VISION Home of the most inspired students, served by the most empowered leaders.

MISSION Inspiring and empowering every learner to lead, grow, and serve.

Booster Club Training 2026-2027

Business Office Staff

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Booster Club Guidelines

Website link - Booster Club Guidelines, Presentations, & Forms

Role of Booster Clubs

1. Raise supplemental funds for the use of the associated program
2. Provide an end-of-year ceremony/event to recognize student and staff achievements
   - Involves willingness to volunteer
   - Requires modeling appropriate and enthusiastic behavior

Booster Club Guidelines and Procedures

Board Policy

- **GE (Local)**
  - Board endorses support of booster clubs
  - Goal of organization must be to provide support to campus programs
  - Clubs shall function consistently with district philosophy and objectives
  - While not all clubs fall under UIL guidelines, all clubs in the district will be treated equally, operate the same and follow district guidelines
- **501(c)(3) status**
  - Clubs are encouraged to file for this IRS status
  - Formation of a non-profit corporation or obtaining an EIN does not entitle the organization to exemption from federal taxes. Therefore, donations are not tax deductible donations UNLESS organizations apply for tax-exempt status – 501(c)(3)

District Designees

- New booster clubs must be approved by Superintendent or CFO based on recommendation by district Designee
- Designees
  - Director of Fine Arts
  - Athletic Director
  - Campus Principal
- Designees may assign organization sponsors or coaches to work directly with clubs
- Respective designees should be invited to all club meetings and events
- Designees, sponsors, club presidents and treasurers are required to attend annual training

Organization and Structure

- Officers
  - President
  - Vice President
  - Secretary
  - Treasurer
- Elected annually by membership
- District employees may not serve in an officer position that has bank signature authority or would execute contracts
- List of officers reported to respective Designee
- Booster club websites can be “linked” from GISD pages, but must state “This is not an official Georgetown ISD website” and placed prominently on the home page.

Frequently Asked Question

Question: As a GISD employee, can I handle PTA/booster or school club funds?

Answer: **For the purposes of this policy, District employees are restricted in their handling of PTA/booster funds. They may not serve as a treasurer, fundraising chair, or check signer. They may, however, sell products or services individually so long as they are not in charge of a fundraiser or other collection of money from other members. Employees may individually sell and collect funds for such things as t-shirts, concessions, dance tickets, etc.**

Individuals that serve as substitutes or temporary employees are not restricted by this policy as they do not hold permanent employment positions.

Frequently Asked Question

Question: As a GISD employee, can I serve as an Officer on the executive board for a PTA/booster or school club?

Answer: **A District employee may not serve as a treasurer for the organization. However, they may serve in any other officer position so long as the bylaws do not designate that position to include check signing abilities, the individual is not established on bank and/or investment accounts as a check signer, or the individual does not serve in a role that involves receipt and/or distribution of money as further outlined below.**

Frequently Asked Question

Question: Can a GISD employee's spouse serve as an Officer for a PTA/booster or school club?

Answer: **A District employee may not serve in a financial capacity within the organization. However, their spouse may serve in any officer position and/or could take on a financial capacity - check signing, cash handling, etc. In these cases, we advise that reasonable measure be taken to ensure that the spouse is acting separately from the GISD employee.**

Reporting Requirements

- Formation documents and subsequent changes should be on file with the Director of Fine Arts, Athletic Director or Principal
- Annual budget in written form submitted to the Designee
- Semi-annual financial reports submitted to Designee and CFO

Managing Booster Club Funds

Budget/Oversight

- **Budgetary and oversight controls**
  - Members should determine an annual budget that is submitted to district Designee
    - Major fundraising and spending plan
    - Budget process must involve input from sponsors or coaches
    - Expenses should conform to approved budget
    - Submitted to Director of Fine Arts, Athletic Director or Principal
    - Budget may be amended as required
    - Budget should consider prior uncommitted cash balances
  - Treasurer should provide written monthly financial reports to membership
    - Bank account balance
    - Receipt and disbursement activity since last report
    - Comparison of budget to actual receipts and expenses
  - Complete a financial recap after each fundraiser
  - Annual audit by independent parties
  - Semi-annual submission of financial report to district

Fundraising

- Maximum of two annual fundraisers (July 1 to June 30)
  - Ongoing merchandise sales, media guide ads and concession events not counted toward the two fundraising limit
  - Non-school related tournaments, games or other competitions are not included in the two fundraising limit
  - A donor website fundraiser counts toward the two annual fundraisers and the web content for the fundraiser must be approved by the Designee
- Fundraisers must be appropriate for school environment
- Director of Fine Arts, Athletic Director or Principal must approve fundraisers prior to the fundraising event
- Fundraising events that may generate adverse public attention to the district will not be approved
- Door-to-door solicitations are not allowed
- Raffles may only be conducted by clubs with IRS approved 501(c)(3) status
- Student involvement in booster club fundraisers should be on a voluntary basis only

Booster Club Donations

- Donations will be made to the district and credited to the appropriate program
- Donations fall under Board Policy CDC (LOCAL)
  - Donations must have a purpose consistent with district purposes;
  - Donations shall not place restrictions on the school program;
  - Donations shall not require the endorsement of a business product; and
  - Donations shall not conflict with policies or actions of the Board or public law.

Bank Accounts

- **Controls**
  - Require two signers on bank accounts
    - District employee may not be a signer on bank accounts
    - EIN required by bank to open account (cannot use district EIN)
  - Monthly review of bank statement by person other than Treasurer or signer of checks
    - Review front and back of check for propriety
    - Each check or debit card transaction must have supporting documentation
    - Verify number of cancelled checks match the number printed on bank statement
    - Compare disbursements to budget and meeting minutes
    - Evaluate deposits for completeness
  - Bank reconciliation completed within 30 days
  - Review and sign off of bank reconciliation by club officers

Handling of Cash

- **Controls over Cash and Receipts**
  - Cash safeguarded at all times
  - Deposits should be made on day of event
  - All monies should be deposited before a holiday or weekend
  - Night deposits for large sums are recommended
  - Cash receipts supported by documentation
    - Deposit Slip
    - Ticket sales record
  - Cash verified under dual control with two signatures
    - At conclusion of fundraiser and when changing hands
  - Cash should never be maintained at member's home

Disbursements

- **Controls over disbursements**
  - Should match approved budget items
  - Checks and withdrawals supported by documentation
    - Invoice
    - Receipt
    - Signed by designated officers or representative
  - Checks should require a second signature – review supporting documentation
  - Blank checks should never be issued
  - Checks should not be made to “cash” – make to individual to ensure accountability

Uses and Handling of Accounts

- **Allowable Uses of Funds**
  - Operational and fundraising expenses
  - Budgeted donations to district's associated program
  - Meals and snack foods during and after practices approved by Designee
  - Designee appreciation gifts (UIL limits total value not to exceed $500)

Uses and Handling of Accounts

- **Improper Uses of Funds**
  - No items of value should be directly given to students participating in UIL activities, such as:
    - Cash payments to students
    - Apparel for students
    - Travel expenses for students
    - Equipment/accessories for students
  - Purchases outside of the approved booster club budget
  - Contracted services hired directly by booster club
  - No cash payments for any purpose
  - Purchase or consumption of alcoholic beverages while on school property or in the presence of students is prohibited

Questions?

Thank You!