

Standard Operating Procedure

SOP Number: 007

Title: Booster Clubs Operations within the Highland School District

Purpose

The purpose of this SOP is to document the process and requirements of any ASB organization within the Highland School District that has a booster club/parent organization component.

Responsibilities & Source Documents

The District Superintendent, CFO, Principals, and Activities Director shall work together to update policy and advise the school board on needed changes or additions as required by State and Federal Guidelines.

Specific Procedure

- A. All Parent Organizations/Booster Clubs must be registered with the WA Secretary of State office.
- B. Current Organizational by-laws`
- C. Current List of Officers
- D. IRS Tax Identification # (EIN)
- E. Washington State UBI #
- F. Parent Organizations/Booster Clubs must adhere to the ASB vs. Booster fundraising rules. (flow chart provided) Any sale using school logo, advertising a school program, carried out primarily by students, or taking place at school will be considered an ASB sale and ASB guidelines must be followed. Parent Group/Booster events must be advertised as such (e.g. XXX Booster Club Car Wash).
- G. Parent Organizations/Booster Clubs must put on file with Principals and High School Student Council Fundraiser intent form 2 weeks prior to any and all sales.
- H. Highland District schools will not receive or handle any booster sale monies.
- I. District staff at no time may handle any money collection on behalf of a parent group.
- J. Parent Organizations may not sign contracts on behalf of the Highland School District schools.
- K. Certificate of Insurance. All PTA/Booster clubs shall obtain and maintain a Commercial General Liability insurance policy naming the District as an Additional Insured. A minimum limit of \$1,000,000 per occurrence and \$2,000,000 Annual Aggregate is required resource: www.protectyournonprofit.com . Parent groups are required to carry their own insurance for their events/fundraisers.
- L. School employees are discouraged from holding any official position or having signatory authority with a PTA or Booster Club due to potential conflicts of interest.
- M. Funds raised for a group to offset specific expenses, the group must donate the full amount needed directly to the school, how will then make payment. After the funds are donated, the Business Office will pay vendor (s).
- N.

- O. Failure to follow Highland School District Parent Organization/Booster guidelines can result in:
- a. Facility use permit denial
 - b. Fundraisers shut down or approval denied
 - c. Trip requests denied
 - d. Staff disciplinary procedures

Forms/Templates to be used

- Facility Use
- WSBCA Booster/ASB Fundraiser Flow Chart
- Fundraiser Approval Form (High School only)
- School District-External Support Group Agreement (Sept 1 each year)
- Partnership Guide for Parent Organizations
- Estimated Budget Worksheet and Annual Financial Report