

Policies and Procedures for SHS PTSA Booster Clubs

1. It is essential to keep ASB/school and PTSA Booster activities separate.
2. In order to qualify as a PTSA Booster activity:
 - a. Fundraisers and activities must meet SHS PTSA's stated purposes, mission and goals.
 - b. Fundraising plans must be communicated to PTSA board.
 - c. Money must be collected and deposited by PTSA members over the age of 18.
3. If coaches are running the fundraiser and collecting money, the funds raised become public money and must be deposited into the ASB accounts.
4. Each Booster must have a Chairperson and a Financial Manager. These positions must be filled by parents or other adults (not SHS staff, coaches or advisors) who are PTSA members.
5. Booster Chairs and Financial Managers are required to read and sign Booster club policies AND bookkeeping procedures before the first game of the season. These contracts will last one year from the date of signing.
6. The Booster Chairperson is encouraged to invite other parents to be a part of the committee to help plan activities and make spending decisions. If meetings are held, minutes should be kept.
7. The Booster Chairperson will report to the PTSA Treasurer and/or Treasurers.
8. The Booster Chairperson or Financial Manager may not sign any vendor fundraising contracts. All contracts must be approved by the PTSA President and Treasurers and signed by two PTSA officers.
9. Each Booster Club must create a yearly budget that includes estimated income and expenses, as well as any summer activities. This budget must be approved by the PTSA Treasurer/s prior to fundraising, depositing money, or requesting payments and reimbursements for expenses. Changes to your Booster budget throughout the year are expected, but the PTSA Treasurers must approve any such changes.
10. A Fundraising Proposal Form must be submitted for approval to the PTSA Treasurers prior to the start of any activity. The Fundraising Proposal Form can be found online at sehomeptsa.weebly.com on the Booster page as well as the Forms page.
11. The Chairperson and the Financial Manager of your committee are the only persons authorized to make a request for approval of a fundraising event to the PTSA Treasurers.

12. All signage, fliers, letters, etc. for any fundraising activity must include “sponsored by SHS PTSA” in addition to your Booster’s name for liability reasons.
13. Anyone handling money must be a PTSA member. Students are honorary members; therefore, they can help count money with adult supervision.
14. The Chairperson and the Financial Manager of your committee are the only persons authorized to request funds or reimbursements from the PTSA Treasurer. The coach may also make requests as long as the Chairperson and Financial Manager authorize this for the Booster Club.
15. If the Booster needs to add a new budget line item, please email the PTSA Treasurer/s a copy of the revised budget.
16. All Booster Financial Managers must maintain a notebook with financial records for the year including copies of your budget, deposits, and expenses. This notebook should also serve as a historical record of past activities, so please keep copies of documents that would be helpful for future Booster reps. This notebook should be passed on to the next year’s Financial Manager if one has been named or given to the PTSA Treasurer.
17. If equipment is going to be purchased with Booster funds, those funds should be granted to the school rather than having the Booster/ PTSA buy the equipment directly. All funds granted to the school must be accompanied by a Bellingham School District Donation Agreement form as well as a PTSA Restricted Donation form. Please contact the PTSA Treasurer’s for these forms.
18. The Booster may not spend more than \$100.00 per coach/advisor for an end-of-season gift. This expense must be listed in your budget and include the number of coaches.
19. Federal Title IX Regulations prohibits paying for coaches other than approved Bellingham School District coaching staff. In addition, PTSA prohibits paying coaches any additional stipend or salary.
20. An administrative fee of \$25 will be assessed by the PTSA at the end of the fiscal year to cover costs of insurance and banking. If a Booster has very little activity (i.e. just a couple deposits and/or bill payments), the PTSA will reduce the administrative fee. The PTSA has the right to charge additional fees if the cost of assisting the Booster exceeds \$25 to the PTSA.

Booster Chair Signature/date _____ / _____

Booster Financial Manager Signature/date _____ / _____