BOOSTER CLUB / PTO HANDOUT

Moss Point School District recognizes the fact that Booster Club/PTOs are essential components of successful athletic teams and academic programs as they provide necessary financial support to our teams and programs. The main purpose of the Booster Club/PTO is to provide additional resources for the athletic teams and academic programs to have an enhanced athletic or educational experience. They should work closely with the Head Coach/Sponsor to enhance the program offered to all students. This may include additional supplies and equipment, travel to appropriate events, entrance fees for events, or end of the year award ceremonies. To avoid scheduling conflicts, please clear all dates for year-end ceremonies with the Athletic Director and/or Principal.

Booster Club/PTOs should limit their roles to lending financial support and not try to help coach, direct, schedule, or administer the team or program. The Head Coach/Sponsor is responsible to communicate their goals with the Booster Club/PTO to form a collaborative effort for the good of the students and the program. Financial support should focus on those goals, as do our existing budgets. The primary focus of the fundraising should not be to purchase personal items for individual students. All money raised by the Booster Club/PTO shall be spent under the guidance of the Head Coach/Sponsor. Booster Club/PTO members should not spend money without the approval of the Head Coach/Sponsor and the approval of the entire voting membership. Members should not work independently to raise money for items not authorized by the Head Coach/Sponsor.

The Booster Club/PTO should be established in one of two ways:

(1) Officers - elected by the members each year or for a term of 3-years; or
(2) Board of Directors - appointed by the Head Coach/Sponsor to serve no more than 3 consecutive years

The Booster Club/PTO should have a Constitution with by-laws and established procedures. This will help the club continue to operate in the event of a new Head Coach/Sponsor, or when new officers are elected. The Officers or Board of Directors should be elected or notified by June 1, each year, so they can prepare for the upcoming school year. They should also communicate with the Athletic Director or Principal in June or July, each year, to receive current information or updates on District policies. The contact information should be updated annually, as necessary. **A list of current Booster Club/PTO officers or Board of Directors and their contact information should be on file in the Business Office.** (Form attached)

The Booster Club/PTO should be registered with the Secretary of State as a Charitable Organization. The required paperwork is attached. Registration may be completed online www.sos.ms.gov You can also search for registered charities on the website.

All support groups should establish a checking and/or savings account for the deposit of their funds.

The Moss Point School District prohibits any employee from being the treasurer of a Booster Club/PTO or from being an authorized check signer on any Booster Club/PTO bank account.

At least two people should always count the money and sign off on the amount being deposited. Additionally, two officers should always be required to sign a check for expense purposes. Receipts should be required for all payments or reimbursements. A monthly financial report should be completed by the treasurer; then, reviewed and approved by the Booster Club/PTO members. **A quarterly financial report must be submitted to the Business Office on October 15th, January 15th, April 15th, and July 15th of each year.** A copy of the reconciled bank statement should be attached to the quarterly report. If there is a quarter in which your Booster Club/PTO has no financial activity, you still need to submit a form verifying that you did not have any activity during the previous three months. (See Exhibit B)

The financial report should include:

1. a list of deposits – including a detailed explanation of how the money was received (dues, sales, concession money, fundraisers, etc.)
2. a list of expenses – including a detailed explanation of what was purchased (supplies, equipment, travel, trophies, etc.)
3. a copy of the reconciled bank statement-balance corresponding to the financial report
4. any other detailed explanation of activity that may be pertinent

In order to do any type of fundraiser, the Booster Club/PTO must first complete a fundraiser request form and obtain all signatures required. (Form attached) If the fundraiser will be on school district property, a facility usage form must be submitted with the fundraiser form. This helps to keep two or more organizations from doing a fundraiser at the same time. Once it is approved and the fundraiser begins, the money should not be handled by the coaches or sponsors. It should be handled by the Booster Club/PTO members and should be deposited daily after being collected. After the completion of a fundraiser, the post activity section of the request form must be completed and submitted within 5 business days. Future fundraisers will be denied until post activity reports for completed fundraisers are received.

The Booster Club/PTO should record minutes of the meetings and all decisions, especially those regarding financial matters. Upon the changing of officers, the treasurer should provide an inventory of any equipment owned by the group, along with all banking instruments to the in-coming treasurer.

The Business Office is available to help any Booster Club/PTO with setting up their financial report; however, the sole responsibility for documenting transactions remains with the Booster Club/PTO officers or board of directors. Useful websites include www.ptotoday.com, www.pta.org, and www.boosterclubs.org.

The Moss Point School District maintains the right to deny privileges to any Booster Club/PTO that fails to comply with these guidelines.

Moss Point School District

Booster Club / Parent Teacher Organization
Information Sheet

Official Name _____

Statement of Purpose

Objectives

Members

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

President _____

E-Mail _____

Phone / Cell Phone _____

Vice President _____

E-Mail _____

Phone / Cell Phone _____

Treasurer _____

E-Mail _____

Phone / Cell Phone _____

Secretary _____

E-Mail _____

Phone / Cell Phone _____

List Names of those who will sign checks (Checks MUST have at least TWO Signatures):

_____ _____

_____ _____

Beginning of Year Financial Statement Provided by:

_____ _____

Signature Date

Beginning of year Financial Statement Received by:

_____ _____

Signature Date

Moss Point School District

FINANCE
4924 Church St.
Moss Point, MS 39563
(228) 475-4558 (phone)
www.mpsdnow.org

Quarterly Treasurer's Report

Organization Name _____

Beginning Cash Balance $ _____

Income/Receipts

_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
Total receipts	$ _____	$ _____

Expenses/Checks

_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
Total expenses	$ _____	$ _____

Ending Cash Balance $ _____

*Ending cash balance should be reconciled to monthly bank statement.

___ Bank Statement Received:

_____ _____

Signature Date

Due Dates:

October 15 ___
January 15 ___
April 15 ___
July 15 ___

MOSS POINT SCHOOL DISTRICT

Fundraising Permission Request

Organization:_____ Campus _____

Permission is requested to conduct the following money-raising activity: _____

Is this a MPSD support group event? ☐ yes ☐ no

Is any third party vendor/business involved? ☐ yes ☐ no

(Example: Dance studios, sport clubs, restaurants, online stores)

If yes, name of vendor: _____

Description of fundraiser and/or items to be sold:

_____

_____

Specific purpose(s) for which the net proceeds are to be used:

_____

_____

Begin Date: ___/___/___ (MM/DD/YY) End Date: ___/___/___ (MM/DD/YY)

On Campus ☐ yes ☐ no Off Campus ☐ yes ☐ no

Location: _____

(example: gym, cafeteria, lecture hall)

Time of day (if applicable): _____

Facilities must be reserved through designated campus personnel. Be sure to request necessary custodial services, door access and HVAC. You may be charged for personnel costs associated with facility usage.

No one (employees/PTA/boosters) is authorized to sub-let or reserve District facilities for outside organizations.

Sponsor/Coach must remain present during the event.

Please initial that you have read and will comply with these statements. _____

I have requested permission to conduct a money-raising activity, and I will be responsible for the accountability of all monies collected. Permission must be received from the District prior to conducting the activity.

Please initial that you have accepted this responsibility. _____

_____ ___/___/___

Organization Requestor's Signature Date

_____ ___/___/___

Principal (or Designee) Signature Date

_____

Organization Rep Name Printed Name

_____

Athletic Director's Signature

_____

Rep Phone #

_____

Rep email address

_____ ___/___/___

Superintendent's Signature Date

_____ ___/___/___

Sponsor/Coach Signature Date

_____

Sponsor/Coach Name Printed Name

_____ ___/___/___

Board Approved Date

Post Fundraiser Report

Total Amount Spent: _____ Total Amount Collected: _____ Total Amount of Profit/Loss: _____

_____

Contact Person Signature/Date:

_____ ___/___/___

Business Office Signature Date

Moss Point School District
Responsibility Form

I/we hereby certify that I/we shall be personally responsible, on behalf of my/our organization, for any damage or unnecessary abuse of school building, grounds or equipment growing out of the occupancy of said building/facility by my/our organization.

I/we further agree to abide by and enforce the rules and regulations of the Moss Point School District governing the non-school use of school facilities. I/we also agree that by executing this document, we acknowledge receipt of the district's policy concerning use of facilities. I/we are authorized to act on behalf of said corporation.

Name of Person or Organization: _____

Address: _____

Business Phone: _____ Residence Phone: _____

Applicant Signature: _____ Date: _____

*Concession stands and other facilities