Qualifications to determine when a Fundraiser is an ASB or a Booster Club activity

START HERE. . . .

Q: Are any of the fundraising activities being done:
- On school or district property, during regular school hours, without formally securing required school or district approval **and/or**
- Involving school or district personnel during staff time **and/or**
- Using any school or district materials

If YES to ANY of these questions continue here → **This IS An ASB Fundraising Activity**

If NO to ALL of the above questions continue down

Q: Are any of those involved in working or promoting the fundraiser:
- Wearing official school apparel **and/or**
- Promoting the event/activity with the school name, but not including the words Booster Club, Association or Foundation **and/or**
- Students making sales or promotions during normal school hours

If YES to ANY of these questions continue here → **This IS An ASB Fundraising Activity**

If NO to ALL of the above questions continue down

Q: With regards to the financial involvement or oversite of the fundraiser will:
- Any of the fundraising revenues be given to a school official or held at the school in the school safe **and/or**
- Any students handle the cash receipts or reconciliation process **and/or**
- The fundraising inventory be purchased by ASB **and/or**
- The fundraising inventory be stored at the school **and/or**
- A school faculty member or student sign a purchase order

If YES to ANY of these questions continue here → **This IS An ASB Fundraising Activity**

If NO to ALL of the above questions continue down

Q: When performing or conducting the fundraiser:
- If the fundraiser was promoted or held on school or district property, was the activity approved by a school administrator and does it follow all district use policies **and/or**
- Does the fundraiser involve **MORE** booster club volunteers than students **and/or**
- Is the fundraiser being conducted by a school approved booster club **and/or**
- Is the booster club compliant and in good standing with both the district, state and IRS (EIN, Non-Profit/Tax Exempt, Insurance, Annual Filings, etc.)

If NO to ANY of these questions continue here → **This IS An ASB Fundraising Activity**

If YES to ALL of the above questions continue down

This IS A BOOSTER CLUB Fundraising Activity

WSBCA WASHINGTON STATE BOOSTER CLUB ASSOCIATION