

Galena Park Independent School District

Booster Club Guidelines

Updated August 24, 2020

Mission Statement:

The mission of the Galena Park Independent School District is to prepare students to become productive citizens and lifelong learners.

Forward:

This manual is designed to assist booster clubs officers and members by providing organizational and financial guidance. Only approved organizations operating under booster guidelines and Galena Park ISD policy and procedure, shall be allowed to use the school name and/or facilities in support of its programs. Specific questions regarding booster activities should be addressed to the campus principal or the Director of Fine Arts & Academic Enrichment.

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GPISD Booster Club Checklist

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Organization

Any group wishing to organize a booster club must send a letter to the building principal that states the goals and objectives of the proposed organization. Once approval is given for the organization to be formed, the group shall submit the Booster Club Checklist and all appropriate information required by the prescribed deadline. Booster clubs are approved only once each year during the month of September. Each booster organization must maintain by-laws that are reviewed on an annual basis by the booster club officers, campus principal and the Director of Fine Arts & Academic Enrichment. The rules of membership shall be stated clearly in by-laws. Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization. All booster clubs officers must submit to a criminal background check each calendar year. The sponsor and building principal must approve all actions, activities and financial matters related to the booster club. The by-laws must address the structure of the organization and the method used to elect officers. At a minimum, the booster club organization shall elect the following officers on an annual basis:

President

Typically, the president of the organization is a parent who has been active in the organization. The major duties include, but are not limited to:

- Preside at all meetings of the organization;
- Regularly meet with the sponsor regarding booster activities;
- Resolve problems in the membership;
- Complete and turn in the annual Booster Club Checklist;
- Perform any other duties as outlined in the by-laws of the organization.

Vice-President

The vice-president acts as the president's representative in his/her absence. They should be familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence of the president;
- Perform administrative functions delegated by the president;
- Perform duties as outlined in the by-laws of the organization.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of each meeting. Have knowledge of parliamentary procedure and the organization's by-laws. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster club if such a governing body is defined in the by-laws;
- Maintain the records of the minutes, approved by-laws and any standing committee rules, current membership and committee rosters;
- Record all business transacted at each meeting of the organization as well as meetings of committees;
- Maintain records of attendance of members; and maintain payment of 1 time membership fee if booster club decides to charge a membership fee;
- Conduct and report on all correspondence on behalf of the organization;
- Perform duties as outlined in the by-laws of the organization;
- File a copy of the minutes with the building principal and the Fine Arts Office within 5 days of each meeting.

Treasurer

The treasurer is the authorized custodian of funds of the organization. The treasurer receives all monies indicated in the budget and prescribed in the bylaws or authorized by action of the organization. The major duties include, but are not limited to, the following:

- Issue a receipt for all monies received and deposit said amounts upon receipt with the financial clerk;
- Present a current financial report to the executive committee and general membership at each meeting and file a copy with the building principal;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Perform duties as outlined in the by-laws of the organization;
- File a copy of the financial report with the building principal and the Fine Arts Office within 5 days of each meeting.

Special and Standing Committees

Committees are created for specific purposes and are voted on by the membership or outlined in the by-laws. Special committees are automatically dissolved as soon as that purpose is accomplished and the report is made. Standing committees are those specifically outlined in the organization's by-laws and continue until the by-laws are amended or changed. All committee meetings must be held on the home campus of the organization. The president, sponsor and building principal are members of all committees.

Standards for Meeting

Notice of all meetings of the booster club should be published at the campus seventy-two hours prior to the meeting. The notice should clearly indicate the date and time of the meeting and the items to be discussed. All meetings must be held on the home campus of the organization. No meeting may occur without the presence of the organization sponsor or building principal in attendance. Business at meetings without adequate campus representation shall be considered null and void. Middle school booster clubs must have a minimum of 2 meetings per school year, and high school booster clubs must have a minimum of 4 meetings per school year.

Termination of the Booster Club

If, in the opinion of the building principal and the Fine Arts Director, the booster club is not acting in the best interest of the school and the student body, the principal and Fine Arts Director may recommend termination of the club to the superintendent. All monies will be transferred to a campus activity account.

Fundraising

A booster club desiring to conduct fundraising activities must submit, with their annual checklist, a budget that includes proposed fundraising activities for the entire school year and the purpose that funds shall be used. No additional fund raising activities may be added after the checklist and budget have been submitted. A Fundraising Activity Request must be submitted from the sponsor of the club for each activity in Eduphoria FormSpace in accordance with the timeline designated by the district:

- October 1st for activities to be held in November, December, January and February
- February 1st for activities to be held in March, April, May and June
- June 1st for activities to be held in July, August, September and October.

At the conclusion of the fundraising activity, a Fundraising Activity Follow-up Report is to be submitted in *Eduphoria! FormSpace*.

Sponsored projects must support the educational goals and philosophy of the campus and school district.

Raffles, bingo and other games of chance are not permitted under the Charitable Raffle Enabling Act of 1999. Conducting an illegal raffle is a Class A misdemeanor and participation in an illegal raffle is a Class C misdemeanor.

Donations and Gifts

In accordance with UIL rules, school staff may not receive gifts that total more than five hundred (\$500.00) dollars in one calendar year. Students shall not accept gifts or awards except as provided by the UIL Constitution and Contest Rules and GPISD Policy and Procedures. A symbolic gift or token for officers and members not to exceed \$25.00 each school year. Staff appreciation or sponsor gifts not to exceed \$50.00 each school year. NO GIFT CARDS will be allowed.

Board Policy CDC (Local) states, "The Superintendent may accept any request or gift of money or property on behalf of the District, except as limited by this policy." The gift shall become the sole property of the District for its use and disposition. The Board of Trustees shall approve all gifts involving \$5,000.00 or more.

- To be acceptable, a gift must have a purpose consistent with District goals and objectives. Gifts will not be accepted if they:
 - Begin a program that the Board of Trustees would be unwilling to take over when the gift or grant funds are exhausted.
 - Bring unreasonable or hidden costs to the District.
 - Restrict any school program.
 - Imply endorsement of any business or product.
 - Conflict with policies or actions of the Board of Trustees or public law.
 - Require extensive maintenance on the part of the District.

Approval should be received prior to acceptance of the donation. The "Donation Approval Request" form is used to document:

- The donor's name, address and other contact information
- The donation type, description, quantity and value of the donated items.
- The purpose or use of the donation.

The District employee requesting acceptance completes the Donation Approval Request Form and obtains the campus principal or department supervisor's approval. The completed form is sent to the Fine Arts Office for review. The Business Office will be responsible for obtaining Superintendent or Board approval as needed.

Donations valued at more than \$5,000 will be submitted to the Superintendent for approval. Upon Superintendent's approval, the Business office will send a letter acknowledging acceptance of the donation to the Donor. Each month donations more than \$5,000 will be reported to the Board of Trustees.

Donations under \$5,000 will be submitted to the Fine Arts Office for approval. The receipt to the donator will serve as the acknowledgement for the donor.

Cash donations collected at the campus should be receipted by the campus financial clerk in accordance with the Money Handling Guidelines in Section 8 of the Fiscal Procedures Manual. Monetary donations to the District will be recorded using object code 5744. All monetary donations to a student activity club/organization (865) will be recorded in the appropriate student activity account which will incur the disbursement.

Non-Monetary Donations

Per Unit Value of \$5,000 or More

"Non-Monetary Donations" or assets with a unit value of \$5,000 or more and a minimum life of one year are recorded as a fixed asset. Fixed Assets will be entered into the District's fixed asset database by the Business Office.

Per Unit Value of Less than \$5,000

"Non-Monetary Donations" or assets with a unit value of less than \$5,000 and meeting the District definition of an "Inventory Item" will be entered into an inventory database maintained by the Technology Department (see Section 11: Fixed Asset and Inventory Items).

Receiving Money

All booster club funds are deposited in GPISD activity fund accounts. Booster clubs may not have independent checking accounts. All booster club funds will be deposited with the Fine Arts Office, except for Project Graduation which will be deposited with the campus activity fund clerk.

All money shall be properly receipted, stored for safekeeping and submitted to the campus/department financial clerk in a Tamper-Evident Safeguarding Bag for courier pickup and delivery to the Business Office daily.

In order to maintain effective control, at least 2 people must be involved in the function of collecting money, receipting and depositing funds. The person collecting the money should never receipt the funds to themselves.

All money must be counted and a Charms Report or District Receipt is to be completed before bringing the money to the financial clerk in a Tamper-Evident Safeguarding Bag. A receipt will be provided by the clerk to the depositor once the deposit is received in the Fine Arts Office. All checks in the deposit must have a driver's license number and a date of birth on the check in order for the clerk to accept the check in the deposit. All checks should be made out to GPISD.

1. Issuance of approved receipts should indicate the following:
2. Date of the receipt
3. Name of the person whom the money was collected from
4. Amount Collected
5. Form of payment
6. Description of purpose for money collected
7. Signature of person receiving the money

Safeguarding Money

DO NOT store money in an unlocked drawer or filing cabinet, leave in a personal or district vehicle, or deposit in an individual's personal bank account. All money is to be locked in the school or department safe until the next business day when the booster club can return and deposit it with the financial clerk.

Under NO circumstances should money be taken home by employees, parents, or students.

Under NO circumstances should students be collecting money from other students. Only a sponsor or a club officer may take money.

Money received and not yet deposited may NOT be used for purchases, check cashing, loans, advances, reimbursements, or for any other purpose.

Do not store the money and the records of the money received in the same place. If records and money are stored together and theft occurs, the record of the money

may be taken along with the money. Subsequently, determination and recovery of losses would be more difficult.

Purchasing

A purchase order form is used to purchase supplies, equipment, or services from an external vendor. Requisition forms should be created in the Teams system by the financial clerk and then will be submitted to the Purchasing Department for approval of a purchase order. All requests must be submitted to the financial clerk with a quote or invoice for the services. Nothing may be ordered or purchased without obtaining a purchase order number from the financial clerk. When a check or purchase order is needed it must be requested a minimum of 10 days in advance of the event.

Checks are printed once each week. A check request or purchase order must be entered prior to 9:30 am on Thursdays will result in the check being printed and mailed the following Friday. No “emergency” checks are printed. Check requests will not be processed without a completed invoice from which to pay by.

All orders must list a District campus or facility address for delivery. DO NOT ship items or invoices to your home address.

According to Board Policy CH(LOCAL), employees who violate the district purchasing procedures shall be held personally liable for the debt incurred.

Accounting for Transactions

There are a variety of computerized accounting packages available to assist organizations in accurate financial reporting. GPISD Booster Clubs will use Charms Program, or for smaller groups manual record keeping.

At a minimum, the membership should be provided with a financial statement at each meeting. The financial statement should detail the budget to actual expenditures and receipts. Cash receipts and disbursement reports should be available for review when needed or at the annual audit. If the club decides to charge a membership fee in the by-laws this will be a one-time membership fee for the entire school year. This will not be a monthly fee that is collected.

Scholarships

Booster clubs may award up to three scholarships each school year to graduating seniors totaling no more than Two thousand dollars (\$2,000) with no individual scholarship over One thousand dollars (\$1,000).

The number and value of scholarships will be set in the booster clubs annual budget submitted in September of each school year and may not be amended to a higher amount.

Students who are not in the top half of their graduating class, those who have been assigned to any alternative education setting during their senior year or those with more than 7 absences (unless related to a major health issue) are not eligible to apply for these scholarships.

Applicants will submit the GPISD Booster Club Scholarship Application and two teacher recommendations.

Applications must be completed and received in the Fine Arts Office by 4:00 PM on the first Friday in April.

A five member District Booster Club Scholarship Committee composed of GPISD professional employees with no relationship to any individual applicant will be formed by the Director of Fine Arts. The committee will meet and review scholarship applications and determine the individuals that are to receive booster club scholarships.

To receive the scholarship the student must complete the GPISD Scholarship Payment Request with proof of enrollment to an accredited college or university that includes payment of tuition/fees. These must be submitted no later than the Tuesday after Labor Day. No scholarship payment will be processed after that date and the scholarship award will be null and void at that time in all documentation and the form is not received.

Scholarship funds will be sent to the financial aid office of the college or university listed on the Scholarship Payment Request. No payments are made directly to recipients.

Please list below (or attach) other school related honors and awards.

Describe how you have been active in the organization supported by this booster club, how the organization has had an effect on your life and what receiving this scholarship would mean to you.

Miscellaneous

The following guidelines apply to all parent/booster clubs. If questions arise which cannot be resolved at the campus level, the appropriate Central Office Administrator should be contacted for clarification.

- All meetings shall be public, held on campus and announced 72 hours in advance;
- The sponsor or building principal must be present at all booster meetings;
- All actions of the booster club will be subject to review and revocation by the sponsor or building principal;
- Booster clubs do not have the authority to direct the duties of a school district employee. The scheduling of contest, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration;
- The regular school program and extracurricular activities of the school and programs sanctioned by TEA, UIL and the district will take precedent over booster activities;
- Parents and booster club members are expected to follow the same standards of conduct as district employees when chaperoning, sponsoring or attending student activities;
- There will be no student activities, parties, meetings, travel or other gatherings in the name of the school or booster organization unless prior approval has been received from the sponsor and the building principal. All activities will be under the auspices of the school and district.
- Booster clubs cannot give anything to students, including awards. Check with school administrators before giving anything to a student, school sponsor or coach;
- No cash will be given to any school employee to use at his/her discretion;
- Booster organizations may not contribute funds in an effort to increase the personnel allocations and or stipends of any particular program;
- Booster clubs may not contribute funds for contracted services to enhance the professional development of school employees.

References

Web Sites

Galena Park ISD	www.galenaparkisd.com
Fine Arts & Academic Enrichment	www.galenaparkisd.com ⇒ Departments ⇒ Fine Arts

Phone Numbers

Director of Fine Arts & Academic Enrichment	832-386-1268
Director of Food Services	832-386-1211