

ECISD Development Office

COMMUNICATION COUNCIL FOR PARENT TEACHER & BOOSTER CLUB ORGANIZATIONS

"EMPOWERING PARTNERSHIPS FOR
STUDENT SUCCESS...TOGETHER, WE
ACHIEVE MORE."



INTRODUCTION

The Development Office provides oversight and support to parent-teacher and booster club organizations operating in support of ECISD.

This presentation provides an overview of how parent organizations operate, the responsibilities of officers and volunteers, and the important role you play in supporting your booster club or parent organization.





WHAT ARE PARENT ORGANIZATIONS AND BOOSTER CLUBS

Parent organizations (such as PTAs and PTOs) and booster clubs are independent, nonprofit organizations made up of parents, guardians, community members, and supporters who work together to enhance the educational experience of students.

- Parent organizations (PTA/PTO): Support the overall school community through family engagement, volunteerism, campus events, teacher appreciation, and fundraising that benefits the entire campus.
- Booster clubs: Support a specific student program or activity, such as band, athletics, choir, theater, fine arts, robotics, or academic teams, by providing volunteers, fundraising, and financial assistance.

Although they work closely with the school, parent organizations and booster clubs are separate legal entities from the school district and are governed by their own bylaws and elected officers.





WHAT ARE THE BENEFITS

- Enhances student opportunities by funding programs, equipment, uniforms, scholarships, and educational experiences that may not be covered by the school budget.
- Builds stronger school communities by encouraging family involvement and creating partnerships between parents, schools, and the community.
- Provides volunteer support for school events, fundraisers, and student activities.
- Strengthens communication between families and school staff.

- Creates leadership opportunities for parents and community members through officer and committee roles.
- Supports teachers and staff with appreciation events, classroom resources, and volunteer assistance.
- Expands fundraising opportunities to provide additional resources that directly benefit students.
- Promotes school spirit and pride by supporting campus traditions, extracurricular activities, and student achievements.

WHY THEY MATTER

A strong parent organization or booster club helps create a positive learning environment by bringing families, educators, and the community together. Through volunteerism, financial support, and advocacy, these organizations help ensure students have access to opportunities that enrich their educational experience and contribute to their success.



DISTRICT DOCUMENTATION



All district required documentation is due April 1st each year.

(Financial Overview, Bylaws and Updated list of officers)

Financial Overview Report will capture financial information from April 1 - March 31 to include activity during the summer months.

A copy of the Bylaws are kept on file at the ECISD Development Office. Bylaws should be reviewed and updated, if necessary, at least every two years.

A current list of officers, including names, emails, and phone numbers, are required.

An updated officer list must be submitted to the ECISD Development Office whenever there is a change in officers.



FINANCIAL OVERVIEW REPORT



Parent – Teacher and Booster Club Organization

Financial Overview Report

Report Due Annually on April 1st (12 month reporting period April – March)

Organization Name: _____

School Affiliation: _____

Report of Activities for the School Year Ended _____ (Date)

Board/Officer Information:

President: _____ Telephone #: _____

Vice President: _____ Telephone #: _____

Treasurer: _____ Telephone #: _____

Secretary: _____ Telephone #: _____

Federal Identification Number: _____ Is EIN # in good standing with IRS: Yes _____ No _____

Is this organization a 501c3 non-profit organization: Yes _____ No _____

Has 501c3 status been revoked: Yes _____ No _____ Has it been reinstated: Yes _____ No _____

Are federal/state taxes up to date: Yes _____ No _____

Financial Activity

Income

Cash at the beginning of the year: \$ _____

Total amount of money raised/received during the year: \$ _____

Total amount of money spent during the year: \$ _____

Cash at the end of the year: \$ _____

Donations to School/Program
(Please remind coach/director to complete donation forms)

Cash donated to school/program: \$ _____

Market value of gifts donated to school/program: \$ _____

Total contributions to school/Program: \$ _____

Note: (cash + gifts = total contributions)

Principal Signature: _____ Date: _____

If gross receipts are in excess of \$25,000, please attach a profit and loss statement. If gross receipts for the year are more than \$250,000 records must be audited by an independent auditor; the district will pay for that audit, and a copy of the completed audit must be returned to the ECISD Finance Department by August 31st

Updated: 5/9/25
GE (EXHIBIT)B

8

- The financial overview report must be completed by the treasurer or another member of the parent organization's executive board.
- Will only require a principal signature to ensure the principal reviews the report and retains a copy for their records if they wish to do so.
- Will need a profit or loss statement attached to this report if gross receipts are in excess of \$25,000.
- If over 250,000 in total gross receipts an outside audit will need to be completed.

PARENT ORGANIZATION FUNDRAISING APPROVAL FORM



Parent Organization Fundraising Approval Form

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Please submit fundraiser request forms at least 15 days before the event for principal approval. Principals are asked to review and return the form at least 10 days before the fundraiser to allow enough time for promotion and preparation.

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Name of the Parent Organization: _____

Contact Person: _____ Phone #: _____

Campus: _____ Principal: _____

Name of Fundraiser: _____

Start Date/Time: _____ End Date/Time: _____

Location of Fundraiser: _____

Purpose of Fundraiser: _____

Description of Fundraiser: (example: the name of the vendor being used, items to be sold, in-person or online sales, donations, solicitations)

Acknowledgement

Date & Time Form Submitted: _____

Form Submitted By: _____
(Parent Organization Name and Officer Name)

Form Received By: _____
(Campus Personnel)

Approval

Fundraiser Approved: _____ Fundraiser Denied: _____

Reason for Denial: _____

Principal Signature: _____ Date: _____

This form replaces GE (Exhibit) Request for Fundraising Approval Form. The GE (Exhibit) form was intended for Student Activity Accounts.

The Parent Organization Fundraising Approval Form is for Parent Organizations and Booster Clubs.

A parent organization or booster club desiring to conduct a fundraising activity on a district campus is encouraged to submit this form as a courtesy to the principal and as a sign of mutual respect to encourage open communication between both parties.



CAMPUS WISHLIST

At the beginning of the school year, schedule a meeting with your parent organization or booster clubs and create a wishlist of the projects, items or equipment you would like for the parent organization or booster clubs to fundraise for this year that your department budget doesn't cover.

Parent organizations or booster clubs will take this list and vote as an organization what items on that list will be their fundraising goals will be for the year.

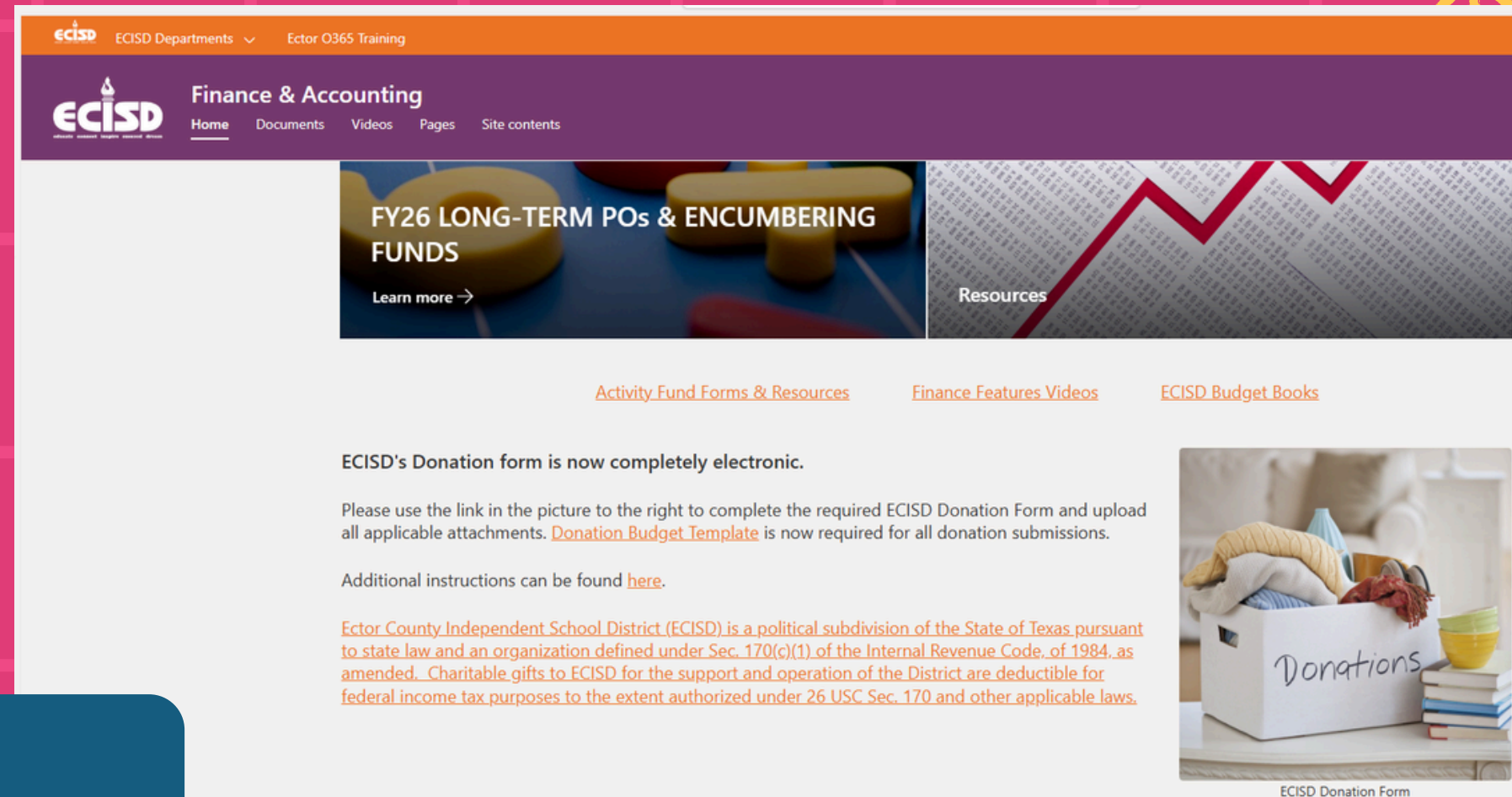
Please plan accordingly and allow parent organization or booster clubs enough time to vote on the items you are wanting or needing.

Parent organizations and booster clubs are required to follow bylaws within their organization to maintain day to day operations of their organization in an orderly fashion. (This is a separate entity from ECISD and they must also abide by local, state and federal regulations.)



DONATIONS

Donations forms are completely electronic and are done online through my ECISD - SharePoint under the Finance Department



Just click on the picture that says donations and it will take you to the form.

After completing the form and clicking submit, it will then go through the approval process.

If you still need help locating the electronic form or need help filling it out, contact Sandy Ochoa or the Finance Dept.

DO'S & DON'TS



- Build a relationship with your PTA/Booster Club leaders
- Collaborate together and form a partnership-you will accomplish so much more working together as a team.
- Engage and Empower parent volunteers

- Don't have responsibility or direct access to funds
- Don't dictate or Micro-Manage Organization - they are there to support your campus with additional funds your department budget doesn't cover.
- Don't get into a power struggle with your PTA/Booster Club. - Remember that both ECISD staff and parent organizations are there to provide a positive atmosphere for the students.

CONCLUSION

Thank you for taking the time to attend this presentation and for your continued commitment to supporting our students and campuses. The greatest takeaway is that when we come together with a shared vision, open communication, and a spirit of collaboration, we can create meaningful partnerships that make a lasting impact.

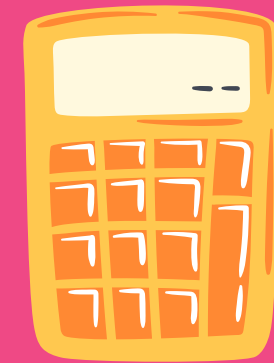
Through your dedication and teamwork, we can continue to strengthen our programs, support our campuses, and provide enriching experiences that positively impact students across Ector County Independent School District.

These policy updates are designed to provide guidance, encourage transparency, and help our organizations thrive. When we work together, respect each other's roles and responsibilities, and support one another, we build stronger organizations and an even stronger ECISD community.

Thank you for the time, energy, and passion you invest in making a difference for our students. We are excited about the year ahead and the opportunities we have to continue growing together!



HAVE QUESTIONS? CONTACT:



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