

# Evergreen Public Schools

## Booster Club/Fundraiser

### Guidelines

#### **Intent:**

The intent of this information packet is to give coaches a clear picture of the Evergreen School District's expectations concerning ASB and booster club fundraising. The packet includes forms to help coaches track fundraising monies and answer questions regarding spending ASB and booster monies. Also included is information on how to keep track of individual player accounts.

8.0 Procedures for Athletic Fund Raising by Athletic Booster Clubs.

8.1

Student participation in all fund raising activities shall be voluntary.

8.2

The public relations image of the Evergreen Public Schools must be considered in planning all fund raising or booster club activities.

8.3

All Athletic Booster Clubs are to be overseen by the District Director of Athletics and Activities.

8.4

Each sport is allowed to form a booster club and solicit gifts in support of financial needs of that particular sport.

8.5

**Booster clubs shall establish a fund-raising calendar at the start of each school year and submit it to the appropriate building administrator.** The calendar will be forwarded to the District Director of Athletics and Activities.

8.6

All fundraising shall receive prior written approval by the Building Administrator and a copy kept on file at the school. **(Fundraising Approval Form)**

8.7

Funds spent from Booster Club accounts, shall be approved in advanced by the Building Administrator and documented on the **Booster Club Contribution Form.**

8.8

The Building Administrator shall review all fundraising requests before the commencement of any campaign conducted by a booster club to ensure Title IX compliance.

8.9

All parties involved in fundraising activities shall be sensitive to the issue of Title IX resource equity, with no group being unreasonably advantaged or disadvantaged when compared to others.

8.10

District employees shall have no official position or have signature authority with a Booster club.

8.11

At the conclusion of the school year each booster club shall complete the **Booster Club Contribution Form** and submit it to the school's activity office. Failure to do so will result in the immediate termination of the booster club.

8.12

Permanent and ongoing booster clubs shall be incorporated as 501 (C) non-profit organizations and maintain the proper insurance coverage. Failure to do so shall result in the immediate termination of the booster club.

8.13

In order to receive nonprofit status, the booster club must file articles of incorporation and by-laws with the Secretary of State and file the appropriate

application with the Internal Revenue Service for tax exempt status. Failure to do so shall result in the termination of the booster club.

8.14

The Athletic Booster Club shall have its own bank account with at least two (2) signatures required on each check. Failure to do so shall result in the termination of the booster club.

8.15

The school or school district is not responsible for any legal documentation requirements such as reports, submission requirements to the Department of Revenue, and other such requirements for the Athletic Booster club as required by local, state, or federal law.

8.16

The District is not liable or responsible for loss of booster club property or money, or the decisions made by the non-profit corporation, its board, or its officers.

8.17

The Evergreen Public Schools assumes no liability for injuries and or death sustained at a fund raising event.

8.18

All equipment and materials donated from the funds raised under these procedures shall become the property of The Evergreen Public Schools.

8.19 Booster Club Officers shall meet with the appropriate Building Administrator at the minimum of once per year to insure that each Athletic Booster Club is knowledgeable of any pertinent changes in district policy and local, state, or federal law.