

# DISD BOOSTER CLUB WORKSHOP

Presented by Denton ISD:


Vicki Garcia, Executive Director

Julie Simpson, Financial Director

Sharon Harris, Activity Fund Accountant

Rae Worden, Accounting Specialist

# DISCLAIMER

- We understand you may hear things today that you may not have heard before.
  - It is the intention of the District that the information provided today will assist each Booster Club with implementing the best practices being discussed.
  - Specific UIL questions will be recorded and submitted to the Athletics and Fine Arts Department for answers.
- 
- Several thin, white, parallel lines of varying lengths and angles are positioned on the right side of the slide, extending from the top right towards the bottom left, creating a sense of motion or design.

# WORKING WITH A SCHOOL DISTRICT

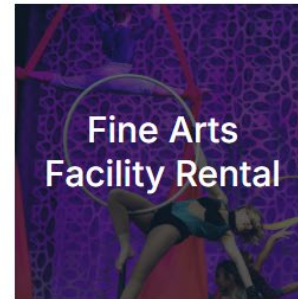
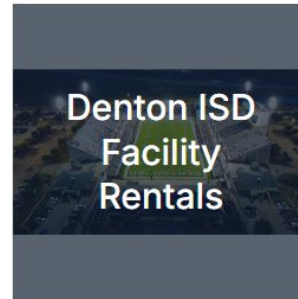
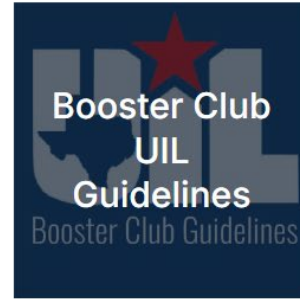
- ▶ Law - Things we do because it falls under TEA, UIL, TDA, GASB, IRS and Federal and State Government \*
- ▶ Policy – Things we do because of School Board Policy.
- ▶ Practice – Things we do to implement the Law and Policy.  
Additionally, district practices may be more restrictive to support and protect our students and assets.

\*TEA – Texas Education Agency / TDA – Texas Department of Agriculture / GASB – Government Accounting Standards Board

## Overview of today's training:

- General UIL Guidelines
- Denton ISD PTA/Booster Club Information Guide Highlights
- Denton ISD Board Policy
- Denton ISD/Booster Club Relationships
- Risk Management Department
- Bylaws Template
- Annual Registration and Training Requirements

## Booster Club & PTA Guidelines



# DISD BOOSTER CLUB & PTA WEBPAGE

# GENERAL UIL GUIDELINES



- ▶ UIL Constitution and Contest Rules
  - ▶ Athletic Amateur Rule – Section 441
  - ▶ Awards Rule – Section 480
- ▶ Funds shall not support athletic camps, clinics, private instruction, or any activity outside of the school.
- ▶ School 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.
- ▶ May donate money or merchandise to school with prior approval of the administration.

## ATHLETIC BOOSTER CLUBS

- ▶ Amateur rule does not apply to Music Booster Clubs
- ▶ Music students are restricted by the awards rule (UIL Constitution and Contest Rules – Section 480)
  - ▶ Booster Club can donate funds to the campus student group to be used at the discretion of the student group sponsor and principal
- ▶ Booster Clubs may raise money to support the Music students

## MUSIC BOOSTER CLUBS



- ▶ Amateur rule does not apply to Academic Booster Clubs
- ▶ Academic students are restricted by the awards rule (UIL Constitution and Contest Rules – Section 480)
  - ▶ Booster Clubs should not give gifts or award to students for their participation in UIL Contests
  - ▶ Booster Club can donate funds to the campus student group to be used at the discretion of the student group sponsor and principal
- ▶ Booster Clubs may raise money to support the Academic students

## ACADEMIC BOOSTER CLUBS

# DENTON I.S.D. PTA/BOOSTER CLUB INFORMATION GUIDE HIGHLIGHTS

- ▶ PTA/Booster Club Information Guide

- ▶ Click Path:

- ▶ Denton ISD Website => Our District => Business => Booster Club & PTA Information => Denton ISD PTA/Booster Club Information Guide




DISD Contacts



General Resources

GUIDELINE OVERVIEW

# BOOSTER CLUBS SHALL

- ▶ Comply with DISD Policies, UIL Regulations, and Federal and Texas State Tax Laws.
  - ▶ Have established bylaws to ensure stability, help resolve conflict, define processes and provide a roadmap for future officers.
  - ▶ Keep minutes of meetings and audited (either by committee or independent auditor) financial reports for required retention period.
  - ▶ Have campus principal or designee approve all fundraisers.
  - ▶ Pay all taxes and other debts incurred by the Booster Club.
  - ▶ Elect officers by member vote.
  - ▶ Submit the Denton ISD Booster Club Registration Form annually.
  - ▶ One officer shall attend Booster Club training annually.
- 

# BOOSTER CLUBS SHALL NOT

- ▶ Use school facilities without prior written approval from campus principal or Executive Director of Operations.
- ▶ Establish a “petty cash” or “miscellaneous funds” account for the district staff to use at their discretion.
- ▶ Give gifts or cash in excess of the limits imposed by the UIL.
- ▶ Be permitted to collect student fees for items required for participation in a campus activity.
- ▶ Directly employ, contract, supplement or in any other way compensate a consultant, clinician, accompanist or paraprofessional for work performed for the student activity.
- ▶ Sign contracts for student travel associated with the campus, student group or organization.
- ▶ Pay expenses directly to the vendor from the Booster Club bank account for student travel associated with the campus, student group or organization.
- ▶ Use Denton ISD tax identification number.
- ▶ Use Denton ISD tax exemption form when making purchases from the Booster Club bank account.

# BOOSTER CLUB BEST PRACTICES

- ▶ Do not use Booster Club funds to support any non-school activities.
- ▶ Booster club officers must have a child active in the program.
- ▶ A member without a child active in the program shall not handle money.
- ▶ Booster Clubs should not allow married couples to hold two officer positions.
- ▶ Provide meeting minutes and financial reports to the campus / district activity sponsor.
- ▶ Annually provide a list of board officers and contact information to the activity sponsor and campus administrator.
- ▶ Booster Club bylaws should contain a dissolution statement such as:  
“Upon dissolution of the Club or the winding up of its affairs, the assets of the club shall be distributed exclusively to the program activity fund at the designated campus.”

# DENTON ISD BOARD POLICY

► Denton ISD Board Policy –  
GE (Local)

Denton ISD  
061901

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

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.



► Denton ISD Board Policy –  
CDC (Local) – Excerpt from policy

Denton ISD  
061901

OTHER REVENUES  
GIFTS AND SOLICITATIONS

CDC  
(LOCAL)

---

**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.

- Denton ISD Board Policy – GKD (Local) – Excerpt from policy

Denton ISD  
061901

COMMUNITY RELATIONS  
NONSCHOOL USE OF SCHOOL FACILITIES

GKD  
(LOCAL)

**Scope of Use**

The District shall permit nonschool use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

---

**Note:** See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by noncurriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

**Scheduling**

Requests for nonschool use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled nonschool use if an unexpected conflict arises with a District activity.

**Approval of Use**

The principal is authorized to approve use of facilities on a school campus. The Superintendent or designee is authorized to approve use of all other District facilities except athletic facilities. The athletic director is authorized to approve use of District athletic facilities.

# DENTON I.S.D./BOOSTER CLUB RELATIONSHIPS

Questions



- ▶ Booster Club organizations may be formed to promote the school program or to compliment a particular student group or activity.
  - ▶ Students enrich their education and expand their horizons when they participate in school activities and programs.
  - ▶ The District greatly appreciates the time, effort and financial support that the Booster Clubs provide to our students.
- ▶ Even though a Booster Club works very closely with the District, it is a separate entity from the District.
  - ▶ However, the formation of a Booster Club must be approved by the appropriate District Principal or Administrator.
  - ▶ In addition, a Booster Club must abide by all Denton ISD policies, University Interscholastic League (UIL) regulations, Federal laws and Texas State laws concerning Booster organizations.

Questions



We are all  
“puzzle pieces”  
in our support of  
the student groups  
within Denton ISD







- ▶ Solely responsible for the entire educational program including curricular and extracurricular activities.
- ▶ All activities, events, and personnel are under the jurisdiction of the Superintendent.

## SUPERINTENDENT OF SCHOOL



- ▶ Directly responsible for all activities at the campus, including activities to raise money.
- ▶ Planning special programs and activities are to be organized in full cooperation with the Principal.

# PRINCIPAL



- ▶ Serves as the liaison between the Booster Club and the District.
- ▶ Supervised by the Principal.
- ▶ Responsible for determining the various activities and trips in which the student group will participate
  - ▶ Must be approved by the Principal and Area Superintendent.
- ▶ Booster Clubs should not have an account set aside for sponsor discretionary use

## SPONSOR





- ▶ Responsible for supporting student group, activity, or program.  
Examples:
  - ▶ fan support at games or events
  - ▶ raising money to supplement an event
    - ▶ purchase props, meals, supplies
    - ▶ monetary support for student travel must be donated funds to the school
      - ▶ Booster Clubs shall not pay a vendor directly for travel
- ▶ Fundraisers sponsored by the Booster Club shall identify the Booster Club name as the recipient of the funds for complete transparency
- ▶ If needed, provides assistance for the planned activities of the student group.
- ▶ Does not have authority to decide the activities or trips in which the student group will participate.

# BOOSTER CLUB



- Question: “Is this event a Booster Club or Campus/Student Club event?”
- The determining factor of who owns an event is “Who has the decision authority over the of the event”
- Monetary support alone is not the deciding factor. A Booster Club may provide financial support for a campus or student club event, but they have no authority to decide the activity or trips in which the campus or student club participate.

## District or Booster Club EVENT

## District

- School has the decision authority over the event
- Students may be required to participate
- Student fees are collected in relation to the event
- Example: Student group trip
- Example: Competition participation

## Booster Club

- PTA/Booster Club has the decision authority over the event
- Example: Fundraising booth at campus carnival or festival
- Example: Booster Club Fundraiser – carwash, t-shirt sales, etc.

Questions

# District or Booster Club EVENT



## Student Fees

- Student fees for items required to participate in a campus activity may not be paid to a Booster Club
- Fees may include supply fees, uniforms, clothing, accessories, field trip fees, student trip fees, etc.

## Contracts

- Booster Clubs may not enter into contracts for campus or student activities
- Booster Clubs may not directly employ, contract, supplement or in any other way compensate a consultant, clinical, accompanists or paraprofessional for work performed for a campus or student activity

Questions





Student  
Groups  
Supported

# RISK MANAGEMENT DEPARTMENT

Denton ISD is in process of evaluating the requirement of Booster Clubs to maintain a Certificate of Liability Insurance.

During the time of this evaluation no Certificate of Insurance is required.

However, we continue to strongly encourage Booster Clubs to maintain a policy.

Questions regarding insurance certificates  
please contact

Risk Management @ 940-369-0023 or email [riskmanagement@dentonisd.org](mailto:riskmanagement@dentonisd.org)

➤ Sample Bylaws Template

➤ Band

➤ Choir

# BOOSTER CLUB BYLAWS TEMPLATE

# REQUIRED ANNUAL REGISTRATION AND TRAINING

## ► **Submit Required Booster Club Annual Registration Form**

To include the following

- By-laws or Article of Incorporations
- Financial Report – Audited or Unaudited
- Evidence of IRS 990 Filing
- Evidence of State Sales Tax Filing
- Texas Sales Tax Permit
- IRS 501c3 Determination letter (if applicable)



## ► **Required participation in annual training**



# QUESTIONS

- FAQs from today's training will be posted on the DISD Business Office "Booster Club & PTA Guidelines" webpage, along with a copy of this presentation.

