

Booster Club Handbook



THOUSAND OAKS HIGH SCHOOL

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 *your CVUSD 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 your CVUSD High School campus. Use of school facilities must be in accordance with the provisions of the Conejo Valley Unified School District Policy and Civic center Policy Regulation #852.
- 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 and shall maintain updated by-laws that pertain to their organization, function and procedures.
2. Your CVUSD High School Athletic and Activities Departments will provide assistance for newly organized clubs as well as sample constitutions and updated by-laws.
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 before planning and 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 children 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 1st**.

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 2021-2022 school year.
4. [Booster Club Minutes](#) that document approval of the Annual Proposed Budget
5. [Annual Audit Report](#) – for the 2020-2021 school year.

Coaching Stipends | Booster Club Pay Agreements

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

All Booster Club paid 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 – Last Day of August
2. Winter Sports/Activities – Last Day of November
3. Spring Sports/Activities – Last Day of February
4. Summer Sports/Activities – Last Day of May

**Note: Payment will be received the following month

Form: Booster Clubs must submit a **Booster Club Authorization for Payment** form indicating the coach's/specialists 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.

Coaching Stipends | Booster Club Charter Bus Pay Agreements

If a coach and a booster club request a Charter Bus instead of a regular Durham 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 a **Booster Club/Charter Bus Pay Agreement** form to the Athletic/Activities Office.
4. Cost Formula
 - School Transportation Donations will only support the standard Durham Bus services for the same trip while the Booster Club will be responsible for anything above and beyond.
5. District Billing
 - 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.
- **Check Signing:** Require a minimum of 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:** Treasurer's 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** Please submit your annual tax audit to the Athletic/Activities Office in conjunction with your Booster's Reauthorization Form. This audit shall cover the period from January 1st to December 31st. Each booster club must submit this audit on the form (Bank Reconciliation form) provided in this 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. 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 Body bookkeeper. Any student involvement in a Booster Club fundraiser must be voluntary. Money 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.

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 ASB 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 and activities, but all donations are strictly voluntary. Please visit your CVUSD High School website for more information, and/or contact the Principal if you have any questions or concerns.



Fundraising

Sponsorship:

Any fundraising where *your CVUSD High School* 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. **Only with written approval can fundraising be done in the name of your CVUSD High School.**

Sales/Concessions:

The ASB is the only authorized dealer of *your CVUSD High School* athletics wear or merchandise. It is important that all booster purchases of shirts, hats, and seat cushions, etc., 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 both site and school district approval for all events. All requests must be submitted to the District Office using a ***Civic Center Permit*** ***at least two weeks prior*** to the event.

**Reminder all fundraiser information may not include/display a logo related to alcohol consumption nor the percentage of alcohol be included in the fundraiser revenue.



Website / Social Media



- *Your CVUSD High School Administration* will need point of contact for all website and social media accounts associated with *your CVUSD High School* athletics and activities, represent *your CVUSD High School* athletics and activities or its programs.
- All athletic/activity websites must be linked through *your CVUSD High School Athletics/Activities* webpages. <https://tohsathletics.org/> Athletics/Activities webpages. <https://tohsathletics.org/> & <https://www.conejousd.org/tohs/Activities>
- All social media accounts representing *your CVUSD High School* programs must be registered with the Assistant Principal of Athletic/Activities.

Activity/Facility Requests

- Activity Requests (AR): Must be completed for all events including booster meetings, banquets, etc. This AR must be signed by the coach/advisor and have a contact phone number listed. Please be specific on the setup required for your activity, attach a diagram if necessary. After your activity is approved, it will be placed on the *Your CVUSD High School Master Calendar*. The coach/advisor will receive a copy of the AR in his/her mailbox. All facility requests must be routed through the Activities office at the site. Please allow 2 weeks for approval.
- Daily Bulletin Request: In order to have your event advertised in the weekly school bulletin or announced during period 5 announcements daily, please complete this green form available at the Activities Desk in the main office. We ask that you print legibly and include all pertinent details for your event. This form can be signed by an officer of the booster club or coach/advisor.
- Marquee Message Request: If you would like your event advertised on the school marquee, please complete a marquee request, also located at the Activities Desk. Give detailed information but be brief as space is limited.



Do's and Don'ts for Boosters

- Please DO hold Booster meetings on campus, in accordance with school policies. All banquets need to have a non-eating option.
 - Please DO NOT hold functions Board Meetings in private homes.
- Please DO hold banquets on campus or at CRPD locations if possible. All other off site locations for banquets require Principal approval. All banquets need to have a non-eating option.
 - Please DO NOT have banquets off site without communicating with your site administration.
- Please DO feel free to decorate for banquets
 - Please DO NOT leave any decorations in place when the banquet is concluded.
- Please DO use blue painter's tape for posters and decorations.
 - Please DO NOT use strapping tape, duct tape, masking tape, scotch tape, or any other 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 (or sell similar products or services for less than another club is currently offering).
- 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 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 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/ASB 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 *Your CVUSD 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 submit all emails and website updates to the Athletic/Activities Office for approval.
 - Please DO NOT send out any information without approval.
- Please DO use all District Loaner/Purchase Uniform and Pledge Agreement Forms.
 - Please DO NOT use your own forms.