

2026 | 2027

Booster Club

Annual Training



Why we are here...

- Provide organizational and financial guidance
- Protect assets, volunteers, the organization, as well as the district.
- Ensure compliance with policies, UIL, state, and federal laws
- Ensure that organizations are operating in the best interest of all LDISD students.

All information falls under 3 categories:

- Law – Things we do because it falls under TEA, UIL, TDA, GASB, IRS, and Federal/State Government.
- Policy – Things we do because of School Board Policy
- Practice – Things we do to implement the Law and Policy. District practices may be more restrictive to support and protect our students and assets.

Purpose of a Booster Club

A booster club is a school district approved club formed by parents and other interested non-student adults to work for the best interest of and in a manner conducive to the enhancement of educational programs of the district.

Booster clubs provide parents and interested community members a means to support extracurricular activities beyond serving as mere spectators. Booster clubs hold fundraisers, organize banquets and donate merchandise to the schools.

Purpose of a Booster Club

The decision making process includes three key members:

- Booster Club Officers and Members
- Head Coach / Head Director
- Campus Principal

Purpose of a Booster Club

Membership in a booster club is not mandatory for student participation.

Membership is optional and should be worded and advertised as such to parents, students, and the school community.

Lack of Transparency

Joining the booster club is by word of mouth.

Joining the booster club is an “exclusive” group. Only a few people know when meetings occur.

“Why all the fundraising?”

Transparency!

Joining the booster club should be advertised to all students and families that are enrolled in the program.

There should be posted meeting dates, times and minutes for ALL to see the actions of the booster organizations.

Campus Principal should approve ALL fundraising efforts on campus to avoid overlap and market saturation.

Volunteering in LDISD

LDISD Board Policy requires that each volunteer undergoes a 2-step background check BEFORE working with students. This background check must be renewed each new school year after July 15.

All volunteers must complete the online application form at <https://www.ldisd.net/parents/volunteer>. Once completed, print and sign the DPS form and take it to your child's campus or central services with our Driver's License for identity verification. Incomplete applications will not be approved.

Be aware that processing can take up to 2-3 weeks, especially at the beginning of the school year.

Volunteering in LDISD

Who should complete the yearly volunteer background check?

- Anyone serving in campus buildings before school, after school, and during the school day.
- Booster club / PTA officers
- On field or event helpers
- Chaperones
- Meal prep or delivery helpers
- Parents who help with fundraising
- Concession stand workers

PTA/Booster Club Guidelines

All officers must have access to the LDISD PTA / Booster Club Guidelines Document.

[PTA/Booster Club Guidelines 2026-2027](#)

This document contains more specific information not necessarily covered in this training.

All forms are located in the LDISD PTA/Booster Club document.



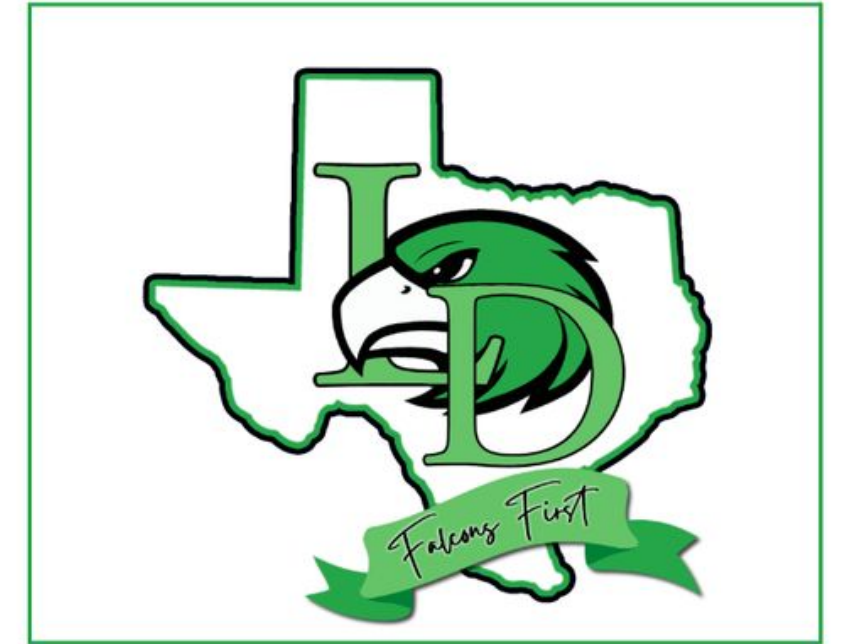
**Lake Dallas
Independent School District
PTA / Booster Club Guidelines
2026-2027**

Updated July 2026

Booster Club Annual Update 2026

Working Expectations of Booster Clubs

- Be open and inclusive to all families that have students in the program.
- Be transparent with financial statements, meeting procedures, and fundraising efforts.
- Work proactively with the head coach/head director and campus administration for the benefit of the students served in the program.
- Fully understand that joining or serving in a booster organization does not guarantee playing time or allow for preferred conditions for student or parent volunteer.



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Updated July 2026

Working Expectations of Booster Clubs

- All meetings must be open to the public, approved by the sponsor/principal, and added to the campus calendar AND the LDISD Master Calendar.
- Sponsor/Principal or designee must attend all regularly scheduled meetings, executive board meetings, and special meetings.
- No alcohol or tobacco at booster events.
- Comply with LDISD policies, UIL regulations, and Federal and Texas State Tax Laws.
- Booster clubs should not allow married couples to hold two officer positions.

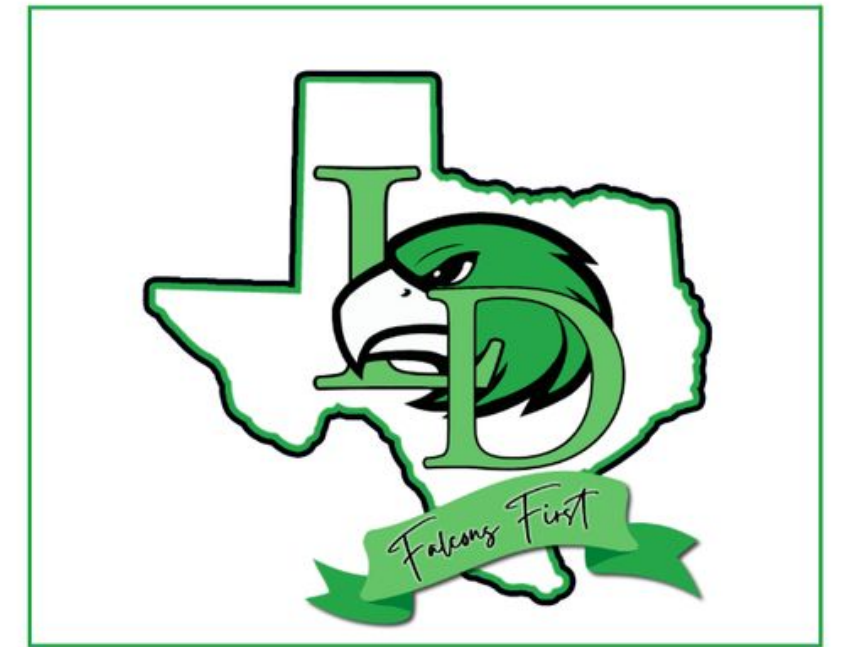


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Working Expectations of Booster Clubs

- Have established bylaws to ensure stability, help resolve conflict, define processes, and provide a roadmap for future officers.
- Keep minutes of all meetings and audited financial reports for a minimum of 7 years.
- Pay all taxes and other debts incurred by the Booster Club in a timely manner.
- Elect officers by member vote.
- Booster club officers must have a child active in the program.
- A member without a child active in the program shall not handle money.

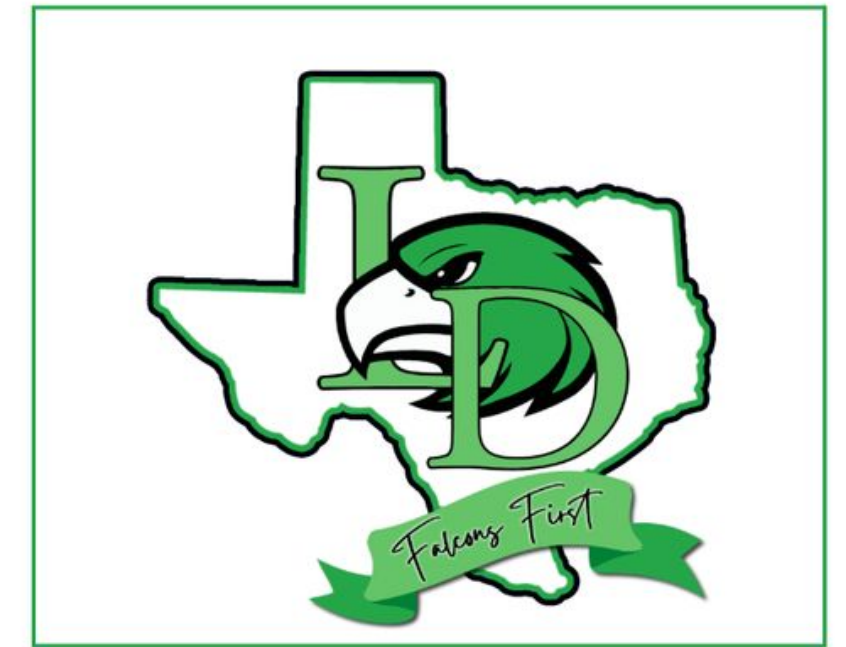


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Booster Clubs shall not...

- Use school facilities without prior approval from campus principal. Sponsor must complete an IIQ Event form online.
- Establish a “petty cash” or “miscellaneous fund” account for the district staff to use at their discretion.
- Directly employ, contract, supplement or in any other way compensate a consultant, clinician, accompanist or paraprofessional for work performed without prior approval from the director/sponsor and campus principal.
- Sign contracts for student travel associated with the campus, student group, or organization without prior approval from district administration. Student travel contracts must go through the Superintendent’s office.



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LDISD EMPLOYEES HOLDING PTA/BOOSTER CLUB OFFICER POSITIONS

District employees are NOT allowed to hold any LDISD school PTA/PTO/Booster club officer position that has a financial capacity. “Financial capacity” shall include President, Vice President, Treasurer, Fundraising chair, check signer, or any other function that involves the receipt and distribution of money.

Bylaw Requirements

- Establish a maximum tenure of office for positions (term limits).
- Establish the fiscal year dates in which the booster club will operate.
- Establish an audit committee for financial records.
- Member approval of operating budget.
- Establish criteria for membership.
- Contain a dissolution statement such as: "Upon dissolution of the Club or the winding up of its affairs, the assets of the club shall be distributed exclusively to the program activity fund at the designated campus."

Political Affiliation and Support

Booster organizations should prohibit political candidates or political parties from publicizing in booster club documents. This includes sponsorship of activities, events, or seasons.

Booster organizations should review business and organization information and/or materials prior to use for appropriateness.

All sponsorships and paid advertisements must be reviewed first by the director or coach then by the campus principal.

Annual Budgets and Finances

Annual Budgets must be formulated by the executive board & sponsor and approved by the members. Once approved, it serves as a guide for the fiscal year. When there are additional expenses or changes, a vote to approve must occur at a regular booster meeting with a quorum present.

Must have EIN and bank account under the club name.

Must apply for and maintain a 501(c)(3) status as recognized by the IRS.

Items which become the personal property of the student (cheerleader uniforms, band t-shirts, etc.) are not exempt from tax and must be charged sales tax (8.25%).

Each PTA/Booster Club, qualifying 501(c)(3), can have two (2) tax free days per calendar year. Items can also be sold during the tax-free weekend in August without collecting sales tax!

“Pay to Play” messaging

There are NO player fees

Wording has become synonymous
with booster club fees.

Families/athletes feel they need to pay
the fee to play.

To join the booster club...optional
To play on the team...the perception is
that it is mandatory.

Reality...

Athletics

**No fees to play;
ie. no “player fees”**

Fine Arts

**Some fees attached to some
program offerings.**

**Most Fine Arts have a program
related fee & may (or may not)
have a Booster Club fee.**

PTA/Booster Club Finances

- Officers should collect money and make deposits in a timely manner.
- No less than two (2) people should count monies collected and document the amount given to the officer for deposit.
- Use PRE-NUMBERED bank checks with TWO (2) officer signatures being required on ALL checks.
- Debit card use should be limited and used for special circumstances only. Receipts for such purchases must be provided to the treasurer in a timely manner.
- Booster Club funds should not be used to support non-school activities without approval (ie. summer league/select teams).
- The Treasurer must provide a financial report to the members on a monthly basis (at each monthly meeting).

PTA/Booster Club Finances

- The organization must apply for/maintain tax-exempt status under IRS rules.
 - **A copy of your 501(c)(3) determination letter should be on file in the office of the Chief Operations Officer.** Booster Clubs shall NOT use the LDISD tax identification number OR tax exemption form when making club purchases.
- Books must be audited a minimum of once per year (ideally in May/June).
 - A mid-year audit is recommended but not required.
- Audit committee guidelines should be reviewed each year by the officers and head coach/director.
- Campus Principal must submit a form for any contribution over \$1,000 including any facility improvement donation.

Fundraising

- Fundraising projects must be approved by the campus principal. This is so that different groups do not overlap efforts and compete against each other for sales.
- Funds raised cannot be credited to individual student or parent accounts.
- The **IRS** prohibits tax-exempt organizations from requiring people to participate in fundraisers. Likewise, PTA/Booster Clubs may not require an amount be “donated” in lieu of participating in the fundraiser.
- If a student decides not to participate, that student cannot be excluded from having the opportunity to equally benefit from the fundraiser and cannot be penalized in any way for choosing not to participate in the fundraiser.
- Raffles/Bingo come with very strict IRS requirements. The language of the law is very technical. Check statutes to see if you qualify.

\$500.00

Gift Limit

Coaches and directors of UIL academics, athletics, and fine arts may not accept more than \$500 in money, product, or service from any source in recognition of or appreciation for coaching, directing, or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift

Chain of Command

In the event of concerns or issues related to booster activity, members should follow the chain of communication the the following progression.

- Booster Officers
- Campus Coach, Director, or Sponsor
- Campus Assistant Principal designee
- Campus Principal
- Director of Student Initiatives/Fine Arts or Director of Athletics
- Chief Operations Officer

Must follow all UIL rules and regulations

Role of Booster Clubs

Written Policies

Role of Parents

Role of Coaches and Directors



<https://www.uiltexas.org/policy/guidelines-for-booster-clubs>

Must follow all UIL rules and regulations

UIL Amateur Rule – C&CR Section 441 (athletics only)

Student-athletes can NOT...

- Accept money or valuable consideration for participation.
- Receive payment for NIL for promotion of anything athletic related.
- Accept professional contracts/tryouts with professional teams.
- Receive excessive or improper awards/compensation tied to athletic performance.

UIL Awards Rule – C&CR Section 480 (athletics, music & academics)

Students MAY receive:

Symbolic Awards (medals, certificates, patches)
Awards must be of nominal value & UIL approved.
Awards must be given from the school, the school district, or the contest sponsor.

Students may NOT receive:

Cash awards or gift cards
Merchandise, equipment, services, or other items of monetary value.
Awards from outside individuals or organizations unless specifically approved by UIL.

Key Deadlines

August 1

Complete Financial Audit

Adopted budget to campus sponsor (before 1st day of classes)

September 1

To Chief Operations Officer (digital copy preferred)

Booster Club Information Sheet

Financial Recap Report

Completed and Signed Financial Audit

Bylaws (with membership approved updates)

To Campus Principal (original)

Booster Club Information Sheet

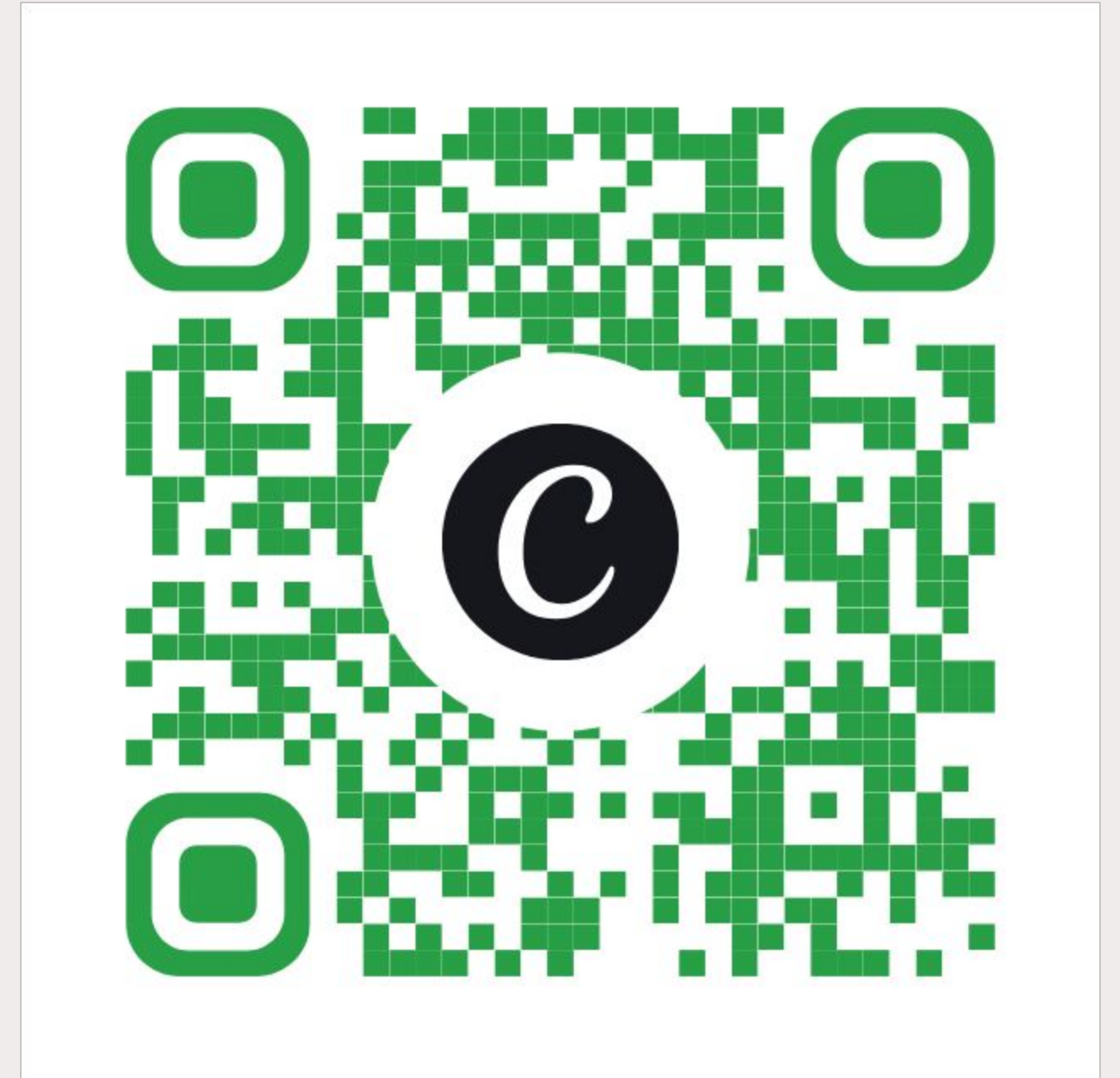
Fundraising Approval Form

Verification

All booster club officers, head coaches, head directors, and sponsors must complete the following

[BOOSTER CLUB VERIFICATION FORM](#)

to indicate that each has read the LDISD booster club training slides.



District Contacts

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Thank You!