

2019-2020



BOOSTER CLUB GUIDELINES

PERRYTON ISD

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Perryton ISD Booster Club Guidelines

Community support organizations for extracurricular activities (Booster Clubs) are valued partners to the district's athletic and fine arts competition programs. Their activities often provide additional financial resources and enrichment for the programs they support. It is crucial that every Booster Club in Perryton ISD be familiar with and conduct all its activities in compliance with requirements and limitations set out by the University Interscholastic League (UIL) and district policies. A summary of the UIL policies can be found at <https://www.uilTEXAS.org/policy/guidelines-for-booster-clubs>, and is reprinted in **Appendix A** of this booklet.

This booklet supplements the information contained in those guidelines and communicates most of the district's policies and procedures for Booster Clubs.

Purpose of Booster Clubs

Booster Clubs exist to assist and support the Organizational Sponsor with extra- and co-curricular activities. An Organizational Sponsor is the district employee (teacher or coach) that is in charge of the activity or organization. A Booster Club is responsible for supporting a student group, activity or program. Support may be as simple as providing refreshments for a particular event or as complex as raising money for an out-of-state competition. The Booster Club works through the Organization Sponsor to provide assistance for the planned activities of the student group. However, the Booster Club does not have the authority to decide the activities or trips in which the student group will participate. Although parents and the Booster Club may provide suggestions about particular activities, the Organization Sponsor is responsible for the final decision with district approval.

Role of Booster Clubs

Booster Clubs must organize and function in a way consistent with the District's philosophy and objectives, within adopted Board policies, and in accordance with UIL regulations.

To this end, Booster Clubs must:

- Be voluntary and provide unified support for student activities of the school.
- Encourage involvement by all parents of students participating in the supported activity.
- Use school facilities only with prior approval of the Organization Sponsor and campus administration.
- Obtain approval from the Organization Sponsor and Campus Principal for all fundraising activities.
- With member approval, prepare and submit an operating budget identifying sources of income and expenditures to the Organization Sponsor and Campus Principals.
- Submit copies of financial reports to the Organization Sponsor and Campus Principal on a regular basis corresponding with organization and board meetings.
- Submit a copy of audited financial report to the Organization Sponsor and Campus Principal no later than August 1 following the end of the fiscal year.
- Submit the name, address and telephone number of all current officers and the authorized signers of bank accounts to the Organization Sponsor and Campus Principal. Athletic Booster Clubs must also provide this information to the Athletic Director.
- Pay all taxes and debts incurred by the organization.

- Comply with administrative regulations and Board policies when donating money or gifts to the school.
- Comply with UIL guidelines, district policies, and federal and state laws and regulations.

Booster Clubs may NOT:

- Have authority in directing or influencing school employees in the administration of duties.
- Be involved in decision or policy making activities for a student group.
- Give an Organization Sponsor a gift or cash in excess of the limits imposed by the UIL guidelines from any source in recognition of, or appreciation for coaching, directing, or sponsoring student activities.
- Give anything (including awards) to students without prior approval from school administration.
- Give a member any gift without the approval of the members of the booster club.
- Employ or pay any Booster Club member or PISD employee for services rendered with Booster Club funds.
- Direct, employ, contract, supplement or in any way compensate a consultant, clinician, accompanist, or paraprofessional for work performed for the student activity without prior approval from Organization Sponsor.
- Sign contracts or pay expenses directly from Booster Club accounts for any arrangements for student travel associated with the organization. All transportation arrangements and payments are made through the district. Booster groups and individuals may donate money or merchandise to the school with prior approval from administration.
- Have any elected or appointed officers that do not have a child who is actively participating in the program supported by the Booster Club during the school year they are to serve.
- Use the school's tax identification number as the Booster Club identification number.
- Use the school's sales permit numbers as the Booster Club sales permit number.

For additional information, refer to **Appendix B**, which contains a copy of Board Policy **GE(LOCAL)**.

Forming a Booster Club

Booster Clubs should be organized as public 501(C)(3) charitable organizations. Information on nonprofit, tax-exempt organizations can be found on the Texas Secretary of State website at https://www.sos.state.tx.us/corp/nonprofit_org.shtml.

Bylaws

Any Booster Club formed to support a district activity or organization must have bylaws that address all topics listed in the UIL Guidelines at "Written Policies". See **Appendix A**. A copy of its bylaws should be provided to the Organization Sponsor and Campus Principal, and in the case of Athletic Booster Clubs, the district Athletic Director, before engaging in any activities other than those necessary to its formation and organizing meetings. The Organization Sponsor, Campus Principal, and Athletic Director (if applicable) will review the bylaws to make sure that all the required topics are addressed but do not have the authority to change the bylaws. The district will not recognize any Booster Club whose bylaws are incomplete.

The Booster Club name may include the program it supports – for instance "Band Boosters", "Football Boosters", "Drill Team Boosters" – and may include the name of the group or team it supports, but it may not include the school district's name with the designation "ISD" or "Independent School District" or "High School"

or any other designation suggesting or stating that the Club is operated by the school district itself or any school campus.

At the activation meetings of interested adults who want to establish a booster club, certain important elements should be agreed upon. These include:

- The determination of the purpose and goals of the club to be consistent with and enhancing the education programs of the school district.
- The appointment and/or election of a slate of officers, to include, as a minimum, President, Vice President, Secretary, and Treasurer. The Organization Sponsor or campus administrators shall not be a member, hold office, or have voting privileges on the executive board. However, the Organization Sponsor will work closely with the booster club to facilitate planning and communication. Campus secretaries and bookkeepers cannot hold a financial position with the district and a financial position with the Booster Club.
- Preparation of a constitution or bylaws which must have as a minimum:
 - Establish the method of nominating and electing club officers;
 - Establish a maximum tenure of office for individuals holding positions of honor and trust;
 - Establish the fiscal year dates in which the booster club will operate;
 - Establish provision for the appointment of a member audit committee or the selection of an audit firm to perform an annual audit of financial records;
 - Provide for the preparation and member approval of an operating budget identifying fund raising projects and the purposes for which the funds are being raised;
 - Identify the official records to be established and maintained by the elected officials of the booster club;
 - Establish the criteria and define membership in the booster club as one comprising parents and other non-student adults who are interested in enhancing the district's educational programs;
 - Action to be taken upon dissolving or suspending booster club.
 - Establishment of a quorum for both association and board meetings.
 - Establish the process for amendments
 - Establish the process for audits.
 - The annual registration with the campus principal of officers.

For additional information, see **Appendix D**, which contains a Sample Booster Club Bylaws.

Role of Booster Club Officers

At a minimum, the booster organization shall elect the following officers on an annual basis. Each officer should receive a printed copy of the Booster Club Guidelines. It is recommended that individuals elected to officer positions in a Booster Club have a child actively involved in the program the Booster Club supports during the school year they would be elected to serve.

President

Typically, the president of Booster Club is an individual who has previously been active in the organization. Primary duties include, but are not limited to:

- Preside at all meetings of the Booster Club.
- Regularly meet with the Organization Sponsor regarding Booster Club activities.
- Resolve problems in the membership.

- Regularly meet with the treasurer of the organization to monitor the organization's finances.
- Select a designee to receive bank statements through the mail. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity. Suggested designees could be, but not limited to, the Organizational Sponsor or school secretary.
- Schedule annual audit of records or request an audit if the need should arise during the year.
- Sign all contracted agreements and contracts for the organization.

Vice-President

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. The 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.

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 meeting minutes and have a thorough knowledge of parliamentary law and the organization's procedures. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined.
- Maintain the records of the minutes and any standing committee rules, current membership and committee listing.
- Record all business transacted at each meeting.
- Record if quorum was established.
- Conduct and report on all correspondence on behalf of the organization.

Treasurer

The treasurer is the authorized custodian of the funds of the association. The treasurer receives and disburses all monies indicated in the budget or as authorized by action of the association. Employees of the District shall **not** serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions as treasurer, fund-raising chairperson, or serving as a check signer.

The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed.
- Issue a receipt of monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250. 00).
- Present a current financial report at all regular meetings of organization and board and submit reports to Organizational Sponsor and Campus Principal.
- Maintain accurate and detailed account of all monies received and disbursed.
- Sign all checks.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- File sales tax reports as required by the State Comptroller's office (monthly, quarterly, or annually).
- File annual IRS Form 990 in a timely manner.

- Furnish IRS Form 1099 MISC to those individuals, businesses, etc. when amount paid (typically greater than \$600) is required to be reported to the IRS. See <https://www.irs.gov/forms-pubs/about-form-1099-misc> for details.
- Submit records to the audit committee at the end of the year.

Booster Club Finances

Fundraising

Providing financial assistance for the purchase of additional equipment, instruments, banquets or supplies is one of the most valuable roles of a Booster Club. Although suggestions and recommendations are welcomed for how funds should be spent, use of funds raised by a Booster Club is ultimately determined by the Organization Sponsor and Campus Principal.

Before beginning any fund-raising activity, the president or designated representative of a Booster Club must submit a written proposal to the Organization Sponsor that details the time period for the fund drive, the method by which the funds will be raised, whether or not students will be directly involved in the fund-raising and if so, how much student time will be involved as well as if it is a tax-exempt sale. The Organization Sponsor will review the proposal and meet with the Booster Club sponsor or representative to discuss any questions or concerns, including suggestions or recommendations for changes to the proposal. The Organization Sponsor will review all fundraising proposals and gain campus approval before engaging in any fundraising activity.

Administration will ordinarily not authorize Booster Club fundraising activities that occur at school and potentially interfere with or detract from instructional time or that will require excessive student time outside of school. A Booster Club's ability to sell anything on campus must be scheduled in advance with the Organization Sponsor and Campus Principal. Only fundraising activities that have received the administration's written authorization may be conducted using the school name or mascot/logo.

Funds received from Booster Club fundraising activities must be used to benefit the students and schools in an appropriate way. Fundraising projects for parental groups shall be:

- For the educational benefit of the student, coordinated through the Organization Sponsor.
- For the specific project as identified in the current approved booster budget and not simply for the sake of raising money.
- In connection with the established goals and philosophies of the Booster Club as well as UIL guidelines.
- The use of individual accounts for members of District groups or clubs is not allowed.

IRS Regulations on Fundraising

The IRS prohibits tax-exempt organizations from requiring people to participate in fundraisers. Likewise, schools may not require an amount be "donated" in lieu of participating in a fundraiser. People may choose whether or not to participate in a fund-raiser and may choose whether or not to donate.

Furthermore, if a person decides not to participate, that person cannot be excluded from having the opportunity to benefit from the fundraiser and cannot be penalized in any way for choosing not to participate in the fundraiser.

Furthermore, benefits given by a tax-exempt organization cannot be based on participation in a fundraiser or based on revenues raised individually. Therefore, whether a person participates in a fundraiser and regardless of the amount of revenue raised, that person cannot be denied the opportunity to receive an equal benefit.

Example:

The Cheerleading Club is having a car wash fund-raiser to help reduce the cost of a trip to Florida for a competition. The cost of the trip is \$20,000 for 20 people. Therefore, each person's cost for the trip before the fund-raiser is \$1,000.

Of the 20 people participating in the trip, only 10 people participate in the fund-raiser and raise a total of \$600.

The \$600 must be split equally among the 20 people going on the trip, even though only 10 people participated in the fund-raiser. Therefore, each person receives a benefit of \$30 (\$600 /20). Now, each person's cost for the trip is \$970 (\$1,000 - \$30).

Consequently, the IRS prohibits the use of individual accounts for fundraisers. As stated above, fundraising revenues must benefit the group as a whole, not its individual members.

Individual accounts are those accounts used to credit an individual with revenues raised. These accounts are used to benefit the individual by offsetting that individual's expenses with the amount credited to the individual from the revenues raised.

Normally, all members of the organization would benefit from any activity being paid by the group. However, in some instances, the group may want to have certain criteria met for a benefit to be given to a member or group. For example, a person may be able to attend a particular competition and have the group pay for a certain amount of the cost if the person had attended 80% of the practices and had participated in at least two service projects. Some groups may base the criteria on service points. For example, a person may receive a point for each practice or special event attended. However, criteria should not be based on participation in fundraisers according to IRS regulations. Remember, if criteria to attend a particular event are established, exceptions cannot be made because your best performer did not meet the criteria.

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 should be used consistently for all people, and the criteria should not change every year.

Raffles

Booster Clubs are permitted to hold raffles within guidelines from the office of the state's Attorney General. See **Appendix E** for more information.

Accounting

A Booster Club must establish and maintain a bank account in its own name and keep track of all revenues and expenses related to the Booster Club's activities. This account is not a school account and is not subject to audit by the district's internal or independent auditors. Each Booster Club must file a copy of the adopted audit annually to the Organizational Sponsor and Campus Principal. These statements are available for inspection to any person who submits a written request to the District.

Banking Information

To open a bank account, the Booster Club must first obtain an Employer Identification Number (EIN) from the IRS. The Booster Club shall **not** use just the school's name on its checks or on its literature. The use of the

school name might imply that the school or the District is responsible for any obligations entered into by the club. It must include the Booster Club's name on the bank account. It is suggested that at least two officers sign each disbursement. Both signers should be parents or guardians with children in the affiliate Booster Club. **School district employees may not be the signer on Booster Club bank accounts for their own campus or programs they are the sponsor.** All funds received should be receipted and deposited on a weekly basis. Combining of Booster Club funds and school activity funds is prohibited. School employees may not accept loans of funds from parents and student organizations. The Treasurer should reconcile the bank statement monthly and prepare a monthly financial report to the Organization Sponsor and Campus Principal.

Financial Reporting

At a minimum, the organization's membership should be provided with a financial statement and bank reconciliation at each meeting. The financial statement should provide a comparison of budgeted versus actual expenditures and receipts. Cash receipts and disbursement reports should be available for review when needed and at the annual audit.

Cash Receipt Procedures

All cash collections received by the Booster Club for fees, dues, fundraising, etc. should be deposited upon receipt. All funds should be supported by some type of record documenting the source and amount of funds and verified by two (2) people. Such documentation should be readily available for audit purposes. **It is recommended that deposits be made daily if the total receipts on hand exceed \$250. 00.** If daily receipts are less than \$250. 00, deposits should be made within one week even if the receipts for all days combined are less than \$250. 00. All money should be deposited prior to holidays and weekends. Bank deposits should be prepared to ensure the integrity of the financial reporting.

Bank Reconciliation

Upon receipt of the monthly bank statement, the balance indicated on the statement should be reconciled to the bank account balance in the general ledger as of the last day of the month. The reconciliation should be completed within thirty (30) days of the date of the bank statement. Items needed for reconciliation:

- Bank Reconciliation form
- Prior month's bank reconciliation
- Bank statement
- Check Register and/or Cash Disbursement journal
- General Ledger

Disbursement of Funds

At the outset of the school year, a budget of anticipated income and expenditures should be developed. Prior to a disbursement, the request to expend funds should be compared with the budgeted expenditures. Disbursements outside the scope of the budget or line items that exceed the approved budget should require a vote by the general membership. Direct payments to district employees are not a permitted use of Booster Club funds. Also, the purchase of alcoholic beverages or tobacco products is not permitted.

Petty Cash

A Booster Club may maintain a small petty cash account. Strict controls must be maintained by keeping petty cash in a locked box accessible by only the treasurer and one other officer. Control of the petty cash account by a district employee or Organization Sponsor is not allowed. The petty cash funds should be used for emergency purchases only. All other purchases should be made with a Booster Club check.

Upon disbursement through the petty cash account, a receipt for the purchase should be retained. At any given time, the amount of petty cash remaining and the aggregate total of receipts on hand should equal the amount of the established petty cash account.

Booster Clubs may establish a change fund to support fund raising events. Funds should be noted in the final tabulation of monies collected for the event.

Audit Instructions

An audit is an examination of the financial records of the Booster Club. It assures that all income and expenditures are accounted for and consistent with the budget and goals for the year. It also verifies that the bank balance and ledger balance are reconciled. The audit is to protect the Booster Club officers and the organization. An audit should be conducted at the end of the fiscal year, when there is a change in treasurer, and when there is a change in any officer who signs Booster Club checks. An audit may be conducted by an outside party, such as a CPA or an audit committee. The audit committee should be comprised of at least two members of the Booster Club (not the President or Treasurer).

For further information, see **Appendix F: Audit Committee Guidelines**

Sales Tax

Booster Clubs are generally not exempt from state sales tax laws. A Booster Club can sell tickets to an annual banquet or food sale without collecting sales tax, provided the members prepare, serve, and sell the food. Booster Clubs may also sell meals and food products (including candy and soft drinks) without collecting sales tax when all the net proceeds of the sale go to the Booster Club for its use in supporting school activities. Booster Clubs are responsible for obtaining necessary information from the Texas Comptroller of Public Accounts to make sure that they are collecting and accounting for state sales tax when that collection is required. You may obtain additional information on state sales tax requirements online at www.cpa.state.tx.us.

Financial and Legal Responsibility

The school and/or district are not liable or responsible for any contracts or expenditures made by a Booster Club. Agreements for the purchase of goods to be resold for fundraising are the responsibility of the Booster Club entering the agreement, including snack foods and drinks purchased for re-sale at concession stands during athletic events. Booster Clubs are strongly encouraged to obtain legal assistance before authorizing or signing any agreement or contract in the Booster Club's name. The district will not expend school district funds to pay any amounts due under such agreements or to represent a Booster Club in any legal action that may arise from the Club's activities. The President should be the designated signer of all agreements and contracts that have been approved by the Booster Club.

Liability Insurance

Booster Clubs should seriously consider the purchase of liability insurance to protect the organization and its members. Coverage to be considered should include general liability, officer's liability, business personal property (if the organization owns property), and fidelity (otherwise known as bond) coverage. The cost of the insurance varies depending on the amount of coverage, but is generally reasonable.

Insurance underwriters for Booster Clubs, in most cases, require an annual audit/review to be performed by the organization and must have a procedure in place to have bank statements and reconciliations reviewed monthly by a member without check signature authority.

Booster Club Meetings

PISD recommends Booster Clubs hold meetings at least once per quarter, but the schedule for meetings is a Booster Club decision.

The Organization Sponsor must approve on-campus activities, including meeting times, locations, dates, fundraisers and activities. Such activities cannot conflict with school schedules or activities, district policies or financial procedures, and must be in accordance with Texas Education Agency (TEA) and University Interscholastic League (UIL) guidelines. These will take precedence over Booster Club activities.

Meetings can be publicized in the school announcements and must be open to any resident of the community who wishes to attend. Other methods of publicizing Booster Club meetings are at the discretion of the Booster Club; however, distribution in school mailboxes or to students through classroom teachers is not permitted. As stated in the UIL Booster Club Guidelines, Clubs should have minutes of every meeting that show what issues were discussed and what decisions were made. The Superintendent Designee may ask any Booster Club to send a copy of Booster Club minutes for review after each meeting.

The conduct of Booster Club meetings is under the control of the Booster Club and its bylaws, which should provide for discussion and decision-making in an orderly fashion that recognizes the importance of treating participants in the meeting with respect and civility.

Working with Organization Sponsor

Booster Clubs are support organizations. Organization Sponsors of extracurricular activities are school employees. Organization Sponsors are answerable only to their immediate supervisors and ultimately to the Superintendent, who has sole and final authority in the district for all UIL activities, and the Board of Trustees, which has final authority in matters related to extracurricular activities that are not affiliated with UIL.

Organization Sponsors should be present at any Booster Club meetings so that they can provide any information the Club may need to operate efficiently and appropriately and so that the Organization Sponsor will be fully informed about Booster Club plans and activities. An Organization Sponsor serves as an advisor in regard to Booster Club discussions. Booster Clubs do not have any authority over an Organization Sponsor's decision about the operation of the organization.

Most communication between Booster Clubs and school staff can and should take place at the Booster Club Meetings. Individual members of Booster Clubs who have students in the organization may schedule meetings with the Organization Sponsor for discussions that are specifically related to their own child's progress or conduct. These meetings must be scheduled during the Organization Sponsor's conference period and are treated like any other parent-teacher conference. The parents' relationship to or position in a Booster Club must not be used to threaten, intimidate, or otherwise improperly influence any employee's performance of his or her primary duties in the school district which include teaching students the essential knowledge and skills of the district's approved curriculum and his/her performance of duties related to the activity. Any violation of this requirement will endanger the Booster Club's ability to continue as an authorized Booster Club working for the benefit of the program or activity.

A Booster Club member who has a complaint about an Organization Sponsor must follow the district's established complaint policies to bring that matter to the attention of the employee and his or her supervisor. The campus principal will provide copies of those policies upon request.

Field Trips and Transportation

School-Sponsored Field Trips

Field trips must be approved through the district approval process and student participants must comply with all school requirements including a current parent consent form on file with the Organization Sponsor. All students and adult sponsors or chaperones must ride in transportation provided by the district. If circumstances arise making it necessary for parents or other volunteers, including Booster Club members, to transport students in privately owned vehicles for a school-sponsored field trip, all drivers must provide proof to the school district of valid drivers' license and insurance that meets the minimum liability requirements of state law.

Other Transportation Involving Students

Neither a Booster Club nor members of a Booster Club are agents of the school district when they transport students to activities that are not official school-sponsored field trips or extracurricular activities.

Other Considerations

School Announcements can be made during the regular school day regarding school approved booster function. The Booster Club sponsor should submit announcement to the Organization Sponsor at least two days before the announcement is to be made.

On-campus activities, especially fundraisers, should not supplant, duplicate, nor interfere with those of other school or Booster Clubs. The principal has the authority to limit the number of on-campus fundraisers. All activities an organization participates in will be approved in advance by the Organization Sponsor and the district administration. At such activities, the sponsor shall have full authority at all times except as instructed by the principal or designee. Booster Club members, parents, etc. are expected to follow the same standards of conduct as district employees where chaperoning, sponsoring or attending student activities.

Each student or group of students' participation will be determined by the Organization Sponsor and the Campus Principal and not by the Booster Club or any of its members. Participation in activities is considered a privilege and not a right and will be based on a proven record of good conduct and dependability. Lack of such demonstrated behavior on the part of anyone will be grounds for exclusion from participation and travel. The purchase or consumption of alcoholic beverages and tobacco products while on school property or in the presence of students is specifically prohibited. Booster Clubs shall not directly support political activities by providing campaign donations or placing advertisements in support of a particular candidate as doing so could jeopardize the tax exempt status of the organization. If a candidate is running for office is invited to join a meeting, all candidates running for the office must be extended an invitation to the event.

Appendix A: UIL Guidelines



The following is a reprint of the text of the **UIL Booster Club Guidelines** (updated July 2016). Complete guidelines can be found on the UIL website at <https://www.uilTEXAS.org/policy/guidelines-for-booster-clubs>.

UIL Booster Club Guidelines

Role of Booster Clubs

Neighborhood patrons form booster clubs to help enrich the school's participation in extracurricular activities. The fundraising role of booster clubs is particularly crucial in today's economic climate. Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

- Have a chain of command for communication with the administration.
- Clear all activities through your administration.
- The superintendent or a designee who does not coach or direct a UIL contest but has approval authority over booster clubs should be invited to all meetings. All meetings should be open to the public.
- Booster clubs should apprise school administrators of all club activities. Make sure your local administration has a copy of all booster club publications. Invite administrators to all booster club meetings.
- Have an officer meet with the school administration regularly.
- School administration should apprise booster clubs of all school activities.
- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

Role of the Superintendent

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

Parents

- Remember: The classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.

- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

Coaches and Directors

- Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the boosters is without vote.
- Support other programs within your district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.

Written Policies

Booster clubs should develop and annually review policies to cover:

- how to obtain administrative approval before beginning projects;
- how to plan and publicize meetings;
- bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;
- election of officers (suggestion: one president; one secretary; one treasurer; and three vice-presidents: one vice-president to oversee fall, winter and spring sports);
- taking, distributing and filing minutes;
- public communication;
- proper interaction with music and theatre directors and academic and athletic coaches through the lines of authority as established by the school board;
- a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc. ; and
- plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

Club Finances

Fundraising ♦ Spending ♦ Stipends ♦ Gifts to Coaches

Fund-raising projects may be subject to state law. Be sure that your club is in compliance with applicable law. For example, Texas has a law governing raffles. Also, consider seeking nonprofit or tax-exempt status. Consult the Texas Secretary of State's website as well as the IRS to determine if seeking designation as a non-profit that is tax exempt is appropriate for your booster club. See http://www.sos.state.tx.us/corp/nonprofit_org.shtml for more information.

Generally speaking, earnings by a properly organized booster club may not benefit any private shareholder or individual.

- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
- Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.
- Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity only to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.
- Coach's wish lists should have received prior approval from school administration before submission to boosters.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. See Section 481, ***UIL Constitution and Contest Rules***.
- Schools shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or other sources within the school district. See Section 1202(b), ***UIL Constitution and Contest Rules***.
- Funds are to be used to support school activities. To provide such funding for non-school activities could violate UIL rules and the public trust through which funds are earned.

Athletic Boosters

Individuals should be informed of the seriousness of violating the athletic amateur rule found in Section 441 and the awards rule found in Section 480 of the ***UIL Constitution and Contest Rules***. Check with school administrators before giving anything to a student, school sponsor or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty shall be assessed against the team and not against each individual. See Section 441(d), ***UIL Constitution and Contest Rules***. All fans, not just members of the booster club, should be aware of these rules. It affects the entire community.

- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- The local school district determines when, how and from whom student athletes can receive meals and snacks. See Section 441(b)(9), ***UIL Constitution and Contest Rules***.
- Schools must give prior approval for any banquet or get-together given for students.
- Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A)(3), ***UIL Constitution and Contest Rules***.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. See Section 441(a), ***UIL Constitution and Contest Rules***. ***Valuable consideration*** is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster

groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv).

- Student athletes may accept small “goodie bags” consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), ***UIL Constitution and Contest Rules***.

Academic Boosters

We encourage academic booster clubs, whether they cover UIL academic competition in general or specific programs such as theatre, speech/debate, journalism or math/ science. A great need exists for parental involvement and support.

The rules for athletics are different than the rules for academics and music. Athletes are restricted by the ***athletic amateur rule***, which states that athletes cannot accept money or valuable consideration for participating in a UIL sport or for allowing their names to be used in promoting a product, plan or service related to a UIL contest. Academics has no amateur rule. Journalism participants may work for a newspaper and be paid. Actors may work summer stock and be paid. Students may win calculators and software for participating in invitational math contests.

UIL academic students are restricted by the ***awards rule***. See Section 480, ***UIL Constitution and Contest Rules***. So, as a general practice, booster clubs should not give gifts or awards to students for their participation in UIL contests that count toward district, region or state standing without prior school district approval. School booster clubs may raise money to purchase letter jackets, provided the funds are given to the school without designation to buy jackets for particular students and the school determines criteria for awarding the jackets. Parents may purchase jackets for their own children provided the school designates the student as being qualified to receive the jacket.

Booster Clubs may raise money to provide an annual banquet for academic participants and coaches.

EXAMPLES OF ACADEMIC BOOSTER CLUB CONTRIBUTIONS THAT ARE NOT PROHIBITED BY UIL RULE, WITH LOCAL ADMINISTRATIVE APPROVAL, ARE:

- Purchase equipment for programs such as computers or software for yearbook or computer science.
- Organize and chaperone trips and assist with expenses for travel to academic competitions or educational trips such as journalism conventions or speech tournaments. Booster club funds may be used to provide food and refreshments for students on these trips. A purely recreational trip would **not** meet the definition of an educational field trip and could be considered a violation of the Awards Rule. See Section 480(2)(d), ***UIL Constitution and Contest Rules***.
- Run tournaments, organize fund-raising efforts, recruit corporate donors, raise money for scholarships and arrange for tutors and professional trainers to work with students.
- Fund academic workshop scholarships provided selection of the recipients is not based solely on their success in interscholastic competition. Selection could be based on grade point average or the student’s selection of high school courses. All students meeting the conditions for scholarship assistance should be notified and eligible for financial assistance. Funds should be monitored to ensure that they are expended for camp or workshop purposes.

Music Boosters

In addition to the general procedures outlined, the following guidelines apply to Music Booster Club activities.

- Be mindful of the fact that there is no Music Amateur Rule. Therefore, limitations established in athletics intended to ensure compliance with the Athletic Amateur Rule do not apply to music programs and related activities.
- Some music booster clubs assist with expenses for travel to various music-related activities such as UIL contests and performances at away athletic events. Such financial support violates no UIL rules provided that it is approved and coordinated by the local school district.
- Many music groups schedule educational field trips with the approval of the local school administration and under local school district policies. For such trips, specific educational components must be included such as performing for a music festival, an adjudicated contest or a concert tour. Marching performances such as the Macy's Thanksgiving Day Parade, the Rose Bowl Parade or other similar ceremonial appearances also qualify. However, educational components need not be limited to performances. Concert attendance, visiting university/conservatory music facilities and other music related, non-performing opportunities would also be appropriate if approved by the local school district.
- A recreational trip, on the other hand, would **not** meet the definition of an educational field trip as provided in Section 480(f) of the **UIL Constitution and Contest Rules**. Students receiving the benefits of a purely recreational trip would likely be in violation of the Awards Rule.
- Booster Clubs may also fund scholarships for private lessons and summer music camps provided the selection of the recipients is not based on success in interscholastic competition. Funds for such activities should be carefully monitored to ensure that they are expended for educational rather than recreational activities.
- The awarding of patches, T-shirts or other items for achievement in interscholastic competition would be subject to the UIL Awards Rule. See Section 480(2)(A), **UIL Constitution and Contest Rules**. In order to protect all music students' eligibility, such awards should be approved and administrated by the local school district in accordance with school district policies.

Appendix B: Board Policy GE (LOCAL): Relations with Parent Organizations

Board Policies are adopted by the Perryton ISD Board of Trustees and form the basis for governing our school district. All of the Board Policies for Perryton ISD can be found on our District website at <http://www.perrytonisd.com>.

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

Use of District Facilities

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

Adopted January 17, 2017

Link: [https://pol.tasb.org/Policy/Download/959?filename=GE\(LOCAL\).html](https://pol.tasb.org/Policy/Download/959?filename=GE(LOCAL).html)

Appendix C: Board Policy CDC (LOCAL): Gifts and Solicitations

Board Policies are adopted by the Perryton ISD Board of Trustees and form the basis for governing our school district. All of the Board Policies for Perryton ISD can be found on our District website at <http://www.perrytonisd.com>.

Note: For purposes of this policy, the terms "gift" and "donation" have the same meaning.

Unsolicited Gifts

Authority to Accept

The Board delegates to the Superintendent the authority to accept unsolicited gifts on behalf of the District. However, any gift that the potential donor has expressly made conditional upon the District's use for a specified purpose, or any gift of real property, shall require Board approval.

Once accepted, a gift becomes the sole property of the District.

Criteria for Acceptance

The District shall not accept any gift that would violate or conflict with policies of or actions by the Board or with federal or state law.

Before the Superintendent accepts a gift or recommends acceptance of a gift to the Board, as applicable, the Superintendent shall consider whether the gift:

1. Has a purpose consistent with the District's educational philosophy, goals, and objectives;
2. Places any restrictions on a campus or District program;
3. Would support a program that the Board may be unable or unwilling to continue when the donation of funds is exhausted;
4. Would result in ancillary or ongoing costs for the District;
5. Requires employment of additional personnel;
6. Requires or implies the endorsement of a specific business or product [see GKB for advertising opportunities];
7. Would result in inequitable funding, equipment, or resources among District schools or programs;
8. Obligates the District or a campus to engage in specific actions; or
9. Affects the physical structure of a building or would require extensive maintenance on the part of the District.

Solicitations

An employee who solicits gifts on behalf of the District or for use in the fulfillment of his or her professional responsibilities shall comply with relevant state and federal law and any District administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

Web-Based Solicitations

An employee may solicit web-based donations of money or items for use by the employee in fulfilling his or her professional responsibilities or for the District's use, including "crowdfunding." However, an employee

shall obtain prior approval from the employee's supervisor before using the name or image of the District, a campus, or any student.

Adopted January 17, 2017

Link: [https://pol.tasb.org/Policy/Download/959?filename=CDC\(LOCAL\).html](https://pol.tasb.org/Policy/Download/959?filename=CDC(LOCAL).html)

Appendix D: Sample Booster Club Bylaws

The following sample bylaws are included as a starting point for new Booster Clubs to develop their own bylaws. The sample is taken from the Texas Music Educators Association (TMEA) as an example of Choir Booster bylaws, and can be found at the following link:

https://www.tmea.org/assets/pdf/educator_toolkit/BoosterClubBylawSamples.pdf.

While this sample provides an excellent starting point, there is no specific required format for Booster Club bylaws.

High School Choir Booster Club Bylaws

Article One—Name

1.1 The name of the organization shall be XYZ High School Choir Booster Club.

Article Two—Purpose

2.1 The purposes of the organization are:

- a) to support the policies set by the Board of Trustees and the Administration of the ABC Independent School District and the choral staff;
- b) to promote parental understanding of the students' activities, opportunities, and objectives in the choral program;
- c) to secure closer contact and communication between parents, students and the choral staff;
- d) to foster closer ties between parents of younger students and parents of high school students;
- e) to promote music culture in the community by fostering concert attendance and public support of choir activities, thereby rendering moral support to the students; and,
- f) to render financial aid in areas necessary for realizing the objectives of the XYZ High School
- g) choral program.

Article Three—Restrictions

3.1 No part of the net earnings of the organization shall be used for the benefit of or be distributed to its members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article Two.

3.2 A substantial part of the activities of the organization shall not be the carrying on of propaganda. The organization shall not participate nor intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.

3.3 The booster club has no authority to direct the choir director or sponsor of a UIL event in any of his/her duties.

Article Four—Membership and Meetings

4.1 Parents of the members of the XYZ High School choirs shall become members of the organization upon their child's enrollment in the choral program and the payment of a membership fee set by the Executive Board.

4.2 Any other person with a special interest in the XYZ High School choral program may become a member of the organization upon payment of the membership fee set by the Executive Board.

4.3 A minimum of four general membership meetings shall be held annually at a time and place designated by the Executive Board.

4.4 A quorum for all general meetings of the organization shall consist of the members in attendance. A quorum for the Executive Board meetings shall consist of one over half of the members of the Executive Board.

Article Five—Officers

5.1 The officers of the organization shall consist of the choir director, a president, a vice-president of membership, a vice-president of fundraising, a vice-president of programs/hospitality, a treasurer, a secretary, a publicity/webpage chairperson, and the past president.

5.2 The report of the nominating committee shall be made at the last spring meeting and the election of officers shall take place at that same meeting. Nominations from the floor must be allowed. If there is more than one candidate for the same office, a simple majority, by a paper ballot vote of those in attendance, shall decide the election.

5.3 New officers shall take office at the last general booster meeting of the school year. No office shall be held for more than two consecutive years. If a vacancy occurs in any office, except the president it shall be filled by election of the Executive Board. If the office of the president shall become vacant, the vice-president of membership shall assume the position until such time as regular elections are held.

5.4 The president shall preside at all meetings of the Executive Board and the general membership with full voting privileges. The president shall be an ex-officio member of all committees except the nominating committee and shall assist in appointing committee chairmen to all committees not otherwise provided by these Bylaws. The president shall perform all other duties usually assigned to the office.

5.5 The vice-president membership shall assume the duties of the president at any time the president is unable to attend to the duties of the office. The vice president of membership will assist the president in the performance of the president's duties and be responsible for signing up parent booster club members, maintaining current membership records, arranging for chaperones throughout the year, and compiling a XYZ Choir directory if the choir director chooses to do one.

5.6 The vice president of fundraising will assist the president in the performance of the president's duties when needed, help organize and oversee all fundraisers, with the director's approval, for the XYZ Choir Booster Club, and fundraisers for the choir students.

5.7 The vice president of programs/hospitality will assist the president in the performance of the president's duties when needed, chair the hospitality committee by planning and coordinating all social functions with the director, and coordinate the concert committee to ensure that programs are prepared and available for all concerts according to the director's wishes.

5.8 The treasurer shall have the care and custody of and be responsible for all funds, securities, valuable papers, and the financial records of the organization. The treasurer shall maintain the appropriate books and records of the organization. The treasurer shall make a financial report periodically, including an end of the year full financial report.

5.9 The secretary shall prepare and maintain minutes of all meetings of the membership and the executive board, give advanced notice of all meetings of the membership, conduct the correspondence of the organization, communicate important information by telephone and/or email to membership, and maintain files therein.

5.10 The publicity/webpage chairperson shall be in charge of advertising choir programs, photographing choir events, news releases to local newspapers, choir parent newsletters when necessary, and forming a committee to assist when needed. This officer is responsible for promoting a positive image of the XYZ Choir program to the public, using photographs when at all possible.

5.11 The past president shall be a member of the executive board for advice and direction when needed. The past president's attendance will not count towards making quorum for an executive board meeting.

Article Six—Executive Board

6.1 The Executive Board shall consist of the choir director, president, vice-president of membership, vice-president of fundraising, vice president of programs/hospitality, treasurer, secretary, publicity/webpage chairperson, and past president. The executive board shall be governed by a majority rule. In the event of a tie vote, the choir director will be allowed to vote.

6.2 The Executive Board shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these Bylaws or delegated to a special committee. The Executive Board cannot alter or reverse any action taken by the organization as a whole.

6.3 The Executive Board shall meet as deemed necessary by the choir director and president, or any two other officers.

6.4 The Executive Board shall be empowered to expend funds in the interim if deemed necessary for the furtherance of the purposes of the organization, provided it does not negate the intentions of the general membership.

6.5 The Executive Board shall serve as the budget committee and shall present a proposed budget for approval by the general membership at the school year-end general meeting.

Article Seven—Rules of Order

7.1 The most current issue of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in these bylaws.

Article Eight—Finances

8.1 All income of the organization shall be placed in the organization's bank account.

8.2 Expenditures shall be based on the budget submitted by the executive board and approved by the general membership. The budget may be amended by a recommendation of the executive board approved by the general membership at regular or specially called meetings. Any surplus funds may be spent by the executive board at their discretion to meet the purposes of the organization; however, the carry-over should remain in the organization's account from year to year.

8.3 The treasurer's accounts shall be examined by an audit committee of three members, who after examination of the records shall sign a statement at the end of the report that the treasurer's annual report is correct. The audit committee shall be appointed by the president before the final general membership meeting of the school year. A signed statement by the audit committee shall be completed and submitted to the president at least two weeks prior to the beginning of the new school year.

Article Nine—Amendments

9.1 The Bylaws may be amended by a two-thirds vote at any regular or specially called meeting of the membership, provided that notice of the proposed amendment shall have been filed with the secretary or the organization and a copy presented at the meeting preceding the one at which it is to be considered for adoption, or a copy of the proposed amendment has been sent to the general membership prior to the meeting at which it is to be considered for adoption.

Article Ten—Dissolution

10.1 The Choir Director has absolute and complete authority to dissolve the XYZ High School Choir Booster Club. Upon dissolution of the organization, the executive board, after paying or making provision for the payment of the liabilities of the organization shall distribute all of the assets of the organization to the XYZ High School choral program, with the intent that the assets be used to further the purposes of the organization to benefit the choir students.

We the undersigned officers of the Board, do hereby certify that the foregoing is the true and legal bylaws of the XYZ High School Choir Booster Club, ABC ISD, and that the same were amended on the 9th day of May, 20xx.

Choir Director

President

VP Membership

VP Fundraising

VP Programs/Hospitality

Treasurer

Secretary

Publicity/Webpage

Appendix E: Charitable Raffles

Information on conducting raffles can be found on the website of the Attorney General of Texas at <https://www.texasattorneygeneral.gov/divisions/financial-litigation/charitable-trusts/charitable-raffles-and-casinopoker-nights>.

Charitable Raffles

The Charitable Raffle Enabling Act, effective January 1, 1990, permits "qualified organizations" to hold up to two raffles per calendar year, with certain specified restrictions.

A raffle is defined as the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.

In general, a qualified organization is:

- a) A nonprofit association organized primarily for religious purposes that has been in existence in Texas for at least 10 years;
- b) A nonprofit volunteer emergency medical service that does not pay its members other than nominal compensation;
- c) A nonprofit volunteer fire department that operates fire-fighting equipment, provides fire-fighting services, and does not pay its members other than nominal compensation; or
- d) A nonprofit organization that has existed for at least three preceding years and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign.

The language of the law is very technical. If your organization is considering holding a raffle you should check the statute to be sure it qualifies.

It is the responsibility of the Booster Club to ensure that it complies with all state laws regarding raffles.

Prizes Offered and Proceeds from Ticket Sales

A qualified organization may offer any prize except money. "Money" is defined as coins, paper currency, or a negotiable instrument that represents and is readily convertible to coins or paper currency. If the raffle organizers offer a prize which they have purchased or have given other consideration for, the value of the prize may not exceed \$50,000, or \$250,000 if the purchased prize is a residential dwelling. There is no value limit on prizes donated to the organization.

Texas lottery tickets may be purchased and offered as prizes, even though the tickets' payoff may exceed \$50,000. The organization must have each raffle prize in its possession or ownership or must post a bond for the full amount of the value of the prize with the county clerk of the county where the raffle will be held.

Proceeds from ticket sales must be used only for the charitable purposes of the qualified organization.

Restrictions

A qualified organization is not required to register with the State before conducting a raffle. However certain restrictions apply.

A qualified organization may hold only two raffles per calendar year and only one raffle at a time.

Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state: 1) the name of the organization conducting the raffle; 2) the address of the organization or of a named officer of the organization; 3) the ticket price; 4) a general description of each prize having a value of more than \$10; and 5) the date on which the raffle prize(s) will be awarded.

No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.

Penalties and Enforcement

Only raffles held according to the terms of the Charitable Raffle Enabling Act are authorized raffles. The law is Chapter 2002, Occupations Code, Texas Codes Annotated.

An unauthorized raffle is considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor.

A county attorney, district attorney or the attorney general may bring an action in state court to stop a violation or potential violation of the Charitable Raffle Enabling Act. **Please understand that the District cannot advise you about whether a proposed raffle would be authorized under the law.** If you have specific questions about the law, you should consult a private attorney.

Appendix F: Audit Committee Guidelines

Each Booster Club is required to have an audit committee conduct an annual review of the Financial Report and the related financial activity for the school year. The Treasurer should not be on the audit committee. The audit committee must prepare a written Audit Committee Report that communicates the results of the audit to the members at the next regular meeting.

The following suggested guidelines are designed to assist the audit committee in conducting a thorough review of the Booster Club's financial report and activity for the applicable school year.

- Make sure the beginning balance agrees to the balance on hand per the last audit report.
- 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;
- Checks have been accounted for in the proper sequence (no missing checks); and
- Checks have two signatures and are not being signed by the payee.
- Verify deposits are made in a timely manner by reviewing the dates of fund raisers. Check to see that cash was counted by two people.
- Verify that receipts and disbursements were recorded to the correct account category
- Verify that bank reconciliations are done monthly and check accuracy.
- 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.
- Verify that IRS Form 1099 MISC were issued if applicable.
- Verify that IRS Form 990 has been submitted in a timely manner.
- Determine if booster club had an obligation to collect sales tax. If so, make sure returns were filed timely and accurately.
- Verify that money collected for a designated purpose was spent only for that purpose.
- Check the minutes to verify the budget and all amendments were adopted.
- If there are irregularities, the committee should take the following steps:
- Contact the treasurer for additional records or information;
- Contact the Booster Club President if the matter cannot be settled to the committee's satisfaction; and
- Contact the Campus Principal for further assistance.

Appendix G: Avoiding Embezzlement

8 Ways to Protect Your Club from Embezzlement

1. Money should never be kept at a treasurer's home.
2. Two people should always count the money, and both should sign the receipt verifying the amount.
3. Two signatures should be required on all checks. The Organization Sponsor should never be one of them.
4. Have a member who does not have check signing authority review the bank statement monthly before giving it to the treasurer. This person is looking for red flags including: checks showing up in non-sequential order, checks made out to cash, cash withdrawals, checks written out to non-approved vendors, checks written for non-approved expenses, and checks written out to individuals.
5. Never sign a blank check or a check made out to "cash".
6. Deposit all money in the bank as soon as possible, even if a fundraising project is ongoing.
7. All bills must be paid by check, never cash.
8. Conduct an annual audit of the books.