

Booster Clubs

Guidelines & Application Workshop



Meet the Team

District Office to School Site Support



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Purpose of Annual Meeting

- Educate booster boards on school board policies, education code and state laws regarding operation of a booster club associated with a school district.
- Ensure all booster board officers have accurate information regarding their role and liability of operating a booster/501-3C.
- Overview permissible fees and donations.
- Review the booster application process.
- Share tools for effectively managing booster donation requests.



Thank You

What and Why Booster Clubs?

What are Boosters?

- Parent-led organizations that support high school athletic programs
- Partner with coaches to bring to the life the vision of a program
- Provide resources that enhance the student-athlete experience

Why do they matter?

- California school districts are not funded for athletic programs
- Provide financial revenue for athletic teams
- Build a strong community around teams and programs
- Allow coaches to focus on developing athletes and teams



Characteristics of a Booster Club

Booster clubs:

- Have their own Employer Identification Number (EIN).
- Maintain their own bank account separate from the school or district.
- Operate as a 501(c)(3) tax-exempt nonprofit organization.
- Adopt and operate under formal bylaws.
- Have an elected Board of Directors/officers.
- Maintain their own financial records, accounting, and internal controls.
- Approve an annual budget through their membership.
- Are required to file federal and state tax reporting.
- Operate independently from the school district, while still complying with district requirements for recognized booster organizations.
- Must receive district approval to associate themselves with a school, team, mascot, or district program and follow applicable district policies.



Education Code section 51521 requires that all organizations that conduct fundraising to benefit clubs, schools, students or the district at the K-12 level, must have prior approval from the school district's governing board.

Booster Club Manual

Supporting the Students of Los Alamitos High School

Great Resource for Booster Boards:

- Operating Requirements
- General Guidelines
- Booster Club Formation
- Fundraising
- Financial Procedures
- Information on Raffles, Concessions, Sales
- Transportation
- Independent COntRACTors vs. Employee Payment
- Do's & Don'ts

Los Alamitos Unified School District
10293 Bloomfield Street
Los Alamitos, CA 90720

BOOSTER CLUB MANUAL

Supporting the Students of Los Alamitos High School



LOS ALAMITOS HIGH SCHOOL
PRINCIPAL: Cara Vienna
ASSISTANT PRINCIPAL-ACTIVITIES: Blake Hyepock
ATHLETIC DIRECTOR: Nate Berger
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LOS ALAMITOS UNIFIED SCHOOL DISTRICT
DEPUTY SUPERINTENDENT: Ondrea Reed

Los Alamitos High School
3591 Cerritos Avenue

**Digital Document
available at**

Booster Club Application

An Annual Process

All booster clubs are required to submit an application annually, whether new or continuing (if previously approved). Any request for approval must include a completed application with all required documents. Booster clubs are not permitted to operate until final approval is received from the Business Services Office (BSO).

Authorization shall be granted for a period of up to one fiscal year, beginning on July 1st and ending on June 30th. Requests for continuing authorization must be presented annually.

It is necessary for ALL boosters to submit an application and the requirements as soon as possible. Boosters who don't submit by September 18, will be asked to suspend booster operations.

Current District Recognized Boosters

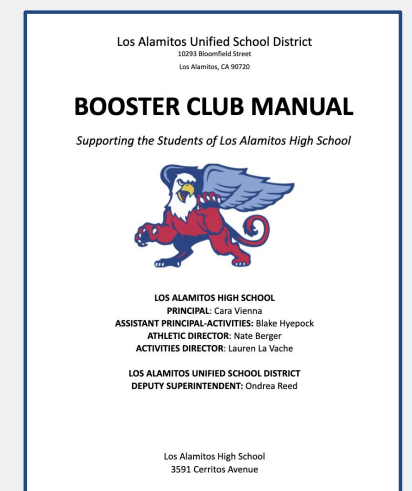
Status as a Los Al Booster expires on September 18, 2026.

- Aquatics
- Band
- Baseball
- Boys Basketball
- Boys Golf
- Boys Soccer
- Boys Tennis
- Boys Volleyball
- Choir
- Cross Country
- Dance
- Drama
- Flag Football
- Football
- Girls Basketball
- Girls Golf
- Girls Tennis
- Girls Soccer
- Girls Volleyball
- Jazz
- Lacrosse (Boys & Girls)
- Model United Nations
- Orchestra
- Robotics
- Softball
- Song & Cheer
- Tennis
- Track & Field
- Wrestling

Booster Club Application

Checklist of Documents

- (Form A) **Booster Club Application**
- (Form B) **Booster Club Manual Acknowledgement:** Each executive officer must submit a signed Acknowledgement Form.
- (Form C) **Booster Club Bank Information**
- (Form D) **Booster Club Hold Harmless Agreement:** The Board President or VP Finance must complete a Hold Harmless Agreement
- **Booster Club Constitution/Bylaws:** submit a copy of the Booster By-laws and have them posted on the booster website.
- **Booster Annual Approved Budget** (*Minutes available upon request*)
- Proof of Tax ID
- 501-c3 Federal Determination Letter
- Certificate of Insurance
- Additional Insured Endorsement



Appendix

Booster Club Insurance Requirements

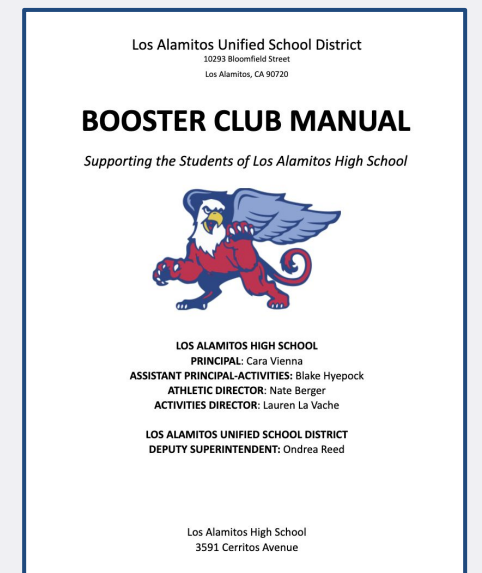
Naming Los Alamitos Unified As Additional Insured

The District requires booster clubs to provide a Certificate of Liability Insurance with the minimum required limits of coverage listed on the certificate and below:

General Liability: \$1,000,000 (per occurrence)

It is additionally recommended that booster clubs maintain Crime Coverage or a Fidelity Insurance Bond in an amount enough to cover the annual total booster cash receipts.

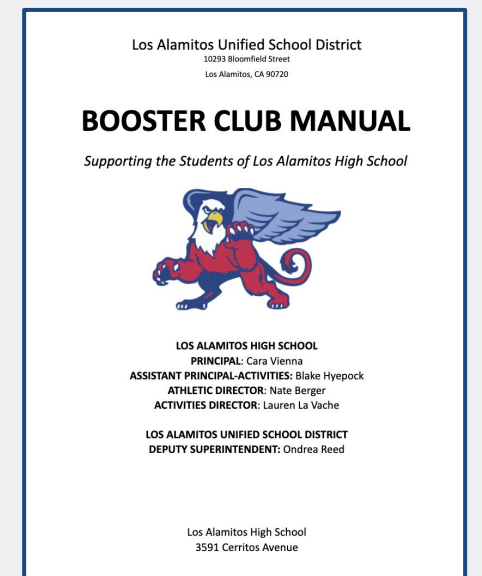
The certificate must indicate the Los Alamitos Unified School District endorsed as “additional insured”, and have the name of the school in the description area. When using school facilities, the District may require a higher level of coverage based on the type of use requested, such as athletic activities and large events.



Booster Club Requirements

General Overview

1. Booster clubs may not imply any form of responsibility on the part of the District, school or ASB.
2. Booster clubs are not legal components of the district and must have their own tax identification number and address; they are NOT allowed to use the school or District Tax ID or mailing address.
3. Booster clubs are responsible for their own tax status, accounting and financial records.
4. Booster clubs cannot make purchases with any LAUSD employee's name, or use a District address for deliveries.
5. All Booster club members must be made aware that no individual should personally benefit from the organization's activities, and this should be made part of the bylaws. If a booster club dissolves or terminates, the club's constitution should provide for the distribution of any excess funds to another non-profit organization, the ASB or the District.
6. NO fees can be collected as a condition of membership unless a booster is a nationally recognized booster organization that requires fees at a national level. (No membership drives.)



Booster Fundraising

What the District Provides vs. What Boosters Provide

Why Booster Support Matters

High-performing programs are built on the strength of parent fundraising and volunteerism.

Without this support, many of the opportunities our students experience simply would not exist.

What the School District Provides

- Athletic/Performing Arts facilities
- (VAPA) Teacher Pay, Director/Auxiliary Stipends
- (Activities) Club Stipend
- (Athletics) In-season coaching stipends
 - 1 Head Coach (Frosh, JV, Varsity)
 - 1 Assistant Coach (Varsity)

What Boosters Make Possible

- Uniforms/Costumes and equipment/props etc.
- Travel and transportation
- Tournament/Competition fees
- Off-season coaching and development stipends
- Program enhancements that elevate the student experience



From Operating Budget to Family Support

Best Practice & Defensible Finances

1. Start with the Annual Operating Budget

The Booster Board develops an annual operating budget based on the goals, activities, and anticipated expenses of the program. The budget is then **presented to and approved by the booster membership**.

2. Determine the Program's Funding Need

The approved budget establishes the total amount of funding needed to provide the planned program experience for the school year.

3. Determine How Those Costs Will Be Funded

TRANSPORTATION FEE — Mandatory

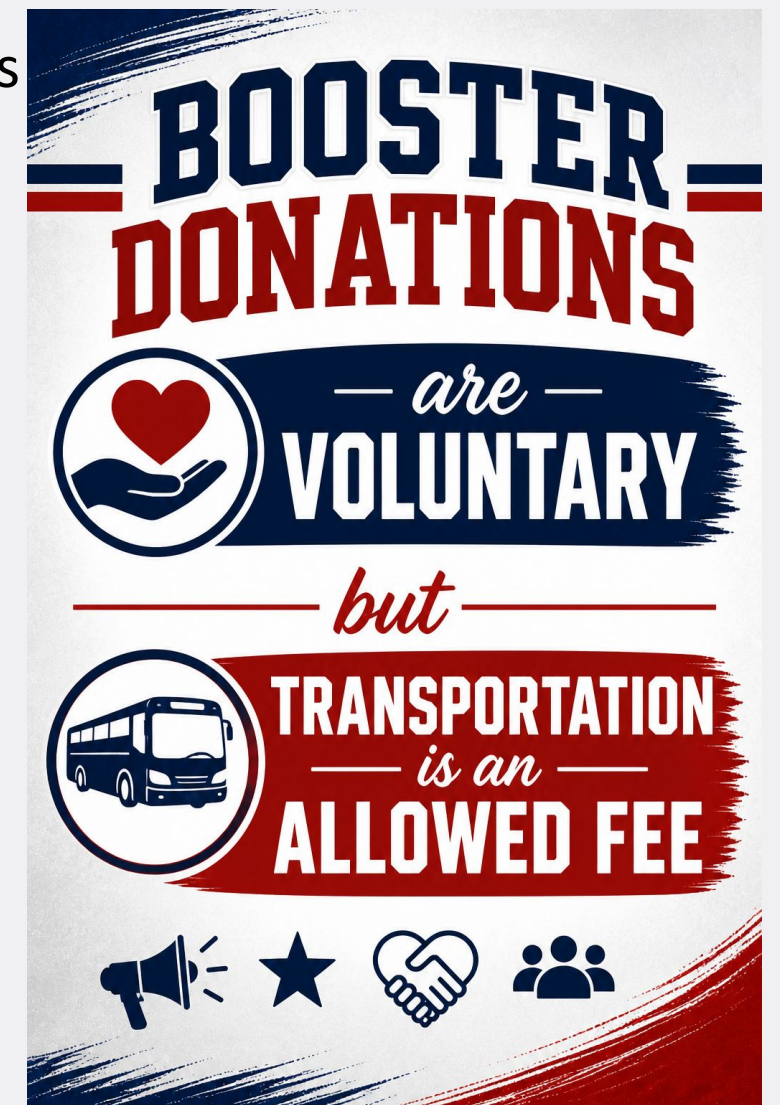
Transportation is the one program-related fee boosters may communicate to families as mandatory.

PROGRAM DONATION — Voluntary

All other program costs cannot be charged to students as mandatory pupil fees. Boosters may instead communicate a suggested voluntary program donation to help meet the approved budget.

FUNDRAISING GOAL — Voluntary

Boosters may establish fundraising opportunities/goals to generate the revenue needed to support the program.



From Operating Budget to Family Support

Best Practice & Defensible Finances

The Important Distinction...

Budget Need ≠ Mandatory Family Fee

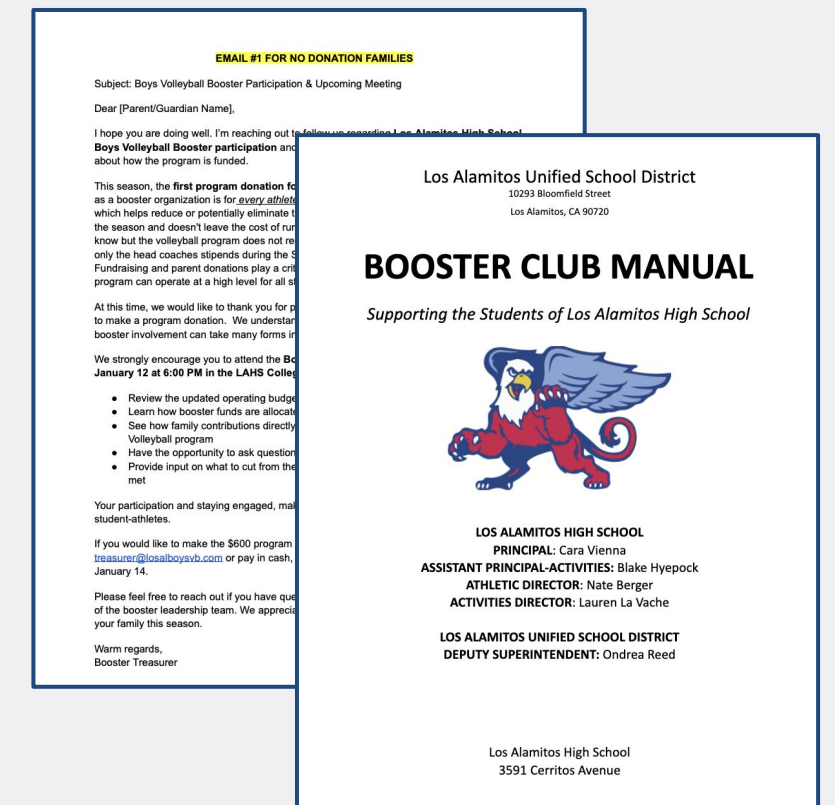
The approved operating budget determines what the program needs to raise. It does not make that amount a required payment by each family.

No student's participation or access to the educational/athletic program may be conditioned on making a voluntary donation or meeting a fundraising goal.

✓ **Don't** use language such as **MANDATORY** or **FEE** unless for transportation.

✓ **Do use** language such as **VOLUNTARY** or **DONATION**.

The amount of your transportation fee, voluntary program donation and your fundraising goal should be directly tied to the amount in your budget and should not exceed the actual cost, using best projections.



Booster Fundraising

Realities in California Public Schools

When families do not participate, the impact is shared:

- When some families do not contribute time or financial support:
 - Other families must fundraise more or donate more to cover program costs.
 - The financial and volunteer burden shifts to a smaller group of families.
- This creates strain on both the booster organization and the program.

If booster funds are insufficient, programs must scale back:

- Booster boards must operate within their approved budget.
- When revenue falls short, programs may need to reduce or eliminate:
 - Tournaments or travel opportunities
 - Coaching support or enrichment experiences
 - Equipment upgrades or uniform replacement
 - Team and family events



Transportation

What Boosters Need to Know...

PLAN AHEAD

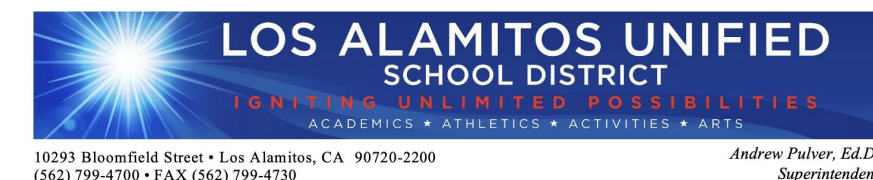
- Submit a separate transportation request in Droplet at least 14 days in advance
- Trips are scheduled first-come, first-served
- Verify bus assignment and trip details with Transportation the day before

KNOW THE COST

- District bus rate: **\$115 hour**
- **4-hour minimum** for weekends/holidays
- Every bus used is charged, regardless of the number of students
- Trips during regular bus-route times may require a higher-cost charter bus

SCHEDULING MATTERS

- Maximum bus capacity: 56 students; two per seat recommended
- Trips may be Stay or Drop & Return depending on distance and scheduling
- Build travel time, parking, meal stops, and special accommodations into the original request



2026-2027 School Year

Field Trip Information and Procedures

All transportation information and request forms are regularly updated and available on our district website.

Access the following link for more details: [Transportation Information](https://www.losal.org/departments/fmot/transportation-information)
(<https://www.losal.org/departments/fmot/transportation-information>)

Trip Requests

- All trip requests must be signed by the Principal or designee prior to submission to the Transportation Department. Unsigned requests will not be processed.
- Each trip requires its own request, including all athletic events. Emails or schedules alone will not reserve a bus or secure a trip. While emails may be acknowledged, they are not sufficient to book or hold transportation.
- Trip requests must be submitted 14 days prior to the trip. Electronic submissions should be made via [Droplet](#).
- The person coordinating any trip should call Transportation the day before the trip for final verification that buses have been assigned, trip times, passenger count, and any special accommodations.
- Trips requested within 72 hours of the trip date will be scheduled with district buses if available. Please email and follow up with a call to confirm the request was received.
- Trips submitted after 4:00 pm or on weekends will be processed the next business day.
- Submissions should be directed to the Transportation department via [Droplet system](#)

BUS SHORTAGES ANTICIPATED

April 8 - 11

April 15 - 18

April 22 - 25

Transportation

What Boosters Need to Know...

IMPORTANT RULES

- A certificated staff member, certified walk-on coach, or administrator-designated adult must ride each bus
- No food or open beverages on district or charter buses; spill-proof water bottles only
- Programs are responsible for parking, cancellation, cleaning, and other applicable fees
- Transportation must be notified of all trips—including charter transportation

CIF TEAM PLAYOFF EXCEPTION

LAHS pays for standard district bus transportation for CIF team playoff contests.

Individual-sport playoffs are excluded. If a team chooses a charter instead, the program/booster pays the difference, unless a district bus was scheduled and the district then chose to fill the transportation request with a charter

BOTTOM LINE: *Plan early • Complete Droplet •
Budget Transportation • Coordinate with Transportation*

**Small Programs
> 20 Students
Alternate Transportation Options**

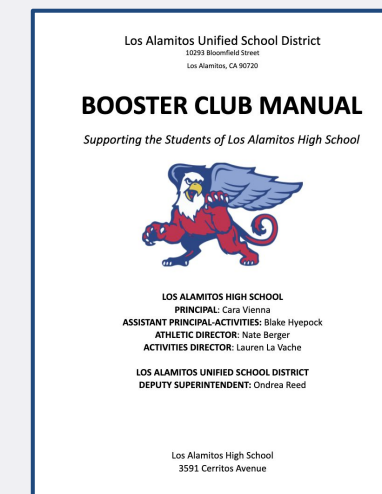
Stipends for Coaches & Consultants

Payment Procedures

Coaching/Director/Advisor Stipends

The District only pays for in-season athletic stipends and the established Director/Advisor stipends for arts and activities. However, boosters may choose to compensate with additional stipends. All Booster funded stipends must be processed and paid through the District, **NEVER** directly from the Booster Club to a coach. This ensures compliance with District payroll regulations.

- All stipends are paid via a voucher submitted through the LAHS Athletics Office
- Coaches are typically paid approximately one month after the voucher is submitted
- Booster funded stipends may vary in amount and frequency, including for out of season work.
- Non-contractual stipends do not count toward STRS credit or retirement



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Consultants /Independent Contractors

Consultants may be hired to assist with various projects that may be needed. Booster clubs should be aware of the regulations that must be followed. If someone is not already an employee of the school district, a determination must be made as to whether that person will be an independent contractor or an ongoing staff member of the booster. If the school district does not recognize this individual as an employee this is the booster's determination and the individual is paid directly by the booster.

Consultants/Independent Contractors, who aren't cleared through the Department of Justice Data Base, cannot be left alone with students without being the presence of a District employee.

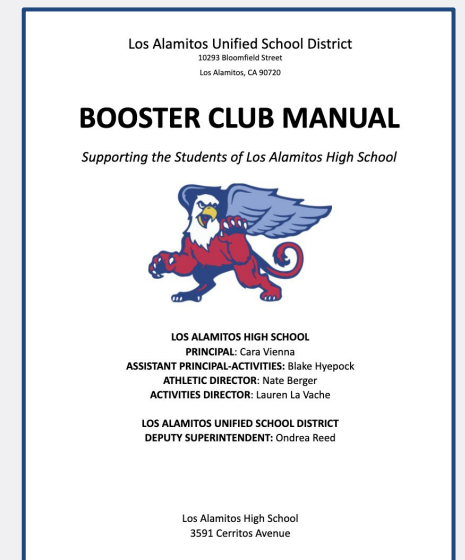
Fundraising

Bingos, Raffles, Auctions, Food Sales...

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

All booster fundraising must be approved by school and BSO; boosters can complete **FORM E: Booster Club Application for Fundraising Activity** for pre-approval of all fundraising events. The principal or site designee shall review the proposed events and determine whether the events are in conflict with or detract from the school's educational program. No fundraising activities can begin until the booster club obtains approval from the BSO.

If a booster club decides to operate a bingo or raffle activity, California Penal Code Sections 320.5 and 326.5 regulate these events. In addition if a booster club is going to sell goods or foods they may require a Seller's Permit of Food Service/Health Permit.



Do We Need A Seller's Permit?

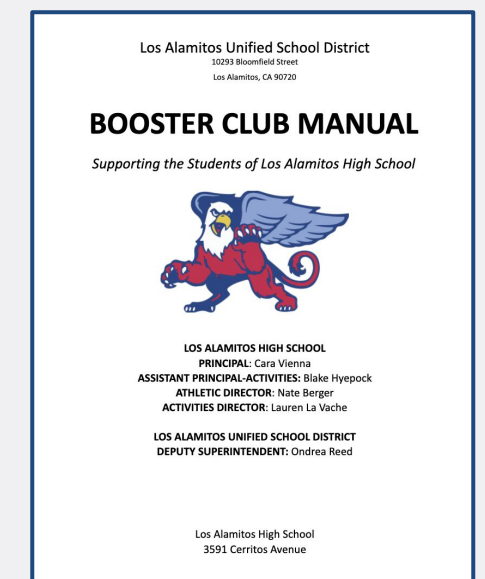
General rule: If a booster club sells tangible personal property (like food, drinks, spirit wear, etc.), you are considered a retailer under California law and must obtain a seller's permit, even as a nonprofit. This is required regardless of whether the sales are taxable or not.

If you are planning a fundraiser involving the sale of goods or merchandise, including concession stands, the booster *must* obtain its own seller's permit. Using someone else's permit, including the district's, is not allowed.

Tax-exempt conditions: Most nonprofit organizations may be considered "consumers" and are not required to collect sales tax if:

- They sell food/beverages or items made by members,
- They sell on an irregular or intermittent basis, and
- Profits are used *solely* for the organization's purpose.
- If those criteria are met, the organization may not owe sales tax but *still must hold a seller's permit* and pay tax on purchases.

Booster clubs are not sales tax exempt, unless they have filled out the proper application forms from the California Franchise Tax Board.



DO WE NEED A FOOD SERVICE/HEALTH PERMIT?

(**NO**)



**Pre-packaged,
nonperishable food**
(e.g. chips, soda, candy):

Does not require
a food service license
because the product
remains sealed and
prepared before sale.

(**YES**)



If your booster club
is selling prepared or
potentially hazardous
foods (e.g. hot dogs,
burgers), you'll need a
**Food Facility Health
Permit** from Orange
County's Environmental
Health.

WHEN IN DOUBT, CHECK IT OUT!

For more information, visit ocfoodinfo.com or
contact Orange County Environmental Health.



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Los Alamitos, CA 90720

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Helpful Sections for Booster Boards

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Page 28: General Do's & Don'ts

DON'T:

- Conduct fundraiser activities that require a student to participate.
- Make direct payments to any district employee for services performed
- Make Los Alamitos High School the address of your organization/501(c)(3)
- Do a 50/50 raffle. (90% of profits must be distributed to boosters)
- Have a school staff member sign booster club or parent organization checks or invoice or handle petty cash; serve as a voting officer in a booster club
- Have anyone who cohabitates with any member of the coaching staff serve on the booster board
- Compensate any member, management, executive, governing board member, or committee member for their participation in the booster club.

Page 29 - 39: Frequently Asked Questions

Addressing all areas of booster operations.

THANK YOU

★ **AND** ★

QUESTIONS

