

LISD Parent Organization Meeting



RAIDERS TODAY. LEADERS TOMORROW.

August 27, 2026

The Big Picture

- Parent Organizations are separate entities from Lumberton ISD—but vital partners in enriching student experiences.
- The organization is responsible for its own compliance with LISD policies, UIL rules, and state/federal requirements.
- Work through the campus Sponsor and Principal/Administrator;
 - the District—not the booster club—retains authority over school programs.
- Use this handbook as the operating framework for 2026–2027.

Authority & Partnership

School / District

- Determines activities, trips and schedules.
- Directs duties of district employees.
- Approves on-campus activities and donations.
- Maintains authority over UIL programs and student participation.

Booster / Parent Organization

- Support students, programs and activities.
- Raise and manage organization funds.
- Volunteer and provide resources.
- Offer suggestions and recommendations.

Non-Negotiables for Officers

- Written Superintendent approval is required to form a Parent Organization.
- Maintain current bylaws and submit them to the Principal and Superintendent's Office annually.
- Obtain an EIN and maintain the organization's own identity—do not use the District's tax ID or sales permit.
- Maintain 501(c)(3) status and meet state/federal filing obligations as applicable.
- Maintain liability insurance appropriate for the organization; LISD does not provide coverage for Booster Clubs.
- District employees may not serve in a financial capacity or sign on booster bank accounts.
- **Annual Submissions to the Superintendent's Office (See Checklist)**

September 18: Annual Compliance Deadline

- Submit current officer name, address and telephone information to the Campus Principal and Superintendent's Office.
- Submit end-of-year financial statements to the Superintendent's Office.
- Submit the annual Form 990 (or applicable filing) to the Superintendent's Office.
- Submit the final audit/reconciliation report to the Superintendent's Office.
- Keep records current so the organization can meet state and IRS deadlines.

Financial Controls: Protect the Organization

Banking

- At least 3 people on the signature card.
- Two officer signatures required for checks.
- No blank or incomplete checks.
- District employees cannot be bank signers.
- Non-signer reviews bank statements.

Cash & Reconciliation

- Deposit collections daily when possible; always before weekends/holidays.
- Document the source and amount of every deposit.
- Reconcile bank statements within 30 days.
- Second officer reviews the reconciliation.
- Never use undeposited cash to pay expenses.

***District Employees shall not handle cash in any capacity nor have any financial responsibilities**

Spending: A Simple Rule

- Budget first. Spend second.
- Every expenditure should be supported by an invoice, original receipt and required approval.
- Checks require two original officer signatures.
- Expenses outside the approved budget require membership approval as should be stated in the bylaws.
- Complete a disbursement voucher for every expenditure.
- Reimbursements should follow the organization's established timeline.

Fundraising: Raise Money the Right Way

- Fundraising must support school activities—not unrelated/non-school activities.
- Coordinate fundraising campaigns through school administration.
- Do not create individual student accounts or credit students based on fundraising participation.
- Do not require members/parents to participate or require members to raise a specific dollar amount.
- Consider the financial impact of fees and fundraisers on families.
- Raffles have specific statutory requirements; students may NOT sell raffle tickets.
- Students do not have to participate in the fundraising activity in order receive benefit.
- Parents or members do not have to participate in order for their children to receive benefit.

Donations, Purchases, & Contracts

- Donations to LISD become District property and must align with District goals, policies and plans.
- Non-cash donations require prior approval through the District process.
- Booster Clubs donate funds to the District; the District purchases donated items.
- Do not pay District employees directly for custodial services—facility/custodial costs go through the Business Office.
- Do not sign contracts or directly pay for student travel arrangements without prior approval.
- Never give cash to a school employee for discretionary use.

UIL: Protect Student Eligibility

- Booster Clubs exist to enrich extracurricular participation without endangering student eligibility.
- Do not give students gifts, awards or other valuable consideration without prior school approval and UIL compliance.
- Student participation, trips, schedules, letters and program criteria remain school decisions.
- Athletic booster funds may not support athletic camps, clinics, private instruction or activities outside the school.
- Academic and music rules differ from athletics—when in doubt, stop and ask the appropriate administrator.

Meetings, Officers, & Transparency

Meetings

- Meetings should be open to the public.
- Take and retain minutes.
- Post meeting notice at least 72 hours in advance.
- Include campus Principal/Administrator and Sponsor whenever possible.
- Document decisions in the minutes.

Officer Responsibilities

- ***President:*** leadership + monthly campus communication with sponsor.
- ***Treasurer:*** custody, reporting, deposits, reconciliations and filings.
- ***Secretary:*** minutes, bylaws, membership and records.
- Annual officer elections; transfer records promptly.
- Independent annual financial review/audit.

The Officer Mindset

- Support—not control.
- Partner—not direct.
- Steward—not spend.
- Ask before acting when a decision touches students, staff, travel, facilities, gifts, awards or UIL eligibility.
- Keep the organization's finances transparent, documented and separate from LISD.
- When the handbook, UIL rules, or District procedures raise a question: pause and ask the appropriate administrator.

2026-2027 Annual Officer Checklist

- ☐ Confirm Superintendent approval / organization status
- ☐ Review and submit current bylaws to Campus Principal + Superintendent's Office
- ☐ Confirm EIN, 501(c)(3), state tax status and filings to the Superintendent's Office
- ☐ Confirm liability/fidelity insurance to the Superintendent's Office
- ☐ Update officers with Campus Principal + Superintendent's Office
- ☐ Approve annual budget
- ☐ Confirm bank signers and independent statement reviewer
- ☐ Notify district and members of board meeting schedule and times
- ☐ Establish fundraising calendar with campus
- ☐ Establish approval process for donations, purchases and travel
- ☐ Calendar September 18 reporting deadline with submissions to appropriate office
- ☐ Schedule annual financial reconciliation/audit

Questions to Consider

- What does our organization hope to accomplish for students this year?
- What are our top 3 priorities for 2026–2027?
- What fundraisers provide the greatest return with the least burden on families?
- Where do we need clearer communication with our Sponsor or campus administration?
- What financial-control practice do we need to strengthen this year?

Source & Reminder

- Primary source: Lumberton Independent School District, 2026–2027 Parent Organization Handbook.
- These slides summarize key operational priorities; they do not replace the full handbook, District policy, UIL rules, or applicable law.
- For organization-specific tax, accounting or legal questions, the handbook advises obtaining competent independent professional counsel.

Thank you for being ALL IN!
Every Raider. Every Day.



RAIDERS TODAY. LEADERS TOMORROW.