

Newbury Park High School Booster Club Handbook



Conejo Valley Unified School District

Booster Club Philosophy



The student activity programs of CVUSD are a vital part of the high school experience and every student should have the opportunity and be encouraged to become involved in school activities beyond the academic program. Because of the high cost of these student programs, booster clubs have been formed by the parents and supporters of Newbury Park High School providing the financial and personal support needed for a quality program. The Conejo Valley Unified School District Board of Education recognized that parents may wish to organize booster clubs for the purpose of supporting special programs. These programs may include athletic teams, debate team, school musical groups, academic groups, and other activities that provide a source of positive involvement for students. The Conejo Valley Unified School District Board of Education is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life.

Parent and Booster Clubs Recognition

- The Superintendent is directed to develop regulations that will establish school-club liaison; provide for acceptance of gifts of uniforms, equipment or money; establish the principle that the clubs are not functions of the school or District; and assure that the extra-curricular programs are kept in a positive balance.
- Any parent or booster club desiring to support one or more co-curricular programs or activities of any district school must request recognition by the principal, present the principal with a statement of the objectives and goals of the club, and describe the methods by which the club will raise money.
 - The principal shall not recognize the club if its membership is limited so as to be discriminatory toward any group.
 - The principal shall not recognize the club if the method(s) of raising money are inappropriate to the educational standards of the District.
 - The principal shall deny recognition if the club's objectives and goals can be expected to unbalance the school's activities programs to a harmful degree.
- Booster Club meetings must be held on Newbury Park High School campus (Exception: 20-21 & 21-22 school years). Use of school facilities must be in accordance with the provisions of the Conejo Valley Unified School District Policy.
- The principal or designee shall advise the booster and parent clubs of the procedures for scheduling activities, explain fundraising regulations of the District and provide answers to other inquiries of the club.
- The club shall provide the principal with a list of all officers of the club and their telephone numbers.

Constitution

1. All Booster Clubs shall have a written constitution using the template updated in 2019 and shall maintain updated bylaws that pertain to their organization, function and procedures.
2. NPHS Athletics and Activities Departments will provide assistance for newly organized clubs as well as sample constitutions and updated bylaws.
3. All Booster Clubs must adhere to the organizational and procedural guidelines that have been established by the school, district and state educational policies and regulations.



Booster Club Relations With Coaches/Advisors



Coaches/Advisors will be expected to be supportive of programs and coaching staff, to communicate the needs of their teams/groups and to work closely with the respective Co-Curricular Booster Clubs to help devise ways to achieve their goals. Boosters should always check beforehand with the coach/advisor and administration before planning an activity.

Booster Clubs should not expect the coach/advisor to assume the “leadership” role in the handling of major fundraising activities. The coach’s/advisor’s job is to prepare your sons and daughters for co-curricular participation. Parents are reminded that their duties with Booster Clubs do not entitle them or their children to any privileges within a team/group; neither should Booster Club officers have undue influence with a coach.

Reauthorization Application

Due to the Athletic/Activities Office by **October 1, 2021**

The following documents must be included in your packet for it to be accepted:

1. Completed Application with necessary signatures
2. Annual Financial Statement for the 2020-2021 school year.
3. Annual Proposed Budget for the 2021-22 school year.
4. Booster Club Minutes that document approval of the Annual Proposed Budget
5. Annual Audit Report – for the 2020-2021 school year.
6. Booster Club Bylaws – Template updated for 2021-2022 school year.

Coaching Stipends | Booster Club Pay Agreements

Booster Clubs **may not** pay directly out of booster funds (Payroll/Tax Laws)

All Booster Club funded coaching stipends must be approved before a timesheet can be released for payment. In order to prevent a delay in a coach receiving pay, the **Booster Agreement Form must be submitted to the Athletic/Activities Office no later than:**

1. Fall Sports/Activities: August 31
2. Winter Sports/Activities: November 30
3. Spring Sports/Activities: February 28
4. Summer Sports/Activities: May 31

**Note: Payment will be received at the end of the season

Form: Booster Clubs must submit a **Booster Club Authorization for Payment** form indicating the coach's/specialist's name, season/year, stipend amount, and a signature from the Coach, Booster Club President and Treasurer. The District will then issue a check to the coach and the Booster Club will be billed by the District for the stipend at a later date.

Coaching Stipends may not exceed the maximum allowed as set by the Conejo Valley Unified School District. This list is updated each school year. Contact the Athletic/Activities secretary for specific limits.



Booster Club Charter Bus Pay Agreements

If a coach and a booster club request a Charter Bus instead of a regular school bus, the following procedures must be followed:

1. The booster club must approve the use of the Charter Bus and the additional cost of taking this form of transportation.
2. CVUSD Administration will have final approval on the authorization of alternate forms of travel, including charter buses.
3. Submit an email stating the booster club agrees to pay the difference between the cost of the school bus and the charter bus. School Transportation Donations only support the standard bus services for the same trip while the Booster Club will be responsible for any costs above and beyond.
4. The District will send the boosters an invoice of the total cost of the charter minus the school bus charge.



Financial Guidelines

- Because financial support is often a major function of Booster Clubs, certain rules and procedures shall be established and these will include the following:
- **Separate Fiscal Tasks:** One person should be responsible for opening and reviewing all bank statements and a different person reconciling the bank account when feasible.
- **Check Signing:** Require two signatures for every check issued. Immediately update the bank check signing card after booster officers have changed. Checks should only be issued after they have been approved by the booster club.
- **Don't pre-sign checks**
- **Don't issue checks payable to CASH:** If cash is needed to set-up a “cash drawer” for making change at an event, issue a check payable to the Treasurer’s name (or the name of another responsible member), who would be responsible for setting up the cash drawer at the event.
- **No disbursements should be made from cash collected.** Instead, have someone pay for the goods or services and then submit a receipt for reimbursement at a later time.
- **Treasurer’s Report:** Treasurers shall submit both written and oral reports to the booster club at each meeting. The reports should include up to date information regarding current year-to-date revenue and expenses as well as information regarding upcoming fundraisers (complete revenue potential form).



Financial Guidelines

- **Cash Receipts:** Each booster club should have clear procedures for counting and reporting cash receipts.
- **An independent audit or financial review** must be conducted by someone who has experience in accounting and/or bookkeeping. This audit shall cover the period from July 1st to June 30. Audit form must be submitted with your Reauthorization Application.
- **Records and receipts of expenditures and collections** should be kept orderly and easily accessible.
- **Annual Tax Audit** (Umbrella & Band Booster Clubs only). Please submit annual tax audit to the Athletic/Activities Office in conjunction with the Umbrella/Band Booster's Reauthorization Form. This audit shall cover the period from January 1st to December 31st. The Umbrella/Band Booster Club must submit this audit on the form (Bank Reconciliation form) provided in the handbook.
- **Adherence to school, district and state policies and regulations:** Adherence to the school and district policies and procedures when gifts or donations of funds or equipment are made is mandatory. Work with site administrators any time your Booster Club makes a donation to assure district policies are followed.

Fundraising

Purpose:

Student body funds must be used to promote and finance programs of worthwhile co-curricular activities beyond those provided by the District. Money raising projects must, in general, contribute to sound educational principles and must not be in conflict with the ideals of the educational program.

Any fundraising where students are the primary source of selling, marketing, or collection, must have the funds deposited with the Associated Student Government bookkeeper. Any student involvement in a Booster Club fundraiser must be voluntary. Fundraisers generated by the booster clubs must be planned, operated and executed by the booster clubs. This clarifies the distinction between booster clubs and ASG Student Activities.



Fundraising

Boosters may donate to student accounts, but student account money may not be used or transferred to booster club accounts. Any money that booster clubs donate to the student accounts become student and advisor controlled, without influence from the booster club organization. Please be aware of this policy before transferring money to an ASG account.

Booster clubs must use the following exclusion statement on all requests for money:

*****Be reminded that no player will be excluded from participation regardless of their donation*****

California law guarantees students a public education free of charge, including extracurricular activities. Students are therefore entitled access to educational activities, and to all materials, supplies, equipment and uniforms necessary for the educational activity, without charges or security deposits. There are some narrow fee authorizations in the law, and we ask for and encourage donations to assist us in our effort to continue providing high quality courses ad activities, but all donations are strictly voluntary. Please visit the Newbury Park High School website for more information, and/or contact the Principal if you have any questions or concerns.



Fundraising

Sponsorship:

Any fundraising where NPHS is represented requires approval from the Assistant Principal. You may not use the high school mascot name or any other slogan or moniker without approval.

Sales/Concessions:

The ASG is the only authorized approver of NPHS spirit wear and merchandise. It is important that booster purchases of shirts, hats, and seat cushions, etc., items must be approved by the Assistant Principal before ordering. This rule is designed to ensure that the content, colors, and competition is monitored. Price of the item being sold and location where sales will take place are also important information. Concessions at sporting events must be authorized by the Assistant Principal (i.e. concessions at games, program sales at games, pancake breakfasts, etc.). Booster Clubs are not guaranteed concessions.

Vendors (Food):

All contracted food vendors must have site/school district approval for all events. All requests must be submitted to the Activities Secretary **at least two weeks prior** to the event.



Website / Social Media



- NPHS Administration will need point of contact information for all website and social media accounts associated with NPHS athletics and activities.
- The district employee (coach/advisor) who is paid via district stipend should be responsible for all social media.
- All athletic/activity websites must be linked through NPHS Athletics/Activities webpages. <https://nphsathletics.org/> & <http://dev.nphs.org/>
- All social media accounts representing NPHS programs must be approved by the Assistant Principal of Athletic/Activities.

Activity/Facility Requests

- Activity Requests: Email Activities office for all on-campus events including booster meetings, banquets, parent meetings, etc. After your activity is approved, it will be placed on the NPHS Master Calendar. The requestor will receive a confirmation via email. All facility requests must be routed through the Activities office.
- Work Orders: Coaches/advisors who are on staff submit work orders, otherwise booster submits to Activities Office.
- Event Announcements: If you would like your event advertised in the weekly Panther Tale, marquee, or announced during period 3 announcements daily, please email NPHS receptionist @ susanjensen@conejousd.org.





Do's and Don'ts for Boosters

- Please DO hold Booster meetings on campus, in accordance with school policies ([exception 20-21](#)).
 - Please DO NOT hold functions Board Meetings in private homes.
- Please DO hold banquets on campus or at CRPD locations. All banquets need to have a non-paying/non-eating option.
 - Please DO NOT have banquets off- site. This requires Principal approval. Families do not have to pay to attend banquet.
- Please DO feel free to decorate for banquets
 - Please DO NOT leave any decorations, tape, or trash in place when the banquet is concluded.
- Please DO use blue painter's tape for posters and decorations.
 - Please DO NOT use any other type of tape or material that will remove paint or damage walls.
- Please DO coordinate fundraising efforts through the Athletics/Activities Office, and complete facilities requests through the Activities Office for all events.
 - Please DO NOT directly compete with other Booster Clubs in fundraising efforts.
- Please DO familiarize yourself with AR 1230 and BP 1230, and AB 1575
 - Please DO NOT include alcohol in any sort of fundraising activity.

Do's and Don'ts for Boosters

- Please DO raise funds as needed to support your program, and deposit funds raised through the efforts of adults into Booster Club accounts.
 - Please DO NOT keep funds raised by student labor (e.g., car wash) in Booster Club accounts. Instead, have these funds deposited into the Club/ASG account immediately after the fundraiser is completed.
- Please DO notify the Athletics/Activities Office promptly when officers change.
 - Please DO NOT forget to include contact information as well.
- Please DO obtain approval from the Assistant Principal and/or Athletic Director and the Activities Office for all fundraising activities, the use of Newbury Park High School, and merchandise.
 - Please DO NOT forget to get this approval in writing.
- Please DO follow all procedures and meet the deadlines for reauthorization and taxes.
 - Please DO NOT neglect this so the district does not close your club and seize your funds.
- Please DO use all District Loaner/Purchase Uniform and Pledge Agreement Forms (can be found on NPHS Athletics website).
 - Please DO NOT use your own forms.



Do's and Don'ts for Boosters

- Please DO generate mailing lists that include all team members.
 - Please DO NOT release names, addresses or telephone numbers without specific permission being granted.
- Please DO complete a ***Booster Authorization for Payment*** form for any coaching/specialist staff members whose stipends will be paid through booster funds.
 - Please DO NOT pay any coach/specialist directly. Wait to be billed by the district.
- Please DO use available snack bars during your club's season of sport.
 - Please DO NOT leave ANY FOOD OR PADLOCKS in the snack bar at the end of the season.
- Please DO notify Athletic/Activities Office of website updates.
 - Please DO NOT send out any information without approval.
- Please DO use ice from the stadium snack shacks.
 - Please DO NOT use ice from the ice machine near the pool. It is reserved for injuries and filling water coolers for player hydration.

Forms

- Go to <https://nphsathletics.org/booster-club-information/> for most recent versions of all forms.





CONEJO VALLEY UNIFIED SCHOOL DISTRICT
PARENT SUPPORT/BOOSTER ORGANIZATION
APPLICATION FOR REAUTHORIZATION – YEAR 2020/2021

Name of Organization: _____ No. of students served by club _____

Booster Club Taxpayer Identification Number: _____ Club President verified that Booster Club Taxpayer ID provided on this application shows that "Registration Status is Current" on the California State Attorney General's Registry of Charitable Trust website at <http://rct.doj.ca.gov/MyLicenseVerification/Search.aspx?facility=Y> _____ (President, Please Initial)

Current Officers:	NAME	ADDRESS	CITY	ZIP	PHONE
President/Chair:	_____	_____	_____	_____	_____
President's email address:	_____				
Vice-Pres./Chair:	_____				
Secretary:	_____				
Treasurer:	_____				
Treasurer's email address:	_____				

Since the last approval:	YES	NO
Has the organization changed 501c3 status?	_____	_____
Have the audit procedures changed?	_____	_____
Has the Constitution been amended? <i>If yes, please submit updated document</i>	_____	_____
Have the Bylaws been amended? <i>If yes, please submit updated document</i>	_____	_____
Did the organization directly pay wages to <u>anyone</u> since last November?	_____	_____
Will the organization ask the District to hire or pay wages to anyone?	_____	_____
Does the organization have any unpaid debts or loans?	_____	_____

Note: Booster clubs are not permitted to hire or pay wages to anyone directly.

ATTACH the following items and submit to the school principal (CLUBS MUST USE CVUSD FINANCIAL STATEMENT, PROPOSED BUDGET & AUDIT REPORT FORMS provided)

- Annual Financial Statement for July 1, 2019 through June 30, 2020, including beginning balance, specific actual income & expenses, and ending balance.
- Annual Proposed Budget for July 1, 2020 through June 30, 2021, including beginning balance, specific projected income & expenses, and ending balance.
- Annual Audit Report
- Booster Club meeting Minutes that document approval of the Annual Election of Officers, and Proposed Budget (highlighted)
- One copy of Booster Club's Bylaws to be submitted to the Principal for on-site filing (bylaws must specify that all members have voting rights and two signatures are required on all checks issued by the Booster Club)

Continued on reverse...

PARENT SUPPORT/BOOSTER ORGANIZATION
APPLICATION FOR REAUTHORIZATION – YEAR 2020/2021

I understand and agree that all officers of this booster club are expected to:

- (1) Appropriately support all staff who have responsibility for the program or activity being supported by this booster club,
- (2) Appropriately support all student participants,
- (3) Promote appropriate, supportive behavior and sportsmanship among all members of the booster club, and
- (4) Adhere to all regulations pertaining to AB 1575 (Student Fees) (see below*)

*Section 5 of Article IX of the State of California Constitution guarantees students a "free public education." The State Supreme Court concluded in the 1984 case of Hartzell v. Connell (35 Cal.3d.899 (1984)), "that all educational activities carried on by public school districts, extra-curricular as well as curricular, must be without cost to the students who participate in such activities." This same ruling found that "mandatory fees for participating in such extra-curricular activities as drama, music, and athletic competition were illegal under the State Constitution." Furthermore, they also rejected the argument that "fees could be charged so long as the district waived fees for students who were financially unable to pay."

I have examined this application and have been advised on AB 1575 regulations by site administration. To the best of my knowledge this application is accurate and complete.

 Date President's Signature Name (typed or printed)

 Date Treasurer's Signature Name (typed or printed)

School Use
 I support this Application for Reauthorization:

District Office Personnel:
 Has the booster club paid all prior year(s) obligations to CVUSD in full?
 Yes ___ No ___
 Employee's Initials: _____

 Date Principal's Signature

 Date Director's Signature



BOOSTERS: SUBMIT SIGNED PACKET WITH ALL FORMS & DOCUMENTATION TO NPHS ATHLETICS/ACTIVIES OFFICE FOR REVIEW
BY Friday October 2, 2020

Annual Audit Report
2019-2020 School Year

CHECKBOOK

BALANCE in Checkbook on:	Date: July 1, 2019	\$0.00
Deposits / Receipts / Transfers in / Interest, total last year:		\$0.00
Withdrawals / Checks / Transfers out / Charges, total last year:		\$0.00
BALANCE in Checkbook on:	Date: June 30, 2020	\$0.00

Bank Statement Reconciliation

BALANCE in Checking per Statement at year end:	Date: June 30, 2020	\$0.00
Deposits Outstanding, not yet credited:		
Checks: \$0.00	Cash: \$0.00	Total Deposits: (add) \$0.00
Checks Outstanding, not yet cashed:		
# \$0.00	# \$0.00	# \$0.00
# \$0.00	# \$0.00	# \$0.00
# \$0.00	# \$0.00	Total Checks: (subtract) \$0.00
Adjusted Bank Statement Balance*	Date: June 30, 2020	\$0.00

* Must match Checkbook balance



SAVINGS ACCOUNT

BALANCE in Account at beginning of last year:	Date: July 1, 2019	\$0.00
Deposits / Transfers in / Interest, total last year:		\$0.00
Withdrawals / Transfers out / Charges, total last year:		\$0.00
BALANCE in Account at the end of last year:	Date: June 30, 2020	\$0.00

TOTAL BANK ASSETS Checkbook and Savings Accounts Total: \$0.00

OTHER CLUB ASSETS Undeposited Checks and Cash on hand:

Checks: \$0.00	Cash: \$0.00	Other: \$0.00	\$0.00
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TOTAL CLUB ASSETS Bank and Other Date: June 30, 2020 \$0.00

*Total includes amounts in:
checkbook, savings, CD's,
cash, script, etc.*

CERTIFICATION: (Initials, Signatures, Dates, and Phone Number are Required)

As official Auditor, together with one or more other official Board Members:

I have reviewed the above Bank Account information and find it to be correct:	Yes: _____
I have reviewed all checks written against their receipts and find them to be correct:	Yes: _____
I have reviewed all deposits, cash and other accounting and find them to be correct:	Yes: _____

I, hereby submit this Annual Audit Report to the Booster Club for approval:

Date Completed: _____	Auditor's Signature: _____
Auditor Telephone: _____	Print Auditor Name: _____
* Auditor cannot be an officer of the booster club nor related to a booster club officer.	
Date Adopted: _____	President's Signature: _____

