

Newbury Park High School Booster Club Presentation

Conejo Valley Unified School District

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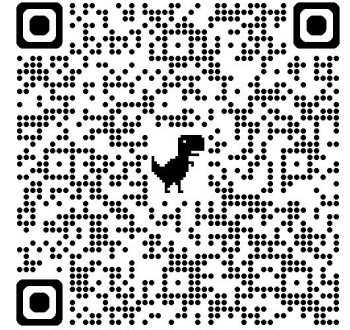
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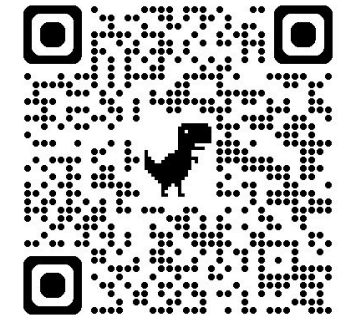
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This Slide Deck



**CVUSD Booster
Club Handbook**



Thank You!

Booster Club Philosophy



The student activity programs of CVUSD are a vital part of the high school experience and every student should have the opportunity and be encouraged to become involved in school activities beyond the academic program. Because of the high cost of these student programs, booster clubs have been formed by the parents and supporters of Newbury Park High School providing the financial and personal support needed for a quality program. The Conejo Valley Unified School District Board of Education recognized that parents may wish to organize booster clubs for the purpose of supporting special programs. These programs may include athletic teams, debate team, school musical groups, academic groups and other activities that provide a source of positive involvement for students. The Conejo Valley Unified School District Board of Education is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life.

CVUSD Booster Handbook

Key Links from the CVUSD Booster Club Handbook:



- [Facilitron](#)
- [Booster Bylaws Exemplar Template](#) (*Bylaws should be reviewed annually*)
- [Booster Reauthorization Packet](#)
- [Booster Club Insurance Requirements](#)
- [Booster Club Authorization for Payment & Coaching Agreement](#) (BAP)
- [CVUSD Athletic Coach Stipend Salary Schedule](#)
- [Activity/Fundraising/Marquee Announcement Request Forms](#)
 - [Fundraising Approval Form](#)
- [Uniform Purchase & Loan Agreement](#)
- [FCMAT Booster Club Guidelines](#)



BOOSTER CLUB HANDBOOK

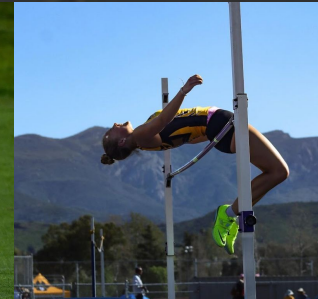
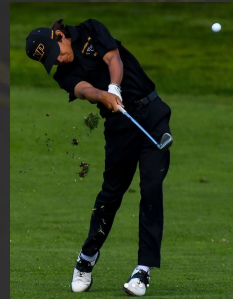
Conejo Valley Unified School District

NPHS Booster Resources

- [Master Booster Google Drive Folder](#)
- [Booster Knowledge Base Document](#)
- [Logo and Banner Guidelines](#)

Reauthorization

- [Reauthorization Instructions](#)
- [Reauthorization Timeline](#)
- [Reauthorization Packet Template](#)



Action Items - Reauthorization

- ~~Conduct Booster Club Board Elections~~ (Spring to do)
- SAVE THE DATE - September 17th, 2025 - Reauthorization Evening Event
- Mark your Calendar! Reauthorization Packets due: October 1st, 2025
 - Elizabeth Alamilla- Athletics
 - Michelle Larson - Activities
- ~~Update bylaws, Insurance Renewal, New board approve proposed budget~~ ~~release funds for summer spending~~
- ~~Begin 2024-2025 Annual Financial Report~~
- ~~Start planning for annual audit~~ (Spring to do)



Booster Guideline Highlights

- Booster Club meetings must be held on the NPHS campus or CRPD location
- Money Minder is Preferred Accounting Platform for NPHS
- No player will be excluded from participation regardless of their donation/fundraising efforts
 - No lists of who has and has not donated/fundraised should be generated
 - Coaches should not be privy to who has/has not made donations or fundraised
 - “Recommended Donation” “Fee”
- Coach/Booster Relationship/Communication Expectations
 - Clarity of roles of coaches vs. boosters
 - Communicate with coach (fundraisers, activities, events. etc.)
 - No undue influence



Booster Guideline Highlights continued...

Booster Clubs may not pay stipends directly out of booster funds (Payroll/Tax Laws)

All Booster Club paid coaching stipends must be approved before a timesheet can be released for payment. In order to prevent a delay in a coach receiving pay, the Booster Agreement Form must be submitted to the Athletic/Activities Office no later than:

1. Summer Sports/Activities: The last Friday in May
2. Fall Sports/Activities: The last Friday in August
3. Winter Sports/Activities: The last Friday in November
4. Spring Sports/Activities: The last Friday in February

****Note:** Payment will be received the following month

Form: Booster Clubs must submit a [Booster Club Authorization for Payment](#) form indicating the coach's/specialists name, season/year, stipend amount, and a signature from the Coach, Booster Club President and Treasurer. The District will then issue a check to the coach and the Booster Club will be billed by the District for the stipend at a later date.

Coaching Stipends may not exceed the maximum allowed as set by the Conejo Valley Unified School District. [Athletic Salary Schedule](#)

Social Media Accounts

- note "booster account" in the account description, share name and contact of person managing the account with Activities/athletics office

Pesticides/Herbicides

- The use of any pesticide or herbicide is strictly prohibited on the NPHS campus or any other CVUSD facility.

CVUSD - Booster Relationship

Booster clubs and parent organizations:

- Are legally separate from the district.
- Are not under the legal control of the district superintendent, board of education, site administrators, or other district staff or students.
- Must remain completely separate from district Assisted Student Government (ASG) organizations.
- Must not administer or supervise ASG organizations.
- Must never commingle funds with ASG or district funds.
- Cannot keep funds in ASG or school safe.



Fundraising - Donations

- Money generated by the booster clubs must be planned, operated and executed by the booster clubs. This clarifies the distinction between booster clubs and ASG Student Activities.
- Boosters may donate to student accounts, but student account money may not be used or transferred to booster club accounts.
 - Any money that booster clubs donate to the student accounts become student and advisor controlled, without influence from the booster club organization. Please be aware of this policy before transferring money to an ASB account.
- Be reminded that no player will be excluded from participation regardless of their donation
 - *California law guarantees students a public education free of charge, including extracurricular activities. Students are therefore entitled access to educational activities, and to all materials, supplies, equipment and uniforms necessary for the educational activity, without charges or security deposits. There are some narrow fee authorizations in the law, and we ask for and encourage donations to assist us in our effort to continue providing high quality courses and activities, but all donations are strictly voluntary. Please visit the Newbury Park High School website for more information, and/or contact the Principal if you have any questions or concerns.*

Fundraising - Donations continued.....

- Donations are not required to participate in the sport or activity
- Boosters can not charge a “fee”. Please refrain from using the terms “fee” or “requisite donation” on any communications with your families. “Recommended Donation” is preferred language.
- Booster Treasurer and President shall be the only board members with knowledge of who has and has not donated to the program. Coaches shall not be privy to who has and has not donated to the program.
- Boosters cannot send out invoices for the recommended donation amount to families that have not donated.
- Boosters cannot require fundraising to be on a team.
- Donations to the Booster club are eligible for Corporate Matching Programs

Fundraising - Donations continued.....

Sponsorship:

- Any fundraising where Newbury Park High School is represented requires approval from the Assistant Principal. You may not use the high school mascot name or any other slogan or moniker without approval. Only with written approval can fundraising be done in the name of Newbury Park High School.

Sales/Concessions:

- The ASB is the only authorized dealer of Newbury Park High School athletics wear or merchandise. If a booster club chooses to purchase and/or sell shirts, hats, and seat cushions, etc., prior approval must be given by the Assistant Principal before ordering. This rule is designed to insure that the content, colors, and competition is monitored. Price of the item being sold and location where sales will take place are also important information. Concessions at sporting events must be authorized by the Assistant Principal (i.e. concessions at games, program sales at games, pancake breakfasts, etc.). Booster Clubs are not guaranteed concessions.

Vendors (Food):

- All contracted food vendors must have both site and school district approval for all events. For all events on CVUSD property, all requests must be submitted to the District Office using a Civic Center Permit at least two weeks prior to the event.

Fundraising - Donations continued.....

Below is a sample policy from RVNA (event insurance) and a list of exclusions regarding general liability coverage, that Booster groups need to be aware of when scheduling fund raising events:

1. Unmanned Aircraft (drones): claims related to the ownership, maintenance, use, or entrustment are not covered. BP 3515.21 Unmanned Aircraft Systems (Drones)
2. Entertainment Products: personal and advertising injury coverage does not apply to Entertainment Products defined as any and all programs, productions, performances, films, television programs, recordings, exhibitions, publications, materials and media of any kind, type, or form and in any stage of completion
3. Errors and Omissions coverage excluded
4. Motorized Events are not covered
5. Pyrotechnics and Explosives: fireworks, pyrotechnic devices, or any explosive materials are not covered
6. Sports or Athletic Participant: bodily injury coverage is excluded for anyone instructing or supervising; trying out for; training or practicing for; or participating in; any athletic event, athletic contest, or athletic activity that you organize, promote or sponsor.
7. Cyber Event: The insurance does not cover any loss, damage, fees, costs, charges, expenses and/or liability arising directly or indirectly out of, or in any way related to any cyber event.
8. Mechanical Amusement Device, use, sale or rental of is not covered
9. Bungee Jumping excluded
10. Motorized vehicles and personal transportation devices, use, sale or rental of is not covered
11. Liquor Liability excluded

Financial Guidelines

Because financial support is often a major function of Booster Clubs, certain rules and procedures shall be established and these will include the following:

- Cash protocols: When reconciling funds at events, there shall be two Booster members counting cash at the end of the event and signing off on accurate count of revenue.
- Separate Fiscal Tasks: One person should be responsible for opening and reviewing all bank statements and a different person reconciling the bank account.
- Check Signing: Require a minimum of two signatures for every check issued. Immediately update the bank check signing card after booster officers have changed. Checks should only be issued after they have been approved by the booster club, funds have been released, and check requests along with receipts have been provided.
- Cash Receipts: Each booster club should have clear procedures for counting and reporting cash receipts.
- An independent audit or financial review must be conducted by someone who has experience in accounting and/or bookkeeping. This audit shall cover the period from July 1st to June 30. Audit form must be submitted with your Reauthorization Application. Auditor must be separate from any member on the Booster club, and the Treasurer and Auditor cannot be from the same household.

Financial Guidelines continued...

- **Records and receipts of expenditures** and collections should be kept orderly and easily accessible.
- **Annual Tax Audit** Please submit your annual tax audit to the Athletic/Activities Office in conjunction with your Booster's Reauthorization Form. This audit shall cover the period from January 1st to December 31st. Each booster club must submit this audit on the form (Bank Reconciliation form) provided in this handbook.
- **Adherence to school, district and state policies and regulations:** Adherence to the school and district policies and procedures when gifts or donations of funds or equipment are made. Work with site administrators any time your Booster Club makes a donation to assure district policies are followed.
- **Don't pre-sign checks**
- **Don't issue checks payable to CASH:** If cash is needed to set-up a "cash drawer" for making change at an event, issue a check payable to the Treasurer's name (or the name of another responsible member), who would be responsible for setting up the cash drawer at the event.
- **No disbursements should be made from cash collected.** Instead, have someone pay for the goods or services and then submit a receipt for reimbursement at a later time.
- **Treasurer's Report:** Treasurer's shall submit both written and oral reports to the booster club at each meeting. The reports should include up to date information regarding current year to date revenue and expenses as well as information regarding upcoming fundraisers (complete revenue potential form).

Financial Guidelines continued...

Meeting W-9 and 1099 requirements.

1. W-9's and 1099's need to be issued by the umbrella booster club if they hire an outside contractor.
2. Outside vendors or consultants providing services to the Booster club that are individuals, or LLCs, need to complete the IRS form W-9 before receiving payment for their services. Examples could include people you hire to put together the program, or social media services, photography, filming, etc..

Any individual or non-corporate entity, receiving more than \$600/year for services, needs to be issued a Misc-1099 form stating the total amount paid during the year

Facilitron Instructions

- Please include 'Booster' in the organization name and in the description of your event so that it is easily identifiable.
- If you are unable to pick the location you want, please choose "meeting location TBD". The school or Elizabeth Jones will change it to the proper location.
- If you are unable to pick the correct time frame, please leave a note in the comment section with the correct times of your event listed. The school or Elizabeth Jones will change it to the right times.
- There may be fees on your request, so choose 'pay by check' or 'invoice by mail'. Elizabeth will remove the fees once your request has been submitted.
- Please indicate in the 'set up instructions' or 'comments section' how much time you will need for set up/break down and anything else you may need.
- Feel free to contact Elizabeth Jones if you need further assistance: ejones@conejousd.org.
805-498-4557 ext. 6572

Booster Club Charter Bus Pay Agreements

If a coach and a booster club request a Charter Bus instead of a regular school bus, the following procedures must be followed:

1. The booster club must approve the use of the Charter Bus and the additional cost of taking this form of transportation.
2. CVUSD Administration will have final approval on the authorization of alternate forms of travel, including charter buses.
3. Submit a [Booster Club/Charter Bus Pay Agreement](#) form to the Athletic/Activities Office.
4. Cost Formula: School Transportation Donations will only support the standard bus services for the same trip while the Booster Club will be responsible for anything above and beyond.
5. District Billing: The District will send the boosters an invoice of the total cost of the charter minus the school bus charge.

THANK YOU!

