



# Booster Club Guidelines

**PREFACE:** Booster clubs are organizations operated and supported by parents and other community members to increase the opportunities for student success and support student activities. Consistent with Hays CISD policies GE (Legal) and (Local) (page 8), this document is provided to assist district-affiliated booster organizations to organize and function in a manner that aligns with the District’s philosophy and objectives. Any discussion of the requirements of Texas or federal law is for informational purposes only and should not be construed as legal advice. Legal questions should be referred to the booster organization’s attorney.

## **Booster Club Principles and Objectives**

Hays CISD approves booster clubs only at the secondary level. These organizations, once formed and approved, are for the sole purpose of benefiting the student body of Hays CISD. Booster clubs do not exercise any authority related to the operations or decision making of the District, and are not entitled to the use or enjoyment of district resources. District-affiliated booster clubs may be formed to promote a school program or to complement a particular student group or activity.

The District encourages the formation of umbrella booster organizations which support entire programs or interest groups. These umbrella organizations should support all of the subgroups within the program area equally (e.g., athletics, academics, fine arts, etc.). For example, the athletic booster club would have smaller committees associated with each sport; an academic booster club would support all academic programs and competitions rather than supporting only debate or only UIL Calculator. These booster clubs should be mindful to encourage broad parental involvement and to equally support all of the groups which they represent. By forming umbrella organizations, the District believes the booster organizations will remain sustainable over time and create a larger base for participation. The District may deny the application of a booster club that does not support an entire program area, or that has previously provided unequal support of subgroups within a program area.

A booster club’s mission must align with the goals and objectives of the program, activity, group, campus, and school district. The formation of a booster club, and its subsequent approval for affiliation with Hays CISD, is at the discretion of the relevant directors/sponsors, the campus principal, and, ultimately, the school district administration and Board.

## **Booster Club Rules and Regulations**

Each booster organization must be familiar with and conduct all of its activities in compliance with requirements and limitations set out by the University Interscholastic League (UIL). Please review the UIL Booster Club Guidelines at: <http://www.uilTEXAS.org/policy/booster-club-guidelines>. Booster clubs and parent organizations associated with student groups not addressed specifically in the UIL guidelines are expected to follow the general UIL guidelines and the guidelines set forth in this document.

Booster clubs are expected to comply with all administrative regulations, Board Policy, and any applicable UIL rules when offering money or gifts to the District. The clubs must pay all taxes and other debts incurred by the organization, and may not attempt to influence District employees in their administration of regular job duties.

## **Booster Club Formation Process**

Each booster club organization must register with the campus principal and director of extra and co-curricular activities by providing the following:

- Copy of the club's bylaws
- Completed Booster Club Registration and Approval Form
- Completed Booster Club Information Sheet (provided annually) – Digital form must be completed at: <https://forms.gle/uvjmuYRVLTybB66cA>
- List of the club's planned activities and fundraisers for the school year (provided annually)

All booster clubs formed to support a Hays CISD extracurricular activity must have bylaws that address all the applicable topics listed in the (UIL) Guidelines. The campus principal, activity director/sponsor, or their designee, will review the bylaws to ensure that all the required topics are addressed. The bylaws should also contain detailed rules of membership, the organization's fiscal year and audit process, organizational structure, and the method used to elect officers. The campus principal will forward the completed application and related documents to the director of student programs for final approval.

If the bylaws are incomplete, the booster club's registration will be denied until the required revisions to the bylaws have been made by an authorized booster club member; no district employee has authority to change the bylaws. A booster club's registration may also be denied if the organization goals and objectives do not align with the activity/program, campus, or district goals.

The booster club information sheet and activities/fundraiser list are to be updated annually and submitted to the campus principal and forwarded to the director of student programs.

If the District approves the booster club, the booster club name may include the school name of the program it supports; i.e. HHS Band Boosters, LHS Choir Boosters, WMS Athletic Boosters. The booster club name may also include the name of the group or team it supports, but it may not include the school district's name or any other designation suggesting or stating that the club is operated by the school district itself. In addition, the booster name may not be only that of the group/activity and must designate support in some way (i.e. Friends of, Boosters, Parent Support, etc.). As described in district policy CY (Local), Hays CISD permits district-affiliated booster clubs to use, without charge, District and campus trademarks to promote students, an activity or event, a campus, or the District, if the use is in furtherance of school-related business or activity. The superintendent or designee shall determine what constitutes use in furtherance of school-related business or activity and may revoke permission if the use is improper or does not conform to district rules.

## **Annual Reporting**

Every year, within one month of the close of the fiscal year on July 31<sup>st</sup>, the booster club must provide the district with the following documents:

- Updated and completed Booster Club Information Sheet – Digital form must be completed at:
- <https://forms.gle/uvjmuYRVLTybB66cA>
- List of the club's planned activities and fundraisers for the following school year
- Copy of the current organizational bylaws
- Copy of the annual financial statement
- Copy of the organization's IRS filing

These documents must be submitted by the booster club to the campus sponsor and then to the director of extra and co-curricular activities by the deadline in order to avoid revocation of privileges to operate as a booster club in Hays CISD.

### **District Employees and Booster Clubs**

The faculty sponsor/director of student groups supported by the booster efforts will serve as the liaison between a booster club and the district. In the case of one large organization representing multiple groups, the booster club will be required to have at least one district employee to represent the entire organization. This person would be named the “Sponsor” of the booster club.

*VERY IMPORTANT - Employees of the District shall not serve in a financial capacity of a booster or other parent organization at the campus at which they are assigned. Financial capacity includes, but is not limited to, holding positions of treasurer, fundraising chairperson, or serving as a check signer.*

### **Nonprofit Organization**

Although it is not a requirement, booster clubs may want to take the steps necessary to become a nonprofit education organization recognized by the Internal Revenue Service as exempt from taxation. This is known as a 501(c)(3) entity. For information, forms, and answers to questions about nonprofit, tax-exempt organizations and how to become one are available online at [www.sos.state.tx.us/corp/nonprofit\\_org.shtml](http://www.sos.state.tx.us/corp/nonprofit_org.shtml). (Reference also IRS Publication 557 – Tax-Exempt Status for Your Organization @ <http://www.irs.gov/pub/irs-pdf/p557.pdf> )

### **Taking Care of Business**

Booster clubs have many responsibilities including the keeping of accurate and updated records so that the organization may best support students as well as complete the necessary filing requirements with the state and the IRS. A booster club must establish and maintain a bank account in its own name and keep track of all revenues and expenses related to the booster club activities. *This account is not a school district account.*

Within one month of the end of the fiscal year (July 31 annually), all district-affiliated booster organizations must provide certain financial documentation to the campus principal and the director of student programs. Each organization is required to submit a copy of their annual financial statement and a copy of the organization’s IRS filing. Failure to report the required documents within the timeline may result in revocation of privileges to operate as a booster club in the Hays CISD.

### **Donations by Booster Clubs**

One of the most valuable services of a booster club is financial assistance to the group it represents. This assistance may come in many forms, such as the purchase of additional equipment, instruments, or supplies related to the program. When a booster club makes a direct cash contribution to the school district, the final decision on how the money will be used is up to the district. The school will only accept a donation for either unlimited district use or for mutually agreed upon expenditures. All donations by booster clubs must be in compliance with district policies CDC (Legal) and (Local).

Before booster clubs or other district-affiliated parent groups purchase equipment for the schools, including computer hardware and software, the principal or designee must be notified of the planned purchase in advance. In consultation with the superintendent or designee, the principal or designee shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

Also, booster organizations should be aware that situations may arise in which donations to a specific student activity could give rise to violations of Title IX, which aims to ensure equity in athletic and educational programs. Therefore, Hays CISD reserves the right to restrict fundraising or donations to specific student activities as necessary to comply with these legal requirements.

### **Scholarships**

School booster clubs are allowed to give scholarships to students. If your booster organization is sponsoring a scholarship for Hays CISD students, you must have the school principal's approval (UIL compliant). Such scholarships may not be awarded until the student has exhausted all remaining UIL eligibility. Additionally, any monies should be given directly to the institution the student is to attend or to the student with proper proof of enrollment.

### **Raffles / Bingo**

Hays CISD is prohibited by Texas law from sponsoring or conducting any raffle or bingo game. Similarly, no raffles or bingo may be conducted on district property without prior approval of the Superintendent. A raffle is any activity of chance that involves awarding a prize, anything of value from a cake to a car, to one or more people who have purchased a ticket. Organizations that support schools may be eligible to conduct raffles under certain conditions; however, the language of the law is very detailed and technical. If you are considering holding a raffle to benefit an organization, you should check the statute to be sure you qualify. <https://www.oag.state.tx.us/consumer/raffle.shtml>

### **Fundraisers**

All money earned from fundraising activities is deposited directly into the booster club's bank account and work is performed by the booster members. The booster club is responsible for collecting and handling any and all money from the fundraiser. The district has no responsibility for a club's management of its funds.

Fundraisers that include food items must meet the Texas Department of Agriculture's Texas Public School Nutrition Policy guidelines. More information can be found at the end of this document on page 15 or by contacting the district child nutrition office at 512-268-1336

In both cases, a fundraising permission form must be submitted prior to undertaking or making any fundraiser commitments for the benefit of the District or its students. All fundraisers must be submitted to the campus principal for approval, including concessions, spirit items, tournaments, etc.

### **Contracts, Advertising, and "Pouring" Rights**

Booster clubs do not have the authority to sign any contracts on behalf of Hays CISD or any of its campuses. Any contracts issued to booster clubs must be in the name of the booster organization, not the school district.

Hays CISD also manages all advertising at its facilities. Booster clubs are not authorized to agree to any form of advertising at Hays CISD facilities.

Finally, the district periodically engages in exclusive contracts with soft drink manufacturers (e.g., Coca-Cola). This contract restricts the type of products that may be sold at district events. Boosters are obligated to comply with any district contractual obligation. More information can be obtained from the office of the deputy superintendent for business and operations by calling (512) 268-2141.

### **IRS Regulations on Fundraisers**

Booster clubs should be aware of IRS regulations governing such clubs. For example, in Publication 557-Chapter 3, the IRS prohibits the use of individual accounts by booster clubs. Under these rules, tax-exempt organizations cannot require people to participate in fundraisers. Likewise, booster clubs may not require

an amount be “donated” in lieu of participating in the fundraiser. People may choose whether or not to participate in a fundraiser and may choose whether or not to donate to the booster club. But, if a person decides not to participate, that person cannot be excluded from having the benefit of the fundraiser and cannot be penalized in any way for choosing not to participate in the fundraiser. Therefore, regardless if a person participates in a fundraiser and regardless of the amount of revenue raised, that person cannot be denied the opportunity to receive an equal benefit. (See example below.)

*Example: High Spirit Booster Club is having a car wash fundraiser to help reduce the cost of a trip to Florida for a competition. The cost of the trip is \$20,000 for 20 people. Therefore, each person’s cost for the trip before the fundraiser is \$1,000. Of the 20 people participating in the trip, only 10 people participate in the fundraiser and raise a total of \$600.*

The \$600 must be split equally among the 20 people going on the trip, even though only 10 people participated in the fundraiser. Therefore, each person receives a benefit of \$30 ( $\$600 / 20$ ). Now, each person’s cost for the trip is \$970 ( $\$1,000 - \$30$ ).

### **Facilities Use**

In accordance with School Board Policy GE (LOCAL) (page 8) and Administrative Procedure C 11 (page 9), booster clubs may use district facilities with prior approval from the appropriate campus administrator and the deputy superintendent or designee.

### **Flyers**

District criteria state that 501(c)(3) tax-exempt organizations may submit flyers to the school/community relations department for approval. Please contact the Hays CISD Central Administration Office at (512) 268-2141.

### **Volunteer Hours**

The District values the diversity of volunteer activity in the community, whether it is at home, in the community, or in the classroom. Accounting for such volunteer hours is essential, since it impacts issues such as funding, program continuation, and communication. For example, many grants and federally funded programs require an accurate reflection of volunteer hours and the State of Texas requires public school districts to facilitate parental involvement in their children’s education.

Therefore, please take the time to make sure all of your volunteers have been approved and report the many hours your booster club has dedicated to our students. The volunteer application may be completed online at [www.hayscisid.net/VIPS](http://www.hayscisid.net/VIPS).

### **Insurance**

To operate on district property, a Certificate of Insurance (COI) naming Hays CISD as an additional insured party on a Comprehensive General Liability (CGL) policy may be required for a booster club. Insurance questions and arrangements should be addressed through the office of the deputy superintendent at 512-268-2141.

## Miscellaneous

The following guidelines apply to all booster organizations. If a question should arise which cannot be resolved at the campus level, the office of the deputy superintendent of business and operations or the director of student programs should be contacted for clarification.

- Failure to follow policies and procedures of the District may result in refusal by the campus principal or Hays CISD to allow booster club activities on district property and may result in revocation of the authority to use district/campus names and/or logos.
- The sponsor and a campus administrator (or designee) must be present at all booster meetings.
- Any action taken at a booster club meeting should be documented in the minutes.
- The regular school program, activities of the school, and programs sanctioned by TEA, UIL, and district affiliated organizations will take precedence 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, including rules in the campus handbook. The district also requires all volunteers to complete an online volunteer application and criminal record check (CRC). See <http://www.hayscisid.net/VIPS>.
- Neither the booster club nor its members have any authority as to the operations of a student activity or group. All student participation in the activity/group supported by the booster club is determined by the sponsor/director and the principal and not by the organization or any member(s). Participation in district activities is a privilege and not a right, and will be based on a student's compliance with district rules and codes of conduct.
- Booster club members are not entitled to travel with the student group or on District-provided transportation. All student, volunteer, and employee travel will be in accordance with school board policy FMG (LOCAL) and under the guidance of the school; all participants must be approved by the sponsor and principal.
- There will be no student activities, parties, meetings, travel, or other gathering in the name of the school organization or booster organization unless prior permission has been received from the sponsor/director and the principal. The sponsor/director must be present at such activities which will be subject to the rules and policies of the school and the District.
- Any school employee volunteer work, student planning, and preparation for activities supported by the booster organization will occur outside the school day or as approved by the principal.
- School employees are strictly prohibited from collecting or spending money on behalf of a booster organization unless the employee is a booster club member and is volunteering in a capacity other than that of a district employee.
- The possession or consumption of alcoholic beverages while on school property, at school activities, or in the presence of students is strictly prohibited.
- District-affiliated organizations shall not directly support political activities by providing campaign donations or placing advertisements in support of a particular candidate. If a candidate running for office is invited to join a meeting or a forum, all candidates running for the office must be extended an invitation to the event.

- The district will not accept booster club donations to pay for increases in personnel allocations and/or for employee stipends in a particular program, campus, or for any other direct personnel-related purpose without the express written approval of the deputy superintendent, in conjunction with the executive director of finance.
- Upon dissolution of a booster organization, disposition of any funds on hand will be handled in accordance with the booster club's bylaws.

RELATIONS WITH PARENT ORGANIZATIONS

GE  
(LOCAL)

District-affiliated school-support organizations and booster organizations, and other parent groups, shall organize, fundraise or solicit donations, and function in a way that is consistent with the District's philosophy and objectives, Board policies, District administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations. [See also CDC and CFC]

Before engaging in fundraising or soliciting gifts, an organization or group shall notify the principal or other appropriate administrator identified in administrative regulations. [See CDC(LOCAL) for District acceptance of gifts and solicitations]

**Use of District  
Facilities**

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

STUDENT ACTIVITIES  
TRAVEL

FMG  
(LOCAL)

**Transportation for  
Student Travel**

Students who participate in school-sponsored trips shall be required to use transportation provided by the District to and from the event, except as otherwise permitted in administrative regulations.

**In-State Overnight  
Trips**

Any in-state overnight trips taken by student organizations and other student groups shall require approval from the Superintendent or designee.

**Out-of-State Trips**

Any out-of-state trips taken by student organizations or other student groups shall require approval from the Superintendent or designee.

**Senior Trips**

Senior class trips shall be limited to a distance of 200 miles and a time period of no more than 18 hours, beginning at 6:00 a.m. and ending at midnight.

Each student participating in the senior trip shall be required to abide by the Student Code of Conduct. [See FO] Copies of the Student Code of Conduct shall be made available and signed by the student and his or her parent or guardian prior to the trip. Any student who fails to return this signed document shall not be permitted to take the trip.

Any student who violates the provisions of the Student Code of Conduct while on the senior trip shall not be allowed to participate in graduation ceremonies.

## Administrative Procedure C 11

### SCHOOL-RELATED OR SCHOOL AFFILIATED USE OF DISTRICT FACILITIES

School facilities are designed primarily for school purposes and school-related activities but they may also be used for meetings of students, employees, school-affiliated organizations (i.e., After School Clubs or Classes, PTA and Booster Clubs), community groups, other organizations and commercial groups.

Fees for the use of all school facilities will be charged in accordance District Policies FM, FNAB, GE and GKD and with a fee schedule established by the Deputy Superintendent as outlined in the **Hays CISD Community Use of District Facilities Management Guidelines and Rental Use Application Form** [Form C11-B].

### SCHOOL-RELATED OR SCHOOL-AFFILIATED GROUPS

1. School-related or school-affiliated groups must be organized and approved in accordance with Board policy. The campus principal/department head will coordinate and approve such use of their respective facilities. School-related or school-affiliated groups include:

- a. Student, employee, parent-teacher organizations, and booster clubs;
- b. Youth organizations such as Boy Scouts, Girl Scouts and similar organizations; and,
- c. After school programs approved by the principal and appropriate executive director (elementary, middle or high school).

2. The principal/department head shall approve requests for the use of any facilities (buildings or grounds) and coordinate additional services needed through the appropriate department by completing the **Request for Approval of School Sponsored After School Program** [Form C11-A] and **Hays CISD Community Use of District Facilities Management Guidelines and Rental Use Application** [FORM C11-B]. Prior to the start of the program this form must be approved by the Deputy Superintendent or designee. The Deputy Superintendent or designee shall review the certificate of insurance or signed waiver from the group, and provide a written contract for the agreement with the group.

3. The principal shall supervise the approved use and either be present during the approved use or be represented by a designated District employee.

4. Fees for the use of the facilities will not be charged if the event/activity begins and ends while the custodial staff is on regular duty, provided no fee is charged to the students. If the event/activity requires that the custodial staff remain on duty past the regular duty hours, the organization will be assessed a fee for the additional duty time only.

5. Use of the kitchen or kitchen equipment must be clearly noted in the facilities request. **Kitchens and kitchen equipment are not available for use except by District cafeteria employees; therefore, a charge to cover the cost of such personnel will be assessed.**

6. For school sponsored after school programs involving students, the **After School Activity Permission Form** must be completed by all students prior to participation in the program. [Form C11 – C]

**Community and commercial groups wishing to use our facilities must follow the Hays CISD Community Use of District Facilities Management Guidelines and Rental Use Application [FORM C11-B]**

### SUMMER USE OF FACILITIES OR GROUNDS

All agreements for the use of any District facilities or grounds during the summer must be formalized by the appropriate department as noted above. In no case shall a principal or department head make an agreement or otherwise authorize or approve the summer use of any facility or grounds.

1. All requests for summer facilities use must be received by the Deputy Superintendent by March 1<sup>st</sup> of each year.

2. All fees shall be evaluated by the designated campus administrator as delineated in the above procedure.

3. In accordance with District policy GKD (LOCAL), fees will be charged unless specifically waived by the Deputy Superintendent.

Hays Consolidated Independent School District  
Booster Club Registration and Approval Form  
High School and Middle School Only  
Page 1 of 2

To: \_\_\_\_\_ Location: \_\_\_\_\_  
(Principal) (Campus)

Name of Organization: \_\_\_\_\_

Purpose of Organization:  Athletics  Academics  Fine Arts  Other: \_\_\_\_\_

Student Group(s) to be Supported: \_\_\_\_\_

Faculty / Coach Sponsor: \_\_\_\_\_

Current Number of Parent Supporters: \_\_\_\_\_

**I agree to the following statements:**

- I have spoken with the faculty member who will serve as the sponsor of the booster club and have received his/her permission to submit this registration form.
- I have read the booster club guidelines thoroughly and agree to abide by the rules and guidelines it contains.
- I understand that noncompliance with any District policy or criteria may result in the disbanding of the booster club by the District.
- I have included a copy of our club's bylaws.
- I have included a current list of proposed officers or representatives with names, titles, mailing addresses, phone numbers, and e-mail addresses with this registration form. We agree to send an updated list every time there is a change of officers to the principal and the director of student programs.

Submitted by:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
President/ Representative #1 Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Vice President/ Representative #2 Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Treasurer/ Representative #3 Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Secretary/ Representative #4 Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Sponsor Date

For District Use Only
Received by: _____ Date Received: ____/____/____

Hays Consolidated Independent School District  
Booster Club Registration and Approval Form  
High School and Middle School Only  
Page 2 of 2

Approval of Booster Club

I, \_\_\_\_\_, \_\_\_\_\_ at  
Principal or Administrator Name Position

\_\_\_\_\_ authorize \_\_\_\_\_ to conduct student  
Campus Organization Name

and organizational related activities for the benefit of \_\_\_\_\_.  
Student Group

This registration approval is effective for the school year beginning \_\_\_\_\_ and will  
continue until such time as the booster club no longer exists.

\_\_\_\_\_  
Principal or Administrator Signature Date

Disapproval of Booster Club

I, \_\_\_\_\_, \_\_\_\_\_ at  
Principal or Administrator Name Position

\_\_\_\_\_ do not authorize \_\_\_\_\_  
Campus Organization Name

to become a Hays CISD booster club.

\_\_\_\_\_  
Principal or Administrator Signature Date

Central Office Receipt and Review

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## Hays CISD Booster Club Information Sheet

This form must be completed online at: <https://forms.gle/uvjmuYRVLtybB66cA>  
 Additionally, the form must be updated on the website when new officers are elected or as information changes.

1. **Official Booster Club Name:** \_\_\_\_\_
2. **School Name:** \_\_\_\_\_
3. **Sponsor's Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_
4. **Taxpayer Identification Number:** \_\_\_\_\_
5. **Official Mailing Address:**  
 PO Box / Street Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State & Zip Code: \_\_\_\_\_
6. **Date of Change:** \_\_\_\_\_ (If election; Date held: \_\_\_\_ / \_\_\_\_ / \_\_\_\_)
7. **Current Booster Club Officers for the \_\_\_\_\_ School Year**

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

*By law, information on this page is subject to public information law and may have to be released to the public if requested.*

## Hays CISD Booster Club Information Sheet

**7. Current Booster Club Officers** (Continued)

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

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## Hays CISD Booster Club Information Sheet

### 7. Current Booster Club Officers (Continued)

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

Office Held:			
Printed Name:			
Mailing Address:			
Phone Numbers:	Hm:	Wk:	Cell:
E-mail Address:			

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