

## ARE YOU INTERESTED IN STARTING A BOOSTER CLUB?

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The general purpose of a booster club is to assist in financing the legitimate extra-curricular activities of the student body in order to augment, but no conflict with, the educational programs provided by the Burlington-Edison School District.

In order for an outside group to be considered a booster club that is recognized by Burlington-Edison School District Schools, there are a number of requirements that need to be in place. Here is a checklist of items that must be in place for consideration:

- Current Organizational By-Laws for your group
- Develop a Mission and Vision Statement
- Business License (If retail sales are held)
- Parent Organizational rules (if any)
- Current list of officers provided to the buildings administration
- IRS Tax Identification Number (EIN)
- Washington State UBI #
- Certificate of Insurance
- Inventory of equipment (that is property of the booster club), not required if items are donated to the school.
- Recent copies of income tax reports
- Annual renewal of Secretary of State Registration
- List of Bank Accounts
- Current list of bank authorized signers (usually President and Treasurer; best practices it requires two signatures)
- Health Cards (if food is sold)
- Articles of Incorporation with Secretary of State stamp
- IRS Tax exempt request letter and/or Tax determination letter
- Any other agreements set forth with the school buildings administration
- It is the expectation with every booster club group associated with the Burlington-Edison School District groups and/or programs that our head coaches/advisors are highly involved in the decision making process. The Booster Club mission and vision statements, as well as, the booster by-laws should reflect this requirement.
- Also, included in the by-laws should reflect that any group that disbands or no longer will be a booster club, that all monies in accounts will be transferred and donated to the groups Associated School Body Account.

### Understanding School Guidelines:

It is important, at a minimum, for the booster club officers and its members have an understanding of the school guidelines to avoid booster clubs acting as an ASB group.

- Money raised during the school day, on school property, using school personnel, or school materials is public money.
- Public money, generated by the students or in the name of students, may be used only for Cultural, Athletic, Recreational, or Social purposes.
- ASB funds are restricted Public Money and cannot be used for curricular purposes.
- Co-Curricular is not a legal term. Only curricular and extra-curricular are defined by law.
- Public Money cannot be given away for private use. (Example: Booster Club members getting into games for free)
- Students and staff must collaborate on the generation of public money. (ASB Meetings)
- Schools must have a system to monitor and protect the use of public money. (Coaches attending booster meetings)

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Is it a booster club activity or an ASB activity?

What turns a parent group fundraiser into an ASB activity?

- The cash receipts are given to the school ASB secretary and/or stored in the school safe. Athletic Office cannot collect funds for booster clubs.
- The students handle the cash receipting reconciliation process.
- The inventory is purchased by the ASB...Student Officer signed a purchase order.
- The school district holds and inventories the goods for sale.
- A majority of the work is performed by the students. Work must be done by the parents.
- The parent group uses the school name (without adding "boosters").
- District facilities use not following per district policy. School district personnel are involved during staff time.
- Event workers wearing official school apparel.

Booster Club Officer's Duties fall under the "Fiduciary Duties" is a legal duty to act solely in another party's interests.

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Name Printed Booster President

\_\_\_\_\_  
Signature Booster President (understanding Items mentioned above are in place)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed Booster Treasurer

\_\_\_\_\_  
Signature Booster Treasurer (understanding Items mentioned above are in place)

\_\_\_\_\_  
Date