



Elk Grove Unified School District School-Connected Organizations Handbook

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INTRODUCTION

School-Connected Organizations are essential partners in education. Parent Teacher Associations (PTAs), Parent Teacher Organization (PTOs), and Booster Clubs add significant opportunities and resources to our schools. Elk Grove Unified School District is thankful for all that school-connected organizations do to enhance and strengthen the student experience.

The School-Connected Organizations Handbook was created in collaboration with multiple district departments including Fiscal Services, Purchasing, Facilities, Athletics, Human Resources, and Business Services to provide information to groups about standard operating procedures. Guidelines for financial procedures and liability protection are included, as well as forms and templates. Completing the processes outlined will help ensure compliance with [EGUSD Board Policy 1230: School-Connected Organizations](#) and [EGUSD Administrative Regulation 1230: School-Connected Organizations](#) and establish efficient coordination for all involved.

Elk Grove Unified School District sincerely appreciates your time, energy, and commitment toward making your school the best it can be!

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RESOURCES:

[EGUSD BP 1230: School-Connected Organizations](#)

[EGUSD AR 1230: School-Connected Organizations](#)

[EGUSD BP 1325: Advertising and Promotion](#)

[EGUSD AR 1325: Advertising and Promotion](#)

[EGUSD BP 1330: Use of School Facilities](#)

[EGUSD AR 1330: Use of School Facilities](#)

[EGUSD BP 5030: Student Wellness](#)

[EGUSD AR 5030: Student Wellness](#)

[EGUSD BP 6153: School Sponsored Field Trips](#)

[EGUSD Flyer Approval](#)

[EGUSD Wellness Policy](#)

[EGUSD Human Resources - Volunteering and Fingerprinting](#)

[EGUSD Facilities Use.](#)

<https://www.facilitron.com/egusd95624>

[CA Dept. of Education - Competitive Food and Beverage Sales](#)

[National School Lunch Program or School Breakfast Program](#)

[Education Code 48930: Student Organizations](#)

[Education Code 49011: Pupil Fees](#)

[Education Code Sections 51520 & 51521: Solicitations](#)

[California Penal Code Chapter 9 Section 320: Lotteries](#)

[California Penal Code Chapter 9 Section 320.5 Lotteries](#)

[Office of the Attorney General : Raffle Registration Overview](#)

[California Parent Teacher Association](#)

[Parent Booster USA](#)

[IRS - Exempt Organization Determination Letter Request](#)

[IRS - Tax-Exempt Status](#)

[IRS - Application for Recognition of Exemption 501\(c\)\(3\)](#)

[IRS - User Fee for Exempt Organization](#)

[Franchise Tax Board - Exemption Application Booklet](#)

[CA Dept of Tax and Fee Administration - Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising](#)

[California Interscholastic Federation \(CIF\) - Bylaws](#)

WHO'S WHO IN FUNDRAISING?

Associated Student Body Organizations and Student Activity Funds

Schools within the Elk Grove Unified School District operate with an Associated Student Body (ASB) organization at Middle and High Schools and Student Activity Funds (SAF) at Elementary and Alternative Education Schools. For simplicity, moving forward both will be referred to as Associated Student Body (ASB). Associated Student Body (ASB) organizations are composed of students for the purpose of conducting activities on behalf of students. [Education Code 48930: Student Organizations](#) defines the purpose of an ASB organization as “the conduct of activities on behalf of the students approved by the school authorities and not in conflict with the authority and responsibility of the public-school officials.” As such, ASB groups have been given the authority to conduct fundraisers and to spend money for the benefit of students.

All activities and fundraising events that involve the primary participation of students should be conducted through the ASB. The finance office, along with the advisors/coaches and students must follow the procedures as set by the ASB. These procedures cover all student performances for which entry receipts or honorariums are received, all student conducted fundraisers, all collections from students for uniforms and/or t-shirts, and all collections of funds in relation to district sanctioned student trips. These fundraising activities are primarily on campus.

Parent Associations/Organizations and Booster Clubs

School-connected organizations are parent associations/organizations and booster clubs composed of parents, community members, and staff members who come together for the purpose of supporting specific school activities for the benefit of students such as athletic teams, debate teams, and musical groups. ***They are an important means of connecting parents and other community members with the curricular and co-curricular activities of students.*** The Board welcomes and encourages parental interest and participation.

Parent associations/organizations and booster clubs are separate from the school districts with which they are associated and are not governed by the Education Code. Parent associations/organizations and booster clubs do not have free access to schools and their students. The school district governing board and administration have, and must maintain, exclusive control and management of its public school system. [Education Code Sections 51520 & 51521](#) require that any school-connected organization and/or activity be one that is authorized by law and permitted by board policy.

In addition, [Education Code 51520: Solicitations](#) prohibits the solicitation of pupils by outside organizations on school property during school hours. Solicitation is defined as “to subscribe or contribute to the funds of, to become members of, or to work for any organization not directly under the control of school authorities.” A clear separation of responsibilities between the ASB and the various parent associations/organizations and booster clubs are to be maintained.

Fundraising events that include student performances for which entry receipts or honorariums are received, all collections from students for uniforms and/or t-shirts, and all collections of funds in relation to district-sanctioned student trips are to be conducted through the ASB.

Parent associations/organizations and booster clubs are to serve as auxiliaries to the school program and should conduct activities and fundraising events involving the primary participation of parents and other adult community members. Funds raised by parent associations/organizations and booster clubs are to be used to support programs; however, no student will be required to raise funds in order to participate in school programs and events. Parent association/organization and booster club funds so raised are to be donated to the district for specific purposes, such as the purchase of specific items of equipment or to provide financial assistance to students with need in relation to uniforms or trips. This is the preferred method. However, if particular items are purchased by the parent associations/organizations and booster clubs, these items must then be donated to the school for use by the designated group in accordance with district policies and procedures.

Parent association/organization and booster club funds are not to be co-mingled with the student body funds. The school district's tax-exempt status and identification numbers are not for parent association/organization and booster club use. Parent associations/organizations and booster clubs are responsible for their own tax status and accounting. All parent association/organization and booster club tax identification numbers must be on file with the School District Business Services Department.

Two well-known parent support groups that help provide information and oversight:

1. National Parent Teachers Association (PTA). Information about governance, fundraising, and financial guidance for members is on the California State PTA's website: www.capta.org.
2. Parent Booster USA. Information about governance, fundraising, and financial guidance for members is on the Parent Booster USA website: <https://parentbooster.org>.

SCHOOL-CONNECTED ORGANIZATION OPERATIONS

Request for Authorization application for Board Approval

To fulfill its legal and fiduciary requirements, the Board of Education requires both new and established school-connected organizations to annually submit a Request for Authorization application for Board approval.

Submit completed application/renewal by annual deadline.

1. The name and purpose of the organization.
2. Bylaws, rules, and procedures under which the organization will operate.
3. Names, addresses and phone numbers of all officers.
4. List of annual objectives.
5. The signature of the principal or designee of the supporting school.
6. Proof of Insurance.

Requests to be recognized as an Authorized EGUSD School-Connected Organization will be accepted at the beginning of the school year. Authorization shall be granted for a period of one school year. Requests for subsequent authorization must be presented annually.

Minimum Elements of a Constitution and Bylaws

Minimally, the constitution is to include the following five elements:

1. Name and purpose of the organization.
2. Membership
3. Executive Board or Officers
 - a. Positions and duties of each position defined.
 - b. Position and term limitations.
4. Method of amendments to the constitution
 - a. By whom
 - b. By petition of ____ percent of members
 - c. By ballot
5. Adoptions or ratification of constitution and any subsequent amendments
 - a. Shall require (percentage) vote of (Executive Board)

Minimally, the bylaws are to include the following six elements:

1. Duties and powers of Executive Board and Officers
2. The composition and membership of committees
3. Successions
4. Elections and qualification for office
5. Finances
 - a. Statement of internal controls, authorization of financial activities
 - b. Who shall approve prior to any commitment?
6. Meeting schedule
 - a. For regular and special sessions
 - b. Time, manner, frequency
 - c. What constitutes a quorum?
 - d. Who shall conduct meetings?

Membership

1. Parents, community members, and staff may be members of any parent association/organization or booster club.
2. The principal or designee shall maintain on-going communication with the parent association/organization and booster club.

3. Membership fees may be used for raising funds for specific projects for the schools but school fees may not be a requirement of parents or students to participate in school activities.

Obtaining Tax Exempt Status

Parent associations/organizations and booster clubs are not legal components of a school district.

- Each organization must have its own tax identification number, own bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements.

Organizations that provide receipts to donors as a “charitable tax-deductible donation” must be officially approved by IRS as 501(c)(3) tax-exempt organizations. It is the organization’s responsibility to be both knowledgeable and compliant with all state and federal laws. Parent associations/organizations and booster clubs are encouraged to contact the Internal Revenue Service and the Franchise Tax Board in order to obtain a tax-exempt status for their organization. State and Federal forms and further information can be found at the following Web sites:

- Tax Identification Number: Form SS-4, “Application for Employer Identification Number”
 - Information & Instructions
 - <https://www.irs.gov/forms-pubs/about-form-ss-4>
- Non-Profit Status:
 - Publication 557, “Tax-Exempt Status for Your Organization”
 - <https://www.irs.gov/forms-pubs/about-publication-557>
 - Package 1023, “Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code” Includes fill-in form 1023, instructions for form 1023, and form 872-C:
 - <https://www.irs.gov/forms-pubs/about-form-1023>
 - Form 8718, “User Fee For Exempt Organization”
 - <https://www.irs.gov/forms-pubs/about-form-8718>
- State of California Franchise Tax Board: Forms and Instructions Form 3500 Booklet, “*Exemption Application Booklet*” includes instructions and two copies of form 3500.
 - <https://www.ftb.ca.gov/forms/misc/3500-booklet.html>
- Consult Tax Tips Pamphlet No. 18, “Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising Organizations” to determine what may and may not be taxable.
 - <https://www.cdtfa.ca.gov/industry/nonprofit-organizations/>

Insurance and General Liability

District liability for conduct and activities of an organization established for the purpose of supporting the district may be based upon the nature of the relationship between the two entities. That relationship may be contractual or based on the amount of district control or on the fact that the district is the beneficiary of the organization’s activities. Therefore, it is likely that a lawsuit based upon an activity of the organization will also name the district and seek a finding of joint liability.

Whether the district is appropriately named or not, the district will incur legal expenses in defending the lawsuit.

- The district requires parent associations/organizations and booster clubs to provide proof of liability insurance including a separate endorsement with the district named as an additional insured. When using school facilities, the district may, at its discretion, require a higher level of coverage based on the type of use requested.
- **Prior to events on district property, all vendors/service businesses/organizations** performing or providing a service or equipment (such as food vendors, performers, assemblies, after school enrichment programs, mobile labs/classrooms, etc.) **are required to provide the School District with the following:**
 - Certificate of Insurance showing coverage for \$2 million per occurrence and \$4 million per aggregate.

- The endorsement naming Elk Grove Unified School District (not the school site) as additional insured

The School District does not endorse a particular company. Buyers are directly responsible for policy coverage decisions.

- The following statement must be included on all school-connected organization promotional materials, advertising, and messages issued on behalf of the school-connected organization. Announcements of events and related parent/guardian permission slips shall clearly indicate **“This is not an Elk Grove Unified School District sponsored program and EGUSD accepts no liability or responsibility for this program/activity”**. [EGUSD Board Policy 1325: Advertising and Promotion](#) and [EGUSD Administrative Regulation 1325: Advertising and Promotion](#)

USE OF SCHOOL FACILITIES

State law and [EGUSD Board Policy 1330: Use of School Facilities](#) and [EGUSD Administrative Regulation 1330: Use of School Facilities](#) regulate community programs on district property. All information and regulations regarding use of facilities are available on the Facilities Department webpage at <https://www.egusd.net/District/Community/Facilities-Use/index.html>.

- **Visit <https://www.facilitron.com/egusd95624> to submit requests for facilities use with certificates of insurance.** To create a user account, click “Sign Up” at the top right of the home page.

School facilities are fee based and must be reserved. Fees vary per facility or portion of the facility/campus requested. The facilities use request form must include the day(s) and hour(s) of the event and the type of user group. The District will determine the custodial/restroom coverage needed. Insurance is always required. It is important to note: Facility Use requests must be requested and approved at a minimum of 30 days in advance. We recommend that the process be started no less than 90 days in advance of the event to ensure timely processing of paperwork. The District must review the application, have fees paid, have insurance certificates on file, and assign the facility in order to approve the application. District facilities may be used year-round.

Parent associations/organizations and booster clubs must seek approval for the use of facilities for any type of event proposed. High risk events are likely to be denied. In some cases, classified personnel will need to be on staff for the event. Parent associations/organizations and booster clubs are responsible for paying overtime for required staff.

FUNDRAISING ACTIVITIES

In accordance with [Education Code 51520-51521](#), programs, fundraisers, or other activities sponsored by parent associations/organizations and booster clubs must be authorized and conducted according to local board policy, laws, and school rules.

At the beginning of each school year, each parent association/organization and booster club shall submit to the principal/designee a list of the fundraising events that each organization proposes to hold that year. The principal/designee shall review the proposed events and determine whether the events conflict with or detract from the school's educational program. The list of fundraising events is then submitted to the Board of Education for approval.

The following are guidelines for fundraising activities within the School District:

1. Use of the districts'/schools' name in fundraising activities is to be approved by the school principal/designee and will comply with district policies and state law.
2. All announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is **"This is not an Elk Grove Unified School District sponsored program and EGUSD accepts no liability or responsibility for this program/activity."** [EGUSD Flyer Approval](#)
3. Any participation in fundraising activities by students, their parents, or guardians and/or any donation of funds or property shall be voluntary. [Education Code 49011](#)
4. All parent associations/organization or booster club funds are collected and maintained by the school-connected organization. The district's tax identification number cannot and will not be used. No parent association/organization or booster club funds shall be kept in ASB accounts.

[Education Code 51520](#) Provides guidance for Solicitations on School Premises for K-12 school entities:

[Education Code 51521](#) Requires that all organizations that conduct fund-raising to benefit clubs, schools, students, or the District at the K-12 level have prior approval from the School District's Governing Board or the Board-assigned designee.

RAFFLES, BINGO, AND GAMES OF CHANCE

Public schools are not "eligible organizations" but parent associations/organizations or booster clubs with 501(c)(3) statuses are. Information on how to conduct a legal raffle can be obtained by going to the California Attorney General's Web site: <https://oag.ca.gov/charities/raffles>.

The following laws address allowability of Lotteries, Raffles and Games of Chance in California:

- [California Penal Code Chapter 9 Section 320: Lotteries](#)
- [California Penal Code Chapter 9 Section 320.5 Lotteries](#)

All school-connected organizations that are deemed eligible organizations must adhere to all guidelines and requirements as directed by the Office of the Attorney General <https://oag.ca.gov/charities/raffles>. Failure to follow the requirements of the Department of Justice may have a negative impact on the organizations standing with the Internal Revenue Service and the District.

Raffles and Games of Chance require the payment of a fee for a chance to win a prize. Raffles may include 50/50 raffles, donation drawings, duck derby and cow chip bingo.

SCHOOL-CONNECTED ORGANIZATION FOOD SALES

Parent associations/organizations and booster clubs must comply with state law as well as district policies and regulations on the sale of food on school premises.

- Review and become knowledgeable of applicable laws including State and Federal nutritional standards, the district's Wellness Policy, and county food handling requirements.

Visit the California Department of Education webpage, [Competitive Food and Beverage Sales](#), for information on competitive foods and beverages including definitions, background, compliance, resources, policy guidance, and frequently asked questions for sponsors participating in the National School Lunch Program or School Breakfast Program.

[EGUSD Administrative Regulation 5030: Student Wellness](#) states that the school day is from midnight the night before to 30 minutes after the end of the instructional school day.

Overview

All public non-charter schools participating in the [National School Lunch Program](#) (NSLP) or [School Breakfast Program](#) (SBP) must follow state and federal requirements for competitive foods and beverages. All charter or private schools participating in the NSLP or SBP must follow only the federal requirements. Competitive foods and beverages are those that are 1) sold, 2) to students, 3) on school campus, 4) during the school day, and 5) outside of the federally reimbursable meal programs. Examples may be foods or beverages sold in vending machines (that are not reimbursable meals), student stores, fundraisers, or á la carte items sold by the school food service department. This web page was last reviewed on June 23, 2025.

Additional information is available on the EGUSD Food & Nutrition webpage:

<https://egusdschoolmeals.com/index.php?sid=1594664583893&page=wellnesspolicy>

ADMINISTRATION AND EXPENDITURE OF FUNDS

1. The school-connected organization's books and accounts shall be open to audit by a committee of members, one of which may be the principal of the school or his/her designated representative.
2. Upon dissolution of the group, all funds shall be transferred to the respective school's general student body funds. The Elk Grove Unified School District Business Services Department is to be advised in writing of the dissolution.
3. Gifts to the student body of money or of approved materials may be made when approved by the principal or designee.
4. The district has the express right to review and/or audit parent association/organization and booster club's financial statements to ensure the school-connected organization's financial integrity.
5. Parent associations/organizations and booster clubs are not legal components of the school entity. Each parent association/organization and booster club shall have its own tax identification number (TIN); parent associations/organizations and booster clubs are not allowed to use the school entity's tax identification number in any way.
6. Parent associations/organizations and booster clubs are responsible for their own tax status, accounting, and financial records and must make their own arrangements for an audit if one is needed. Parent associations/organizations and booster clubs are not audited as part of the district's annual financial audit.
7. [Education Code 51521: Solicitations](#) requires that all organizations that conduct fundraising to benefit clubs, schools, students or the district to have prior approval from the school district's governing board:

No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.

Purchases for the School:

1. Donations of funds (preferred method) allow the Purchasing Department to buy items that are in line with district purchasing guidelines and statutory laws.
2. Items purchased by parent associations/organizations and booster clubs shall be donated to the school according to board approved policies and procedures.
3. Staff may make requests through the principal/designee to the parent association/organization/booster club for desired donations.
4. The Maintenance Department must be consulted, prior to purchase, on all items requiring installation. Business Services must be consulted on purchase of items requiring a maintenance contract.
5. Capital improvements, equipment, and uniforms may only be purchased with the prior approval of the principal and district authorized designee. School-connected organizations donate the funds to the district for purchase of such capital outlay items.

Support Personnel

The Elk Grove Unified School District does not allow parent associations/organizations and booster clubs to hire staff to perform services for the district.

- Contact Human Resources for policy and procedures about how to staff support personnel.

Retention of Records

The activities of the organization are to be clearly documented and a procedure for retaining those documents is to be established. Among the documents that should be retained by the organization are:

1. Cash receipts

2. Cash disbursements and general ledger
3. Bank records
4. Income tax returns
5. Minutes of meetings as defined by the organization by-laws

It is recommended that the organization obtain a safety deposit box or a similar storage facility to ensure security of important documents.

MESSAGE FOR BOOSTERS

Thank you for volunteering to serve on a Booster Club. We are grateful that you have volunteered your time and expertise to help support and improve the athletic experience for all of our high school students. The success of the Booster Club depends on the energy and support that each of you bring. Our administrators, coaches, and students wish to express their appreciation to you.

The Board of Education recognizes parents may wish to organize Booster Clubs for the purpose of supporting school or district programs which provide a source of positive involvement for students. The Board is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life. Booster Clubs are not under the control of, nor are they the responsibility of site administrators, the Superintendent, or the Governing Board of the Elk Grove Unified School District (EGUSD). Booster Club funds are not controlled by the District or by the students nor should Booster Clubs be involved in the administering or supervising of activities of the student organizations [EGUSD Board Policy 1230: School-Connected Organizations](#).

The EGUSD Board requires Booster Clubs to function as organizations independent of the School District. The role of a Booster Club is to be supportive of programs rather than try to influence the direction or content of programs. Booster Clubs shall consist of adult members that represent the teams and clubs being sponsored by the group. They shall utilize the Booster Clubs tax identification number.

It is mandatory that the Booster Club President and Treasurer attend all meetings. If the Board of the Booster Club is in flux or in an off-season cycle at the time of a scheduled meeting, Booster Clubs are to ensure that a representative is present to communicate necessary information back to the respective Booster Club members.

Philosophy

Booster Clubs provide necessary and valuable services to the many clubs, organizations, and athletic and performing teams at high schools. The goal of Booster Clubs is to support the programs both emotionally as well as financially. Coaches, Advisors, and Boosters are asked to keep the following in mind when working with the District and/or school:

- The school and Booster Clubs should do everything possible to inform parents/guardians of potential costs for involvement in co- and extra-curricular activities. A primary consideration of the Booster Club should be for those families unable and/or unwilling to financially support co- and extra-curricular programs. Students will never be denied participation due to the fact that their family was unable to donate. Booster Clubs should budget for **all** students that are in need. Donation rates vary program to program and season to season.
- Booster Clubs are organized to assist established high school programs. Members perform a variety of volunteer tasks during the course of the year. Whenever possible, volunteers should be recognized for all of their hard work (at banquets, team dinners, etc.).
- Parents/guardians have a keen interest in the co- and extra-curricular programs of their community. They help to ensure that all students have a positive experience by the aide of their involvement. Coaches and advisors should always be truthful with students and parents when communicating.
- **Communication is crucial!** All communication notices being disseminated to parents/guardians or students and pertaining to the topic of money (donations, costs, etc.) must be reviewed and approved by school administration. Coaches will discuss the status of a student/player at the appropriate time; make an appointment to meet with your student's coach.
- Booster Clubs are not under the direct control of the School District; rather, they function under their own elected Board of Directors along with a faculty advisor. Booster Clubs should reflect school and district guidelines. Their role is one of being supportive of programs, not of influencing direction or content.

- Parents/guardians are not required to pay to join the Booster Club in order for their students to participate in school programs. Boosters may solicit membership to support the programs, but parents/guardians do not have to join.

Booster Club Membership

Membership is open to any stakeholder who wishes to participate. Voting rights are to be determined by individual, clearly-defined Booster Club bylaws and are to be restricted to those members who have current students that are participating in the program. Booster Clubs are to have, at a minimum, a President, Vice-President, and Treasurer.

Financial Guidelines

Booster Club accounts are separate from school district or school Associated Student Body (ASB) accounts. Booster Clubs must have their own federal tax identification number and are required to operate their own bank account. Booster members will decide how money will be raised and spent with direction of the coach and/or advisor. Please keep in mind when budgeting and planning for expenditures, Boosters are not running college or club type programs. Optional costs should be kept at a minimum to ensure maximum potential for participation. The following recommendations ensure clubs do not violate rules and regulations:

- Fundraising, donation, and purchasing guidelines are to be discussed at the first Booster Club meeting of the year.
- Booster Club budgets are to be created in consultation with the advisor, coach and/or Athletic Director. Usually, the advisor, coach and/or Athletic Director will create a prioritized “wish list” from which the Boosters may fundraise to meet the needs of the various programs. The advisor, coach and/or Athletic Director and the Booster Club make spending decisions collaboratively. The advisor, coach and/or Athletic Director should attend budget meetings in order to help make informed decisions. All budget issues and spending decisions are to be approved at Booster Club Board meetings.
- Bank accounts are set-up to require two signatures (withdrawal whether internally or on the actual check). No advisor, coach and/or Athletic Director may be a signer on any Booster Club account. Boosters can only write a check to an advisor/coach for reimbursement for items used in the program. Reimbursements are to be distributed only if the advisor/coach provides a proper invoice and itemized receipt and of an expense. A reimbursement form is to be completed and submitted to the Booster Club Treasurer for expenditures.
- All disbursements (payments) are to be made by check and no checks should ever be made out to “Cash.” Boosters should not release checks without the proper documentation and back up. The Booster Club Treasurer should maintain a record of all receipts in preparation for an annual audit.
- In order to protect coaches, Booster representatives, and any other members who may utilize club funds from accusations of fraud, the Elk Grove Unified School District strongly discourages the use of cash for any expenditure the Club makes and advises against use of a club credit or ATM card.
- Keep treasurer reports, budget updates, and financial reporting current. The Treasurer should report out to Booster Club members at each meeting or in a timely manner upon request. Accurate record keeping is essential for Booster Club operation.
- Stipends for assistant coaches are to be paid to the District and the coach is then paid through the stipend payroll process. Boosters cannot write checks to individuals for coaching services. **ONLY THE DISTRICT CAN EMPLOY COACHES** (see Staffing Guide for School-Connected Organizations). Booster Clubs who are funding a certificated or classified coaching position must work with the Human Resources, and the school’s site controller to ensure payment is made.
- When scheduling banquets and special events, the Booster Club is to coordinate with the school facilities administrator and/or the athletic director at the beginning of the school year to check availability on the scheduling calendar. This applies to all sports. Boosters need to check availability to ensure that multiple large activities are not scheduled on the same date/time and for custodial staff availability. Please review the “Online Facilities Use Permit Request” located on the district website (<https://www.egusd.net/District/Community/Facilities-Use/index.html>) for details.

- General Liability Insurance is required (see Liability section)

Reimbursement Procedures

Just a reminder, an individual making a purchase from their own personal funds takes the **risk** that he/she will not be reimbursed.

Below are recommended Best Practices for School Connected Organization Purchases:

1. Capital Improvements or Large Donations should be approved by the principal and follow district purchasing and site modifications guidelines when applicable. If uncertain, contact the principal.
2. All expenditures must be supported by original itemized receipts. Photocopies, credit card statements, and other non-original receipts are not acceptable. Receipts for reimbursement should not be co-mingled with items purchased for personal use.

The **only** document that legally obligates the District to pay for a purchase is a properly approved Purchase Order issued by the Purchasing Department.

Fundraising

The following items must be understood prior to developing a fundraising program:

- Student body funds must be used to promote and finance worthwhile extra- and co-curricular activities. Money-raising projects must contribute to sound educational principles and must not conflict with the ideals of the educational program.
- There is a clear delineation that defines Associated Student Body (ASB) fundraising versus Booster Club fundraising. Fundraising that involves only students in selling, marketing, or collecting must have the funds deposited into the ASB account. Students selling to other students or staff during the school day is a basic example of ASB fundraising. Money generated by the Boosters must be the result of activities planned, operated, and run by the parents after school and during weekends and must be deposited into Booster Club accounts.
- Candy sales during school hours are no longer allowed by State Law.
- Boosters may donate to an ASB account. ASB money may not be used or transferred to Booster Club accounts. Any money that Boosters donate to student accounts becomes advisor controlled and cannot be influenced by any Booster organization.
- In an effort to prevent fraud and unfair competition, the Site Administrator or designee that oversees activities must approve of any fundraising in which the school is represented. Booster Clubs and ASB groups should schedule all fundraising through the Activities Office to prevent competition. Booster Clubs or ASB groups wishing to fundraise on campus must submit a fundraising form for approval. Groups will be notified if the fundraiser was approved.
- Booster Club items being distributed on campus must have prior approval. Once a group “owns” a fundraiser, other groups are prohibited from holding the same fundraiser without permission from the Site Administrator or designee in charge of activities.
- Money generated from ticket sales at any school athletic event, performance, or activity must be deposited into the appropriate ASB trustee account. Pre-numbered tickets and cash boxes for these events must be checked-out from the Site Controller and a ticket management form must be completed for each cash box distributed. Tickets and funds must balance at the end of the event. To coordinate cash boxes for ticket sales, contact the Site Controller. It is important that the ticket control sheets are complete and accurate when the cash box is returned. Booster Clubs may operate concession stands at school events with prior permission and insurance; food sales are included.
- Groups hosting tournaments must submit a list of all schools participating in the tournament to the Athletic Office and the Site Controller. All groups participating in the tournament must provide proof of insurance.
- **Pursuant to California law**, food sales of any kind, including bake sales, may not be conducted during school time. The sale of food goods must take place no sooner than 30 minutes after the school day.

- Advertising banners may be used as a fundraising tool but are subject to strict guidelines based upon [EGUSD Board Policy 1325: Advertising and Promotion](#). Signs may be displayed at home games or matches during the season of a sport only on the inside walls of the gym and on the inside fences of athletic playing fields during the time of that specific co-curricular activity. Banners must be taken down at the conclusion of each season. The Athletic Director must approve the banner contents and desired location.
- The Site Administrator or designee must approve all aspects of any fundraiser.

Banquets

Most teams and groups conduct end-of-the-season or end-of-the-year banquets. All team/group banquets are under the direction of the head coach and/or advisor of the program. Many times, head coaches share this responsibility with Boosters. Boosters who plan banquets should keep the following in mind:

- The first step in organizing a banquet is selecting a date/time. All banquet dates must be approved by Administration to avoid conflicts with other scheduled banquets or school activities. The Activities Office maintains a master calendar to prevent conflicts in scheduling. Conflicts are particularly acute in December, March, and May. If possible, banquets should be scheduled Monday through Thursday.
- Once the date is secured, site selection is the next step. The room should be large enough to accommodate the anticipated crowd with space available for award tables and video screens as necessary. Since all team members must be allowed to attend, provisions must be made to cover the costs of students who need financial assistance.
- Awards are the domain of the head coach and/or advisor. Much of the time, award titles are the same from year-to-year. The head coach and/or advisor shall submit names of award winners to the Director of Athletics prior to the banquet.
- When speaking at a banquet, those presenting should prepare a script for the evening. A script ensures accuracy and will help avoid long, rambling comments that lengthen the evening unnecessarily. Banquets are a time to celebrate the students and the season.
- Banquets may NOT serve alcohol.

Transportation

Transportation is an important part of any extra or cocurricular event. It is the combined goal of Elk Grove Unified School District and the EGUSD Transportation Department that our students, advisors, coaches, and staff receive safe and timely transportation to and from events. Extra and co-curricular transportation procedures and policies are evaluated each year. Notification of changes made will be shared with all stakeholders as soon as possible.

Transportation Rates

Schools in California consistently face concerns regarding limited state funding for all educational programs. The State of California does not supply funds for transporting students to and from extra and co-curricular activities. The cost of transportation rises and falls during each school year and the District strives to keep up with this changing expense. District rates are calculated to cover direct expenses only. These costs include the driver's hourly rate, fuel cost, wear and tear on the vehicle, and vehicle maintenance. The District does not profit from transportation fees.

Extended Trip Information

The District expects that every effort will be made to attend meets, tournaments, performances, festivals, parades, camps, etc. Exceptions may be allowed for "out of local area" travel if no comparable event exists and the following criteria are met:

A. The trip is first approved by school site Principal **before** fundraising, specifically for the trip, or trip information is disseminated. The Principal must be involved in every aspect of the trip planning.

B. Trip must be justified (why, who, when, and will it improve the program, prestigious, etc.) and indicate mode of travel (plane, auto, bus, etc.).

C. Trip is an invitational tournament, parade, or performance and is not a sight-seeing trip. Total number of trip days versus number of performances/games will be part of the review.

D. All student members of the travel group are allowed to go regardless of their ability to pay. Booster Clubs must fundraise for everyone who wishes to go to be allowed to participate in the trip.

E. All student safety and liability issues are addressed to the District's satisfaction. All out-of-state travel must follow the EGUSD guidelines.

F. Large group and/or distant travel may require review and approval of a Cabinet Level Member.

G. The required District Extended Field Trip Form and itinerary must be completed and submitted in a timely manner in order to obtain School Board approval for the trip. Proposed trip requests seeking District approval at the last minute will be deemed examples of poor planning and approval will be denied.

Trip and/or Travel: Student & Parent Responsibilities

EGUSD is proud to have student representatives at various conferences, camps, and athletic competitions around the country. The continued success and viability of these trips is dependent on students and parents demonstrating proper conduct while traveling. Students represent their high school at all school related trips, student conduct code, school rules, Education Code, and board regulations remain in effect.

Student Responsibilities

All student conduct code, school rules, Education Code, and EGUSD Regulations apply at all times – including time away from competition or organized activities and when under the supervision of chaperones.

Parent/Chaperone Responsibilities

It is through the support of parents that we are able to sponsor trips and activities. Parents and chaperones accompanying students have a great responsibility. Any inappropriate behavior jeopardizes EGUSD's ability to sponsor trips in the future. Parents and chaperones are asked to follow these guidelines:

- All parents/chaperones who travel and spend the night must complete a Volunteer Category 2 application and must have current fingerprints on file with the District.
- All parents/chaperones must adhere to [EGUSD Board Policy 6153: School-Sponsored Field Trips](#) regarding Trip/Travel supervision.
- All parents/chaperones are not to consume alcohol during the trip.
- All parents/chaperones must immediately report any problems and/or rule violations to the coach or supervisor.
- All parents/chaperones are to know all relevant information regarding the trip; this includes destinations, timelines, itineraries, etc. The advisor/coach will review all information with the parents/chaperones prior to the trip.
- All parents/chaperones are to understand all emergency guidelines. They are to know the evacuation routes, keep all emergency and "authorization to treat minor" cards and emergency phone numbers handy.
- All parents/chaperones are to make sure students follow instructions and remain in designated areas of supervision.
- Parents/chaperones on overnight field trips may need to take turns staying up to patrol hotel hallways.
- Parents/chaperones need to get to know the students on the trip. This helps with the trust factor, but more importantly, it enables a chaperone to identify who belongs to the group. Sometimes teams take trips where other schools are present and these schools may have students who wish to "join" the group. It is important for chaperones to know which students belong to their school.

- Parents/chaperones are to make sure students do not leave the group. Students are to travel in groups or with a designated adult chaperone.
- Parents/chaperones who plan to supervise student events should consider becoming emergency first aid and/or CPR certified.

How to be a Supportive Parent

Being a parent of a high school interscholastic athlete or other competitive group member can be an exciting experience. EGUSD schools have students participating in numerous different sports with a variety of competition levels and many other competition groups, as well. Participating in this adventure with your student can and should be a cherished activity. Parental support is very important to the students, the school, and to the community.

The following is suggested to help promote a positive and productive experience for both the student and their parent:

- Be positive. Being part of a school team or group is quite an accomplishment. Don't let playing or performance time dictate the competitor's happiness. Celebrate the fact they were good enough to make the team. For example, of the 300 students who participated in youth baseball leagues, perhaps only 5-10 will be competing at the varsity level by their senior year; each year a student plays on a team is cause for celebration.
- Be supportive of the advisors and coaching staff. Nothing can erode teamwork faster than student athletes/performers doubting the capabilities of their coaches. It can affect performance, confidence, and the edge that is needed to compete. Most teams are so evenly matched that many times it is this little extra that can spell victory or defeat. Coaches will listen, appreciate confidentiality, and give a timely response to parent(s) inquiry or concern.
- Be part of a network. Whether a part of the Booster Club or not, parents/guardians can create very special relationships which are fostered over the careers of athletes and performers by socializing with other parents. This may take place at games, team meals, after-game parties, etc. Parents need support too! Be positive. If a parent is concerned about a "rumor" that is being spread, they should call someone to verify and clarify. Don't perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.
- Be satisfied with supporting the athletic or competitive group without ever thinking that you have to contribute time and/or resources to allow your student-athlete to play. It is a false premise that parents must pay to play. Another false premise is that if a parent complains to a coach/advisor, their child's playing time or position will be affected. A parent should donate to help make the experience for every student the best it can possibly be. Booster Clubs do make the difference; the spirit should be focused on the total program.
- To say winning and losing is not important is not true. If it were, we would not keep score. The higher the level of play, the greater the emphasis will be on being competitive. We take great pride in past accomplishments, but it is not the outcome of a particular game or season that is important. Rather, it is the process of becoming competitive that most student-athletes relish. If, as an entire community, the goal is to strive to be consistently competitive, then success will take care of itself.
- Promote excellent sportsmanship. Parents should attend games/competitions and cheer for success. Game officials or judges do not favor one team over another and have nothing personal against any group. Yelling or cursing at officials or referees is unacceptable. Parents should also support the program by not criticizing coaching decisions at games. Parents have rights to their opinions but voicing them inappropriately can never be construed as proper sportsmanship. Remember - positive cheers only.
- Keep things in perspective. Having lofty expectations for a student-athlete is a normal, healthy, and challenging goal. In striving for these expectations, parents must be realistic. Not everyone will receive a college scholarship based on their competitiveness, nor should a student-athlete's success be measured by a scholarship offer. We have had a number of athletes receive scholarships based on the

hard work of all stakeholders, particularly the students themselves. The coaching staff will assist interested students in finding an opportunity to continue competing at the next level, but they will never recommend a school at which the student cannot potentially be successful.

- Parents who have or have not heard about issues regarding the program should speak to the head coach immediately. Rumors and misinformation can be destructive and divisive on a school campus.

Students alone do not dictate the success of the competitive program, but a joint venture of all stakeholders. If the contribution of any group is less than total, the entire program stands to lose. We have a tremendous amount of support for student-athletes and competitors from our coaches, teachers, administration, and School Board members, but it is our parental support that we consider to be the most important. Parents are the ones that have the most-vested interest in seeing their student have a positive experience.

What is California Interscholastic Federation (CIF)?

CIF is the governing organization for Interscholastic Athletics for the State of California and it is divided into ten sections ranging in size from six member schools (Oakland) to 515 (Southern Section). CIF is a Principals' organization that establishes various committees to create and pass legislation. Our District is a member of the CIF Sac-Joaquin office, which is located in Elk Grove. It is staffed with a Commissioner and two Assistant Commissioners. Their role is to interpret and enforce legislation approved by the member schools. These Commissioners do not create the rules.

Parents/Guardians should direct inquiries regarding eligibility or any other rules to the School Athletic Director, a Site Administrator, or to the District Director of Athletics before calling CIF.

Coach Pay

[CIF Bylaw 503.F\(1\) & \(2\)](#)

Coaching

Principals are responsible to ensure that all coaches of the CIF member school for all individual or team(s) meet the requirements of the California Education Code 49032, 35179.1 and Bylaw 22.B.(9).

(1) Coaching Compensation: A coach shall not be reimbursed for coaching services from any source other than the school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team.

(2) Penalty for Improper Coaching Compensation: Any team, coached by any person receiving any reimbursement from other than school funds without the approval of the school's governing board may be sanctioned in accordance with article 22.C.

Additional Information on Coaching Stipends

Stipends are the maximum amount a coach can earn for coaching services during a season of the sport. "Season of sport" is defined as *practice begins and date of last contest* of Fall, Winter, and Spring sports as published in the CIF schedule. In season coaches may not receive any additional compensation beyond the approved EGUSD stipend for coaching services. All coaching stipends are processed and approved through the office of the Athletics and Facility Usage before being submitted to Payroll.

End of Season Coaches Gifts

Any gifts presented to the coach at the end of the season using Booster Club funds must be reported to the EGUSD School Board, [CIF Bylaw 805](#).

"A. Information of any gift, or total of gifts, sponsorships or contributions of \$500.00 or more yearly to an athletic program, team or coach, which is meant to support that program, team or coach, must be reported to the administrative officer responsible for policy development related to athletics."

Certification of Coaches

The process of hiring all coaches is handled through the office of Athletics and Facility Usage. Coaches **MUST** be cleared by the District Athletic Director before they have any contact with students or before being paid.

STAFFING GUIDE FOR SCHOOL-CONNECTED ORGANIZATIONS

Our school-connected organizations, such as our PTA/PTO/Booster groups, provide valuable enrichment opportunities for our students. This quick-reference guide provides information to help groups decide the best way to staff for activities (e.g. after-school clubs, coaching staff, etc.). These options, outlined below, help everyone involved comply with various laws and labor agreements.

Category 2 Volunteer

Volunteering can be a simple and cost-effective way to staff clubs. Volunteers who receive “Category 2” Clearance undergo a background check and training are allowed to work directly with students. More information about volunteer procedures can be found online at:

<https://www.egusd.net/StudentsFamilies/ResourcesSupports/Volunteering--Fingerprinting/index.html>

Stipend Paid to a Teacher/Certificated Employee

If a school-connected organization works with a teacher or other certificated employee to run an after-school club, stipend amounts for various club activities are outlined in the district’s labor contract with teachers. *Note: Different scenarios pose different requirements, contact the Human Resources Department for this option.*

Independent Contractor

When an Independent Contractor runs an after-school club, they must meet all the district requirements for Independent Contractors.

Hourly Rate Paid to Classified (Non-Teaching) Employee

If a school-connected organization would like to pay for additional hours for a classified employee this must be coordinated with Human Resources.

Coaching

ALL coaches are to be hired through the Athletics and Facility Usage Department.

PTA/PTO/Booster Clubs cannot pay staff directly.

To learn more about any of these options:

Contact **EGUSD’s Human Resources Department** at **(916) 686-7795**.

For Coaching: **Athletics and Facility Usage (916) 793-2950**.

OVERVIEW OF ASSOCIATED STUDENT BODY VS BOOSTER CLUB/PARENT GROUP

Associated Student Body (ASB)

ASB is an organization run by students to benefit and conduct activities on behalf of students currently enrolled at the school.
All ASB organizations at the school sites are legally considered part of the district.
ASB groups may conduct fundraisers and spend money for the benefit of students.
Fundraising involves students in selling, marketing, or collecting funds that are deposited into the ASB account.
Students selling to other students or staff during the day is a function of ASB.
Ticket sales for athletic events, performance, or activity must be deposited in the appropriate ASB trust account.

Booster Club/Parent Group

Booster Clubs are formed by parents to support school activities (e.g. athletic teams/music groups)
Booster Clubs are NOT legally part of the district.
The primary role of a Booster Club is to enrich students' participation in extracurricular activities.
Booster Clubs are to plan, operate, and run fundraisers by parents.
Booster Clubs can host a fundraiser after school and weekends, funds raised will be deposited into the Booster Club bank accounts.
Booster Clubs may operate concession stands at school events with prior permission and insurance requirements for food being sold.

CHECKLIST FOR SCHOOL-CONNECTED ORGANIZATIONS

To Do:

- ☐ Review and confirm the organization's Bylaws.
- ☐ Verify name and/or logo to be used. District or school logos are not to be used without specific authorization of the Superintendent/designee; parent associations/organizations and booster clubs maintain their own identity.
- ☐ Verify or obtain tax identification number and tax-exempt status.
- ☐ Verify or obtain financial account to keep funds separate from ASB funds.
- ☐ Submit Request for Authorization application (new and renewals).
- ☐ Provide current general liability Certificate of Insurance with additional insured endorsement.
- ☐ Maintain relationship with Principal for input of needs and create list of fundraising events.
- ☐ Reserve school facilities at the Facilities Use webpage:
<https://www.egusd.net/District/Community/Facilities-Use/index.html>
- ☐ Announcements of events and related parent/guardian permission slips shall clearly state **"This is not an Elk Grove Unified School District sponsored program and EGUSD accepts no liability or responsibility for this program/activity"**. [EGUSD Flyer Approval](#)
- ☐ Become familiar with regulations regarding school food sales and soliciting students.
- ☐ Donate funds and/or purchases to the school district in accordance with district policy.
 - Consult District maintenance department prior to purchasing items that require installation or Business Division prior to purchasing goods or services that require on-going maintenance contracts.
 - All capitalized expenditures must be approved by the site Principal and processed through the Purchasing Department.
- ☐ Maintain records for continued status.

Things to remember:

- ☐ Conduct fundraiser activities that do not require student participation.
- ☐ Keep booster/parent organization funds separate from ASB/district funds.
- ☐ Represent activities as those of the parent association/organization or booster club, not as Elk Grove Unified School District or one of its schools.
- ☐ Maintain good standing with the Internal Revenue Service and Department of General Services

REQUEST FOR AUTHORIZATION

In accordance with EGUSD Board Policy and Administrative Regulation 1230 School-Connected Organizations will submit an authorization request annually.

Note: School-Connected Organizations, including parent-teacher association or organization, booster club organization, or other non-profit organization that will be soliciting and fundraising for school activities or programs. These organizations are established as separate entities from the school and district.

Organization Information	
Date of Application:	
New Organization Request	Authorization Renewal

Organization Name:	
Mailing Address:	Address1
	Address2
	City, St, Zip
Website (if applicable):	
School Site/Team/Club Supported:	

Role	Name	Address	Phone #	Email
President				
Vice President				
Secretary				
Treasurer				
Coach/Lead Teacher				
Other:				
Other:				
Other:				
Other:				

Financial Information	
Bank Name:	Authorized Signors:
EIN:	

Required Documents (include copies with authorization request)	
Constitution or Bylaws	501(c)(3) Determination Letter
Proof of Tax ID Number	Certificate of Insurance
Profit & Loss Statement for 2024/2025	Insurance Endorsement page(s)
Proposed Budget for 2025/2026	Insurance Declaration page

School-Connected Organization Acknowledgement:

We have read the applicable EGUSD Board Policies, Administrative Regulations, and EGUSD SCO Handbook regarding School-Connected Organizations and agree to abide by them including but not limited to:

- School-connected organizations shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at the school.
- Activities by school-connected organizations shall be conducted in accordance with law, board policies, administrative regulations, and any rules of the sponsoring school.
- The organization shall not act as an agent of the district or school.
- The organization shall not use the district's tax -exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
- The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
- A school-connected organization should consult with the principal to determine school needs and priorities.
- Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary.
- An agreement to grant the district the right to audit the organization's financial records either by district personnel or a certified public accountant whenever any concern is raised regarding the use of funds.
- Co-mingling of school-connected organization funds with district funds, including associated student body funds, is not allowed.
- If the organization is eligible by the standards of the Office of the Attorney General to hold a Raffle of Game of Chance (50/50, Bingo, etc..) they will adhere to all legal obligations required by the Department of Justice and the Office of the Attorney General.
- If the organization is temporary, or does not continue, all remaining funds will be donated to the school site/team/club supported on page one of the application.
- The organization shall not hire or directly pay any district employees without prior approval from the Superintendent or designee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's Human Resources Department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

School-Connected Organization Signatures

President	Date
Vice President	Date
Secretary	Date
Treasurer	Date
Coach/Lead Teacher	Date
Other:	Date
Other:	Date
Other	Date
Other:	Date
School Site Approval	
Athletic/Activity Director (Secondary Schools Only)	Date
Principal	Date

SAMPLES: BYLAWS AND FORMS

SAMPLE - BYLAWS TEMPLATE

BYLAWS of [school-connected organization (SCO)]

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be (the SCO's official name). The SCO is located at (the school's name and address).

Section 2: DESCRIPTION – The SCO is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the SCO is to enhance and support the educational experience at (our school), to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at (our school) through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be automatically granted to all parents and guardians of (our school) students, plus all staff at (our school). There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year, beginning immediately upon election, and ending upon officer election the following school year.

Section 3: QUALIFICATIONS – Any SCO member in good standing may become an officer of the PTO.

Section 4: DUTIES –

Executive Board – Develop the SCO's annual budget, establish and oversee committees to conduct the work of the SCO, establish fundraising programs, approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President – Preside at General SCO meetings and Executive Board meetings, serve as the official representative of the SCO, and retain all official records of the SCO.

Vice President – Oversee the committee system of the SCO, assist the President and chair meetings in the absence of the President.

Recording Secretary – Record and distribute minutes of all Executive Board meetings and all General SCO meetings, prepare agendas for official SCO meetings, hold historical records for the SCO.

Communications Secretary – Manage communications and marketing for the SCO including, but not limited to SCO newsletters, email broadcasts, website, bulletin boards, etc.

Treasurer – Serve as custodian of the SCO's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a SCO member to fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – FINANCIAL POLICIES

Section 1: FISCAL YEAR - The fiscal year of the SCO begins July 1 and ends June 30 of the following year.

Section 2: BANKING - All funds shall be kept in a checking account in the name of (our SCO), requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The SCO shall arrange an independent review of its financial records each year.

Section 3: ENDING BALANCE - The organization shall leave a minimum of \$2,000.00 in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the President or the President's designee.

ARTICLE V – MEETINGS

Section 1: GENERAL PTO MEETINGS – General SCO meetings shall be held to conduct the business of the SCO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING – Each member in attendance at a SCO meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Eight (8) members of the SCO present and voting constitute quorum for the purpose of voting.

ARTICLE VI – BYLAW AMENDMENTS

Amendments to the bylaws may be proposed by any SCO member. Amendments presented at a SCO meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the Bylaws.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the SCO, any funds remaining shall be donated to (our school).

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

These bylaws were adopted on _____.

President/Chairperson Signature/Date

Vice President/Co-Chairperson Signature/Date

Secretary Signature/Date

Treasurer Signature/Date

SAMPLE – CERTIFICATE OF INSURANCE

<b style="font-size: 1.2em;">CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) MONTH/DAY/YEAR																					
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																							
PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P. O. Box Insurance Agent/Broker City, State, ZIP Code Contact Name & Phone Number	CONTACT NAME: _____ PHONE (A/C No. Ext): _____ FAX (A/C No.): _____ E-MAIL ADDRESS: _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td style="width: 80%;">INSURER A: Name of Insurance Company</td> <td colspan="2">Enter NAIC#</td> </tr> <tr> <td>INSURER B: Name of Insurance Company (if applicable)</td> <td colspan="2">Enter NAIC#</td> </tr> <tr> <td>INSURER C: Name of Insurance Company (if applicable)</td> <td colspan="2">Enter NAIC#</td> </tr> <tr> <td>INSURER D: Name of Insurance Company (if applicable)</td> <td colspan="2">Enter NAIC#</td> </tr> <tr> <td>INSURER E: Name of Insurance Company (if applicable)</td> <td colspan="2">Enter NAIC#</td> </tr> <tr> <td>INSURER F: Name of Insurance Company (if applicable)</td> <td colspan="2">Enter NAIC#</td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: Name of Insurance Company	Enter NAIC#		INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#		INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#		INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#		INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#		INSURER F: Name of Insurance Company (if applicable)	Enter NAIC#	
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INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#																						
INSURER F: Name of Insurance Company (if applicable)	Enter NAIC#																						
INSURED Name of insured individual, group or organization Street Address or P. O. Box City, State, ZIP Code																							
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:																							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		Enter Policy #	Enter Effective Date	Enter Expiration Date	EACH OCCURRENCE \$ \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ \$4,000,000 PRODUCTS - COMPROP AGG \$ \$																
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$																
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$																
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$																
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																							
By Endorsement to the policy(ies) listed above, and attached hereto, ELK GROVE UNIFIED SCHOOL DISTRICT, its elected and appointed officials, agents and employees are listed as additional insured under this policy and this insurance coverage shall be primary over any other insurance or self-insurance in force.																							
CERTIFICATE HOLDER ELK GROVE UNIFIED SCHOOL DISTRICT 9510 ELK GROVE FLORIN ROAD ELK GROVE, CA 95624				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE																			

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ACORD 25 (2010/05)

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SAMPLE - EVENT BUDGET PROPOSAL

EVENT Budget Proposal
(School Club or Team Related)

Name of Organization: _____
Activity/Sport: _____
Facility Use Confirmation Number: _____
Date(s) of Facility Use: _____

Anticipated Income:		Estimated Expenditures:	
Fees Per Person:	\$ -	Spirit Packs:	\$ -
Number of Participants:	\$ -	Supplies:	\$ -
Donations:	\$ -	Food:	\$ -
Other:	\$ -	Custodial Cost (per hour):	\$ -
Total Anticipated Income:	\$ -	Salaries (provide names and amount)	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		Donations being made to school, sports team, District program and Facility Cost:	\$ -
		Total Estimated Expenses:	\$ -

Copy of flyer or advertisement needs to be attached to this budget proposal as well as a complete schedule of events and facility application at least three weeks prior to the scheduled start date of the event.

Date Submitted:

Approved:
Y/N
Organization Meeting Date:

SAMPLE - BOOSTERS BUDGET PROPOSAL

Booster's Annual Budget Proposal
(School Year)
(School Club or Team Related)

Previous Year Balance on Hand:	\$ -	Estimated Expenditures:	\$ -
Team Generated Income:	\$ -	Reoccurring Expenses:	\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Team Fundraisers:		Team Budget Expenses:	
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
Total Estimated Income:	\$ -	Total Estimated Expenses:	\$ -

Date Submitted:

Approved:
Y/N
Organization Meeting Date:

SAMPLE - BOOSTERS TOURNAMENT/EVENT BUDGET PROPOSAL

TOURNAMENT Budget Proposal
(School Sports Related Camps, Clinics, Tournaments)

Operated by District Coaches

Name of Organization:

Activity/Sport:

Facility Use Confirmation Number:

Date(s) of Facility Use:

Anticipated Income:

Fees Per Person: \$ -

Number of Participants: \$ -

Total: \$ -

Fees Per Team: \$ -

Number of Teams: \$ -

Total: \$ -

Total Anticipated Income: \$ -

Estimated Expenditures:

Spirit Packs: \$ -

Camp Supplies: \$ -

Food: \$ -

Custodial Cost (per hour): \$ -

Stipends: (provide names and amount) \$ -

§ -

3 -

§ -

§ -

§ -

Donations to School: \$ -

Facility Cost:	\$ -
----------------	------

Total Estimated Expenses: \$ -

Anticipated Profit: \$ -

Anticipated Income less Estimated Expenses

Copy of flyer or advertisement needs to be attached to this budget proposal as well as a complete schedule of events and facility application at least three weeks prior to the scheduled start date of the event.

Date Submitted:

Approved:

YIN

Organization Meeting Date:

SAMPLE - BOOSTERS BANK RECONCILIATION FORM

SCO Bank Reconciliation Form

Name of Organization:
Statement Ending Date:

Ending balance of prior month:

\$ -

Cleared Checks Reflected on Bank Statement:

\$ -

Cleared Deposits Reflected on Bank Statement:

\$ -

Deposits made, not yet shown on statement:

Date/Event:

\$ -

Date/Event:

\$ -

Date/Event:

\$ -

Date/Event:

\$ -

Sub-total:

\$ -

Checks written, but not yet shown on the statement:

Check Number:

Amount:

\$ -

\$ -

\$ -

\$ -

Sub-total:

\$ -

*BALANCE:

\$ -

Signature of Preparer:
(Must not be the person collecting money)

Booster Treasurer
Date

* Balance must be the same amount that appears on the general ledger and check book register for the same ending date as the bank statement ending date.

This form is to be completed monthly and kept with bank statement and other bank records.

A copy of the Bank Statement form are to be reported monthly at Booster Meetings.

SAMPLE - BOOSTERS CASH RECONCILIATION FORM

Cash Reconciliation Form

Event: _____

Date(s): _____

Start up Cash:

Bills	#	Total
\$50.00	x _____	= _____
\$20.00	x _____	= _____
\$10.00	x _____	= _____
\$5.00	x _____	= _____
\$1.00	x _____	= _____

Coins	#	Total
\$0.50	x _____	= _____
\$0.25	x _____	= _____
\$0.10	x _____	= _____
\$0.05	x _____	= _____
\$0.01	x _____	= _____

Sub-total: _____

Proceeds:

Bills	#	Total
\$50.00	x _____	= _____
\$20.00	x _____	= _____
\$10.00	x _____	= _____
\$5.00	x _____	= _____
\$1.00	x _____	= _____

Coins	#	Total
\$0.50	x _____	= _____
\$0.25	x _____	= _____
\$0.10	x _____	= _____
\$0.05	x _____	= _____
\$0.01	x _____	= _____

Sub-total: _____

Profit: \$ _____ -

Total ending cash less Start-up cash

If total of receipts does not match the amount raised provide explain:

Counted By: _____ Date: _____

Verified By: _____ Date: _____

SAMPLE - BOOSTERS TICKET SALES REPORT

Ticket Sales Reconciliation Form

Event: _____

Date(s): _____

Ticket Information:

Adult Tickets	
Ticket Colortype:	_____
# of Beginning Ticket Sold:	_____
# of Last Ticket Sold:	_____
Price per ticket:	_____
Total Sales:	_____

Student Tickets	
Ticket Colortype:	_____
# of Beginning Ticket Sold:	_____
# of Last Ticket Sold:	_____
Price per ticket:	_____
Total Sales:	_____

Senior 55+	
Ticket Colortype:	_____
# of Beginning Ticket Sold:	_____
# of Last Ticket Sold:	_____
Price per ticket:	_____
Total Sales:	_____

Start up Cash:

Bills	#	Total
\$50.00	x _____	= _____
\$20.00	x _____	= _____
\$10.00	x _____	= _____
\$5.00	x _____	= _____
\$1.00	x _____	= _____

Coins	#	Total
\$0.50	x _____	= _____
\$0.25	x _____	= _____
\$0.10	x _____	= _____
\$0.05	x _____	= _____
\$0.01	x _____	= _____

Sub-total: _____

Proceeds:

Bills	#	Total
\$50.00	x _____	= _____
\$20.00	x _____	= _____
\$10.00	x _____	= _____
\$5.00	x _____	= _____
\$1.00	x _____	= _____

Coins	#	Total
\$0.50	x _____	= _____
\$0.25	x _____	= _____
\$0.10	x _____	= _____
\$0.05	x _____	= _____
\$0.01	x _____	= _____

Sub-total: _____

Profit: \$ _____ -

Total ending cash less Start-up cash

Total of all Receipts:

If total of receipts does not match the amount raised provide explain:

Counted By: _____ Date: _____

Verified By: _____ Date: _____

SAMPLE - BOOSTERS CHECK REQUEST FORM

Booster Club
Check Request Form

Today's Date:

Person Requesting Check:

Check Payable To:

Sports Organization:

Purpose of Check:

Amount of Check:

=====

(All RECEIPTS MUST BE ATTACHED TO THIS FORM)

=====

BOARD ACTION

Date Reviewed:

Approved: YES NO

(circle)

President:

Secretary:

=====

PAYMENT

Date Paid:

Check Number:

Treasurer: