

Booster Clubs Guidelines - Summary

- Booster Club Responsibilities vs. Coach/Sponsor Responsibilities (not all-inclusive)**

Booster Clubs:	Coaches/Sponsors:
Fundraising – set goals in conjunction with coach/sponsor and get approval from principal	Set expectations and requirements for players, captains, tryouts, etc.
Arrange social events	Schedule & make decisions regarding practices, competitions, team operations, etc.
Communicate about booster club activities	Communicate team logistics to parents & students
Arrange parent travel	Arrange team travel
- Choose and sell spirit/fan gear - Can assist with uniform orders	Choose uniforms (unless delegated to captains or booster club)
Organize parent volunteers	

- Booster Clubs must:**

- Abide by all laws, HPISD policies and regulations, and University Interscholastic League (UIL) regulations
- Be registered 501(c)(3) organizations. Check Status at <https://apps.irs.gov/app/eos/>
- Develop and maintain bylaws that are jointly reviewed on an annual basis
- Have their own bank accounts using the organization's EIN
- Complete an annual audit by CPA or audit committee
- Hold at least one all-member meeting per year, communicated $\geq$ 72 hours in advance and attended by sponsor and campus principal or other administrator

- Required Filings (organizations out of compliance will not be allowed to participate in BSSU):**

- Submit Booster Club Fall Report to District by October 15:
 - Updates to bylaws, filed Certificate of Formation, or Tax-Exempt Determination Letters (IRS and Texas Comptroller)
 - Letter affirming completion of an annual audit from either the Audit Committee or outside party who conducted the audit
- Submit Booster Club Annual EOY Report to District by June 15:
 - End-of-year financial report
 - Updated list of officers for upcoming school year
- Submit to IRS
 - Annual 990
 - Annual 1099s for contractors paid over \$2,000/year
- Pay sales tax to Comptroller on taxable sales.
- Provide receipts to donors for any in-kind contribution or donations of more than \$250 or more than \$75 when goods/services received. State value of any goods or services.

- Required Approvals:**

- All fundraising activities must be approved by Campus Principals
- Spirit wear designs & slogans must be approved by appropriate staff – Athletics: AD Jeremy Gilbert, Fine Arts: Director Natalie Walker, Other Boosters – Campus Principal

- Gifts of capital and/or amounts over \$5K must be reported to AND approved by the HPISD Board of Trustees.
- Capital Improvement Requests – first discuss with the coach/sponsor, then must go to Athletic/Fine Arts director and/or principal, then to Business Services, then Board of Trustees
- **Important IRS Rules:**
 - IRS Use of Funds rules must be followed. Avoid non-exempt purposes.
 - Fundraising participation and quotas cannot be required, nor credited towards individuals to offset expenses.
 - IRS Charitable raffle/gaming rules must be followed
 - Advertising is taxable. Recognizing sponsors is not. Understand the difference.
- **Bylaws Best Practices:**
 - Specify a Board-Managed Structure (not Member-managed)
 - Have at least a President, VP, Secretary, and Treasurer – does not have to be captains' parents
 - Have and follow a defined process for officer nominations and elections
 - Two year limit serving as President or Treasurer
 - District employees and Trustees may not serve as officers or signers on bank accounts
- **Financial Best Practices:**
 - Develop a budget and fundraising goal according to needs
 - Require at least 2 signatures on checks (have 3 signatories on accounts)
 - Do not grant discretionary funds to a coach/sponsor unless funds are managed by the District
 - Reconcile bank accounts monthly
 - Have monthly bank statements and reconciliations reviewed by someone without signing authority on bank accounts
 - Consider using Quickbooks for easier financial reporting (available for non-profit price through Tech Soup)
 - Keep records for 5 years
- **Business Services Contact:**
 - Asst Superintendent for Business Services – Chris Scott – scottch@hpsid.org – (214) 780-3017