, celebrations and other events at the school site. Keep the following in mind:

- The first step in organizing an event is selecting a date/time. All event dates must be approved by Site Administration to avoid conflicts with other scheduled events or school activities.

- Site selection is the next step. Refer to *Use of School Facilities* (page 12). The main office or Activities Office maintains a master calendar to prevent conflicts in scheduling.

- The room should be large enough to accommodate the anticipated crowd with space available for award tables and video screens as necessary. All students must be allowed to attend, therefore, provisions must be made to cover the costs of students who need financial assistance.

- When speaking at an event, be prepared with a script. A script ensures accuracy and will help avoid long, rambling comments that lengthen the evening unnecessarily. Events are a time to celebrate the students and the season.

- **Events may NOT serve alcohol.**

Fundraising Activities

In accordance with Education Code Section 51521, programs, fundraisers, or other activities sponsored by PTAs/PTOs/Boosters must be authorized and conducted according to local board policy, laws, and school rules.

- ☐ **At the beginning of each school year, each PTAs/PTOs/Boosters shall submit to the principal/designee a list of the fundraising events that each organization proposes to hold that year. The principal/designee shall review the proposed events and determine whether the events are in conflict with or detract from the school's educational program.**

<u>The following are regulations for fundraising activities within the Folsom Cordova Unified School District:</u>

1. Use of the districts'/schools' name in fundraising activities is to be approved by the school

principal/designee and will comply with district policies and state law.

2. The following statement must be included on all PTAs/PTOs/Boosters promotional materials, advertising, and messages issued on behalf of the school-connected organization. **"The Folsom Cordova Unified School District is not a sponsor of this activity."**
3. Advertising banners may be used as a fundraising tool but are subject to strict guidelines based upon Board Policy 1325. Banners must be taken down at the conclusion of each season. Requests for fence-line banner placement must be submitted to the Facilities Department for approval.
4. Any participation in fundraising activities by students, their parents, or guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)
5. Penal Code Sections 320 and 320.5 authorize, under defined circumstances, eligible organizations to conduct chance drawings which require the payment of a fee for a chance to win a prize. Chance drawings may include 50/50 tickets , donation drawings, duck derby and cow chip bingo.
6. Public schools are not "eligible organizations" but PTAs/PTOs/Boosters with 501(c)(3) statuses are. Information on how to conduct a legal raffle can be obtained by going to the California Attorney General's Web site: https://oag.ca.gov/charities/raffles .
7. All PTAs/PTOs/Boosters funds are collected and maintained by the PTAs/PTOs/Boosters. The district's tax identification
number cannot and will not be used. No PTAs/PTOs/Boosters funds shall be kept in ASB accounts.
8. Fundraising that involves only students in selling, marketing, and/or collecting must have the funds deposited into the ASB account. Money generated by the PTAs/PTOs/Boosters must be generated by the PTAs/PTOs/Boosters after school and during weekends and must be deposited into PTA/PTO/BOOSTER accounts.
9. PTAs/PTOs/Boosters may donate to an ASB account. ASB must not donate to SCO.
10. Once a group "owns" a fundraiser, other groups are prohibited from holding the same fundraiser without permission from the Assistant Principal or designee in charge of activities.
11. Money generated from ticket sales at any school athletic event, performance, or activity must be deposited into the appropriate ASB trustee account. Tickets and funds must balance at the end of the event. Booster generated funds for ticket sales must be prepaid to ASB for all event tickets i.e. music, drama, athletic, club.
12. PTAs/PTOs/Boosters may operate concession stands at school events with prior permission and insurance. Only pre-packaged items can be sold. Any food preparation requires a Safe Serve Certification with the county on an annual basis.

California Education Code 51520; Prohibited Solicitations on School Premises, states the following for K- 12 school entities:

> *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 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.*** *Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for*

any otherwise lawful purpose.

California Education Code section 51521 requires that all organizations that conduct fund-raising to benefit clubs, schools, students, or the District at the K-12 level have prior approval from the School District's Governing Board or the Board-assigned designee. Ed Code states the following:

No person shall solicit any other person to contribute to any fund or to purchase any item of personal property upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the Governing Board of the School District in which such solicitation is to be made or the Governing Board of the School District having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.

The following recommendations help ensure PTAs/PTOs/Boosters do not violate rules and regulations:

- PTA/PTO/BOOSTER budgets are to be created in consultation with the principal or designee to prioritize a

  "wish list" from which the PTAs/PTOs/Boosters may fundraise to meet the needs of the various programs.
- The principal or designee should attend the budget meetings in order to help make informed decisions. All budget issues and spending decisions are to be approved at PTA/PTO/BOOSTER Board meetings and noted in the minutes.

- Bank accounts are set-up to require two signatures (withdrawal whether internally or on the actual check). No principal or designee may be a signer on any PTA/PTO/BOOSTER account, two officers are required, and typically, it is the president and treasurer. PTAs/PTOs/Boosters can only write a check to a coach/advisor for reimbursement of no more than $300 (AR 3310.1) for items used in the program. Reimbursements must be pre-approved by the board and are to be distributed only if the coach provides a proper invoice and itemized receipt of an expense. A reimbursement form is to be completed and submitted to the PTA/PTO/BOOSTER Treasurer for expenditures.

- All disbursements (payments) are to be made by check and no checks should ever be made out to "Cash." PTAs/PTOs/Boosters should not release checks without the proper documentation and back up. The PTA/PTO/BOOSTER Treasurer should maintain a record of all receipts in preparation for an annual audit.

- In order to protect coaches/advisors, PTA/PTO/BOOSTER representatives, and any other members who may utilize club funds from accusations of fraud, the Folsom Cordova Unified School District discourages the use of cash for any expenditure the Club makes and advises against use of a club credit or ATM card.
- Keep treasurer reports, budget updates, and financial reporting current. The Treasurer should report out to PTA/PTO/BOOSTER members at each meeting or in a timely manner upon request. Accurate record keeping is essential for PTA/PTO/BOOSTER operations.

- Stipends for assistant coaches or club advisors are to be paid to the District and the coach

is paid through the stipend payroll process. The amount for the stipend or club advisor must be determined by the CBA. PTAs/PTOs/Boosters cannot bargain on behalf of the District. PTAs/PTOs/Boosters cannot write checks to individuals for coaching services. **ONLY THE DISTRICT CAN EMPLOY COACHES AND ADVISORS** (see Staffing After School Enrichment and Clubs). PTAs/PTOs/Boosters who are paying for certificated or classified coaching positions must work with the school's account clerk to ensure payment is made.

School-Connected Organization Food Sales

PTAs/PTOs/Boosters must comply with state law as well as district policies and regulations on the sale of food on school premises.

- ☐ **Review and become knowledgeable of applicable laws including State and Federal nutritional standards, the district's Wellness Policy, and county food handling requirements.**

Visit the California Department of Education webpage, Competitive Food and Beverage Sales, for information on competitive foods and beverages including definitions, background, compliance, resources, policy guidance, and frequently asked questions for sponsors participating in the National School Lunch Program or School Breakfast Program.

Pursuant to California law, food sales of any kind, including bake sales, may not be conducted during school time. The sale of food goods must take place no sooner than from the midnight before to 30 minutes after the end of the official school day.

Overview

All public non-charter schools participating in the National School Lunch Program (NSLP) or School Breakfast Program (SBP), must follow state and federal requirements for competitive foods and beverages. All charter or private schools participating in the NSLP or SBP must follow only the federal requirements. Competitive foods and beverages are those that are 1) sold, 2) to students, 3) on school campus, 4) during the school day, and 5) outside of the federally reimbursable meal programs. Examples may be foods or beverages sold in vending machines (that are not reimbursable meals), student stores, fundraisers, or á la carte items sold by the school food service department.

Additional information is available on the district webpage, Departments > Food Services.

Administration and Expenditure of Funds

1. The PTA's/PTO's books and accounts shall be open to audit by a committee of members, one of which may be the principal of the school or his/her designated representative.
2. Upon dissolution of the group, all funds shall be transferred to the respective school's general student body funds. The Folsom Cordova Unified School District Business Services Department is to be advised in writing of the dissolution.
3. Gifts to the student body of money or of approved materials may be made when approved by the principal or designee.
4. The district has the express right to review and/or audit PTA's/PTO's financial statements to ensure their organization's financial integrity.
5. PTAs/PTOs/Boosters are not legal components of the school entity; defined as the District. Each PTA/PTO/BOOSTER shall have its own tax identification number (TIN); PTAs/PTOs/Boosters are not allowed to use the school entity's tax identification number in any way.
6. PTAs/PTOs/Boosters are responsible for their own tax status, accounting, and financial records and must make their own arrangements for an audit if one is needed. PTAs/PTOs/Boosters are not audited as part of the district's annual financial audit.
7. California Education Code section 51521 requires that all organizations that conduct fundraising to benefit clubs, schools, students or the district to have prior approval from the school district's governing board:

No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.

Purchases for the School

1. Donations of funds (preferred method) allow the Purchasing Department to buy items that are in line with district purchasing guidelines and statutory laws.
2. Items purchased by parent associations/organizations and booster clubs shall be donated to the school according to board approved policies and procedures.
3. Staff may make requests through the principal/designee to the PTA/PTO/BOOSTER for desired donations.
4. The **Maintenance Department must be consulted**, prior to purchase, on all items requiring installation. Business Services must be consulted on purchase of items requiring a maintenance contract.
5. Capital improvements, equipment (over $5,000), and uniforms may only be purchased with the prior approval of the principal and district authorized designee. These purchases must be processed through the district Purchasing Department to ensure compliance with statutory laws. PTAs/PTOs/Boosters donate the funds to the district for purchase of such capital outlay items.

Reimbursement Procedures

Just a reminder, an individual making a purchase from his/her own personal funds takes the **risk** that they will not be reimbursed.

In compliance with FCUSD AR 3310.1, employee reimbursements must follow the guidelines below:

- Furniture and equipment purchases are not allowed and will not be reimbursed.
- Reimbursements over $300 are not allowed. NOTE: Receipt splitting is considered one purchase and will not be reimbursed.
- All expenditures must be supported by original itemized receipts. Photocopies, credit card statements, and other non-original receipts are not acceptable. Receipts for reimbursement should not be comingled with items purchased for personal use.
- Multiple purchases made by an employee will be monitored for compliance with Board policy.

The **only** document that legally commits the District to pay for a purchase is a properly approved Purchase Order issued by the Purchasing Department.

Support Personnel

The Folsom Cordova Unified School District does not allow parent associations/organizations to hire staff to perform services for the district.

☐ **Refer to the Quick Reference Guide: Staffing for School-Connected Organizations for policy and procedures about how to staff support personnel.**

Retention of Records for PTO/PTA

The activities of the PTAs/PTOs/Boosters are to be clearly documented and a procedure for retaining those documents is to be established. Among the documents that should be retained by the organization are:

1. Cash receipts
2. Cash disbursements and general ledger
3. Bank records
4. Income tax returns
5. Minutes of meetings as defined by the organization by-laws

It is recommended that the organization obtain a safety deposit box or a similar storage facility to ensure security of important documents.

Retention of Records for Booster Clubs

The activities of the booster club are to be clearly documented and a procedure for retaining those documents is to be established. Among the documents that should be retained by the organization are:

1. Cash receipts
2. Cash disbursements and general ledger
3. Bank records
4. Income tax returns
5. Minutes of meetings as defined by the organization by-laws

It is recommended that the booster club obtain a safety deposit box or a similar storage facility to ensure security of important documents.

COACH PAY

CIF Bylaw 503.F(1) & (2) (see CIF information on page 22)
Principals are responsible to ensure that all coaches of the California Interscholastic Federation (CIF) related school meet the requirements of the California Education Code 49032, 35179.1 and Bylaw 22.B.(9) for all individual(s) or team(s).

(1) Coaching Compensation: A coach shall not be reimbursed for coaching services from any source other than the school funds without the approval of the school's Governing

Board, nor be subject to any bonus arrangement dependent upon the success of the school's team.
(2) Penalty for an improper coaching compensation of any team, coached by any person receiving any part of the salary from other than school funds without the prior approval of the school's Governing Board, is deemed ineligible.

ADDITIONAL INFORMATION ON COACHING STIPENDS

Stipends are the maximum amount a coach can earn for coaching services during a season of the sport. "Season of sport" is defined as *practice begins and date of last contest* of Fall, Winter, and Spring sports as published in the CIF schedule. In season coaches may not receive any additional compensation beyond the approved FCUSD stipend for coaching services.

ENDS OF SEASON COACH/ADVISOR RECOGNITION GIFTS

Any gifts presented to the coaches/advisors at the end of the season using booster club funds must be reported to the FCUSD School Board, per CIF Bylaw 805.
"A. Information of any gift, or total of gifts, sponsorships or contributions of $500.00 or more yearly to an athletic program, team or coach, which is meant to support that program, team or coach, must be reported to the administrative officer responsible for policy development related to athletics."

CERTIFICATION OF COACHES

Title V of the California Education Code governs schools and districts as to how coaches are hired. It sets standards that all coaches, certificated and walk-on, must meet. The process is handled through the District Office by the Human Resources Department. Coaches MUST be cleared by Human Resources
before they have any contact with students or before being paid.

TRANSPORTATION

Transportation is an important part of any extra- or co-curricular event. It is the combined goal of FCUSD and the District Transportation Department that our students, coaches, and staff receive safe and timely transportation to and from events. Extra- and co-curricular transportation procedures and policies are evaluated each year. Notification of changes made will be shared with all stakeholders as soon as possible.

TRANSPORTATION RATES

Schools in California consistently face concerns regarding limited state funding for all educational programs. The State of California does not supply funds for transporting students to and from extra- and co-curricular activities. The cost of transportation rises and falls during each school year and the District strives to keep up with this changing expense. District rates are calculated to cover direct expenses only. These costs include the driver's hourly rate, fuel cost, wear and tear on the vehicle, and vehicle maintenance. The District does not profit from transportation fees.

EXTENDED TRIP INFORMATION

The District expects that every effort will be made to attend meets, tournaments, performances, festivals, parades, camps, etc. Exceptions may be allowed for "out of local area" travel if no comparable event exists and the following criteria are met:

A. The trip is first approved by school site Principal before fundraising, specifically for the trip, or trip information is disseminated. The Principal must be involved in every aspect of the trip planning.

B. Trip must be justified (why, who, when, and will it improve the program, prestigious, etc.) and indicate mode of travel (plane, auto, bus, etc.).

C. Trip is an invitational tournament, parade, or performance and is not a sight-seeing trip. Total number of trip days versus number of performances/games will be part of the review.

D. All student members of the travel group are allowed to go regardless of their ability to pay. Booster clubs must fundraise in order for everyone who wishes to go to be allowed to participate in the trip.

E. All student safety and liability issues are addressed to the District's satisfaction. All out-of- state travel requires that an Administrator accompany the trip unless waived by the Superintendent.

F. Large group and/or distant travel requires Assistant Superintendent review and approval.

G. The required District Extended Field Trip Form and itinerary must be completed and submitted in a timely manner in order to obtain School Board approval for the trip. Proposed trip requests seeking District approval at the last minute will be deemed examples of poor planning and approval will be denied.

H. Administering Medication - Students with Medical Conditions

Ascertain if any students attending field trip have medical conditions that require medication administration. <u>For field trips taking place during regular school hours</u>, you may bring the child's medication, Authorization to Administer Medications at School, any Emergency Care Plan and ensure that a staff member attending field trip has been trained on the Administration of Medications in the School.

<u>For field trips requiring travel times outside of the regular school day OR for any overnight field trip,</u> send home with Student Permission Slips the Field Trip Medication Authorization form to be signed by parent and Health Care Provider. Medications must be in original labelled containers. Discuss with Health Services whether hired nursing support would be required (such as with Type 1 Diabetics, Severe Seizure Disorders).

Again, any staff member attending a field trip that will administer medications must be trained in advance. If no student requires medication mark the box indicating none on the Medication Authorization.

a. Volunteer designated administers
b. Required training
c. Parent permission
d. Physician orders on prescription medications
e. Students are to obey all rules

Booster insurance coverage is subject to the liability.

TRIP TRAVEL RESPONSIBILITIES

FCUSD is proud to have student representatives at various conferences, camps, and athletic competitions around the country. Continued success and viability of these trips is dependent on students and parents demonstrating proper conduct while traveling. Students represent their high school at all school related trips, student conduct code, school rules, Education Code, and board regulations remain in effect.

STUDENT RESPONSIBILITIES

All student conduct code, school rules, Education Code, and FCUSD Regulations apply at all times – including time away from competition or organized activities and when under the supervision of chaperones.

CHAPERONE RESPONSIBILITIES

It is through the support of chaperones that we are able to sponsor trips and activities. Chaperones, which include parents and guardians, who are accompanying students, have a great responsibility. Any inappropriate behavior jeopardizes FCUSD's ability to sponsor trips in the future. Chaperones are asked to follow these guidelines:

- All chaperones who travel and spend the night must complete a volunteer application and must have current fingerprints on file with the District.
- All chaperones must adhere to FCUSD Board Policy/Regulation 6174 regarding Trip/Travel supervision.
- All chaperones are not to consume alcohol during the trip.
- All chaperones must immediately report any problems and/or rule violations to the coach/advisor.
- All chaperones are to know all relevant information regarding the trip; this includes destinations, timelines, itineraries, etc. The coach/advisor will review all information with the chaperones prior to the trip.
- All chaperones are to understand all emergency guidelines. They are to know the evacuation routes, keep all emergency and "authorization to treat minor" cards and emergency phone numbers handy.
- All chaperones are to make sure students follow instructions and remain in designated areas of supervision.
- All chaperones on overnight field trips may need to take turns staying up to patrol hotel hallways.
- All chaperones need to get to know the students on the trip. This helps with the trust factor, but more importantly, it enables a chaperone to identify who belongs to the group. Sometimes teams take trips where other schools are present and these schools may have students who wish to "join" the group. It is important for chaperones to know which students belong to their school.

- All chaperones are to make sure students do not leave the group. Students are to travel in groups or with a designated chaperone.
- All chaperones who supervise student events should consider becoming emergency first aid and/or CPR certified.

HOW TO BE SUPPORTIVE

FCUSD high schools have students participating in multiple levels and types of competitions. Participating in this adventure with your student can and should be a cherished activity. Parental guidance and support are very important to the students, the high school, and to the community.

The following are suggested to help promote a positive and productive experience for both the student and their parent/guardian:

- Be positive. Being on a high school team is quite an accomplishment. Celebrate student participation.
- Be supportive of the staff. They will listen, appreciate confidentiality, and give a timely response to parent(s) inquiry or concern.
- Be part of a network. Parents/guardians can create very special relationships which are fostered over the careers of athletes and performers by socializing with other parents.
- Make the experience for every student the best it can possibly be. Booster clubs do make the difference; the spirit should be focused on the total program.
- Take great pride in past and present accomplishments.
- Promote excellent sportsmanship. Attend games/competitions and cheer for success. Voice opinions appropriately.
- Keep things in perspective.
- Report rumors and misinformation to coaches/advisors immediately. They can be destructive and divisive on a high school campus.

WHAT IS California Interscholastic Federation (CIF)?

CIF is the governing organization for Interscholastic Athletics for the State of California and it is divided into ten sections ranging in size from six member schools (Oakland) to 515 (Southern Section). CIF is a Principals' organization that establishes various committees to create and pass legislation. Our District is a member of the CIF Sac-Joaquin office, located in Lodi. It is staffed with a Commissioner and two Assistant Commissioners. Their role is to interpret and enforce legislation approved by the member schools. These Commissioners do not create the rules. Parents/guardians should direct inquiries regarding eligibility or any other rules to the Athletic Director, a Site Administrator, or to the District Director of Athletics before calling CIF.

APPENDIX A: PTA/PTO FORMS

CHECKLIST FOR PTA/PTO

STEP 1:

- ☐ Review and confirm the organization's Bylaws.
- ☐ Verify name and/or logo to be used. District or school logos are not to be used.
- ☐ Verify or obtain tax identification number and tax-exempt status.
- ☐ Verify or obtain financial account to keep funds separate from ASB funds.
- ☐ COMPLETE Request for Authorization application (new and renewals).
- ☐ Provide current general liability Certificate of Insurance with additional insured endorsement.
- ☐ Create list of fundraising events and submit to Administrator for input.
- ☐ **Submit completed *Request for Authorization* application and Certificate of Insurance to your site Administrator.**

STEP 2:

- ☐ Reserve school facilities at fcusd.civicpermits.com
- ☐ Use the following statement on materials:
- ☐
    - **Folsom Cordova Unified School District does not sponsor or endorse this program. School-connected organizations may provide support to the District but operate independently of the school and the District. The views and opinions expressed are solely those of the organization and do not represent the District or its employees. The District assumes no responsibility or liability for this program or activity.**

- ☐ Become familiar with regulations regarding school food sales.
- ☐ Donate funds and/or purchases to the school district in accordance with district policy.
    - Consult District maintenance department prior to purchasing items that require installation or Business Division prior to purchasing goods or services that require on-going maintenance contracts.
    - All capitalized expenditures over $5,000 and any uniforms must be approved by the site Principal and processed through the Purchasing Department.
- ☐ Maintain records for continued status.

THINGS TO REMEMBER:

- ☐ Conduct fundraiser activities that do not require student participation.
- ☐ Keep PTAs/PTOs/Boosters funds separate from ASB/district funds.
- ☐ Represent activities as those of the PTA/PTO/BOOSTER, not as Folsom Cordova Unified School District or one of its schools.

Folsom Cordova Unified School District
School-Connected Organization Request for Authorization

In accordance with Board Policy 1230 and Administrative Regulation 1230 of the Folsom Cordova Unified School District, submit this request for authorization to form or renew a school-connected organization.

Note: School-connected organizations, including a parent-teacher association or organization, booster club, or other organizations that do not include an associated student body or other student organization, are established and maintained as separate entities from the school or district.

Organization Information	
☐ **New organization request**	☐ **Renewal request**
School Site	School Year
Organization Name	
Mailing Address	
Website	
Date of Application	
Purpose	

Name	Address	Phon	Email
President			
Vice President			
Secretary			
Treasurer			
Coach/Lead Teacher			
Other			

Annual Objectives (List specific goals, note if additional page attached)

Folsom Cordova Unified School District

Financial Information	
Bank Name	Account #
Bank Address	Authorized Signers
Tax ID # (EIN)	

Required Documents (Attach copies – New [N] and Renewal [R])		
☐ Acknowledgement Form signed by each officer [N,R] ☐ Annual Budget [N,R] ☐ Certificate of Insurance & Endorsement page(s) [N,R]	☐ Prior Year Profit & Loss Statement [R] ☐ Seller's Permit -if selling items [N,R]	☐ Bylaws [N] ☐ Proof of Tax ID # [N] ☐ 501(c)(3) Determination Letter [N] ☐ Proof of State Tax Exempt Statu [N]

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If organization is temporary or does not continue, describe planned use of remaining funds.

We have read the applicable FCUSD Board policies and administrative regulations regarding School-Connected Organizations and agree to abide by them, including but not limited to:

- School-connected organizations shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at the school.
- Activities by school-connected organizations shall be conducted in accordance with law, board policies, administrative regulations, and any rules of the sponsoring school.
- The organization shall not act as an agent of the district or school.
- 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.

ACKNOWLEDGMENT

Folsom Cordova Unified School District

- 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.
- A school-connected organization may consult with the principal to determine school needs and priorities.
- Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary.
- An agreement to grant the district the right to audit the organization's financial records either by district personnel or a certified public accountant whenever any concern is raised regarding the use of funds.
- Co-mingling of school-connected organization funds with district funds, including associated student body funds, is not allowed.
- The organization shall not hire or directly pay any district employees without prior approval from the Superintendent or designee. 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. See the Quick-Reference Guide: Staffing for School-Connected Organizations for clarification on hiring practices (page 30).
- The organization shall indemnify, defend, and hold harmless the district, its officers, employees, agents and volunteers, from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages arising out of the organization's performance of its obligations under this agreement or out of the operations conducted by the organization, except for such loss or damage arising from the sole negligence or willful misconduct of the district.
- The organization shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than two million dollars ($2,000,000) per occurrence for bodily injury, personal injury, and property damage. The organization's general liability policies shall be primary and shall not seek contribution from the district's coverage and be endorsed to provide that the district and its officers, officials, employees, and volunteers shall be additional insureds.

Acknowledgment	
This certifies that all sections of the Folsom Cordova Unified School District School-Connected Organization Application have been satisfied. Authorizations are granted per school year. Please submit an application for renewal annually by May 15th to continue School-Connected Organization operations.	
School-Connected Organization Signatures	
President	Date
Treasurer	Date
District Approval Signatures	
School Site Administrator	Date
Superintendent/Designee	Date
Board of Education Approval Signatures	
President of the Board	Date
Clerk of the Board	Date

BY- LAWS TEMPLATE

BY-LAWS

[school-connected organization]

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be (the SCO's official name). The SCO is located at (the school's name and address).

Section 2: DESCRIPTION – The SCO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the SCO is to enhance and support the educational experience at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at (our school) through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of (our school) students, plus all staff at (our school). There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICTIONS – Any SCO member in good standing may become an officer of the PTO.

Section 4: DUTIES –
Executive Board – Develop the SCO's annual budget, establish and oversee committees to conduct the work of the SCO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than
$100.00.
President – Preside at General SCO meetings and Executive Board meetings, serve as the official representative of the SCO, and retain all official records of the SCO.
Vice President – Oversee the committee system of the SCO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General SCO meetings, prepare agendas for official SCO meetings, hold historical records for the SCO.
Communications Secretary – Manage communications and marketing for the SCO including, but not limited to SCO newsletters, email broadcasts, website, bulletin boards, etc.
Treasurer – Serve as custodian of the SCO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a SCO member to
fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the SCO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (our SCO), requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The SCO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of $2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General SCO meetings shall be held to conduct the business of the SCO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a SCO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Eight (8) members of the SCO present and voting constitute quorum for the purpose of voting.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any SCO member. Amendments presented at a SCO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present, and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the SCO, any funds remaining shall be donated to (our school).

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

These bylaws were adopted on _____.

Staffing After School Enrichment Clubs Reference Guide

PTAs/PTOs/Boosters provide valuable enrichment opportunities for our students. This quick- reference guide provides information to help groups decide the best way to staff for activities (e.g. after-school clubs, coaching staff, etc.). These options, outlined below, help everyone involved comply with various laws and labor agreements.

Volunteer

Volunteers are a simple and cost-effective way to staff clubs. Volunteers who undergo a background check and training will receive clearance and are allowed to work directly with students. More information about volunteer procedures can be found at www.fcusd.org/departments/human-resources/volunteer.

Stipend Paid to a Teacher/Certificated Employee

If a school-connected organization works with a teacher or other certificated employee to run an after- school club, stipend amounts for various club activities are outlined in the District's labor contract with teachers. ***Note:*** *Different scenarios pose different requirements, so contact the Human Resources Department for this option.*

FCUSD Activity List

All activities must be approved and comply with the FCUSD Activity List. For more information, please refer to the FCUSD Activity List (Risk Management) and contact Risk Management at risk@fcusd.org.

Independent Contractor

When an independent contractor runs an after-school club, they must carry their own liability and workers compensation insurance and submit a Facilities Use request. Many of our school-connected organizations successfully use this option, and the PTA website offers a tool kit with helpful resources.

Hourly Rate Paid to Classified (Non-Teaching) Employee or Parent

Currently, FCUSD does not have an hourly position that would make this option possible. Fortunately, we are working collaboratively with the CSEA bargaining unit to create an hourly Extracurricular Enrichment Leader position.

PTAs/PTOs/Boosters cannot pay staff directly.

To learn more about any of these four options,
Contact FCUSD's Human Resources Department at (916) 294-9002.

Overview of ASB vs PTA/PTO

Associated Student Body (ASB)

ASB is an organization run by students to benefit and conduct activities on behalf of students.

All ASB organizations at district school sites are legally considered a part of the District.

ASB groups may conduct fundraisers and spend money for the benefit of students.

Fundraising involves only students in selling, marketing or collecting funds that are deposited into ASB account.

Students selling to other students or staff during the school day is a function of ASB.

Ticket sales for athletic events, performance, or activity must be deposited in the appropriate ASB trustee account.

PTO/PTA

PTAs/PTOs/Boosters are formed by parents to support school activities

PTAs/PTOs/Boosters are NOT legally a part of the District.

PTAs/PTOs/Boosters are independent of the District in that they are not covered by District insurance, however, they still have to comply with the BP 1230 and AR 1230.

PTAs/PTOs/Boosters are to plan, operate, and run fundraisers by parents.

PTAs/PTOs/Boosters can host a fundraiser after school and on weekends and deposit the funds into PTAs/PTOs/Boosters accounts.

PTAs/PTOs/Boosters may operate concession stands at school events with prior permission and insurance for any food sold.

Transmittal Form Example

TRANSMITTAL OF CHECKS OR CASH

School or Site:_____ Date:_____

☐Check(s) Amount: $ Check Number(s):_____ ☐Cash Amount: $_____

Check(s) or Cash received from:_____

☐Reimbursement PO(s)# _____ ☐Donation ☐ Other

Field Trip(s), Invoice(s) #, etc. _____

Intended Use:_____

From Account & To Account:_____

_____ _____

Contact Person Signature of School or Site Administrator

Event Budget Proposal

PTA/PTO EVENT Budget Proposal

Operated by District Staff

Name of Organization	
Activity	
Facility Requested	
Dates and Hours of Facility Use	

Anticipated Income:		**Estimated Expenditures:**	
Fees Per person	$	Supplies	$
Number of participants		Food	
Donations		Custodial Cost $36/hour	
Other		Salaries (provide names and amount)	
		(other)	
Total Anticipated Income:			
		Donations being made to school, sports team, District program	
		Facility Cost (verify with Facilities)	
Total Estimated Income:		**Total Estimated Expenses:**	

Copy of flyer or advertisement needs to be attached to this budget proposal as well as a complete schedule of events and facility application at least three weeks prior to the scheduled start date of the event

To be filled out by Facilities only	
Date Submitted:	

PTA/PTO Budget Proposal

PTA/PTO [year]

Budget Proposal

[school name]

Previous Yr Balance on Hand:	$		Estimated Expenditures:	$
Generated Income:			Reoccurring Expenses:	
Fundraisers:			Budget Expenses:	
Total Estimated Income:			Total Estimated Expenses:	
Date Submitted:				
Date Approved:				

Bank Reconciliation Form

PTA/PTO BANK RECONCILIATION FORM

SCHOOL _____

STATEMENT ENDING DATE _____

Ending balance per bank statement:		$
Deposits made, but not yet shown on statement:		$
	Sub-total	$
	Check Number	Amount
Checks written, but not yet shown on statement:		
	Sub-total	$
	***BALANCE**	**$**
Signature of Preparer		
(Must not be person collecting or making deposits)	Booster Treasurer	Date

*Balance must be the same amount that appears on your general ledger and check book resister for the same ending date as the bank statement ending date.

This form is to be completed monthly and put into your binder with your bank statement.

A copy of both the Bank Statement and this Bank Reconciliation form are to be reported monthly at Booster meetings.

Cash Reconciliation Form

PTA/PTO

CASH RECONCILIATION FORM

[school name]

DATE: _____

ACTIVITY FUNDS RECEIVED FROM: _____
(DESCRIPTION OF FUNDRAISING EVENT)

ACTIVITY SPONSORED BY: _____
(CLUB, CLASS, ETC)

SIGNATURE OF TICKET SELLER/ FIRST COUNTER _____

SIGNATURE OF ADMINISTRATOR/ SECOND COUNTER _____

COIN					**CURRENCY**				
$ 0.01	X		=		$1	X		=	
$ 0.05	X		=		$5	X		=	
$ 0.10	X		=		$10	X		=	
$ 0.25	X		=		$20	X		=	
$ 0.50	X		=		$50	X		=	
$ 1.00	X		=		$100	X		=	
					$2	X		=	
		TOTAL	$				TOTAL	$	

	BEGINNING CASH BOX			**CURRENCY**	
	$		$10		
	$		$5	**COIN**	
	$		$1		
	$		$0.25	**CHECKS**	
	$	$	TOTAL	*please put student name on all checks*	
				TOTAL FUNDS COLLECTED	
				LESS BEGINNING CASH	$
INITIAL		**INITIAL**			
Student Accts		Cashier		**NET DEPOSIT TO STUDENT ACCOUNTS**	

Ticket Sales Report

Box 1 of

PTA/PTO TICKET SALES REPORT

[school name]

DATE: _____ **TICKET SELLER** _____

EVENT: _____

ADULT	$ _____	**TICKET COLOR** _____	INITIAL _____	**ENDING #** _____ **BEGINNING #** _____ **# TICKETS SOLD**	X	_____
				TOTAL ADULT SALES	=	$
STUDENT	$ _____	**TICKET COLOR** _____	INITIAL _____	**ENDING #** _____ **BEGINNING #** _____ **# TICKETS SOLD**	X	_____
				TOTAL STUDENT SALES	=	$ _____
SENIOR (55+)	$ _____	**TICKET COLOR** _____	INITIAL _____	**ENDING #** _____ **BEGINNING #** _____ **# TICKETS SOLD**	X	_____
				TOTAL SENIOR SALES	=	$ _____

20-ENTRY PASS
Do NOT include this amount in ticket sales

*** PLEASE NOTE STUDENT NAME***

No. Sold	Total Sales
_____	$_____

Student Name
_____
_____

TOTAL TICKET SALES _____

NET PROCEEDS FROM CASH RECONCILIATION FORM _____

CASH SHORT / OVER $ _____
INITIAL _____

Check Request Form

PTA/PTO Check Request Form

Today's Date: _____

Person Requesting Check: _____

Check Payable To: _____

Sports Organization: _____

Purpose of Check: _____

_____

_____

Amount of Check: _____

==========

(All RECEIPTS MUST BE ATTACHED TO THIS FORM)

==========

BOARD ACTION

Date Reviewed: _____ Approved: YES ☐ NO ☐ (circle)

President: _____

Secretary: _____

==========

PAYMENT

Date Paid: _____

Check Number: _____

Treasurer: _____

PTA/PTO In Lieu of Receipt Form

SCHOOL: _____

The following expenditure was made from Booster funds. A receipt, invoice or other required back-up documentation is not available.

Check Payable To: _____

Date payment was made: _____

Amount of payment: _____

Purpose of expenditure _____

Purpose of expenditure:_____

_____

_____

_____

_____

Reason back-up documentation could not be obtained: _____

_____

_____

_____

_____

I certify that this expenditure was made for the purpose stated above, and that every effort was made to obtain the required back-up documentation.

_____

President of PTA/PTO/BOOSTER (Signature) (print name) Date

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF
SCHOOL-CONNECTED ORGANIZATION
FUNDRAISING PROJECT

School

Current Date

Name of Participating Group

Date(s) Fundraising Will Be Held

Time of Day Items Will Be Sold

NAME AND DESCRIPTION OF FUNDRAISING EVENT:

INTENDED USE OF FUNDS: (Funds may not be raised for instructional materials.)

COST OF FUNDRAISER

Item	Amount

Total Cost $

PROFIT/LOSS ANALYSIS

Estimated Income $

Less: Total Cost

Expected Profit

Print Name

Signature of Applicant

Signature of Organization Treasurer

Signature of Principal

THIS REQUEST MUST BE REVIEWED AND APPROVED PRIOR TO FUNDRAISING ACTIVITY. A COPY WILL BE RETURNED TO THE ORIGINATOR UPON APPROVAL.

FUNDS MAY NOT BE RAISED FOR INSTRUCTIONAL MATERIALS OR FOR THOSE ITEMS THAT THE SCHOOL/DISTRICT IS OBLIGATED TO PROVIDE.

APPENDIX B: BOOSTER FORMS

CHECKLIST FOR BOOSTERS

STEP 1:

- ☐ Review and confirm the organization's Bylaws.
- ☐ Verify name and/or logo to be used. District or school logos are not to be used.
- ☐ Verify or obtain tax identification number and tax-exempt status.
- ☐ Verify or obtain financial account to keep funds separate from ASB funds.
- ☐ COMPLETE Request for Authorization application (new and renewals).
- ☐ Provide current general liability Certificate of Insurance with additional insured endorsement.
- ☐ Create list of fundraising events and submit to Administrator for input.
- ☐ **Submit completed *Request for Authorization* application and Certificate of Insurance to your site Administrator.**

STEP 2:

- ☐ Reserve school facilities at fcusd.civicpermits.com
- ☐ Use the following statement on materials:
- ☐
    - **Folsom Cordova Unified School District does not sponsor or endorse this program. School-connected organizations may provide support to the District but operate independently of the school and the District. The views and opinions expressed are solely those of the organization and do not represent the District or its employees. The District assumes no responsibility or liability for this program or activity.**

- ☐ Become familiar with regulations regarding school food sales.
- ☐ Donate funds and/or purchases to the school district in accordance with district policy.
    - Consult District maintenance department prior to purchasing items that require installation or Business Division prior to purchasing goods or services that require on-going maintenance contracts.
    - All capitalized expenditures over $5,000 and any uniforms must be approved by the site Principal and processed through the Purchasing Department.
- ☐ Maintain records for continued status.

THINGS TO REMEMBER:

- ☐ Conduct fundraiser activities that do not require student participation.
- ☐ Keep PTAs/PTOs/Boosters funds separate from ASB/district funds.
- ☐ Represent activities as those of the PTA/PTO/BOOSTER, not as Folsom Cordova Unified School District or one of its schools.

Folsom Cordova Unified School District
School-Connected Organization Request for Authorization

In accordance with Board Policy 1230 and Administrative Regulation 1230 of the Folsom Cordova Unified School District, submit this request for authorization to form or renew a school-connected organization.

Note: School-connected organizations, including a parent-teacher association or organization, booster club, or other organizations that do not include an associated student body or other student organization, are established and maintained as separate entities from the school or district.

Organization Information	
☐ **New organization request**	☐ **Renewal request**
School Site	School Year
Organization Name	
Mailing Address	
Website	
Date of Application	
Purpose	

Name	Address	Phon	Email
President			
Vice President			
Secretary			
Treasurer			
Coach/Lead Teacher			
Other			

Annual Objectives (List specific goals, note if additional page attached)

Folsom Cordova Unified School District

Financial Information	
Bank Name	Account #
Bank Address	Authorized Signers
Tax ID # (EIN)	

Required Documents (Attach copies – New [N] and Renewal [R])		
☐ Acknowledgement Form signed by each officer [N,R] ☐ Annual Budget [N,R] ☐ Certificate of Insurance & Endorsement page(s) [N,R]	☐ Prior Year Profit & Loss Statement [R] ☐ Seller's Permit -if selling items [N,R]	☐ Bylaws [N] ☐ Proof of Tax ID # [N] ☐ 501(c)(3) Determination Letter [N] ☐ Proof of State Tax Exempt Statu [N]

s

If organization is temporary or does not continue, describe planned use of remaining funds.

We have read the applicable FCUSD Board policies and administrative regulations regarding School-Connected Organizations and agree to abide by them, including but not limited to:

- School-connected organizations shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at the school.
- Activities by school-connected organizations shall be conducted in accordance with law, board policies, administrative regulations, and any rules of the sponsoring school.
- The organization shall not act as an agent of the district or school.
- 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.

ACKNOWLEDGMENT

Folsom Cordova Unified School District

- 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.
- A school-connected organization may consult with the principal to determine school needs and priorities.
- Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary.
- An agreement to grant the district the right to audit the organization's financial records either by district personnel or a certified public accountant whenever any concern is raised regarding the use of funds.
- Co-mingling of school-connected organization funds with district funds, including associated student body funds, is not allowed.
- The organization shall not hire or directly pay any district employees without prior approval from the Superintendent or designee. 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. See the Quick-Reference Guide: Staffing for School-Connected Organizations for clarification on hiring practices (page 30).
- The organization shall indemnify, defend, and hold harmless the district, its officers, employees, agents and volunteers, from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages arising out of the organization's performance of its obligations under this agreement or out of the operations conducted by the organization, except for such loss or damage arising from the sole negligence or willful misconduct of the district.
- The organization shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, in an amount not less than two million dollars ($2,000,000) per occurrence for bodily injury, personal injury, and property damage. The organization's general liability policies shall be primary and shall not seek contribution from the district's coverage and be endorsed to provide that the district and its officers, officials, employees, and volunteers shall be additional insureds.

Acknowledgment	
This certifies that all sections of the Folsom Cordova Unified School District School-Connected Organization Application have been satisfied. Authorizations are granted per school year. Please submit an application for renewal annually by May 15th to continue School-Connected Organization operations.	
School-Connected Organization Signatures	
President	Date
Treasurer	Date
District Approval Signatures	
School Site Administrator	Date
Superintendent/Designee	Date
Board of Education Approval Signatures	
President of the Board	Date
Clerk of the Board	Date

BY- LAWS TEMPLATE

BY-LAWS

[school-connected organization]

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be (the SCO's official name). The SCO is located at (the school's name and address).

Section 2: DESCRIPTION – The SCO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the SCO is to enhance and support the educational experience at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at (our school) through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of (our school) students, plus all staff at (our school). There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICTIONS – Any SCO member in good standing may become an officer of the PTO.

Section 4: DUTIES –
Executive Board – Develop the SCO's annual budget, establish and oversee committees to conduct the work of the SCO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than
$100.00.
President – Preside at General SCO meetings and Executive Board meetings, serve as the official representative of the SCO, and retain all official records of the SCO.
Vice President – Oversee the committee system of the SCO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General SCO meetings, prepare agendas for official SCO meetings, hold historical records for the SCO.
Communications Secretary – Manage communications and marketing for the SCO including, but not limited to SCO newsletters, email broadcasts, website, bulletin boards, etc.
Treasurer – Serve as custodian of the SCO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a SCO member to
fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the SCO begins August 1 and ends July 31 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (our SCO), requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The SCO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of $2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General SCO meetings shall be held to conduct the business of the SCO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a SCO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Eight (8) members of the SCO present and voting constitute quorum for the purpose of voting.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any SCO member. Amendments presented at a SCO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present, and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the SCO, any funds remaining shall be donated to (our school).

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

These bylaws were adopted on _____.

Staffing After School Enrichment Clubs Reference Guide

PTAs/PTOs/Boosters provide valuable enrichment opportunities for our students. This quick- reference guide provides information to help groups decide the best way to staff for activities (e.g. after-school clubs, coaching staff, etc.). These options, outlined below, help everyone involved comply with various laws and labor agreements.

Volunteer

Volunteers are a simple and cost-effective way to staff clubs. Volunteers who undergo a background check and training will receive clearance and are allowed to work directly with students. More information about volunteer procedures can be found at www.fcusd.org/departments/human-resources/volunteer.

Stipend Paid to a Teacher/Certificated Employee

If a school-connected organization works with a teacher or other certificated employee to run an after- school club, stipend amounts for various club activities are outlined in the District's labor contract with teachers. ***Note:*** *Different scenarios pose different requirements, so contact the Human Resources Department for this option.*

FCUSD Activity List

All activities must be approved and comply with the FCUSD Activity List. For more information, please refer to the FCUSD Activity List (Risk Management) and contact Risk Management at risk@fcusd.org.

Independent Contractor

When an independent contractor runs an after-school club, they must carry their own liability and workers compensation insurance and submit a Facilities Use request. Many of our school-connected organizations successfully use this option, and the PTA website offers a tool kit with helpful resources.

Hourly Rate Paid to Classified (Non-Teaching) Employee or Parent

Currently, FCUSD does not have an hourly position that would make this option possible. Fortunately, we are working collaboratively with the CSEA bargaining unit to create an hourly Extracurricular Enrichment Leader position.

PTAs/PTOs/Boosters cannot pay staff directly.

To learn more about any of these four options,
Contact FCUSD's Human Resources Department at (916) 294-9002.

Transmittal Form Example

TRANSMITTAL OF CHECKS OR CASH

School or Site:_____ Date:_____

☐Check(s) Amount: $ Check Number(s):_____ ☐Cash Amount: $_____

Check(s) or Cash received from:_____

☐Reimbursement PO(s)# _____ ☐Donation ☐ Other

Field Trip(s), Invoice(s) #, etc. _____

Intended Use:_____

From Account & To Account:_____

_____ _____

Contact Person Signature of School or Site Administrator

Event Budget Proposal

PTA/PTO/BOOSTER EVENT
Budget Proposal

Operated by District Staff

Name of Organization	
Activity	
Facility Requested	
Dates and Hours of Facility Use	

Anticipated Income:		**Estimated Expenditures:**	
Fees Per person	$	Supplies	$
Number of participants		Food	
Donations		Custodial Cost $36/hour	
Other		Salaries (provide names and amount)	
		(other)	
Total Anticipated Income:			
		Donations being made to school, sports team, District program	
		Facility Cost (verify with Facilities)	
Total Estimated Income:		**Total Estimated Expenses:**	

Copy of flyer or advertisement needs to be attached to this budget proposal as well as a complete schedule of events and facility application at least three weeks prior to the scheduled start date of the event

To be filled out by Facilities only	
Date Submitted:	

BOOSTER Budget Proposal

BOOSTER [year]

Budget Proposal

[school name]

Previous Yr Balance on Hand:	$		Estimated Expenditures:	$
Generated Income:			Reoccurring Expenses:	
Fundraisers:			Budget Expenses:	
Total Estimated Income:			Total Estimated Expenses:	
Date Submitted:				
Date Approved:				

Bank Reconciliation Form

BOOSTER BANK RECONCILIATION FORM

SCHOOL _____

STATEMENT ENDING DATE _____

Ending balance per bank statement:		$
Deposits made, but not yet shown on statement:		$
	Sub-total	$
	Check Number	Amount
Checks written, but not yet shown on statement:		
	Sub-total	$
	***BALANCE**	**$**
Signature of Preparer		
(Must not be person collecting or making deposits)	Booster Treasurer	Date

*Balance must be the same amount that appears on your general ledger and check book resister for the same ending date as the bank statement ending date.

This form is to be completed monthly and put into your binder with your bank statement.

A copy of both the Bank Statement and this Bank Reconciliation form are to be reported monthly at Booster meetings.

Cash Reconciliation Form

BOOSTER CLUB

CASH RECONCILIATION FORM

[school name]

DATE: _____

ACTIVITY FUNDS RECEIVED FROM: _____
(DESCRIPTION OF FUNDRAISING EVENT)

ACTIVITY SPONSORED BY: _____
(CLUB, CLASS, ETC)

SIGNATURE OF TICKET SELLER/ _____
FIRST COUNTER

SIGNATURE OF ADMINISTRATOR/ _____
SECOND COUNTER

COIN					**CURRENCY**				
$ 0.01	X		=		$1	X		=	
$ 0.05	X		=		$5	X		=	
$ 0.10	X		=		$10	X		=	
$ 0.25	X		=		$20	X		=	
$ 0.50	X		=		$50	X		=	
$ 1.00	X		=		$100	X		=	
					$2	X		=	
		TOTAL	$				TOTAL	$	

				CURRENCY	
BEGINNING CASH BOX					
$		$10		**COIN**	
$		$5			
$		$1		**CHECKS**	
$		$0.25	*please put student name on all checks*		
$	$	TOTAL	**TOTAL FUNDS COLLECTED**		
			LESS BEGINNING CASH		$

INITIAL		**INITIAL**		
Student Accts		Cashier	**NET DEPOSIT TO STUDENT ACCOUNTS**	

Ticket Sales Report

Box 1 of

BOOSTER TICKET SALES REPORT

[school name]

DATE: _____ **TICKET SELLER** _____

EVENT: _____

ADULT	$ _____	**TICKET**	_____	**ENDING #**		_____
	_____	**COLOR**	_____	**BEGINNING #**		_____
			INITIAL	**# TICKETS SOLD**		_____
					X	_____
				TOTAL ADULT SALES	=	$
STUDENT	$ _____	**TICKET**	_____	**ENDING #**		_____
	_____	**COLOR**	_____	**BEGINNING #**		_____
			INITIAL	**# TICKETS SOLD**		_____
					X	_____
				TOTAL STUDENT SALES	=	$ _____
SENIOR	$ _____	**TICKET**	_____	**ENDING #**		_____
(55+)	_____	**COLOR**	_____	**BEGINNING #**		_____
			INITIAL	**# TICKETS SOLD**		_____
					X	_____
				TOTAL SENIOR SALES	=	$ _____

20-ENTRY PASS
Do NOT include this amount in ticket sales

*** PLEASE NOTE STUDENT NAME***

No. Sold _____ Total Sales $_____

Student Name

_____

_____

TOTAL TICKET SALES _____

NET PROCEEDS FROM CASH RECONCILIATION FORM _____

CASH SHORT / OVER $ _____

INITIAL

Check Request Form

PTA/PTO Check Request Form

Today's Date: _____

Person Requesting Check: _____

Check Payable To: _____

Sports Organization: _____

Purpose of Check: _____

_____

_____

Amount of Check: _____

==========

(All RECEIPTS MUST BE ATTACHED TO THIS FORM)

========== BOARD ACTION

Date Reviewed: _____ Approved: ☐ YES ☐ NO (circle)

President: _____

Secretary: _____

==========

PAYMENT

Date Paid: _____

Check Number: _____

Treasurer: _____

BOOSTER In Lieu of Receipt Form

SCHOOL: _____

The following expenditure was made from Booster funds. A receipt, invoice or other required back-up documentation is not available.

Check Payable To: _____

Date payment was made: _____

Amount of payment: _____

Purpose of expenditure _____

Purpose of expenditure:_____

_____

_____

_____

_____

Reason back-up documentation could not be obtained: _____

_____

_____

_____

_____

I certify that this expenditure was made for the purpose stated above, and that every effort was made to obtain the required back-up documentation.

_____

President of PTA/PTO (Signature) (print name) Date

FOLSOM CORDOVA UNIFED SCHOOL DISTRICT
REQUEST FOR APPROVAL OF
SCHOOL-CONNECTED ORGANIZATION
FUNDRAISING PROJECT

School

Current Date

Name of Participating Group

Date(s) Fundraising Will Be Held

Time of Day Items Will Be Sold

NAME AND DESCRIPTION OF FUNDRAISING EVENT:

INTENDED USE OF FUNDS: (Funds may not be raised for instructional materials.)

COST OF FUNDRAISER

Item Amount

Total Cost_ $

PROFIT/LOSS ANALYSIS

Estimated Income $

Less: Total Cost

Expected Profit

Print Name

Signature of Applicant

Signature of Organization Treasurer

Signature of Principal

THIS REQUEST MUST BE REVIEWED AND APPROVED PRIOR TO FUNDRAISING ACTIVITY. A COPY WILL BE RETURNED TO THE ORIGINATOR UPON APPROVAL.

FUNDS MAY NOT BE RAISED FOR INSTRUCTIONAL MATERIALS OR FOR THOSE ITEMS THAT THE SCHOOL/DISTRICT IS OBLIGATED TO PROVIDE.

Date: _____

Re: Welcome to the _____ Boosters

Dear Parents/Guardians,

The Booster Club is an organization made up of parent/guardian volunteers, who join together to provide support to the school and students for a specific program or activity. They are welcome to volunteer, collect donations, and participate in fundraising opportunities. Fundraising and donations are used to cover the costs associated with the specific program or activity, such as transportation, uniforms, entrance fees, lodging, etc.

Although not required, parent/guardian participation through volunteer hours and financial donations are greatly appreciated. Financial donations are accepted at any time; however, it is most useful for the designated Booster Club to receive donations by a specified date, in order to timely plan for the year's events. Upon receipt of the donation, the designated Booster Club will send the donator a receipt for their records.

Please note it is not required to provide a reason for not volunteering or donating, and students will not be prevented from participating in any activities/programs for lack of either.

We truly appreciate your support in providing a superior experience for the students!

Sincerely,

_____

Name

_____

Title

BOOSTERS

Voluntary Program Contribution Form, 2025 – 2026

Please complete this form and return it to the coach, teacher, and/or principal in a sealed envelope, preferably on or before (date)_____

Student Name:

_____(print

) Home Address: _____

Parent Name (1) : _____

_____(print) Parent Cell

Phone: _____

Parent Email: _____

Parent Name (2) : _____

_____(print) Parent Cell

Phone: _____

Parent Email: _____

BOOSTER TYPE: _____ PROGRAM / ACTIVITY NAME: _____

Ideally, each family will make a monetary donation and/or volunteer. Based on the number of students in this program, Boosters estimates it will cost approximately $_____per student to attend anticipated events. In addition, it would be most helpful if parents could volunteer for at least _____hours during the school year (or #_____events).

Please note, you are <u>not</u> required to provide a reason if you cannot or choose not volunteer or donate, and your student will <u>not</u> be prevented from participating in any activities if you do not donate or volunteer.

<u>Please check all boxes that apply:</u>

We voluntarily commit to….

- A financial donation of the suggested amount listed above ($_____) and we agree to make this commitment by _____(date). Donation receipts will be mailed for your records.
- A financial donation of $_____ and agree to make this payment by _____(date). Donation receipts will be mailed for your records.
- Parent volunteer for up to ____hours for the following events:

□ _____
□ _____
□ _____
□ _____

□ _____
□ _____
□ _____
□ I can fill in where needed

If you have questions or concerns regarding your donation of volunteer hours, please contact the coach, teacher and/or principal, at the immediate school site.

PARENT ***Print Full Name***	PARENT ***Signature***	Date:

ADDITIONAL <u>OPTIONAL</u> DONATIONS

Additional donations to the Boosters are completely optional and are gratefully accepted. These donations are used to purchase and cover major items such as _____, other program expenses, including the costs associated with students' families that are unable to donate**. All donations are confidential**. Please visit the school site web address for information regarding individual and/or corporate sponsorships for alternative non-confidential sponsorship opportunities to help the program/activity while promoting your business!

- ☐ We would like to make a general donation of $_____towards the greatest need.
- ☐ We would like to sponsor a student who may experience financial hardship for: Full program amount $_____ Partial program amount $_____
  (Please note that a sponsorship is confidential. Identities of sponsored students and/or sponsors will not be released to the sponsor or recipient.)

THANK YOU FOR YOUR SUPPORT!