



Booster Club Guidelines

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Booster Club Purpose

Booster clubs, foundations, auxiliary, and other parent-teacher organizations (collectively referred to as “booster clubs”) are organized to provide financial support and/or assistance to help achieve the common goals of the booster and school programs.

Booster clubs have many purposes including, but not limited to assisting with:

- a specific purpose or cause
- organizing or conducting activities
- students scholarships
- purchasing supplies for the school
- sports programs
- facilitating field trips
- educational programs

Booster clubs are not legal components of the school district. Therefore, they must prepare and adopt governance documents (constitution and bylaws), elect officers according to the structure and process defined in the bylaws, and have a tax identification number (TIN). Booster clubs are responsible for their own tax status, accounting, and financial records, and must make their own arrangements for an audit as needed.

Regulations Governing Booster Clubs K-12

While booster clubs are separate organizations from school districts, governing boards should approve guidelines and fund-raising activities for these organizations. According to [California Education Code Section 51521](#), all organizations that conduct fund-raising to benefit clubs, schools, students, or the district must have prior approval from the district's governing board.

To meet this statutory requirement, school districts should adopt a board policy and administrative regulation requiring booster clubs to do the following:

- Complete and file an application to form a booster club.
- Submit for approval annually a copy of the application and an updated plan of activities.
- Submit a copy of the organization's adopted constitution and bylaws with the application.
- Ensure that renewal applications include the following:
 - An annual financial statement for the year just ended; the statement is to include all expenditures and all income for all events and fund-raisers.
 - A budget for the upcoming year.
 - A budget plan for the related activities.

Other recommendations are as follows:

- Booster clubs must carry their own liability insurance in type and amount to cover activities as required by the district.
- Booster clubs' must adhere to the district's facility use policies for activities on school premises as per California Education Code sections 38130-38139, known as the Civic Center Act.
- Booster club funds should never be commingled with Associated Student Body (ASB) funds or any other district funds.
- Fund-raising activities must be nonpartisan, nonpolitical, nonsectarian, and nondenominational.
- Identification of the sponsors, officers, and individuals participating in fund-raising activities.
- Disclosure of the identity and location of any parent organization with which the soliciting organization is affiliated or of which it is a subsidiary.
- The district has the express right to review and/or audit booster clubs' financial statements to ensure the clubs' financial integrity.

[California Education Code 51520](#), Prohibited Solicitations on School Premises, states the following for K-12 school entities:

During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or by the governing board of the school district in which the school is located... Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for any otherwise lawful purpose.

Regulations Governing Booster Clubs-Community Colleges

[Education Code Section 72673](#) states that the directors, governors and/or trustees of the organization are appointed or nominated by the college governing board, a district official or a student body or faculty member.

- Fund-raising at any school site is directly under the control of school authorities, such as the site administrator, and must be approved by at least the site administrator prior to any activity. Approval may be granted based on completion of some type of application or form, sometimes referred to as a "Request for Approval of Fund-Raising Activity by a Non-District Organization" form.
- Districtwide projects or fund-raising, such as collection drives, must be submitted in writing and authorized in advance by the district's governing board at a regular board meeting.
- Any rules and regulations developed for the organization must conform to the law, the board of education's policies and regulations, and the school site's rules and procedures.
- All booster club members must be made aware that no individual should personally benefit from the activities the organization conducts. This concept should be made a part of the bylaws.
- Any profits from fund-raising activities that are not spent for a booster club's nonprofit exempt purpose cannot be returned directly to members or their families.
- In case the booster club dissolves or terminates, the booster club's constitution should provide for the distribution of any excess funds to another nonprofit organization, the ASB or the district.

All other booster club activities are outside the control of the district and its governing board. Should a booster club decide to operate a bingo or raffle activity, California Penal Code Sections 326.5 and 320.5 regulate these events. These regulations are enforced by the licensing agency of each county.

Booster Clubs as Nonprofit Organizations

Booster clubs are not legal components of the school district and each club must have its own tax identification number (TIN). There are several ways to approach being tax exempt, having a TIN, or choosing whether to accept donations.

The recommended approach is for all booster clubs to apply for nonprofit tax-exempt status through the Internal Revenue Service (IRS) and the state of California. Preparing constitutions, by-laws, articles of incorporation, budgets, and projections are already part of the process of obtaining school entity approval.

IRS Form SS-4, Application for Employer Identification Number, may be submitted over the telephone after it is filled out. Regardless of whether it intends to file for nonprofit status, a booster club that will receive \$5,000 or more in annual revenues or gross receipts is required to file IRS Form 1023, "Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code,"

Likewise, if the booster club wishes to specify contributions as tax-deductible, the booster should complete Form 1023 requesting that the IRS recognize the booster club as a 501(c)(3) nonprofit, tax-exempt status. Booster clubs cannot legally furnish donors with receipts for a charitable tax-deductible donation unless they have obtained this type of official determination letter from the IRS.

California nonprofit, tax-exempt status is similar and requires the completion of Form 3500, Exemption Application.

Forms are available on the IRS and California Franchise Tax Board Web sites at www.irs.gov and <http://ftb.ca.gov>.

Financial Guidelines

Booster clubs are responsible for ensuring that proper internal controls exist for all of their financial activities. In accordance with its bylaws, each booster club should elect a treasurer who is assigned responsibility for recording, documenting and organizing all financial activities.

Booster clubs should adhere to sound business practices and maintain adequate systems of control. These include, but are not limited to, the following:

Financial statements and treasury

The treasurer or designated officer should prepare monthly financial statements that are presented to the organization along with a copy of the most current bank statement and reconciliation. Financial statements may include cash receipts, cash disbursements, checking account beginning and ending balances, balance sheets, income statements and other relevant items. A budget should be developed at the beginning of the year to project expected revenues and expenses and should be revised as needed. An auditor who is independent of the treasurer should be appointed and should report directly to the booster club board. The auditor should review all of the financial records, journals, check registers, receipts, invoices, bank statements, and other financial information at least annually.

Cash receipts and bank reconciliation

Use pre-numbered receipt books, and maintain supporting backup documentation. Ensure preparation of duplicate deposit, cash count, and fund-raising forms. Bank deposits should be made intact and in a timely manner. Someone other than the individual(s) responsible for depositing funds and writing checks should perform bank reconciliations monthly.

Booster clubs should create its own bank accounts. Funds should not be commingled with personal funds and/or deposited into personal bank accounts.

Cash disbursements

Checks should require a minimum of two signatures. Ensure preparation of duplicate forms such as purchase orders. All expenditures should be approved by the booster board and the approval noted in the board meeting minutes. Fund-raising activities should be conducted for a specific goal and not simply to raise money for the organization. All fund-raising activities conducted on school premises must adhere to the guidelines established by the board of education and each school site's individual guidelines. Only organizations that have scheduled fund-raising activities and have obtained prior written approval from the ASB council and school site administrator will be authorized to conduct such activities on district or school premises

School District Employees and Interaction

School employees are not employees of the booster club, and the booster club should be aware of the following:

- While serving as district employees, they have no authority to work for the booster club during their district work schedule. A district employee acting in his or her official capacity and during work hours may interact with booster club officials when this is a required part of his or her duties as a district employee. For example, an athletic director working with the sports booster to discuss funding for an upcoming sporting event.
- If a district employee would like to be employed by the booster club, the employee must obtain prior approval from the district's personnel department.
- Districts that permit district employees to also be employed by a booster club may require that the employee is paid by the district, with the district being reimbursed in turn by the booster club.
- A district may require that any employee chosen to work for a booster club be hired and cleared for work through the district's personnel office.
- A district employee who acts in their personal capacity and on their own personal time is free to establish a booster club or to participate in it. The employee must ensure that participation in the booster club does not present a conflict of interest with their duties as a school employee. Districts need to make employees aware that their participation in booster activities are on a personal capacity and not as a district employee. Therefore, the employee will not receive any employment benefits such as workers' compensation.

Donations

Booster clubs by nature are designed to assist the school and/or ASB, and such assistance may come in the form of donations of supplies, equipment, and transportation.

Donations of Supplies and Equipment Purchases.

The district should purchase the supplies and/or equipment first and then have the booster club reimburse them. The purchase should be carried out through the district's purchasing system by a district-designated individual who is authorized to spend the funds, with the site administrator's approval. The purchase should be charged to a school account code, and the purchase requisition should contain the following information in bold:

- Name of person who authorized payment
- Booster club name
- Person responsible for booster club
- Billing address

The purchase should be charged to the school account code on the requisition at the time of payment, and the district office should bill the booster club for the cost of the supplies purchased.

Donations for Transportation/Field Trips

A booster club may donate funds to the ASB or the district for transporting students to events. Transportation should be coordinated and arranged through the district and reimbursement be provided by the booster club.

Please refer to ASCIP's Field Trip Guidelines for best practices and recommendation regarding field trips. You can access by clicking on the following link [here](#).

Paying Stipends and Salaries

A booster club may not pay any employee of the school district an additional stipend or salary without prior approval from the district's business and/or personnel office.

Paying Consultants

Consultants are sometimes hired in the ordinary course of business to assist with various projects as needed. Consultants are not employees; they should have their own insurance and should meet all of the qualifications to be considered a consultant. Booster clubs should be aware of the regulations that must be followed when communicating with the ASB on this topic.

Booster Club and Student Organizations

The relationship between student organizations and booster clubs can be confusing. Student organizations¹ are legally considered part of the school entity. For this reason, they are included in the school entity's annual audit and have the benefit of the District's tax-exempt status under the Internal Revenue Service code.

Booster clubs, however, are not a legal part of the district. Booster clubs may raise funds and donate those funds to the district or purchase items with their funds for donation or assistance to the District, but they are not legally considered a part of the district and are not included in the annual audit. Some organizations, such as the PTA, are established as nonprofit corporations with a separate tax-exempt status. However, many of booster organizations have not applied for or received nonprofit status and do not have their own tax identification number, so it should not be assumed that they are all legal entities.

Booster club funds and district funds, including Associate Student Body (ASB) funds, must never be commingled. Booster clubs and the school entity should remain separate, including in the following ways:

1. The booster club name, address, or any other correspondence should never imply any form of responsibility on the part of the ASB or district.
2. The district's tax-exempt status and identification number are not for use by any non-school organizations or groups.
3. Booster clubs are responsible for their own tax status and accounting.

Funds raised by booster clubs, foundations, auxiliary organizations, or parent groups should not be deposited into or commingled with the student organization's or the school entity's funds or bank accounts. Rather, they should be deposited into the booster club's own bank account. Booster clubs may donate funds to the student organization(s); however, after they do so, only the student organizations can control how the funds will be used.

Booster clubs are also responsible for their own tax status and accounting. They may not use the district's tax-exempt status or open bank accounts using the district's tax identification number. School staff members or teachers should not act as officers of nonstudent or non-district-sponsored clubs to avoid the appearance of district sponsorship.²

¹ Because student organizations operate under the District's tax-exempt status, their funds deposited in bank accounts are not subject to state or federal taxes.

² Organizations formed by teachers and/or other employees of a school entity also are not a part of the ASB or the District and may not use the District's tax identification number or deposit funds into the school's ASB account or district bank accounts. Teachers must be aware that the District's insurance will not extend to them while participating in booster related activities.

Appendix 1 **General Requirements for Booster Clubs**

Application for Board Approval

To fulfill its legal and fiduciary requirements, the school board requires school-connected organizations to apply for board approval (if new) or to request for continuance (if previously approved). Any request for approval must include the following information as required by Board Policy:

1. The name of the organization,
2. The date of application,
3. Constitution and By-Laws, and rules and procedures under which the organization will operate,
4. The names, addresses, and phone numbers of all officers,
5. A brief description of the organization's purpose,
6. A list of specific annual objectives,
7. The group's financial records shall be available for review by the district at any time,
8. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds,
9. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
10. Evidence of liability insurance as required by the district.

The authorization shall be granted for a period of one school year. Requests for subsequent authorization must be presented annually.

Minimum Elements of a Constitution and By-Laws

Minimally, a constitution should include the following five elements:

1. Name and purpose of the organization
2. Membership
3. Executive Board or Officers
 - a. Positions and duties of each position defined
 - b. Position and term limitations
4. Method of amendments to the constitution
 - a. By whom
 - b. By petition of ____ percent of members

- c. By ballot
- 5. Adoptions or ratification of the constitution and any subsequent amendments
 - a. Shall require (percentage) vote of (Executive Board)

Minimally, the By-Laws should include the following six elements:

- 1. Duties and powers of Executive Board and Officers
- 2. The composition and membership of committees
 - a. One such committee shall be the Audit Committee
- 3. Successions
- 4. Elections and qualification for office
- 5. Finances
 - a. Statement of internal controls, authorization of financial activities, and audits
 - i. Who shall approve prior to any commitment
- 6. Meeting schedule
 - a. For regular and special sessions
 - b. Time, manner, frequency
 - c. What constitutes a quorum?
 - d. Who shall conduct meetings?

Membership

- 1. Parents, community members, and staff may be members of any booster club or parent organization. Staff participation shall be done in accordance with [School District Employees and Interaction](#) of this manual.
- 2. The principal or designee shall maintain on-going communication with the organization.
- 3. Membership fees may be used for raising funds for specific projects for the school but school fees may not be a requirement for parents or students to participate in school activities.

Obtaining Tax Exempt Status

Booster and parent organizations are not legal components of a district. Each organization must have its own tax identification number, own bank account, and is directly responsible for compliance with IRS and state reporting and disclosure requirements. Organizations who provide receipts to donors as a "charitable tax-deductible donation" must be officially approved by IRS as a 501(c)(3) tax-exempt organization. It is the organization's responsibility to be both knowledgeable of and compliant with all state and federal laws.

Booster and parent groups are encouraged to contact the IRS and the Franchise Tax Board to obtain a tax-exempt status for their organization. State and federal forms and further information can be found at the following Web sites:

Tax Identification Number

Form 1 SS-4, "Application for Employer Identification Number"

Instructions and Fill-in Form: <https://www.irs.gov/pub/irs-pdf/fss4.pdf>

Non-Profit Status

Publication 557, "Tax-Exempt Status for Your Organization"

<https://www.irs.gov/pub/irs-pdf/p557.pdf>

Package 1023, "Application for Recognition of Exemption under Section 501 (c)(3) of the Internal Revenue Code" Includes fill-in form 1023, instructions for form 1023, and form 872-C:

<https://www.irs.gov/charities-non-profits/form-1023-contents-of-package-1023>

https://www.ftb.ca.gov/businesses/Exempt-Organizations/Applying_for_tax-exemption.shtml
<https://www.irs.gov/pub/irs-pdf/f8718.pdf>

California Forms and Instructions Form 3500 Booklet, "Exemption Application Booklet"

https://www.ftb.ca.gov/businesses/Exempt-Organizations/Applying_for_tax-exemption.shtml

Consult Tax Tips Pamphlet No. 18, "Sales and Use Tax Guide for Volunteer and Nonprofit Fundraising Organizations" to determine what may and may not be taxable.

<https://www.boe.ca.gov/pdf/pub18.pdf>

Liability Insurance

District liability for conduct and activities of an organization established for the purpose of supporting the district may be based upon the nature of the relationship between the two entities. That relationship may be contractual or based on the amount of district control or on the fact that the district is the beneficiary of the organization's activities.

Therefore, it is likely that a lawsuit based upon an activity of the organization such as a booster club will also name the district and seek a finding of joint liability. Whether the district is appropriately named or not, the district may incur legal expenses in defending the lawsuit.

Districts should require booster and parent organizations to provide proof of general liability insurance in the minimum amount of \$1,000,000 per occurrence with the district named as an additional insured by endorsement. When using school facilities, the district may, at its discretion, require higher limits and types of coverage of coverage based on the type of activities being conducted.

A district may more effectively limit its exposure by adequately supervising and monitoring the activities of a school-connected organization. Familiarization with applicable statutes, regulations, and reporting requirements will assist the district in ensuring the proper conduct of the group's activities and therefore lessen district exposure.

Fundraising Activities

In accordance with Education Code Section 51521, programs, fundraisers, or other activities sponsored by booster and parent organizations must be authorized and conducted according to local board policy, laws, and school rules. At the beginning of each school year, each booster and parent organization shall submit to the principal/designee a list of the fundraising events that each organization proposes to hold that year. The principal/designee shall review the proposed events and determine whether the events conflict with or detract from the school's educational program. The following are guidelines for booster/parent organizations fundraising activities within the district:

1. Use of the district's/schools' name in fundraising activities should be approved by the school principal/designee and will comply with district policies and state law.
2. Students shall not be involved in fundraising activities except as volunteers for the booster organization.
3. Penal Code Sections 320 and 320.5 authorizes, under defined circumstances, eligible organizations to conduct raffles which require the payment of a fee for a chance to win a prize. Public schools are not "eligible organizations to hold raffles" but parent organizations with a 501(c)(3) status are. Information on how to conduct a raffle can be obtained from the California Attorney General's website: www.ag.ca.gov.
4. All booster funds are collected and maintained by the organization. The district's tax identification number cannot be used. No booster funds shall be kept in ASB or district accounts.

Use of School Facilities

State law and Board Policy and Administrative Regulation 1330 regulate community programs on district property. Refer to ASCIP's Use of Facilities Guidelines for more information by clicking [here](#).

School-Connected Food Sales

Booster and parent organizations must comply with state law as well as district policies and regulations on the sale of food on school premises. Food sales can only be held one hour after the school day ends. Booster and parent organizations are encouraged to review and become knowledgeable of applicable laws including county food handling requirements, state and federal nutritional standards, and district policies.

Administration and Expenditure of Funds

1. The treasurer's books and accounts shall be open to audit by a committee of members.
2. Upon dissolution of the group, all funds shall be transferred to the respective school's general student body funds.
3. Gifts to the student body of money or of approved materials may be made when approved by the principal or designee.

Purchases for Schools

- a. All purchases shall be donated to the school in accordance with board approved policies and procedures.
- b. Staff may make requests through their principal or designee to the booster club or parent organization for desired donations.
- c. All donations should be made in accordance with district policy.
- d. The maintenance department must be consulted, prior to purchase, on all items requiring installation. The business division must be consulted on the purchase of items requiring a maintenance contract.
- e. Capital improvements, equipment **[valued at over \$_____]**, and uniforms may only be purchased with the prior approval of the principal and district-authorized designee. These purchases must be processed through the district purchasing department to ensure compliance with statutory laws. Organizations may donate the funds to the district for the purchase of such capital outlay items.

Audit Committee

At the end of the fiscal year, an audit of the booster club's financial records should be conducted. The audit should be performed by the audit committee. The audit committee should be composed of individuals who are independent of day-to-day financial activities. The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached prior to presentation. All officers of the organization shall make records available, as requested by the committee. As an alternative to an audit committee, an audit may be conducted by an outside party, such as a CPA.

The audit committee report will be given to the school site Principal within 90 days after the school year ends.

Support Personnel

Districts should not allow parent or booster clubs to hire staff to perform services for the district. If a booster or parent organization wishes to pay for additional and/or extra-curricular services, the person to provide the services must be hired by the district. Payment should be made by the district and booster or parent organization should provide reimbursement to the district. The funds must be sufficient to pay for the actual services plus the benefits associated with the employee. The procedure for this is as follows:

- a. A personnel requisition should be completed by the principal of the school receiving the services and submitted to the district office which will verify deposit of the booster or parent organization donation and forward the requisition to Human Resources.
- b. The employee will be conditionally hired through normal channels and be subject to all rules and regulations imposed by the district and the State of California.
- c. The employee is not authorized to perform services until after Board approval and district receipt of the donated funds.

Retention of Records

Since voluntary organizations often suffer from the constant turnover of officers and members, it is important that the activities of the organization be clearly documented and that a procedure for retaining those documents be established. Among the documents that should be retained by the organization are:

1. Cash receipts
2. Cash disbursements and general ledger
3. Bank records
4. Financial Reports
5. Income tax returns
6. Minutes of meetings as defined by the organization by-Laws
7. Copies of any and all insurance policies procured by the booster

It is recommended that the organization obtain a safety deposit box or a similar storage facility to ensure the security of important documents.

Limits of Liability

1. District personnel should not try to manage or direct booster clubs. Appropriate advice on the use of the school name by a booster or parent organization, however, is recommended.
2. The district should not cause others to believe it is in charge or has any responsibility for a booster or parent organization.
3. The district should send a letter of understanding to each booster or parent organization which explains that the organization is not authorized to act as an agent or represent itself as an agent of the district.
 - a. The same letter should clarify that booster or parent organizations should not use district letterhead for carrying out its business.
 - b. The district should require the booster or parent organization to acknowledge receipt of the letter and to agree to abide by its terms.

Appendix 2

Approved Parent Groups Other Than PTA

An approved parent group is a group of organized parents and community members (in absence of local PTA) as defined in these Guidelines. Such a group should be required to conform to the regulations indicated below.

Procedures

1. The proposed parent organization should follow all policies and procedures of the district including those referenced herein.
2. The following stipulations are to be observed and should be included in the constitution and by-laws of the organization:
 - a. The group shall be nonpartisan and nonsectarian in membership and purpose.
 - b. Once approved, membership in the group must be open to all parents who have pupils in the school as well as to teachers and administrators.
 - c. Any membership fee shall be a reasonable amount.
 - d. The officers of the group shall be elected annually by popular vote.
 - e. The principal or designee of the school shall not be a member of the executive committee of the parent organization.
 - f. The procedures of the parent organization shall be governed by Roberts' Rule of Order or a similar code. Minutes of the meetings shall be kept and read for approval at succeeding meetings. Actions taken by the executive committee shall be reported to the membership at large.
 - g. All regular meetings, executive board meetings and committee meetings of local parent groups which involve the participation of the principal and/or other school personnel shall be held at the school. Any exceptions shall be approved by the principal or designee.

Appendix 3 **Sample Board Policy**

Board Policy 1230 (a) COMMUNITY RELATIONS

1. Recognition of Organized Booster & Parent Groups
2. The Board of Education recognizes the importance and value of relationships between the school and parent groups which are dedicated to the welfare of all students and are organized for supporting the school's educational and extracurricular programs.
3. The Board has the legal responsibility and authority to ensure that all formal extracurricular activities in which students of the District are involved are appropriate and consistent with the education of all such students and with provisions of the Education Code and other laws.
4. The Board encourages the promotion of community participation and supports the establishment of parent groups, Booster Clubs, alumni, and other groups which may be organized to promote and support an activity or activities in the best interest of students.
5. The Board recognizes that these organizations are separate legal entities, Independent of the school and District. However, to protect the District and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the District in accordance with Education Code 51521.
6. Principals, teachers, and other staff are encouraged to assist parents in organizing active organizations and channeling their energies toward programs which are mutually beneficial to schools and the community.
7. Such organizations shall be recognized only if they comply with all conditions and regulations of this policy.
 - 7.1 The principal at each school, with the cooperation of parents and faculty, shall determine the type of organization or organizations they feel meet the needs of the students in their school.

PTAs are automatically approved but must follow the application process and all other rules and regulations.
 - 7.2 The Board requires all recognized school support groups to have a written constitution and bylaws.

Appendix 4

Sample Application for Booster Club/ Parent Organization

Booster clubs/parent organizations and their officers or operators will agree to indemnify, defend, and hold harmless the District, its Board Members, officers, agents, teachers, staff or any other employees from any damage injury or harm involving any student, parent or third party arising from or which occurs in any way as a result of or related to the booster club /parent organization activities regardless of location, including every claim or demand made, every liability, loss, damage, or expense, of any nature whatsoever by any student, parent or third party which may be incurred by reason of death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense which may have been sustained by the booster club/parent organization or its representatives or participants, including any corporations, District employees, firm or corporation employed by the booster club/parent organization which arises from negligence or misconduct on the part of the booster club/parent organization, its representatives, students or participants, or which in any way is related to booster club/parent organization activities, regardless of date, time or location.

Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations, including the applicant participating in booster club/parent organization activities or conduct related to booster club/parent organization activities, or otherwise arising from any act of neglect, default, omission, negligence or willful misconduct of the applicant, its members, or any person, firm or corporation employed by the applicant, either directly or by independent contract, and attributable in connection with the activity covered by this agreement, on or off District property and during or outside of school hours.

Booster clubs/parent organizations, at their own expense, cost, and risk, shall defend any and all actions, suits or other proceedings that may be brought or instituted against the District, its Board, officers, agents, or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its Board, officers, agents, or employees in any action, suit or other proceedings arising out of the booster club/parent organization activities.

ACKNOWLEDGED BY BOOSTER CLUB/PARENT ORGANIZATION PRESIDENT:

Name School Site: _____

Name Club/Organization _____

Print Name: _____

Signature: _____ Date: _____

Maintain a copy of this form for your reference

Please return a signed copy of this form to the school site administrator

Appendix 5
Sample District Booster Club/ Parent Organizations
Acknowledgement Form

As an elected officer to a booster club I parent organization operating within the District, I certify that I have read the District Guidelines for Booster Clubs/Parent Organizations. I understand the procedures outlined in the Guidelines Manual and will adhere to the instruction. At any time should I have questions regarding policies or procedures, or the information outlined in these guidelines, I will contact the school site administration for clarification or further instruction. I further understand that the information provided in this manual is not intended to be specific or all inclusive. It is the responsibility of the booster club/parent organization to fully understand all laws that govern the operation of your group.

Where necessary, the booster club/parent organization will seek competent professional financial and tax advice for accounting and filing requirements. The District assumes no accountability or liability for the operation and management of booster clubs/parent organizations. I understand that as an officer of the booster club/parent organization, and member of the executive board, I am required to ensure the procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances, and statutes applicable to the club/organization. I further understand and accept that I am legally obligated to be prudent and reasonable in conducting myself to help preserve and protect the organization.

Signature: _____

Printed Name: _____

Parent Organization/Booster Club: _____

Office Held: _____

Maintain a copy of this form for your reference

Please return a signed copy of this form to the school site administrator

Appendix 6 **ASClP-B Coverage Overview**

Although booster clubs, auxiliary organizations, non-parent and parent-run foundations, and parent-teacher organizations support the district's educational and extracurricular programs through their fundraising efforts, the ASCIP general liability Memorandum of Coverage (MOC) does not afford coverage to such groups that are not controlled by the district. In order to protect the district ASCIP offers an optional group purchase insurance program for Booster and Foundation's, ASCIP-B. This is a separate policy from the MOC and is purchased by the district. This coverage provides liability coverage (subject to the terms, conditions, and exclusions of the policy) for the operation of booster clubs and auxiliary groups which have been formed to support their district's educational or extracurricular programs.

Coverage Provided and Limits

Commercial general liability insurance protecting the district's booster club, parent-teacher organization, auxiliary organization, parent-run foundation and nonparent-run foundation's non-hazardous events - on and off campus -against third party claims for bodily injuries or property damage *subject to certain limitations including the exclusion of abuse or molestation claims.*

To see complete coverage, terms, conditions, limits, and exclusions visit the ASCIP website at [Optional Coverage ASCIP B Boosters and ASCIP B Foundations.](#)
To secure coverage contact ASCIP's Insurance Operations Manager at (562) 404-8029.