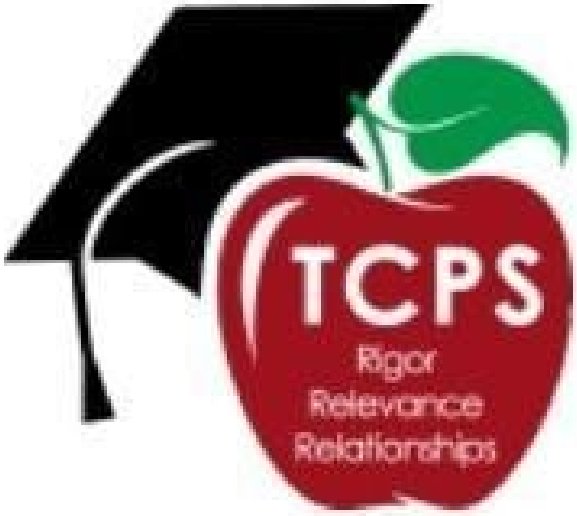
Booster Club Guidelines



Tazewell County Public Schools

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Message from the Finance Director:

On behalf of the students, faculty, and administration of Tazewell County Public Schools (TCPS), we want to express our appreciation and gratitude for volunteers who are dedicated to supporting extra-curricular and co-curricular activities. Booster clubs are an integral part in supporting and strengthening the programs or student groups. Our students are afforded many unique opportunities to showcase their talents and skills and these opportunities are augmented through support from booster clubs.

The following guidelines will assist you in complying with district policies and regulations, state and federal requirements governing booster clubs, and recommended best practices.

This manual replaces all prior publications regulating the administration booster clubs including all earlier editions of the manual itself.

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1. Introduction

Community support organizations for extracurricular activities or booster clubs are a valuable complement to the school's athletic, arts, music, and academic competition programs, as well as class organizations. Their activities often provide additional financial resources and enrichment for the programs they support. Booster clubs work very closely with the schools and school district; however, the organizations are each considered separate legal entities from TCPS. Since the activities of the booster clubs impact the schools, district and public perception of TCPS, district administrators and principals have authority to approve or deny the existence of these organizations within the schools.
This manual is designed to assist booster club officers and members by providing organizational and financial guidance. The regulations in this manual apply to athletic, arts, and academic booster organizations. Only approved organizations, operating under state and federal laws, school board policies and procedures, and the TCPS booster club guidelines, will be allowed to use the school name and/or facilities in support of its program.

2. Basic Principles of Booster Clubs

The main purpose of any booster club is to support and strengthen the school system, the programs, and the students of TCPS as a whole. While doing so, they should uphold the highest standards of conduct and demonstrate characteristics that would shed a positive light on the community, district and students. TCPS greatly appreciates the time, effort, and financial support that the booster clubs provide in support of our students, staff, and schools.

Booster officers are solely responsible for ensuring that their organization is in compliance with all state and federal regulations. Therefore, the schools and district, including any employee, is not responsible for a booster club not being in good standing with state and federal agencies. This manual will assist booster clubs in their efforts to comply with district, state, and federal requirements.

Each booster club shall strive to remain in good standing with all state and federal agencies. Therefore, each booster club is responsible for obtaining its own competent independent counsel on accounting and tax matters related to its specific circumstances. This counsel may include a Certified Public Accountant (CPA) or an attorney. The cost of these services is the responsibility of the booster club.

3. Management of Booster Club

3.1 Overview

TCPS encourages the participation and involvement of parents in the education of their children. One way parents can be involved is through participation in a booster club.

- A booster club is formed to enrich the school's participation in extracurricular activities and normally involves an individual student group (band, athletics, etc.).

- Booster clubs operate independently of the school district as separate organizations even though they generally exist solely to support school activities.
- The school principal must approve the formation of all booster clubs and parent organizations within the school.
- The following guidelines provide booster clubs, principals and district Administration with financial procedures that are mandated by state and federal law, the Internal Revenue Service (IRS), school board policy, administrative directives and best business practices.

3.2 Booster Club Rules

Booster clubs in Tazewell County must comply with all of the following rules in order to retain their status as an approved booster club within the district:

- Booster clubs must obtain their own employer identification number (EIN), federal tax exemption status, and Virginia sales tax exemption certificate. booster clubs**. Booster clubs and parent organizations are not permitted to use the Tazewell County Public schools EIN, federal tax-exempt status, or Virginia sales tax exemption certificate.**
- Booster clubs are responsible for maintaining their own tax-exempt status, accounting, financial records and income tax reporting to both the federal and state government.
- The responsibility for accounting, safeguarding and disbursement of funds rests with the officers of the booster clubs. The school principal may act in an advisory capacity only.
- Booster clubs shall strive to remain in good standing with all federal and state agencies. This includes paying all taxes and other debts incurred by the organization.
- Booster clubs must not comingle their funds with district or school funds. The booster club must have its own bank account in the name of the organization separate from the school.
- Booster clubs cannot use the school's financial institution accounts as a pass-through for booster club funds.
- Booster clubs must have a P.O. Box for bank statements and correspondence. Mail should not be received at a club member's address.
- Booster clubs must carry their own liability insurance in an amount equal to or exceeding the minimum coverage amounts determined by the district.
- All booster club members must be made aware that no individual shall personally benefit from the booster club's activities. This provision must be made part of each booster club's bylaws.
- Booster clubs must submit monthly a copy of the booster club's reconciled bank statement and a copy of the minutes of each monthly meeting.
- Booster clubs must submit annually a list of officers including physical addresses, phone numbers and email addresses to the school principal.

- Booster clubs must submit annually to the school principal the following. Reports and returns are due to the principal with 30 days of reporting/filing.
  - Copy of the financial statement as of the end of the year ending June 30.
  - Documentation that an audit has been conducted.
  - A copy of the annual non-profit tax return.
- Each booster club shall operate under adopted bylaws and shall submit a current copy to the school principal.
- All meetings of booster clubs must be public meetings and minutes of all booster club meetings shall be kept in writing in the permanent records of the organization.
- If a booster club dissolves or terminates, the booster club's constitution must provide for the distribution of any excess funds and assets to another non-profit organization, the booster club's school site, or to the district in compliance with IRS regulations.
- A booster club may not represent the schools or school district nor bind TCPS or any of its employees to a third party with which the organization may conduct business.
- Booster clubs may not create or maintain a petty cash or miscellaneous fund for a teacher, coach or sponsor to use at his/her discretion.
- Booster clubs may not give gift certificates, cash or other forms of gifts to employees in exchange for work performed for our schools.
- Booster clubs may not pay directly for the services of coaches, assistants or other individuals.
- School principals and district administration shall authorize all fundraising activities sponsored by booster clubs.
- Booster clubs must not imply any form of responsibility for or sponsorship of their fundraising events by the district or school.
- Booster clubs can never borrow or loan money, or be indebted to any Bank, group or individual.
- Booster clubs shall never hold any credit, debit or other such bank or store cards.
- If a booster club refuses to provide information (e.g., fundraising requests, fundraiser accountability report, monthly bank statements, financial records, audit report, etc.) upon the request of a principal or district administrator, TCPS shall revoke the booster club's approval and shall deny the booster club access to TCPS facilities and school programs, student activities, and student organizations.
- TCPS expects parents and booster club members to follow the same standards of conduct as TPCS employees when interacting with students (e.g., attending student activities as fans, chaperoning students, sponsoring students.)

3.3 Forming a Booster Club

3.3.1 Articles of Incorporation

A non-profit organization is created by filing articles of incorporation with the Office of the Clerk at the Virginia State Corporation Commission and obtaining a certificate of incorporation issued by the Commission. The articles of incorporation must include certain provisions required under Virginia law. In particular, the articles must set forth whether or not the corporation will have members and identify upon whose authority future directors will be elected or appointed. See the VA SCC template for articles of incorporation for a Virginia nonprofit corporation, form SCC819NP, and, more generally, form SCC819, which are available on the VA SCC website at http://www.scc.virginia.gov/clk/vanon_corp.aspx.

In addition, the IRS requires certain provisions in the articles of incorporation in order for a corporation to be recognized as a 501(c)(3) charitable organization. Tax-exempt status is granted by the Internal Revenue Service. In order to be recognized as a tax-exempt organization, the articles of incorporation must include various provisions that are identified in IRS publication 557, *Tax-Exempt Status for Your Organization,* http://www.irs.gov/pub/irs-pdf/p557.pdf. For more information regarding tax-exempt organizations, contact the IRS at 877-829-5500.

3.3.2 Bylaws

The bylaws are the governing document for the booster clubs. They outline the philosophy, structure, and general procedures of the organization. The bylaws are formulated as a series of “articles,” each dealing with one aspect of the outline.

The bylaws for each booster club shall specify the following:

- Name of Organization
- Purpose - Define the charitable purpose of the corporation. The nonprofit needs to make sure the purposes clause is not so narrow that it unduly limits the nonprofit’s activities, and not so broad that it prevents the nonprofit from obtaining 501(c)(3) exemption from the IRS.
- Meetings - The frequency and place of meetings, the type of notice required, and whether directors may vote by written proxy.
- Leadership - The titles and specific responsibilities of the officers, qualifications for directors, the number of directors, the length of terms for the directors and officers, and the method for electing and removing directors and officers. The corporation must have a president, treasurer, and secretary.

- Provisions for Membership - Qualifications for membership, method of selection, dues and fees, voting rights, and the frequency and place of membership meetings.
- Quorum -The number of members or directors required for a quorum to conduct business, and the proportion of votes required to take action on a matter.
- Financial Policies/Controls - The signatures required for execution of legal documents, signatures required for checks, accounting method (i.e., cash or accrual), number of authorized signers on the bank account(s), and other controls over financial transactions.
- Fiscal Year - The accounting period of the corporations; which need not be the calendar year.
- IRS Language - Special clauses that relate to (i) the dissolution of the nonprofit, (ii) "inurement," (forbids the use of the income or assets of a tax-exempt organization to directly or indirectly benefit an individual or other person that has a close relationship with the organization) and (iii) a general statement that the corporation may not take action that would be inconsistent with the requirements for tax exemption under Section 501(c)(3). It must be stated that, upon dissolution, any remaining assets will be distributed to other organizations exempt under Section 501(c)(3).
- Bylaw Amendments - The procedures for amending the bylaws. Amendments may be adopted by the elected board, but in most cases, they require a two-thirds vote of the members at a general meeting. Prior notice of the proposed amendment is always required, either at the previous meeting or at least a certain number of days before the vote. A committee may be appointed to write a revised set of bylaws. This usually requires a vote at a general meeting, but may also be allowed by a two-thirds vote of the board. Requirements for adopting the revised set of bylaws should be the same as for an amendment.

3.3.3 Obtaining an Employer Identification Number

Every organization must have an employer identification number (EIN), even if it will not have employees. The EIN is a unique number that identifies the organization to the IRS. Since booster clubs are separate legal entities from TCPS, **booster clubs cannot use the Tazewell County Public Schools EIN.**

An organization is not automatically considered tax-exempt by acquiring an EIN. All organizations must first apply for an EIN to be recognized as a unique entity and then apply for tax-exempt status. Likewise, the mere fact that an entity is organized as a nonprofit organization does not indicate that it is exempt from federal tax.

An employer identification number is requested on Form SS-4, Application for Employer Identification Number. The form is available at http://www.irs.gov/pub/irs-pdf/fss4.pdf. No fee is required for obtaining an EIN.

An EIN is required to open a bank account and obtain a State Sales Tax Permit. **Booster clubs should not use an individual's social security number or the TCPS EIN to conduct the business of the organization.**

3.3.4 Application for Sales Tax Exemption Status

Booster clubs are considered by the Internal Revenue Service to be separate financial entities from the school division; therefore, **Booster clubs are prohibited from using TCPS tax exempt status in making purchases. Booster clubs must apply for their own sales tax exemption certificate.**

Virginia law allows organizations to purchase things or services that support the mission of the organization without paying sales tax. To purchase items or services without paying sales tax, the booster club must provide the vendor with a valid signed Virginia Sales and Use Tax Certificate of Exemption.

To sell any taxable items, a booster club must apply for a Retail Sales and Use Tax Exemption from the Virginia Department of Taxation. The sale of goods includes fundraisers, such as candy sales, t-shirt sales, and sales of other taxable items.

More information regarding the application process for a tax exemption can be found at https://www.tax.virginia.gov/sales-tax-exemptions.

3.4 Booster Club Organization and Officer Roles

3.4.1 Officer Best Practices:

- All officers should be elected on an annual basis.
- All officers must provide complete contact information to the school principal.
- The school principal must be notified in writing of any change in officers within 10 days of the change.
- All members of a booster club's executive board are legally obligated to be prudent and reasonable in conducting themselves in order to preserve booster club funds and legally protect the organization.
- All booster club executive board members must actively participate in the management of the booster club including attending meetings, evaluating financial reports, and reading minutes.
- No member, management, executive, governing board member, committee member, etc. should be compensated to participate in the booster club.
- School and district employees including but not limited to coaches may not serve in a board or officer role that controls or authorizes financial transactions for any booster club. This includes holding board or officer positions such as treasurer, bookkeeper, or check signer. In addition,

school or district employees may not conduct any booster club business during paid employee working hours.

- The booster club must have a president and treasurer at a minimum. One person cannot serve in both capacities nor can spouses or family members hold position of president and treasurer at the same time.

3.4.2 Election of Officers

The election of officers of the organization will occur annually within the timelines and manner prescribed by the organization bylaws. Typically, the election of officers should occur by May of each year so that the newly elected officers will be in place for the start of the next school year. The transfer of records should take place no later than July 1st of each year.

Officers may be elected in a variety of methods (simple majority, secret ballot) in accordance with the organization's bylaws. The election of officers should be from a slate of officers presented by the nominating committee in the spring of each school year. Recommendations may also be taken from the floor at the time of the vote in accordance with Roberts Rules of Order Newly Revised. At no time should officers be appointed without the input and approval of the membership.

3.4.2.1 President. Major duties include, but are not limited to, the following:

- Preside at all meetings of the organization;
- Resolve problems in the membership;
- Meet monthly or more often with the treasurer of the organization to review the organization's financial position;
- Regularly meet with the school principal regarding planned booster club activities;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- Make deposits to the bank;
- Perform any other specific duties as outlined in the bylaws of the organization.

3.4.2.2 Vice President. The vice president acts as the president's representative in his/her absence. He must remain familiar with the organization. Major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.

3.4.2.3 Secretary. The secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership.

The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's bylaws. Major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster club if such a governing board is defined by the bylaws;
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board in a prescribed format;
- Maintain records of attendance at each meeting;
- Conduct and report on all correspondence on behalf of the organization;
- Perform other specific duties as outlined in the bylaws of the organization.

3.4.2.4 Treasurer. The treasurer is the authorized custodian of the funds of the organization. The treasurer accounts for all cash transactions and is responsible for assuring that all financial records are maintained accurately. The major duties include, but are not limited to, the following:

- Receive and prepare all funds for daily deposit in the booster club bank account;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Issue and account for pre-numbered receipt books and ensure return at year-end. Audit individuals' receipt books to ensure accountability of all receipts. Cleary document and report exceptions and/or variations from procedures including explanation as to why procedures were not followed and action taken or planned to ensure future compliance, as applicable;
- Ensure goods received and/or services purchased are acceptable prior to issuing payment.
- Prepare checks for President's approval.
- Reconcile all bank statements within 30 days of receipt and resolve any discrepancies with the bank immediately;
- Present a current financial report to the executive committee and general membership within thirty days of the previous month end;
- Calculate and analyze the outcome of each fund-raiser to determine its financial success/failure;
- File annual IRS form 990/990EZ/990N in a timely manner;
- Submit records to audit committee appointed by the booster club upon request or at the end of the year;

- Submit annual financial recap, Form 990/990EZ/990N, and a copy of the annual financial audit to the school principal at year end;
- Establish a permanent file for financial related records
- Assist the booster club's executive board in maintaining non-profit status;
- Perform other specific duties as outlined in the bylaws of the booster club.

Note: Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended that the treasurer have an accounting background.

3.4.2.5 Nominating Committee. The nominating committee is formed from the organization's membership in the spring of each year. The purpose of the committee is to recommend various members of the organization for office in the coming year. The nominating committee should be charged with soliciting recommendations for officer positions within the organization. The committee should then contact the potential candidate directly to ascertain their willingness and desire to serve. The nominating committee should report back to the membership on their results in the spring so that elections may be held.

3.4.2.6 Audit Committee. At the end of the fiscal year, June 30th, an audit of the booster club financial records should be conducted. The audit should be performed by a certified public accountant or someone who is independent from the day-to-day financial activities. The audit committee should consist of at least three individuals. The primary objectives of the audit are to:

- Verify the accuracy of the treasurer's financial reports;
- Ensure that the organization's cash balances are accurate;
- Determine that established procedures for handling funds have been followed;
- Ensure expenditures occurred in a manner consistent with organization's bylaws;
- Verify that annual federal and state forms have been filed.

The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached prior to the presentation. All officers of the organization shall make records available as requested by the audit committee.

3.4.3 Standards for Meeting

Notice of all meetings of the booster club should be published seventy-two (72) hours prior to the meeting date. The notice should clearly indicate the date and

time of the meeting. It is recommended such meetings not occur without the presence of the school principal or designee in attendance.

3.4.4 Rules for Dissolution

To dissolve a booster club, a resolution shall be adopted by the organization (or the executive board if the organization is inactive) stating that the question of such dissolution be submitted to a vote at a special meeting of the members having voting rights. At least 30 days prior to the meeting, written or printed notice shall be given to each member entitled to vote stating that the purpose of such meeting is to consider the advisability of dissolving the organization. The organization must determine the distribution and usage of treasury monies and other assets before dissolution. In order to comply with Internal Revenue Service guidelines, care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose – i.e. band booster funds would remain with the music program. Any other distribution of funds could void the organization's tax-exempt status and force it into a fully taxable situation.

3.4.5 Membership

"Members" should be defined in the booster club's bylaws. Active members should include those individuals who are parents, guardians, step-parents, or grandparents of a student at the school and that are current in their dues. Active members may also include individuals from a business partner or community organization that is involved in the booster club organization. Only active members should have the ability to vote or hold an office. Other individuals may volunteer for the booster club, but cannot vote or hold an office.

4. IRS Requirements for Booster Clubs

4.1 Fiscal Year End

When completing the Application for Recognition of 501(c)(3) status (IRS Form 1023), booster clubs will establish their fiscal year-end (also known as the accounting period year-end or official year-end). Once this date is established, the IRS does not easily allow an organization to change it. Changes are usually only allowed for extreme circumstances.

The date established will determine when the booster club has to file their informational return (Form 990) to the IRS. The return is due 4 ½ months after the end of a fiscal year (the 15th day of the 5th month after the organization's accounting period ends).

When considering a fiscal year-end date, you may wish to align your year-end with the school's year-end date of June 30th. This way, the financial activity of the club

can relate easily to a given school year. Second, the current officers can prepare the annual financial report and have it audited before the new school year begins. Third, booster club Form 990 would not be due to the IRS until November 15; therefore, the new officers would have time to prepare it after beginning the new school year.

4.2 Public 501(c)(3) Tax Exempt Status

Booster clubs do not have tax-exempt status unless they have filed individually with the IRS. IRC 501(c)(3) provides exemption from federal income tax for organizations organized and operated exclusively for educational, charitable or other exempt purposes.

However, the following are restrictions placed on tax-exempt organizations that PTOs/booster clubs must follow to receive tax-exempt status and to retain that status:

- The booster club must benefit a campus/organization as a whole instead of benefiting individual members of a campus/organization.
- The booster club cannot use individual accounts. "Individual accounts" used by an organization to record a credit to an individual (participant) based on revenues raised and then used to offset that individual's expenses with the amount credited to that individual from the revenues raised will violate the tax-exempt status of the booster club.
- The booster club cannot require a person to participate in fundraising activities.
- The booster club cannot require that a certain amount be raised or sold per person.

4.3 Annual IRS Filing Requirements

Annually, the booster club must file an exempt organization information return Form 990-N, 990- EZ, or 990, *Return of Organization Exempt from Income Tax*. The return is due by the 15th day of the 5th month after the close of the booster club tax year.
For more information regarding documents or regulations your booster club might need, please go the IRS Stay Exempt https://www.stayexempt.irs.gov.

5. General Policies and Guidelines

5.1 Insurance Coverage

Nonprofit organizations are generally not required to have insurance when filing for a certificate of incorporation or federal tax-exempt status. However, Insurance coverage can protect the booster club from the potential risks associated with fundraising, travel, use of facilities, working with volunteers, and collecting large amounts of cash. Most facility owners require organizations to carry general liability insurance when using their facilities.

TCPS does not provide insurance for booster clubs. The booster club must obtain its own insurance.

Booster clubs can request the use of TCPS facilities by submitting a *Use of Schools Facilities* form to the school principal. For each event held on TCPS properties, the booster club must provide proof of general liability insurance in the form of a certificate of insurance. The certificate of insurance should show general liability coverage in an amount of not less than $1,000,00 and include an endorsement that names the "Tazewell County School Board" as an additional insured. The Certificate of insurance should include the name of the insurance company, name and address of the insured, type of policy, policy period, a description of the activity and the date(s) of the activity.

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.

5.2 Mailing Address

It is important to maintain a consistent mailing address for the booster club. Booster clubs receive bank statements and several important documents from Federal and State agencies throughout the year. If the address of the booster club changes frequently, some of these documents could be lost or misplaced.

To avoid frequent mailing address changes, each booster club should obtain its own post office box to be used for official booster club mail. Post Office box keys can easily be given to the new officers at the beginning of each year. If the mailing address for the booster club changes, the booster club must immediately notify the principal, the Virginia Department of Taxation, and the IRS. Form 8822-B is the form needed for reporting a change of address to the IRS.

5.3 Conflict of Interest

Officers and members must avoid any conflict between their personal interests and the interests of the booster club. Officers and members must avoid actual conflicts of interest and the appearance of conflicts of interest. Officers and members must perform the day-to-day duties with integrity and in an ethical manner.

5.4 Copyrighted Materials

Booster clubs should ensure that materials downloaded from the internet or found from an outside source and used in booster club communications, including sharing content on social media, are not protected by a copyright. If the organization uses copyrighted material without the authorization of the owner, the booster club may be guilty of copyright infringement and face legal action by the owner.

5.5 Use of School Facilities

Booster clubs can request the use of school facilities. Any requests for the use of school facilities must be filed with the school principal by submitting a *Use of School Facilities* form per school board policy.
The principal must approve all booster club activities, including when booster clubs request to use TCPS facilities.

- School activities always have priority over booster club activities for use of school facilities.
- Fundraising at any school site is directly under the control of the school principal and must be approved by the principal prior to the beginning of the fundraising activity.
- Booster club on-campus activities must not conflict with school schedules or activities, or district activities which always take precedence over booster club activities.
- A Certificate of Insurance must be submitted to the principal in addition to the Use of Schools Facilities form.
- Custodial fees will be charged as a part of the agreement. Please refer to the *Use of School Facilities* for fee information.

5.6 Collections for Specific Teacher, Student, or Family

Although staff, students, and parents want to assist individuals and families in times of need, service projects or fundraisers may not be held by booster clubs for death or injuries in tragic accidents, major illnesses, fires, or any other reason. Collecting or raising funds for these situations must be done by an individual or group who is not affiliated with a booster club.

5.7 Financial Aid for Student in Need

In some instances, individuals may not be able to afford to pay the amount owed to participate in a particular event. The IRS has indicated that a group or club may establish criteria that could be used to determine if a person is in financial need. If the criteria are met, the group or club could provide the necessary funds to allow the individual to participate. The criteria should be established in writing prior to a particular situation arising. In addition, the criteria must be used consistently for all people and it should not change each year based on a particular student or family.

5.8 Crowdfunding

TCPS does not allow the use of crowdfunding websites to raise money, due to the lack of control over the funds.

6. Fundraiser Guidelines

The booster club's officers shall ensure all fundraising efforts are within federal, state and district guidelines. Booster club fundraising campaigns shall be limited to activities that support the educational and extracurricular goals of the individual school and the district. Booster club fundraising campaigns must have prior authorization of the principal, school district administrator and comply with school board policies.

No fundraising activity by a booster club may include any of the following prohibited elements:

- The use of competitive-based cash or prize incentives for elementary students;
- Door-to-door sales or neighborhood canvassing by students;
- The use of instructional time to promote a fundraising activity.
- Raffles or the sale of raffle tickets by students on school property.

6.1 Fundraiser Planning

Each fundraiser shall have a written plan, budget and be executed in accordance with the approved plan. The following are recommendations on how the booster club should plan their fundraising campaigns.

- Determine the project and purpose of each fundraising campaign. Set goals and objectives.
- Plan the number of fundraising campaigns that will executed throughout the year.
- Schedule the best times of year to run the fundraising campaigns.
- Establish the duration of each fundraising campaign.
- Create a budget for each campaign that contains the anticipated sales volume and income, and expenses such as the cost of product, and other expenses.
- Evaluate the effort versus reward of each fundraising campaign and decide whether to continue with the fundraising campaign.

A list of fundraising campaigns must be submitted to the principal in August along with a written plan, and a *Fundraising Activity Application*. The *Fundraising Activity Application* is included in this manual and can be found on the tcpsva.org website. The *Fundraising Activity Application* shall be complete with all of the requested information written on or attached to the form. Incomplete applications will be returned to the booster club and will not be reviewed or authorized by the principal. If there is a change to any of the fundraising campaigns, the booster club should immediately submit an amended *Fundraising Activity Application* with the word "Amended" written boldly at the top of the form.

6.2 Evaluation and Authorization of Fundraisers

At the beginning of the school year, the principal and school district administrator shall review all of the fundraiser applications from all booster clubs. Approval of the fundraising campaign will be evaluated based on

- The need for the funds
- The purpose of the fundraiser
- The duration of the fundraiser
- The appropriateness of the service or product
- The vendor's qualifications and reputation
- The type and quality of merchandise or services
- The overall value of the fundraiser.

Fundraising campaigns cannot be announced or begun until the application is approved by the principal. All advertisements and other print materials for events and fundraisers must be approved by the principal before distribution. The principal and school district reserve the right to pull advertisements, fundraising campaigns and events that have not been approved, do not comply with school board policies or are in conflict with the school district's values.

6.3 Administration of Fundraisers

Club officers must account for all funds generated and expensed through fundraisers. Accurate and complete records of each fundraising campaign shall be kept in accordance with generally accepted accounting practices. Records of a fundraising campaign should include the following:

- The level of funds necessary to support the organization's program.
- The officers, members and other parties responsible for general oversight, product procurement and delivery, and other significant functions.
- A budget that contains the anticipated sales volume and income, and expenses such as the cost of product, and other expenses.
- An inventory of all items purchased for sale shall be maintained.
- The method, time and place for the sale or taking of order(s) of the product or service.
- Proof of sale and delivery of merchandise or services to the consumer.
- A record of collections stating how much money was collected, when the money was collected and from whom the money was collected.

All sales require a receipt to be issued to the purchaser. The receipts are to be prenumbered and shall contain the date, customer's name, amount collected, and signature of the student and/or collection member who issued the receipt. If applicable, sales tax is to be included in the price of the items sold.

A record of collections shall be kept by each person who collects money and issues receipts. The record of collections shall be reconciled to the total of receipts and deposits. When sales are made by students for a fundraising campaign or event,

the student must issue a receipt to the purchaser and maintain a copy of the receipt for his/her records.

When a student turns his/her money in to a booster club officer or collection member, the officer or collection member must count the money in front of the student and give each student a receipt with the date, the student's name, and the amount of money received. The officer or member shall retain a duplicate of the receipt. If the receipt from the booster club includes money collected from several students, the information on the receipt must indicate the names of all students, the amounts of money received from each student and the date. The duplicate receipts from the student and/or several students shall be stapled to the collection record and given to the booster club treasurer along with the money.

An inventory of items shall be maintained. Inventory records shall include beginning inventory amount, price per item, number of items sold, number of items given away and number of items remaining in inventory at the end of the sale. Inventory should be stored in a secure place.

A *Fundraiser Accountability Report* should be filled out detailing the quantity of items or services sold, the amount sales, any credits or returns, money collected, costs associated with fundraising campaign, and net profit. The report shall be completed within one week of the projected end date of the fundraiser and submitted to the booster club treasurer for verification. A copy of the *Fundraiser Accountability Report* is included in this manual.

6.4 Fundraiser Restrictions

Booster clubs that have tax exempt status with the Internal Revenue Service must comply with the following restrictions in order to retain tax exempt status:

- The booster club must benefit the group as a whole instead of benefiting individual members.
- All members of the booster club are to be treated equally and receive the same opportunity to benefit from a fundraiser. Therefore, one student cannot receive a greater benefit than another unless the criteria for financial need is met. (See section *5.7 Financial Aid for Student in Need*).
- Individual accounts are specifically prohibited.
- The booster club cannot require its members or the students to participate in a fundraiser. Furthermore, students who do not participate in fundraising activities must receive the same opportunity to benefit as those students who participated.
- The booster club cannot require that a certain amount be raised or sold per person.

6.5 Fundraising Liability

The booster club is a separate entity from the school district and is not covered under any insurance policies owned by the school district. It is recommended that the booster club obtain its own general liability insurance policy. Vendor contracts can include an Indemnification Clause, Hold Harmless Clause, or a Waiver of Liability Clause that can put the booster club at risk for any and all losses incurred or resulting from the event. These losses could result from property damage, bodily injury, personal injury, etc. booster club officers should carefully read the entire contract and/or service agreement from vendors before signing. The booster club shall not imply any form of responsibility for or sponsorship of its fundraisers by the school or district.

6.6 Candy/Food Sales

There are federal regulations on the sale of food items (for consumption and/or as fundraisers) during the school day which will impact the school ability to sell food items as a fundraiser.

6.7 Ticket Sales

Pre-numbered tickets shall be used for admission events. The treasurer is the sole custodian of the ticket inventory and is responsible for maintaining accountability of tickets issued, sold, and returned. Ticket sales shall be reconciled with cash received by a person other than the person receiving cash and appropriate entries will be made in all related records. The *Report of Ticket Sales* form included Section 9 may be used for proof of reconciliation.

6.8 Other Fundraiser Considerations

The following concerns all fundraising activities, but are directly applicable to those programs involved with the students' resale of products purchased at “wholesale" from a commercial vendor:

- Student order forms will be reconciled and records maintained with respect to product distribution and the remittance of funds.
- A booster club officer or collection member must secure and control all funds collected by each student.
- Regardless of an individual’s total sales, limits will be established with respect to the quantity of product or amount of money in the possession (or responsibility of) an individual at any given time.
- A booster club officer or collection member must monitor and ensure compliance with deadlines for product selling and distribution and collection of money.
- Neither faculty nor staff will receive any monetary or other benefit from product vendors.

7. Financial Policies and Guidelines

7.1 Internal Controls

Internal controls promote solid financial management and can assist in the detection of errors, irregularities, and mismanagement of funds. Adherence to internal control procedures benefit the booster club in the following ways:

- Protect members of the organization from accusations of financial impropriety, fraud and/or embezzlement.
- Help to maintain an accurate inventory of all goods purchased or donated.
- Ensure operations are effective and efficient.
- Promote successful fundraising ventures.
- Protect against improper fund disbursements.
- Help to ensure that unauthorized financial obligations cannot be incurred.
- Help to ensure compliance with applicable laws and regulations.

The basic standards of internal control are defined as follows:

- Documentation. Internal controls will be clearly described in writing, in an orderly manner, and documentation will be readily available in a central or limited number of locations.
- Recording of Transactions. Transactions will be recorded as executed and will be properly classified.
- Execution of Transactions. Independent evidence will be maintained ensuring authorizations are provided by persons acting within the scope of their authority and transactions conform to the terms of authorizations.
- Separation of Duties. Operational and financial duties of the booster club will be carried out by separate members of the organization so that no one individual should be able to execute all parts of a transaction or process.
- Supervision. Qualified and continuous supervision will be provided to ensure approved procedures are followed. Lines of responsibility and accountability will be clearly defined.
- Access to Resources. Access to resources will be limited to authorized personnel. Access includes both direct physical access and indirect access through the preparation or processing of documents that authorize the use and disposition of resources. Periodic comparison will be made of the resources used with the recorded accountability of the use to detect any discrepancy.
- Competent Personnel. Reasonable care will be taken to ensure key personnel have high standards of integrity and are competent. This assurance can be achieved by education, training, and relevant experience.
- Reasonable Assurance. Internal controls will provide reasonable, but not absolute, assurance objectives will be accomplished. This standard recognizes the cost of internal controls will not exceed the benefits to be derived from the controls. The benefits consist of significant reductions in the risks of failing to achieve the stated objectives.

- Records. Procedures will be implemented to ensure records, regardless of medium, be secure from unauthorized use, alteration or destruction, and be retained in accordance with regulations promulgated by the IRS.

7.2 Safeguarding Cash and Cash Equivalents

Booster clubs are independent of the school district; however, booster clubs often use the name of the school in their organization name and in fundraising events. It is imperative that controls and accountability are in place to protect the funds and the reputation of the booster club and TCPS. For this reason, booster club funds are collected and maintained by the organization, and no booster club funds shall be kept in school or district banking accounts. In addition, Booster clubs are prohibited from storing money at the school. The school/district is not responsible for any damage or loss of booster club monies at the school

Funds refer to cash and cash equivalents such as cash, coins, checks, money orders, cashier's checks. Proper safeguards related to the handling of funds will assist in the security of the funds and prevent activities that may lead to theft, fraud and misuse.

One such safeguard is to authorize a select few of trustworthy members to collect funds for events and fundraisers. Unauthorized members, spouses and relatives of authorized members, and persons not affiliated with the booster club, **must not** have access to funds or handle receipts of cash or checks.

Collection members should be changed or rotated periodically for fundraisers, events and concessions. The booster club should not allow the same person to collect cash for the same event or purpose continuously.

Other safeguard recommendations are as follows:

- Cash and checks received, whether from an event, fundraiser or donation, are to be documented on receipt forms and a copy of the receipt should be given to the payee.
- A separate authorized member must count all of the money received during the day, and list the money, coins and checks on a bank deposit slip to be given to the treasurer. The total of the counted money must agree the total of the issued receipts.
- All checks received should be made payable to the booster club, not to an individual responsible for the activity.
- Immediately upon receipt, checks should be restrictively endorsed to be deposited into the booster club's bank account.
- Pre-numbered tickets are to be used for events with ticket sales and agreed to the *Report of Ticket Sales*.
- All monies (coin, currency, and checks) are to be turned in to the treasurer and deposited in the bank account by the President in full on a daily basis.

- Money received and not yet deposited will not be used for purchases, check cashing, loans, advances, reimbursements, or for any other purpose.
- Money should not be kept in an unlocked drawer, unlocked filing cabinet, vehicle, or other unsecured place.
- Any loss of money, including checks, must be reported immediately to the booster club officers and school principal. A written statement providing the date and circumstances related to the loss, the amount lost and method of discovery of the loss is to be kept with the booster club's financial records and a copy must be given to the school principal.
- Records of the money received (i.e., receipts, copies of checks) should not be stored in the same place as the money. If records and money are stored together and a theft occurs, the record of the money may be taken along with the money. Determination of the amount lost and recovery of loss will be more difficult.
- All unused checks should be kept safe and secure at all times.
- The sequence of check numbers should be accounted for when reconciling the bank statement to the booster club's books.
- All expenditures are to be paid by check.
- The booster club is strictly prohibited from use for cashing personal checks for any member, employee or other individual. No person collecting cash shall replace cash collected with a personal check.
- Issuing checks payable to "Cash" or to the "Sponsor" are prohibited. The IRS may examine these transactions in more detail than other transactions.
- Checks must be signed by two (2) authorized signers on the booster club bank account.
- Bank Statements are to be reviewed and reconciled on a monthly basis.

On a monthly basis, the booster club president shall review the report of cash receipts and disbursements prepared by the treasurer. While reviewing the report of cash receipts and disbursements, the president should evaluate the reasonableness of the reported cash position.

Documents needed for this review are:
- Bank statement(s)
- Bank reconciliation and supporting reports
- Receipts and disbursements report
- Supporting documentation

A copy of report of receipts and disbursements, monthly bank statement, and bank reconciliation are to be given to the school principal each month. Failure to provide monthly and annual statements to the school principal shall affect the booster club's affiliation with the school and district.

7.3 Bank Accounts

Booster clubs must have its own bank account with its own employer identification number (EIN) issued by the IRS. The bank account cannot use the social security number of any individual(s) or TCPS EIN. **Co-mingling of booster clubs' funds with school activity funds is prohibited.**

The district recommends that at least two authorized signatures be required on each check written to promote good internal controls over check disbursements. The authorized signers must be an officer of the booster club. School or district employees may not be a signer on the booster club bank accounts. If a booster club requires two signatures for check disbursements, the bank account(s) should have at least three authorized signers to allow for a back-up signer if one of the regular signers is not available.

If any authorized signers are no longer an officer of the booster club, his/her name should be removed from the bank account. Only current officers should be authorized signers.

Each month, the bank statement should be received, opened, and reviewed by an officer who is not the president or treasurer and does not have signature authority on the organization's bank account. This person should review checks written, check that all activity (deposits and expenditures) appear as normal booster club activity, and that the balance seems reasonable. The cleared checks should be reviewed to ensure that both authorized signers signed the check and that the vendor/payee on the check is authorized vendor. After opening and review, the bank statements should be given to the treasurer to prepare the formal bank reconciliation which should be done monthly.

Booster clubs should not use debit cards to pay for expenditures or withdraw cash from the bank account. The transparency of the financial records is compromised when a check is not used to document a disbursement from the bank account.

7.3.1 Bank Reconciliation

Upon receipt of the monthly bank statement, the balance indicated on the statement shall be reconciled to the bank account balance on the booster club books as of the last day of the month.

Items needed to complete the bank reconciliation:

- Prior month's bank reconciliation
- Bank statement
- Check register and/or cash disbursements journal
- Cash receipts journal
- General ledger (booster club financial records)

To complete the bank side of the reconciliation form:

- List the ending balance shown on the bank statement.
- Check off outstanding checks from prior month's bank reconciliation using the bank statement.
- Determine the outstanding checks by comparing the check register to the bank statement, including any remaining checks from the previous month.
- Determine the deposits in transit by comparing the cash receipts journal to the bank statement.
- Identify any items that need to be corrected by the bank, such as check printing, returned check charges and encoding errors. These items should be grouped together under Other Adjustments.
- Total all items and enter the amount on the Adjusted Bank Balance line.

To complete the General Ledger side of the reconciliation form, perform the following:

- Indicate cash account ending balance from the general ledger (booster club financial records).
- Compare the bank statement to the check register and list any cleared checks that were not posted.
- List any outstanding returned checks.
- List the interest earned per the bank statement. This amount should be immediately posted to the booster club financial records.
- Identify any items that need to be corrected on the general ledger (such as immaterial encoding errors) under other adjustments.
- Compare the adjusted bank balance to the adjusted cash balance to make sure they agree. If they are not, the reconciliation is NOT complete.
- Examine the prior month's reconciliation to ascertain that all items have been posted and/or corrected.
- If at all possible, a computerized reconciliation program should be used in conjunction with the booster club's approved accounting software.

7.4 Annual Budgeting

Before the beginning of each school fiscal year, July 1st, the booster club should develop a budget. A budget is a financial document that shows how the booster club will spend its money over a 12-month period and what the organization expects to accomplish in financial terms. Creating a budget is essential to good management, gives legitimacy to the club and shows donors exactly what they're paying for. The budget will serve as the basis for all of the activities and events that the club undertakes and will inform the decisions that are made throughout the year. Throughout the course of the year, the budget shall be referred to for guidance and will be matched against financial reports to determine operational success of the club.

Every budget should include annual financial goals and a plan for achieving those goals. When creating a budget for the school year, always keep the organizational

goals in mind. Booster officers should develop a list of trips, banquets, events or purchases to present to the members for a vote. Once the projects are approved, the officers should develop a plan on how to pay for these projects during the course of the next year.

If budgets from previous years are available, refer to them for guidance to estimate expenses and revenue. If there are no prior budgets for reference, list everything the booster club plans to do in a year and how that will relate to the booster club finances. Some general questions to think about are:

- How much revenue can be expected?
- What events are scheduled for this year?
- What fundraisers will be held to raise the budgeted amount of revenue?
- What donations, supplies, or facilities are needed to achieve these goals?
- What will the planned fundraisers cost?
- What are the biggest expenses?

Estimate the numbers for the expenses and revenue as accurately as possible. Enter the numbers for each line item, then total the cost. As a nonprofit organization, the budget should be balanced, meaning the revenue and expenses should equal.

Booster club officers shall continuously monitor the budget throughout the fiscal year comparing the budget to the actual revenues and expenses. Ideally, the projected budget should be compared to the actual income and expenses at least twice monthly. Whenever any significant changes in the estimated revenues occur or any increases in expenses are expected, the booster club should revise their budget. A good rule of thumb to use for determining whether the change in income or expenses is significant is a variance of 10 percent or more. If the budget is revised, a copy of the revised budget must be turned in to the school principal.

7.4 Cash Inflows

7.4.1 Best Practices of Receiving Money

- All money received by the booster club for fees, dues, events, fundraising, etc., must be deposited on the day of receipt.
- At no time should booster club money be held at a member's home. Every effort should be made to balance funds collected the day of the event, prepare appropriate deposit documentation and submit to a bank or bank night drop if the bank is closed for deposit and safekeeping. Money from concession sales should be handled in the same manner.
- Booster club officers should authorize a few of trustworthy members to collect funds for events and fundraisers.
- Unauthorized members, spouses and relatives of authorized members, and persons not affiliated with the booster club, **must not** handle receipts of cash or checks or have access to funds.

- Authorized collection members should be given a receipt book that is consecutively numbered. A carbonless receipt book is recommended. The collection member needs to write firmly enough so that the carbon copy is legible. The collection member should check the carbon copy after each receipt to be sure it is legible.
- The Treasure shall maintain an *Activity Receipt Book Control Log* to document the collection member's name and the range of numbers in the receipt book given to them. When the receipt book is full, the receipt book should be turned into the treasurer.
- A receipt should be given to anyone who pays or donates by cash or check. All funds collected should have a receipt, and a receipt should be given to the payee.
- Officers or authorized collection members cannot receipt or deposit in their own payments.
- Each receipt should be completely filled out. The receipt should have the payee's name; form of payment (cash, check, money order, or cashier's check); the check or money order number; date of the receipt; and signature of collection member.
- If a money order or cashier's check is received, the receipt should indicate the total check amount; brand name of the money order or the issuing bank's name of the cashier's check; and the complete check or money order number.
- If presented with cash, the collection member of the booster club should count the cash in front of the person who gave him/her the cash before issuing a receipt.
- Any checks received should be receipted and restrictively endorsed immediately.
- Post-dated checks should not be accepted from any source.
- In the RARE instance that a receipt book is not available, the collection member may create a legible receipt. The receipt should have the payee's name; form of payment (cash, check, money order, or cashier's check); the check or money order number; date of the receipt; and signatures of the payee and collection member. A copy of the receipt should be given to the payee as well.
- Copies or a list of checks, money orders, and cashier's checks received should be made to assist in recovery of money if these items are lost, stolen, or returned due to insufficient funds.

7.5.2 Best Practices of Recording and Depositing Money

- Bank deposits should be prepared as follows to ensure the integrity of financial reporting:
    1. Separate all currency and coins by denomination and carefully count and record it in the appropriate section of the bank deposit form.
    2. A calculator tape may be run for any checks included in the deposit rather than indicating the checks individually on the deposit slip form. A copy of the tape should be retained with your copy of the deposit records.

3. Total the deposit slip.
4. Tally the pre-numbered cash receipts and make certain that the total matches the deposit total.
5. Attach the cash receipt verification with a copy of the deposit slip and file in date order.
6. For large deposits, have another individual independently count the money and verify that the cash and coins have been correctly recorded on the deposit slip.
7. Both individuals should initial next to the currency amount on the deposit slip.
8. Seal the deposit in a deposit bag in the presence of the second individual. This is called dual control and places the organization in a better position to challenge any claim that the bank may make that the currency received was incorrect.
9. A booster club shall NOT deposit funds:
    - From other groups or organizations into the booster club account
    - In a personal account
    - In school or school district accounts
    - By smart phone check depositing apps (violates policy requiring two or more individuals verifying the deposit)
10. Keep an accurate record of all receipts and payment authorizations for the treasurer's financial records. Maintain a paper trail with copies of checks and deposits/receipts attached.

7.5.3 Donations

Booster clubs may receive monetary or non-monetary contributions from individuals or businesses. If the Booster club does not have a Determination Letter from the IRS granting 501(c)(3) tax exemption, donations made to the booster club are not tax-deductible and the donor cannot claim their donation on their tax return. In addition, you must inform the individual or business that the contributions and donations are not tax-deductible.

If the booster club has received a Determination Letter granting them 501(c)(3) tax exemption, the booster club must provide the donor with the organization's EIN and indicate that the booster club is a 501(c)(3) organization.

For tax deductible contributions received, the booster club may want to send a thank you note that includes the following:

- EIN number for the booster club.
- For cash contributions, the thank you note should indicate the name of your organization, the date of the contribution.
- For noncash contributions, the thank you note should indicate the name of your organization, the date and location of the contribution, and a detailed description of the property. The estimated value should NOT be included in the thank you note. It is the responsibility of the individual or business that

provided the gift to determine the value that they would report on their tax return.

- If contributor/donor requests a copy of the booster club donation letter, provide a copy to them.
- For contributions of $250 or more, a note is required to be sent to the donor with the EIN, Name of Organization, date, type of donation and other information noted above.

7.6 Cash Outflows

Expenses of the booster club must be made from established budget line items in the booster club adopted budget, and should be approved by booster officer(s). The approval of the expense shall be noted in the board minutes. If a request exceeds the budget or is for an item not previously included in the budget process, a vote of the membership must be taken prior to the requisition and payment of the expense. Expenses shall be reasonable and follow the bylaws and mission of the organization.

Officers of the booster club should monitor expenses to be sure they are consistent with the annual budget. The booster club should determine a threshold amount in which approval of the expense must be approved by vote of the booster club members.
Expenses can be donations made to the school or district or direct expenditures of the booster club. The following guidelines should help the Booster club determine how expenses should be handled.

- Donations to the school shall be processed in accordance with board approved policies and procedures. Donations to a school or the district will be accepted approved by the Tazewell County school board. In making the donation, the booster club should clearly indicate the purpose of the donation. When supplies or equipment is purchased from donated funds, it becomes the property of the school and district. The following are considered donations to the school or district.
  1. Competitive team expenses (e.g., entrance fees, food costs, travel costs).
  2. Student Travel. Booster club representatives should not sign contracts or pay expenses directly from booster club accounts for any arrangements for student travel associated with the booster club (e.g., hotel costs, transportation, bus or airfare fees).
  3. Uniforms
  4. Equipment. All equipment placed in the schools by the booster club shall become the property of the school division. The booster club cannot purchase equipment for the benefit of the school, and the school shall not enter into co-ownership of equipment or supplies with boosters.

- The principal should obtain the required information about the donation (e.g., description of donation, estimated fair value of donation, and any restriction on the use of the donation) from the booster club. The principal must submit all donations to the board for approval.
- Direct Expenditures are purchases of supplies that relate to the day-to-day operation of the booster club, as well as purchases necessary to conduct a fundraiser. Expenses of the booster club will be processed as disbursements directly from booster club funds. The following are considered expenses of the booster club.
    1. Hosting nonprofit school events (e.g., an awards dinner) that the principal has approved.
    2. Apparel (e.g., T-shirts, warm-up suits)
    3. Trophies/awards
    4. Nondiscriminatory scholarship funds, provided that a booster club may not base a scholarship on participation in a fundraising event. TCPS recommends that a booster club pay a scholarship award directly to an educational institution in support of the recipient's education.
- The school nor the district are permitted to make purchases for or on behalf of a booster club. This includes purchases for fundraisers even if the booster club provides the funding for the purchase.

7.6.1 Disbursement of Funds/Check Requests

All disbursements of the booster club shall be paid by check from the organization's bank account. Booster clubs may write checks for the following:

- Expenses for the operations of the club including, but not limited to mailings, postage, website fees, storage facilities, advertising, bank fees.
- The cost of providing liability or bonding coverage if deemed appropriate by club membership for general activities or a specific sponsored event.
- Items purchased for resale as a fundraiser.
- Expenses to promote a fund-raising activity including, but not limited to signs, equipment rental, insurance.
- All items necessary for parties provided by parents or other students strictly for an athletic team or performing arts program as long as it is approved by the principal.
- All items necessary for one post-season meal or banquet for each team per sport per campus or performing arts program.
- All items necessary for meals, snacks or snack foods during and after practices as long as it is not a reward for performance and is approved by the principal.
- Meals and/or hospitality for referees, judges, clinicians or visiting sponsors.
- Hospitality expenses for tournaments, extra-curricular events or competitions.
- Booster club funds cannot be used for gifts or luncheons for the school or district staff, or booster club officers under the IRS 501(c)(3) regulations.

- Booster club officers must review and approve all disbursement of funds before any check is written. (Most boards have a dollar limit like anything over $250 or not a budget line item needs approval first.)
- School or district employees may not approve disbursements.
- The booster club officers must review and approve in advance that all major purchases are within the approved budget.
- All disbursements must have full documentation in the form of original invoices, purchase orders or statements, including proof of payment, to support the request for reimbursement or direct payment.
- At no time should a check be issued without the appropriate supporting documentation.
- At least two officers shall sign each check.
- A Check Book Registry, either on computer or hand written, and separate from the check stubs, should be kept up to date to account for all checks written and deposits entered.
- Check stubs should indicate the date, payee, amount of check, invoice number, purchase order number, if applicable, and any other pertinent information.
- The treasurer must reconcile the checkbook each month with the monthly bank statements.
- Booster clubs shall not keep petty cash. All disbursements should be by check, no matter how small.
- Booster clubs shall not issue advanced payments or provide loans of any funds.
- Accounting of all disbursements made must be reviewed and approved by the board at the next board meeting. (For example, a list of checks cut during the month by number, payee, amount and expense category should be presented at the monthly board meeting and approved by the board.)

7.6.2 Best Practices of Disbursing Money

- All checks shall be held in the custody of the booster club treasurer or president.
- Each check shall require two signatures.
- School or district employees may not be the signer on the booster club bank accounts.
- No cash will be given to any booster club officer, member or school employee to use at his or her discretion.
- Blank checks should never be issued and checks should never be pre-signed.
- Checks made payable to “Cash” are not permitted.
- All checks shall be numbered.
- All payments by check shall correlate to an invoice on which the check number and date paid shall be written. If a receipt or invoice is not available, an officer shall write and sign a description of what was purchased.

- All expenses must be pre-authorized by (i) approval in the annual budget, or (ii) subsequent amendment to the budget, or (iii) vote of the executive board if authorized by the bylaws.
- Bank statements shall be reviewed by treasurer and one or more officer(s) without signature authority to ensure separation of financial controls.

7.6.3 Credit Cards

The use of a booster club debit card, credit card or store card to pay for expenses is no permitted due to the lack of control over authorization and documentation of the payments. Documentation of legitimate organization expenses is more transparent through issuance of a check from the booster club bank account with authorization clearly indicated by the two required check signatures.

7.7 Carryover Balances

No rule or regulation exists concerning the amount of funds that a booster club can have in their account. The booster club should have a minimum amount that would be carried over to the new officers so that they have some money to start the new year. Excess money should be “earmarked” for specific purposes, and designated as such in the treasurer’s records. No special forms need to be filed with the IRS or the district for this “earmarked” money.

The booster club should spend the funds raised during the year that it raised the funds. This allows students and parents to see the benefits from the funds raised. The booster club may save the money raised over a couple years for a large item or trip. Be sure to inform the membership of why an excess in funds exist. Explain how the funds will be used.

7.8 Purchasing Guidelines

Booster clubs by nature are designed to assist the school. Assistance may come in the form of donations such as cash, supplies, equipment and transportation. Donations to the school shall be processed in accordance with board approved policies and procedures. The principal shall be consulted concerning purchases for the school. The club may not enter into any agreement that obligates the resources of the school or district. Likewise, the school or district have no authority to sign contracts or enter into any agreement on behalf of the club.

Donations to a school or the district will be accepted approved by the Tazewell County School Board. In making the donation, the booster club should clearly indicate the purpose of the donation. The donation should be cash. The district or School will use the cash donation to make the purchase using school board purchasing policies and statutory laws. When supplies or equipment is purchased from donated funds, it becomes the property of the school and district.

7.8.1 Purchases and Storage of Merchandise

The booster club must order supplies or sales merchandise in the booster club's name as it is responsible for the payment of the merchandise. Ordering merchandise in the name of the school is not permitted as it implies liability for the expense will be assigned to the school.
Merchandise ordered by the booster club must not be shipped to the school unless:

- The school principal has agreed in advance to permit that the merchandise be shipped to the school,
- The booster club has provided written notification to the school accepting responsibility for the payment of the merchandise or showing evidence that it has been pre-paid, and
- The booster club has arranged for representatives to be at the school to accept and secure delivery.

No supplies or merchandise shall be stored on school premises without the authorization of the school principal. The school and/or district is not responsible for theft, loss or damage to merchandise stored on school premises.

7.8.2 Transportation

A booster club may also donate funds to the school or district for transporting students to events. In no event shall a booster club be permitted to remit payment directly to the transportation department, nor will they be permitted to contract for transportation by an outside agency. All transportation must be approved by the principal.

7.8.3 Equipment

All equipment placed in the schools by the booster club shall become the property of the School. The booster club cannot purchase equipment for the benefit of the school, and the school shall not enter into co-ownership of equipment or supplies with boosters

Boosters can choose to make a monetary donation toward an equipment or uniform purchase. The donation must be approved through the booster's budget process ahead of the transaction. There is no obligation for a booster to cover costs brought before them that have not been preapproved in their budget.

The booster club may donate the funds to the school accompanied with a letter detailing the purpose of the gift. The school is responsible for the purchasing of all services, furniture and/or equipment. All equipment and supplies purchased

by the school must be shipped to a school address. A booster club address will not be used for purchases made by the school.

The school board purchasing policy ensures quality control and protection during warranty periods. The school may also obtain the best pricing from authorized vendors through the district's catalog purchasing system. The school principal must ensure that all gifts or donations support and follow the gender equity requirements provided through Title IX.

7.8.4 Construction Projects

Any plan to expand, modernize, renovate or otherwise affect the maintenance and operation of school controlled or owned property and equipment must be presented to the school board by way of the division superintendent for approval. If a booster club is interested in funding a project that requires construction on a school campus, the plan for any additions, improvements or modifications must submitted to the school board and approved prior to any public announcement or before the money is donated to the school or school program. When the project is approved, the Maintenance Supervisor will contact the school principal and begin the process of arranging for the project to begin. These additions, improvements or modifications must meet federal, state and district requirements.

7.9 Financial Reporting

7.9.1 Reports to School Principal

On an annual basis, the booster club must provide the following documents to the school principal:

- Copy of form 990, 990EZ or 990N filed with the IRS
- Copy of the current organization by-laws
- Documentation that an audit of the books was performed
- Copy of the financial statement as of the year ended June 30
- Before August 1st of each year, each booster club must provide the principal with the names and contact information (address, phone number and e-mail address) of the officers for the next school year
- Minutes of all monthly club and/or board meetings

7.9.2 Treasurer's Report

At each booster club meeting that includes its general membership, the treasurer must present a written treasurer's report of the money received and expended since the last report. If monthly booster club meetings are not held, then a treasurer's report should be prepared monthly and disseminated electronically as requested. With the principal's approval, a copy of the treasurer's report should be kept at the school's front office for review.

7.9.3 Annual IRS Form 990

Annually, the booster club must file an exempt organization information return Form 990-N, 990- EZ, or 990, Return of Organization Exempt from Income Tax. The return is due by the 15th day of the 5th month after the close of the booster club tax year.

7.10 Annual Audit or Review of Financial Records

The booster club is required to have an audit conducted of the organization's financial report and the related financial activity for the school year. The review may be internal or external. An internal review committee includes officers and organization members; however, the committee should have at least one non-officer member review the information. A CPA or other outside party may perform an external review at the booster club's expense. The organizational review committee, whether internal or external, should prepare a written Review report that communicates the results of the review to the organization.

The treasurer should not be on the Review Committee. Since the treasurer prepared the financial records, he/she cannot also be one of the reviewers. However, the treasurer may meet with the committee or external reviewer to explain their records or answer questions.

An internal Review Committee should document the results of the review in a report with their signature and date included. Although the examples included show spaces for four (4) members, the booster club may have more or fewer committee members. However, the same information must be documented for each committee member (as opposed to the group as a whole), regardless of the size often committee.

- The following suggested guidelines are designed to assist the booster club Review Committee in conducting a thorough review of the booster club's financial report and the financial activity for the applicable school year.
- Have the treasurer prepare the written report of revenues and expenditures (financial report) for your booster club. The report should include information for the twelve months after the ending date of the previous year's financial report.
- The review must cover the period beginning with the reconciled cash balance from the previous written financial report and ending with the reconciled cash balance from the last day of the time period reported by the booster club.
- Review the reconciled bank statements and canceled checks to determine that:
  - Disbursements have been properly documented with an invoice or receipt,
  - Disbursements have been properly approved,
  - Checks have been properly signed,
  - Checks have been deposited or cashed by the payee indicated and that no information on the face of the check has been altered, and
  - Checks have been accounted for in the proper sequence (no missing checks).

- Check addition and subtraction on cash receipts and deposits.
- Compare cash receipts and deposits to the bank statement.
- Verify that receipts and disbursements were recorded to the correct account category.
- Review the treasurer's monthly reports and check them for accuracy. Review the beginning and ending balances on reports to verify that correct ending balances were carried forward as beginning balances on subsequent reports.
- Determine that only applicable booster club officers are authorized signers on the bank account(s). Former officers should not remain on the account(s) as authorized signers. In addition, a district employee cannot be the treasurer or an authorized signer on the booster club bank account(s).
- Review the tax-exempt status of the booster club to determine that the organization has received and maintained its federal tax-exempt status as a public 501(c)(3) charitable organization or other tax-exempt status deemed by the IRS.
- Determine that the appropriate IRS 990 form was timely filed.
- Determine that the booster club has not used individual accounts to credit funds raised to individual students or parents.
- Verify that 1099s were issued, if applicable. In general, you may have to issue a 1099-MISC (Miscellaneous Income) for each person to whom you have paid at least $600 in rents, services, prizes & awards, attorney fees, and other similar situations within a calendar year.

After the review is complete, prepare the applicable Review Report (only one report type may be used per review):

Option A	No Exceptions (i.e. no errors or irregularities)	Financial report appears proper and correct
Option B	Immaterial Exceptions	Financial report appears proper and correct, except for immaterial exceptions
Option C	Material Exceptions	Financial report does not appear proper and correct because of material exception(s) or financial report status cannot be determined because of material exception(s)

  - If exceptions are noted during the review, consult with the booster club treasurer and president to resolve the exception(s). The treasurer is responsible for making any corrections to the records, checkbook, and financial report.
  - If material exceptions have been noted, prepare recommendations to prevent the future occurrence of these exceptions.
  - The booster club treasurer and president are responsible for acting upon the recommendations made by the booster club review committee.
- The Review Report shall include each reviewer’s name, title, and signature. The time period stated in the Review Report should agree with the time period covered in the financial report.

- Retain the original written booster club financial report and the original booster club review report on file with the treasurer of the booster club.

8. Records Storage, Retention, and Public Inspection

8.1 Records Retention

- Booster clubs should establish an official records file that is passed to the new officers each year. Some items need to be kept indefinitely while other items only need to be kept for a certain length of time.
- Permanent Records should be retained for the life of the booster club and should include at least the following:
- Internal Records:
  1. Articles of Incorporation
  2. Bylaws/Charter/Constitution
  3. Minutes from meetings
  4. State Records:
     - Sales Tax Permit Application (if applicable)
     - State Sales Tax Exemption Notification
     - Articles of Incorporation filed with the Commonwealth of Virginia
- Federal Records:
  1. Copy of IRS Form SS-4, Application for Employer Identification Number
  2. Copy of IRS Form 1023, Application for Recognition of Exemption, with all attachments
  3. Copy of IRS Form 8718, User Fee for Exempt Organization Determination Letter Request, and copy of check sent to IRS with this form
  4. IRS Tax Exempt Determination Letter
- Non-Permanent Records should be retained for a specified length of time to ensure availability for public review or as proof of required federal and/or state regulations.

In considering the requirements of the IRS, the official records file should contain at least the following items for a minimum of five (5) years (current year and the four (4) previous years):

- Internal Records:
  - Financial Reports
  - Audit/Review Reports
  - All financial backup documentation including checkbook and bank records
  - Information related to contributions received by a booster club from individuals or businesses
  - Financial Aid Guidelines
- State Records:
  - Sales tax reports filed
  - Copy of correspondence with the Commonwealth of Virginia
- Federal Records:
  - Copy of IRS Forms 990, 990-EZ, or 990-N filed
  - Copy of correspondence with the IRS

For federal tax compliance purposes, booster clubs must keep each annual information return (i.e., Form 990, Form 990-EZ, or 990-N) for 3 years from the date the form is required to be filed or from the date the form is actually filed, whichever is later.
However, if fraud is suspected or if returns have not been filed as applicable, the IRS could request information prior to the 3-year period discussed above.

According to IRS disclosure requirements, if someone requests to view any of the booster club tax applications, forms filed, or tax returns, the booster club must provide complete copies of the material requested. A nominal fee for copying, not to exceed the current governmental rate allowed by the IRS, may be charged to the requestor.

8.2 Public Inspection of Records

A nonprofit organization must provide copies on request of its original application for tax exemption, including any documents filed by the organization in support of its application, plus any letter document issued by the IRS in connection with the application. In addition, the organization must provide copies of its annual IRS information returns for the past three years, including all schedules and attachments. When a request for information is made in person, the booster club is required to furnish the requested information immediately under IRS guidelines. If the request is in writing, the documents must be furnished within 30 days from the date of the request. When copies are requested, the booster club may charge reasonable copying fee plus actual postage, if any.

Organizations are exempt from the above requirements if they have made the documents widely available, such as posting them on a website. If the organization elects to post the information on a website, specific IRS criteria must be followed which produces an exact reproduction of the information.

9. School Board Policies and Forms

TAZEWELL COUNTY PUBLIC SCHOOLS
506 Jeffersonville Street, Tazewell, VA 24651

Revised Aug 2019

Today's Date: _____ **From:** _____ **at** _____
(name of person submitting form) (name of school)

USE OF SCHOOL FACILITIES

To be completed by person requesting use of facilities AND responsible for payment, if required.

FACILITY: _____

Name of Organization: _____

Phone: _____ Email Address: _____

Billing Address: _____

Activity Planned: _____

Date(s) Needed: _____ Beginning Time: _____ Ending Time: _____

Special Instructions, Requests, Etc: (attach information)

IMPORTANT INFORMATION AND ACKNOWLEDGEMENTS:

I, the undersigned, acting as the representative of the (group or organization) agree that this group/organization will abide by all rules and regulations of the Tazewell County School Division and will assume full liability for any personal injury or damage to the facility resulting from the use of the school facility on the following approved date(s**). I understand that fees charged do not include security, protection against vandalism, or destruction of property**. The organization and/or as the responsible party using the school facility will be held accountable. **I have attached a copy of my current insurance coverage verifying a minimum of $1,000,000.00 in liability coverage to this request.**

I have secured any state or local license(s) required to conduct the activity for which the facility is requested. I further agree that I will be responsible for checking fire exits to ensure they are open and clear of obstruction, making sure that aisles and doorways are not blocked by tables, chairs or other items. The number of occupants will not exceed the posted occupant capacity. No flammable decorative materials will be used for the activity. **An audible public announcement, pointing out the fire exits, will be made ten minutes prior to beginning the activity**.

CHARGES – USE OF FACILITY - No charge, except for custodial services, will be made for the use of school facilities by student organizations, recognized teacher or school personnel groups, parent-teacher associations, school-sponsored organizations, or other youth groups approved by the superintendent. A fee of $15 per hour will be charged all other groups for use of a facility.

CHARGES-CUSTODIAL SERVICES - As a part of this agreement, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied. If the services of more than one employee are required, there will be an additional charge. Services will be computed at time and one-half of the regular rate of custodians.

PROCEDURE FOR PAYMENT - **Please do not pay the school or custodian**. You will be billed from Central Office.

_____ _____
Signature of Responsible Party Date Submitted

To be completed by Principal:
Principal verified on school calendar _____
Principal verified insurance coverage (attach coverage declarations page to this request) _____

_____REJECTED _____APPROVED _____ _____
PRINCIPAL DATE

TAZEWELL COUNTY PUBLIC SCHOOLS

506 Jeffersonville Street, Tazewell, VA 24651

Revised Jan 2021

TODAY'S DATE: **FROM:** (name of person submitting form) **at** (name of school)

FUND RAISING ACTIVITY APPLICATION

BOOSTER CLUB: _____

1. Explain the purpose of your project:

   _____

2. How will the funds be raised?

   _____

3. How will proceeds be used?

   _____

4. How is this activity compatible with school division objectives?

   _____

5. Does the project support school division curricular objectives: Y or N athletic objectives: Y or N

VENDOR INFORMATION

1. Vendor name, address, phone number and contact person's name:

   _____

2. Has the vendor conducted a fund raiser with Tazewell County Public Schools in the past? If yes, list the date and school:

   _____

3. Type of Business?
3. If this is a **new** vendor please provide three references:
   a. b. c.
4. Is this an: individual/ sole proprietorship, partnership, corporation, or non-profit organization? (Circle One)
5. Is there a conflict of interest between school/club sponsor and vendor? Y or N (If yes, explain:

)

6. List the profit / commission expected to be received. (example 30% of all proceeds)

FINANCIAL INFORMATION

1. Who receives the profits? _____ School _____ Booster/School Support Organization

School Receives the Profit		**Booster/School Support Organization Receives the Profit**	
Into what school account will money be deposited?	Last four digits of account number in which money will be deposited:	Into what bank will money be deposited?	Last four digits of account number in which money will be deposited:
_____	_____	_____	_____

INSTRUCTIONS FOR FUND RAISING BY STUDENTS

A. GENERALLY – Fund raising activities by school-related organizations that require and/or encourage students or others to engage in selling or merchandising items commercially available in the community are prohibited. Exceptions may be granted by the superintendent or designee. Soliciting funds in the name of the school is also prohibited. Any other types of fund raising activities must have the prior approval of the superintendent or designee. A request to engage in fund raising activity shall be submitted to the superintendent or designee by the building principal no fewer than 15 days prior to the scheduled activity. The superintendent or designee will consider approval of the request based on:

1) the need of the organization for funds
2) the use the organization plans to make of the funds
3) the name of the fund raising activity
4) the extent to which the activity is compatible with school division objectives

B. SOLICITING ADVERTISEMENTS - All school-related organizations must have approval from the superintendent and principal prior to soliciting advertisements from local merchants.

C. USE OF FUNDS - No school or school employee may accept funds from any organization that does not follow these guidelines.

_____ _____

Signature of Responsible Party Date Submitted

REJECTED	APPROVED	PRINCIPAL	DATE
REJECTED	APPROVED	IMMEDIATE SUPERVISOR (CENTRAL OFFICE)	DATE
REJECTED	APPROVED	SUPERINTENDENT / DESIGNEE	DATE

TAZEWELL COUNTY PUBLIC SCHOOLS
FUNDS COLLECTED AND COUNTED

BOOSTER CLUB NAME _____

TYPE OF FUNDRAISER _____

DATE(S) OF FUNDRAISER _____

COLLECTOR'S NAME _____ DATE _____

I hereby submit this form as confirmation of the funds received at this fundraiser.

Funds Counted by:

_____ $_____
PRINTED NAME TOTAL COUNT

_____ _____
SIGNATURE DATE

AND

Funds Counted by:

_____ $_____
PRINTED NAME TOTAL COUNT

_____ _____
SIGNATURE DATE

THIS FORM SHOULD BE COMPLETED IMMEDIATELY UPON THE COMPLETION OF THE FUNDRAISER.

TAZEWELL COUNTY PUBLIC SCHOOLS
FUNDRAISER ACCOUNTABILITY REPORT

BOOSTER CLUB NAME _____

TYPE OF FUNDRAISER_____

DATE(S) OF FUNDRAISER _____

VENDOR _____

SPONSOR _____ **DATE OF REPORT** _____

$ _____ (-) $_____ (=) $_____

SALES	COST	PROFIT
(NUMBER OF ITEMS MULTIPLIED BY SALES PRICE)		(SUBTRACT COST FROM SALES)

$_____	$_____	$_____
(CREDITS/RETURNS)	(PROFIT LOST FROM RETURNS)	(PROFIT AFTER RETURNS)

$_____ (-)	$_____ (=)	$_____
(COLLECTIONS)	(INVOICED COST)	(PROFIT REALIZED)

- **EXPLAIN ANY PROFIT DISCREPANCIES HERE:**

TAZEWELL COUNTY PUBLIC SCHOOLS
REPORT OF TICKET SALES

Booster Club _____

Event _____ **Date** _____

1st Ticket # Issued	Last Ticket # Issued	First Ticket # Returned	Last Ticket # Returned	Number of Tickets Sold	Ticket Price	Total Amount of Sales

Total Value of Tickets Sold	
Beginning Change Amount	
Total Cash in Box	
Cash Remitted This Report	
Cash Over/ Under	

Beginning Change Amount Correct _____ Signature #1 _____ Signature #2

Tickets Sold Correct _____ Signature #1 _____ Signature #2

Total Cash Remitted Correct _____ Signature #1 _____ Signature #2

TAZEWELL COUNTY PUBLIC SCHOOLS
ACTIVITY RECEIPT BOOK CONTROL LOG

Receipt Book #	Receipt # thru Receipt #	Issued to:	Issued Date:	Sponsor/ Collection Member Acknowledment	Returned Date	Treasurer's Initials

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of the school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or principal's designee. Elementary school students may not participate in door-to-door solicitation. Students are not excused from class to participate in fundraising activities. No grade is affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal develops and maintains a list of all approved fundraising activities and reports all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically furnishes the School Board with an up-to-date listing of all fundraising activities being conducted in the school division.

Adopted: May 10, 2021

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:		
	IIBEA/GAB	Acceptable Computer System Use
	IICA	Field Trips
	JHCF	Student Wellness
	KJ	Advertising in the Schools
	KGA	Sales and Solicitations in Schools
	KMA	Relations with Parent Organizations
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

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FUND RAISING AND SOLICITATION

Fund raising for the purposes of this policy refers to the raising of non-appropriated money for the educational benefit of students and their individual schools. Fund raising efforts shall be authorized under conditions that do not conflict with the instructional program.

Fund Raising by Students

A. Generally

Fund raising drives shall be limited to activities that support the educational goals of the individual school and the Tazewell County School System. Fund raising activities should be sensitive to community needs. All fund raising drives shall have specific goals and objectives that are shared with teachers, staff members and the community.

Fund raising activities by schools, school-sponsored organizations, or student groups that require and/or encourage students to sell or to solicit funds within the community must have the prior authorization of the principal under regulations approved by the division Superintendent.

No fund raising activity by a school, school-sponsored organization or student group may include any of the following prohibited elements:

1. The use of competitive-based cash or prize incentives for elementary students;
2. Door-to-door sales or neighborhood canvassing by students;
3. The use of instructional time to promote a fund raising activity. This restriction on the use of instructional time shall not apply to annual book fairs that are conducted under the supervision of a school's media specialist; or
4. Raffles or the sale of raffle tickets by students on school property.

B. Internal Fund Raising

Internal projects are those projects in which students are involved either within the school day or are scheduled before and/or after school. Projects in this category take place on the school premises or where a sanctioned school function is being conducted. The individual school principal may use his or her discretion in approving or disapproving internal fund raising projects.

C. Parent Organizations

The Tazewell County Public School system, parents, teachers, and the communities share a common purpose to provide ongoing support for public education. The Division welcomes and encourages efforts in support of individual schools, whether those efforts are demonstrated by the contribution of time and talents or by financial donations.

FUND RAISING AND SOLICITATION

Fund raising for the purpose of purchasing large capital items that are standard use for school buildings and grounds is the responsibility of the school division; however, it is not the intent of this policy to prohibit parent organizations from securing capital items for individual schools. Providing financial resources for the purpose of hiring staff and/or changing established curricula is beyond the scope of responsibility for parent-teacher organizations and members of the community at large.

The guidelines listed below address the selling of products or funds generated using school-supported organizations' names, individual school names, or activities involving students and faculty.

1. Each parent organization shall provide the principal with its constitution, a current set of by-laws, and list of officers.

2. When feasible, each parent organization shall submit to the principal a plan for the organization's activities for the year. The principal will provide the division superintendent with a copy of said plan. Fund raising activities must be submitted to the principal for approval prior to the initiation of the activity.

3. Proposed annual plans, projects, or activities should be evaluated and promoted in the light of their contribution to the total program of Tazewell County Public Schools. Approval for fund raising by parental support organizations will be based on need for the funds, the type and quality of merchandise or services offered, the frequency of fund raising activities, and other criteria deemed appropriate.

4. The school principal or designee shall serve as an ex-officio member of the governing boards of the parent organizations.

5. Organizations shall keep accurate and complete records of each fund raising activity in accordance with generally accepted accounting practices, recording net receipts of each activity, keeping a current balance of all monies, and submitting an annual report to the principal by October 1 of each school year.

FUND RAISING AND SOLICITATION

6. Any plan to expand, modernize, renovate, or otherwise affect the maintenance and operation of school controlled or owned property and equipment must be presented to the School Board by way of the division superintendent for approval. The plan must be submitted to the Board prior to any public announcement of the proposed project. Upon Board approval, the Director of Maintenance will be assigned to work with the organization and to supervise the project.

7. The principal or designee must be consulted concerning purchases for the school. All equipment placed in the schools by parent organizations shall become the property of the school division.

8. In the event the organization ceases to function, all assets not obligated will be dispensed according to the by-laws of the individual organization.

9. If a nonschool organization conducts fund raising activities involving student participation, all provisions of the policy, Fund Raising and Solicitation (JL and JL-R), are applicable.

10. These regulations apply to athletic, arts, and academic booster organizations, parent-teacher associations, parent support organizations, and other groups that become involved with fund raising activities for the Tazewell County Public Schools.

Adopted by the School Board: March 14, 2005

TAZEWELL COUNTY PUBLIC SCHOOLS
Booster Club Guidelines Acknowledgment Form

Booster Club Name _____

Sport/Organization _____

Coach/Sponsor _____

Executive Board Members & Titles:

President:		Treasurer:	
Vice-President:		Other:	
Secretary:		Other:	
Name on Bank Account:			
Name of Bank:		Account No.:	
Federal ID Number (EIN):			
Virginia Sales Tax Exemption Number :			
Address of Organization:			

Please initial each statement below.

_____ As a Booster Club/Parent Organization, we have received a copy of the Booster Club Guidelines, and will comply with all directions and procedures.

_____ Each month, we will provide a copy of our bank statement and monthly financial statements to the school's principal or designee.

_____ We will maintain our own mailing address and refrain from using the school's name or address for purchases or deliveries.

_____ We will inform the principal/designee of all fundraising activities by completing a "Fund Raising Activity Application"

_____ We will conduct all business in such a way as to clearly distinguish booster club activities from student/school activities. All public announcements, programs, tickets, etc. will clearly indicate that the function is sponsored by the booster organization.

_____ We will conduct all sales and monetary transactions without involving any School Board employees.

_____ We will not implicate the school or any School Board employee in our transactions.

_____ Groups involved with selling concessions on school property must provide a letter specifically outlining how these revenues will be expended to directly benefit or support the students.

As an executive board member of the booster club that serves the sport or organization above, my signature verifies that I received the booster club guidelines. It also acknowledges responsibility for reviewing the appropriate District policies and procedures with the necessary school employees.

Name (please print)

_____

Signature _____

Contact Number _____

Principal's Signature _____