

**University Place School
District
PTSA & Booster Club
Handbook**



A reference guide for all UPSD Support Organizations

University Place School District Parent Support Group – Booster/PTSA Handbook

School Support Organizations (PTSA, Booster Groups, etc.)

Parent involvement is of the utmost importance in student success and participation in school support organizations is one vehicle for parent involvement. The term school support organization refers to parent-staff-student associations including but not limited to Parent Teacher Student Associations (PTSAs) and/or Booster groups. The term school support organization does not refer to loosely formed groups of parents or individuals that informally support classroom or student activities. School support organizations are not governed by the district; however, they must follow certain board policies and administrative procedures, especially when fundraising, renting district facilities, giving donations, and involving students. Staff participation, cooperation, and support are encouraged in such recognized organizations with the understanding that there are limitations for staff roles in these support groups.

PTSA Groups

An official PTSA group is a local, self-governing, non-profit (and usually tax exempt) membership association with its own set of bylaws, elected officers and membership. Principals shall maintain a current list of contact information for officers of PTSA groups. These records should be updated annually.

Booster Groups

Booster groups are separate entities from the school and school district. They generally support and supplement the various activity, academic, and athletic programs offered in our schools. The Booster group purpose is to enhance the program designed by the advisor or coach. Booster groups do not dictate curriculum, program structure, or personnel. The principal and advisor have final authority to determine the activities and actions of the Booster group. Principals shall maintain a list of all Booster groups operating at their school, including the school advisor for each group and current contact information for officers. These records should be updated annually.

Employee Participation in Student Support Organizations

- Employees are all people who receive a paycheck from the University Place School District.
- Employees shall only be involved on their personal (non-staff) time unless the employees' job responsibilities require service in an advisory capacity.
- Employees can be members, but not officers, in a Booster group. They cannot have check signing authority.
- Employees must not handle or secure funds generated by Booster group fundraisers.
 - For example, employees can participate in Booster fundraisers, but they should not collect money.
- Employees are not allowed to receive compensation directly from Booster organizations.
- Employees cannot use their official positions or solicit students to promote Booster

group activities.

- Volunteer coaches must follow the same guidelines as paid employees with regard to Booster organization participation, etc.

Facility and Equipment Use

School support organizations need principal or designee permission to meet on school premises during school hours. For school support organization activities before and after school, facilities, including the kitchens and athletic fields, are accessed through the district Facilities Use process. The **Facility Use Agreement** is located on our website at under the District Services/Facilities, Calendars & Rental Info tab.

The use of district equipment and/or materials (copiers, PE equipment, computers, paper, etc.) must be approved by the school principal or designee. Any costs incurred must be reimbursed by the support organization such as use of the copier or paper.

Fundraising

School support organizations can conduct fundraising activities to enhance the activity they are supporting and are subject to the following guidelines:

- Principals or designee must approve in advance any fundraising activity conducted on the school campus.
- Staff may not directly plan, manage, or operate PTSA or Booster fundraisers.
- Money shall not be stored on school property.
- Fundraiser events must be clearly advertised as the school support organization's activities and must be separated from the school or district. Boosters are encouraged to use their own logo in this advertising.
- Support group fundraising activities must be clearly designated from other University Place school fundraising activities.
- If students participate in the fundraising activity, it must be voluntary, infrequent, and not during instructional time. Students should not organize, manage, or operate a school support organization fundraising activity. Students should not wear school uniforms to fundraising activities and they cannot perform a majority of the work. If the event cannot occur without the students, it is most likely not a support organization fundraiser.

Donations

Student support organizations can make donations from their fundraising activities. These donations can be accepted by the school and should be used for their intended purpose.

The **UPSD Monetary Donation/Hold Harmless** form should be used for all donations and can be found on the district website under District Services/Business Services/Forms.

Acceptance of these donations must comply with Title IX regulations for all donations for athletic purposes.

Separate Entity

- School support organizations in the University Place School District must be registered

with the Secretary of State and obtain their own tax identification number from the Internal Revenue Service. They must also annually provide the following to the school principal or office coordinator:

- Articles of Incorporation from Secretary of State and proof of current registration
 - Copy of IRS non-profit corporation registration
 - Insurance Certificate
 - List of current officers
 - Facilities use agreement if using school facilities
 - Proof of health cards (if food is sold)
- School support organizations checks and bank accounts must clearly identify them as a separate entity from the school district.
 - School support organizations may not use the district tax identification number.
 - School support organizations cannot use the school address for correspondence or deliveries. A separate address and phone number are necessary for all activities.
 - School support organizations should have their name and logo prominently printed on all of their promotional materials.

Guidelines for Determining if Activities are ASB or PTSA/Booster

Activities or Fundraisers are ASB if:

- Students and/or staff handles cash or receipting.
- The school district, school's name, or logo is used alone.
- The school stores and/or inventories items for resale regardless of where the fundraising event occurred.
- The fundraising is done with the approval of the ASB student council, school board, or their designees.
- School district personnel are involved during staff time.

(Note – Money raised in an ASB fundraiser must be used for Cultural, Athletic, Recreational, or Social Purposes only. These funds are not for curricular use.)

Parent Support Group(PTSA, Booster, etc.) Fundraising Activities Must:

- Support group fundraising activities must be independent and clearly designated from other University Place School District fundraising activities.
- Have their club name and/or logo prominently printed on all promotional materials.
- Be planned, managed and operated solely by members of the parent group and with group funds.
- Not keep money unsecured on school grounds or allow school staff to receive money,
- District employees are not signers on booster club checking accounts,
- Booster or PTSA money cannot be kept in a school safe or bank account.
- Support groups cannot use the school or district address for correspondence, deliveries, or tied to a checking account
- Use funds to promote the health, welfare, safety and education of children and youth.
- Have parent group board members sign all contracts &/or vendor agreements.
- Boosters or PTSAs may have a safe on campus if approved by UPSD Business Office.

- PTSA or Boosters using concessions as a fundraiser on school campuses can have a locked location on site for their items to be secure.

General Fundraising Information

- Gambling activities such as Bingo, raffles, carnivals, etc. have very specific laws and limits. See section below “On Gambling” for more details
- Best practices recommend money be deposited DAILY into parent-group’s bank account.
- No fundraiser may compete with district food service programs.
- Coordinate fundraiser schedules with your school principal or other designee. Use the district or school calendar to avoid conflicts.
- Contributions (both money and goods) made directly to the school must be submitted with a **UPSD Monetary Donation/ Hold Harmless Form** found on the district website under District Services/Business Services/Forms at www.upsd.wednet.edu.
- Coordinate all fundraisers with your principal when students are involved or UPSD facilities are being used. Possible types of fundraisers may include:
 - Sales of goods
 - Car washes, rummage sales, pancake breakfasts, spaghetti dinners (must meet Pierce County Health Department requirements)
 - Carnivals when organized and supervised by school or recognized parent group.
 - Skating and bowling parties w/adequate supervision and liability protection
 - Band-a-thons, bike-a-thons, and walk-a-thons
 - Sports games if liability insurance for both participants and facilities is included in contract
 - Talent, variety, musical, and drama productions
 - Donations
 - Check district Activity Matrix for allowable activities at www.upsd.wednet.edu under the District Services/Business Services/Activity Matrix tab.

More Information on Gambling

- Parent groups that are incorporated as a non-profit organization may host gambling activities without a license provided they:
 1. Have been organized and operating for at least 12 months before activity; and
 2. Can prove the organization has made progress toward their stated purpose during the 12 months before the activity; and
 3. Have at least fifteen voting members who elect the governing body.
- Each group may conduct no more than two gambling events each calendar year (Jan.- Dec.)
- Each event may last no more than 12 consecutive days, except for raffles which may last longer.
- Only group members who are not paid for their services, may manage or operate the activities.
- Gross revenue may not exceed \$5,000 in any calendar year. Your local police department must receive notice at least 5 days prior to the activity.
- Regarding Raffles:
 1. Tickets must all be sold for the same price (\$100 max per ticket).
 2. Tickets must be consecutively numbered with a duplicate stub.

3. Tickets must be sold to persons 18 years old or older.
4. Tickets must have clearly stated how much it costs, the date, time and location of the drawing, the name of the sponsor, a description of prizes, and whether ticket purchaser must be present to win.
5. Retain all financial records regarding ticket sales and bank statements for at least three years.
6. Have winning tickets drawn randomly from a receptacle to allow equal chance of winning.

For more information visit The Washington State Gambling Commission or Washington State PTSA websites listed in the Other Resources section of this handbook.

Other Key Items

Contracts

- Anytime someone is paid for service, there should be a Personal Services Contract signed. See UPSD or WA State PTA website for sample contracts to consider.
- All contracts should be signed by a member of the Board of Directors, not a UPSD employee.
- UPSD employees **cannot** be paid by Booster groups. They **MUST** be paid through the district.
- Facility Use Forms must be completed for any group using a district building for an activity/event/fundraiser.
- A valid Certificate of Insurance and Additional Insured document is required prior to activity date for any business coming to work with students on site (i.e. a DJ or Chess4Life) or where the students go off-site.

Recommended Business Practices (State Auditor could ask for these)

- All disbursements of money need evidence of prior approval by at least two signatures in writing.
- Keep all source documents as back-up.
- Explain in writing all voids and refunds and when receipts don't match deposit.
- Never use White Out, pencil or scribble out anything. Periodically record inventory on stored items and equipment. Keep Bylaws, Constitution and Standing Rules current. See Managing Your Nonprofit PTA Handbook for guidance.

Risk Factors

- Food Handler Cards are required for all permanent locations (like concession stands) where unpackaged food is handled. For temporary locations (like fundraisers or special events) at least one person needs a card.
- Federal Law prohibits 501(c) 3 non-profit groups from engaging in political candidate campaigning.
- Parent groups are not to sponsor/coordinate field trips. Donate funds to school with a designation of field trip use only.
- High Risk activities are discouraged and must be coordinated with your principal or designee. Please review the Activity Matrix on our website at www.upsd.wednet.edu under the District Services/Business Services/Activity Matrix.

Other Resources

Guidestar

Offers general, in-depth, and customized data services on almost 1 million U.S. nonprofits.

<http://www.guidestar.org/> or (800) 421-8656

Independent Sector

A coalition of leading non-profits, foundations, and corporations strengthening not-for-profit initiative, philanthropy, and citizen action.

<http://www.independentsector.org> or (202) 467-6100

Internal Revenue Service

See form 1023 for application and 990 to report income/expenses. <http://www.irs.gov/charities> or (253) 428-3518

Parent Booster USA

Dedicated to providing booster clubs throughout the USA with legal, tax and other non-profit assistance.

<http://www.parentbooster.org/> or (800)353-5616

National Booster Club Training Council

www.boosterclubs.org

Secretary of State

Washington State laws (WAC/RCWs) regarding charitable solicitation and trusts.

<http://www.secstate.wa.gov/charities/> or (360) 902-4151

Washington Interscholastic Activities Association

Check for athletic and activities rules.

<http://www.wiaa.com> or (866) 545-8638

Washington State Gambling Commission

www.wsgc.wa.gov

Washington State PTSA

<http://www.wastatePTSA.org/> or (253) 565-2153

Managing Your Nonprofit PTA Handbook link:

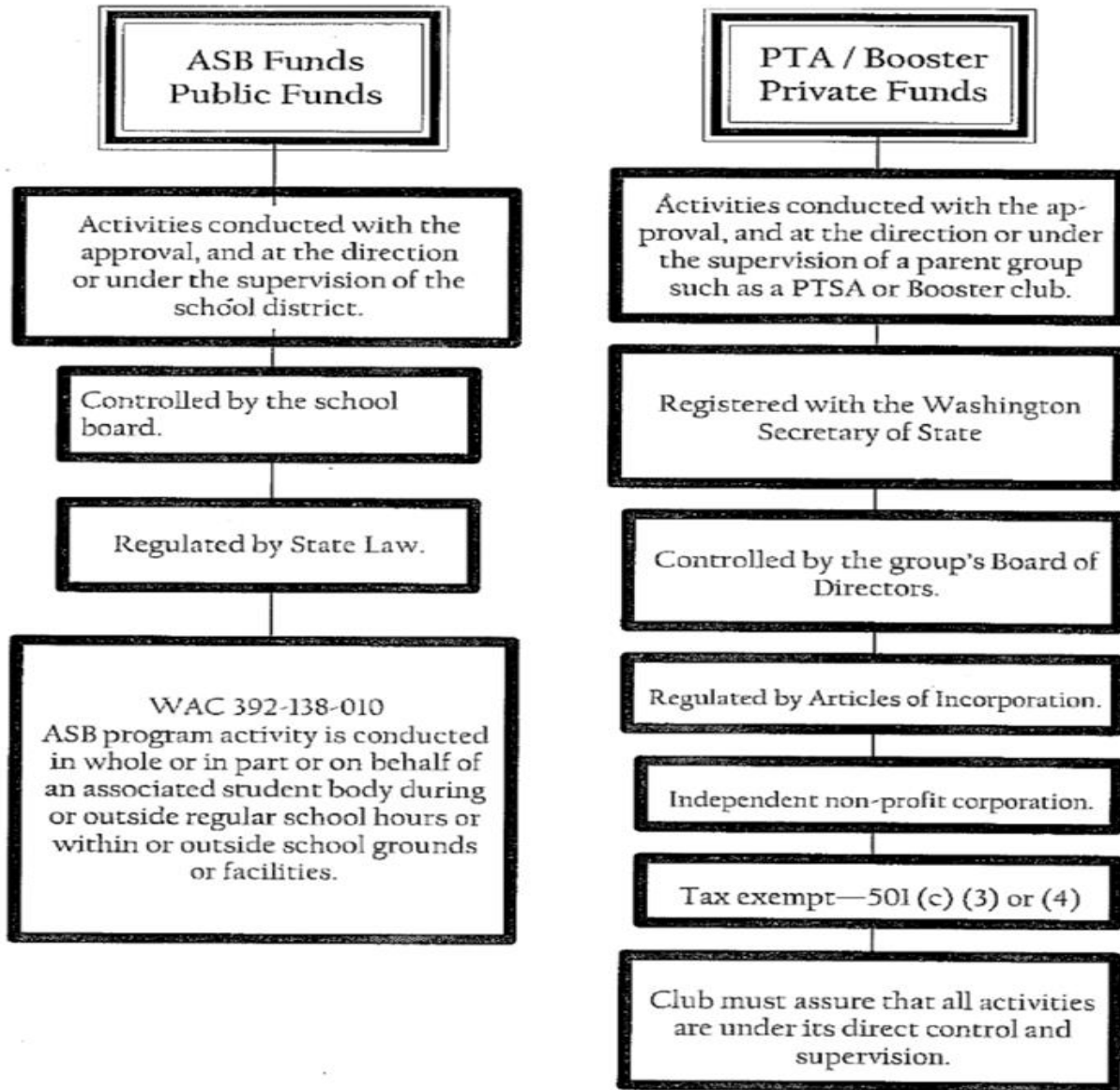
www.wastatepta.org/wpcontent/uploads/2017/08/Managing_Your_Nonprofit_PTA_HB_2017_2.pdf

University Place School District Business Services Office

3717 Grandview Dr. W.,

University Place, WA 98467 (253)566-5600

ASB vs. PTA/BOOSTER



UPSD Nondiscrimination Statement

The University Place School District complies with all federal and state laws, rules, and regulations and does not discriminate on the basis of race, color, national origin (including language), sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability in student education programs, co-curricular activities, and employment practices. The district is an equal opportunity/affirmative action employer encouraging application of qualified minorities, women, and disabled persons for employment and other opportunities. University Place School District is committed to providing access to all District programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For elevator access at school sites, contact the principal's office. The University Place School District is a drug-free/smoke-free work place and educational setting. Direct inquiries regarding compliance, grievance, or appeal procedures, or concerns involving students, should be made to the District Affirmative Action Officer/Civil Rights Compliance Coordinator/ Title IX Officer/HIB Compliance Officer, Executive Director of Secondary Education, Lainey Mathews, lmathews@upsd83.org; or Section 504/FAPE/ADA concerns should be made to Director of Special Services, Maria Hetland, mhetland@upsd83.org. Both can be contacted at (253) 566-5600, 3717 Grandview Drive West, University Place, WA 98466