

# **BOOSTER HANDBOOK**



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**<http://www.carlsbadhs.schoolloop.com>**

## **VISION STATEMENT**

Carlsbad High School will provide a supportive, engaging and challenging education for every 9th through 12th grade student. Standards-based instruction and materials will be used to promote high levels of student learning in academic areas that include the arts, technology, and vocational skills. Remediation for at-risk students and extensions for advanced learners will be provided. Students, staff, and the larger community will work together to develop an environment where diversity is celebrated. These opportunities will promote supportive, engaging, and challenging avenues that will lead students toward rewarding careers, lifelong learning, and a successful quality of life.

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## A CULTURE SHIFT

**Below is a series of excerpts taken directly from the pages of this Booster Handbook. They address specific issues that often arise in various booster programs. If you would like more information on the particular topic, please reference the page number indicated.**

“The role of a Booster Club is to be supportive of programs rather than to influence the direction or content of program...” (Page 6)

“To help maintain the communication and relationship between the school district and the booster clubs there will be quarterly meetings put in place. At these meetings we will make sure that everyone is on the same page with the changes for the new school year.” (Page 6)

“Reimbursements should be distributed only if the coach provides a proper invoice or itemized receipt...” (Page 8)

“The boosters decide how the money should be spent, however, this is usually done under the coach/advisors direction... The head coach/advisor should make spending decisions collaboratively. The coach/advisor should attend budget meetings in order to help make decisions. All invoices need to be approved PRIOR to purchase.” (Page 8)

“Please keep in mind when budgeting and planning expenditures that we are not running college or club type programs. Optional costs should be kept at a minimum to ensure maximum potential for participation.” (Page 8)

“Board positions are yearly positions, and will be revisited each year. The parents involved in the current program will have voting rights, only to select the board. Elections are to be done in June, the previous school year. (Page 7)

“During the off-season, the booster club may pay a coach, but only up to 49% of the total amount of profit. 51% must be used for the athletes competing. The maximum amount is the same as their regular season stipend. Ex. If the coach coaches basketball, they can make that stipend for 2 season other than the season they coach for the school, but not more. All Coaches will receive a 1099 form from their booster club for the coaches stipends.” (Page 9)

“The athletics office has a current list of booster officers. Please inform the athletics office when booster officers change.” (Page 9)

“Any communication that is being sent to parents or students pertaining to the topic of money (donations, costs, etc.) must be sent to administration PRIOR TO DISSEMINATING to your group. Failure to do so will result in group sanctions imposed by school site administration.” (Page 10)

“Evaluation of athletic staff, non-athletic coaches/directors resides with the athletic director and school administration.” (Page 17)

“The biggest myth surrounding high school athletics is that there is a cause-effect relationship between a parent complaining and student playing time. Coaches play the athletes who deserve to play because the athletes are members in good standing and have proven themselves on merit.” (Page 22)

“The students alone do not dictate the success of the competitive program. It is a joint venture for all stakeholders. If the contribution of any group is less than total, the entire program stands to lose.” (Page 25)

“Parents who have, or have heard about, issues regarding the program should speak to the head coach immediately. Rumors and misinformation that is allowed to circulate can be one of the most destructive and divisive items on a high school campus.” (Page 25)

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## BOOSTER CLUB ORGANIZATION

The Board of Education recognizes parents may wish to organize Booster Clubs for the purpose of supporting school or district programs which provide a source of positive involvement for students.

The Board is supportive of such activities and welcomes the interest and participation of parents in various aspects of student life. The Superintendent is directed to develop regulations that will establish a school-Booster Club liaison; provide for the acceptance of gifts; establish the principle that the clubs are not functions of the school or district; and ensure, if possible, the co- and extracurricular programs are kept in proper balance.

**The Board requires Booster Clubs to function as organizations independent of the school district. The role of a Booster Club is to be supportive of programs rather than to influence the direction or content of programs.**

To help maintain the communication and relationship between the school district and the Booster Clubs a yearly meeting will be held. At these meetings we will make sure that everyone is on the same page with any potential change in policies or practices throughout the school year. It is mandatory that the Booster Club president and treasurer attend this meeting. If requested by the school a Booster Club president and treasurer may be required to attend additional meetings. If a Booster Club board is in flux or in an off season cycle at the time of a scheduled meeting, Booster groups should ensure that a representative is present to communicate necessary information back to their respective Booster organization.

### PURPOSE

The purpose of this handbook is to help parents, Boosters, and community members understand school and district policies and to operate in a unified manner. It has complete information regarding school programs. Information on Booster Club organization, financial guidelines, and questions regarding student eligibility and coach certification are included.

### PHILOSOPHY

Booster Clubs provide necessary and valuable services to many clubs, organizations, and athletic teams at Carlsbad High School. The goal of Booster Clubs is to support the programs both emotionally and financially. Coaches, Advisors, and Boosters are asked to keep the following things in mind when working with the district or school:

- The school and Booster Clubs should do everything possible to inform parents of potential costs for involvement in co- and extra-curricular activities. Parents new to Carlsbad are often very surprised to learn how expensive participation in these activities can be. One of the primary considerations of the Booster Club should be those families unable or unwilling to financially support co- and extracurricular programs. Students will **never** be denied participation because they are unable to donate. Booster Clubs should budget for all students in need. Donation rates vary by program and season.
- Booster Clubs are organized to assist a program. Members perform many voluntary tasks during the course of the year. Whenever possible (at banquets, team dinners, etc.), they should be recognized for their hard work.
- Parents in the Carlsbad community have a keen interest in the co- and extracurricular programs and in all students having a positive experience with their involvement. Coaches and advisors should always be truthful with students and parents when assessing any situation.

- Communication is crucial! Practice and game schedules should be provided as soon as possible and parents should be notified promptly of any changes. Coaches should be prepared to discuss the status of a student at appropriate times; often by appointment.
- Booster Clubs are not under the direct control of the school district; rather, they function under their own elected board of directors with a faculty/staff/coach or staff advisor. Booster Clubs should reflect school and district guidelines and accept their role as being supportive of programs, not one of influencing direction or content.
- Parents do not have to pay to join a Booster Club in order for their students to participate in any program. Boosters may solicit membership to support the programs, but parents do not have to join.

### **BOOSTER CLUB MEMBERSHIP**

Membership is open to any stakeholder who wishes to participate; however, voting rights are determined by individual Booster Clubs and *should be* restricted to those members who have current students who are participating in the program. Booster Clubs should clearly define membership and voting rights within their respective bylaws and should (at minimum) have a president, vice-president and treasurer. Board positions are yearly positions, and will be revisited each year. The parents involved in the current program will have voting rights, only to select the board. Elections are to be done in June, the previous school year

## FINANCIAL GUIDELINES

Booster Club accounts are not run through the school district or the school ASB. Booster Clubs at Carlsbad High School must be approved by the Carlsbad Board of Education. Booster Clubs are required to operate their own bank accounts that are not subject to school audit. The Boosters decide how the money they raise will be spent; however, this is usually done under the coach/advisor direction. Please keep in mind when budgeting and planning expenditures that we are not running college or club type programs. Optional costs should be kept at a minimum to ensure maximum potential for participation. The following recommendations ensure clubs do not violate any rules and regulations:

- Fundraising and donation guidelines will be discussed at the first Booster Meeting of the year. We will discuss ACLU compliance and go over any questions that new and returning officers may have.
- Booster Club accounts should be established at a reputable banking institution. It is getting more difficult each year to open an account and the most likely scenario is that parents wishing to start a Booster Club will have to create a non-profit organization.
- Booster Club budgets should be created in consultation with the head coach/advisor. Usually, the coach/advisor creates a prioritized “wish list” from which the Boosters operate. The Boosters then conduct their fundraising activities to meet the needs of the program. The head coach/advisor and the Booster Club should make spending decisions collaboratively. The coach/advisor should attend budget meetings in order to help make decisions. All budget issues and spending decisions should take place at Booster Club board meetings.
- Every account should be setup to require two signatures at some point in their prescribed processes for any withdrawal (whether internally, or on the actual check). No coach or advisor may be a signer on a Booster Club account. Boosters should never write a check to a coach unless it is a reimbursement for something used in the program. **Reimbursements should be distributed only if the coach provides a proper invoice or itemized receipt** and an expense reimbursement form is completed and submitted to the Club Treasurer (if required by Booster Club).
- All disbursements (payments) should be made by check and no checks should ever be made out to “Cash.” Boosters should not release checks without the proper supporting documentation. Whenever possible, checks should first be authorized through a process devised by the Booster Club. The Booster Club treasurer should maintain a record of all receipts in preparation for an annual audit.
- Treasurer reports, budget updates, and financial reporting should be kept current. Members should be updated at all Booster meetings or in a timely manner upon request. Accurate record keeping is essential for Booster Club operation.
- If the Booster Club pays for an assistant coach, the money is paid to the district and the coach is paid through payroll from a stipend form. Boosters cannot write checks to individuals for coaching services. **ONLY THE DISTRICT CAN EMPLOY COACHES AND ADVISORS DURING THE SEASON.** -Booster Clubs who are paying for certificated or classified coaching positions must submit stipend forms as follows:
  - Certificated employees’ stipend forms shall be submitted to the Personnel Department for payment processing by the 10<sup>th</sup> of the month for payment on the last working day of the month.
  - Classified employees’ stipend forms shall be submitted to the Personnel Department for payment processing by the 15<sup>th</sup> of the month for payment on the 10<sup>th</sup> of the following month.
  - Please keep in mind that Booster Clubs cannot directly pay for “Human Services.” during the season of sport. Any person who works in close proximity to our students must be paid through the Personnel process.

- o During the off-season, the booster club may pay a coach, but only up to 49% of the total amount of profit can be used for payment of coaches. The maximum amount is the same as their regular season stipend. Ex. If the coach coaches basketball, they can make that stipend for 2 seasons other than the season they coach for the school, but not more. All Coaches will receive a 1099 form from their booster club for the coaches stipends.
- When scheduling banquets and special events for which the Booster Club is responsible, contact the Athletic Director once the school year begins (regardless of the sport) for the blackout calendar list. Boosters need to check with this list to ensure that multiple large activities are not scheduled on the same date and to assist with staff availability. The Athletics office also keeps a list of current Booster officers. Please inform the Athletics Office when Booster officers change.
- **Insurance is required** if the Booster group is on campus and doing any kind of fundraising activities, etc.. Please review the "Use of School District Facilities" section in this handout for more complete details on requests, insurance certificates, and permission for activities.

### BOOSTER CLUB ATM CARDS/CREDIT CARDS/CASH

In order to protect coaches, Booster representatives, and any other members who may utilize club funds from accusations of fraud, the Carlsbad Unified School District does not allow Booster Clubs to keep a club credit or ATM card and strongly discourage the use of cash for any expenditure your club makes.

### SOLICITATIONS ON SCHOOL PREMISES

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.*

California Education Code section 51521, also for K-12 school entities, discusses solicitations on behalf of a school.

Ultimately, the K-12 school district's superintendent and governing board have complete authority over whether any such activity occurs on school district property. Thus, obtaining written permission for any such activities is of primary importance. Written permission must be obtained through completion of a facilities request form.

## FUNDRAISING

The Board has granted permission for Booster Clubs to conduct fundraising on behalf of school programs as long as certain parameters are met. Any communication that is being sent to parents or students pertaining to the topic of money (donations, costs, etc.) must be sent to administration PRIOR TO DISSEMINATING to your group. Failure to do so will result in group sanctions imposed by school administration. The Carlsbad High School Athletic Director must approve all aspects of any fundraiser. See appendix for Booster Club fundraiser “ownership” list. The following items must be understood prior to developing a fundraising program:

- Student body funds must be used to promote and finance worthwhile extra- and co-curricular activities. Money raising projects must, in general, contribute to sound educational principles and must not be in conflict with the ideals of the educational program.
- There is a clear delineation that defines ASB versus Booster Club fundraising. Fundraising that involves only students in selling, marketing, or collecting must have the funds deposited into the ASB account. Money generated by the Boosters must be the result of activities planned, operated, and run by the parents. Basically, students selling to other students or staff during the school day is an example of ASB fundraising. After school and weekend fundraising may be deposited into Booster accounts. Candy sales during school hours are no longer allowed by State Law.
- The CHS Athletic Department is the ONLY group that is allowed to host Sports Physicals as a fund-raiser. Booster Clubs are encouraged to have their students participate in this event to raise funds to pay for officials and school related athletic costs.
- Boosters may donate to an ASB account, but student money may not be used or transferred to Booster accounts. Any money that Boosters donate to student accounts becomes advisor controlled and cannot be influenced by any Booster organization.
- In an effort to prevent fraud and unfair competition, the Activities and Athletic Director must approve any fundraising in which Carlsbad High School is represented. Booster and ASB groups should schedule all of their fundraising through the Athletic/Activities Office to prevent competition. Booster or ASB groups wishing to fundraise on campus must submit a fund-raising form for approval. Groups will be notified within 10 school days if the fundraiser was approved.
- Any material that is being distributed on campus for a Booster Club must be submitted for approval. Once a group “owns” a fundraiser, other groups are prevented from doing the same one, without permission from the Assistant Principal in charge of Activities. (see appendix for list).
- Money generated from ticket sales at any school athletic event, performance or activity must be deposited into the appropriate ASB account. Pre-numbered tickets and cash boxes for these events must be checked-out from the Activities Office and a ticket management form must be completed for each cash box distributed. Tickets and money must balance at the end of an event. Boosters may operate concession stands at school events with prior permission, understanding protocols (See Page 11), and insurance if any food sales, BBQ’s, etc., are included. It is important that the ticket control sheets are filled out completely and accurately. If there are repetitive problems with control sheets being inaccurate then the

Booster group will be responsible for paying for a ticket taker and seller at every home event.

- If your group hosts a tournament, a list of all schools participating in the tournament must be submitted to the Activities Office and all tournament entry fee checks must be deposited into ASB. ASB must pay all officials and referees from this tournament entry fee money, not the general Athletics Gate account. If this event is a fundraiser refer to the "Use of School District Facilities" section of the book. Due to state law, no "fundraising" or "give away" is allowed.
- **Pursuant to California law**, no food sales of any kind, including bake sales, may be conducted during school time. School time is defined as being from 7:00 a.m. -3:00 p.m. each day school's in session unless there is a minimum day.
- Advertising banners may be used as a fundraising tool but are subject to strict guidelines. Signs may be displayed at home games or matches during the season of sport only on the inside walls of the gym and pool area, and on the inside fences of athletic playing fields during the time of that specific co-curricular activity. Banners must be taken down at the conclusion of each season. The Athletics Director must approve the banner contents and desired location.
- The Carlsbad High School ASB Director or Athletic Director must approve all aspects of any fundraiser.

#### Concession Stand Protocol

1. All food and beverages will be secured and sealed.
2. The concession stand will be completely cleaned and sanitized after each use.
3. If the concession stand is not cleaned and sanitized after each use, they group using the facility will be charged and lose the privilege. Although custodial is a charge, it is designed for floor, and basic cleaning. The dishes, food, etc. should not be stored in the concession area unless it is cleaned and sanitized. DO NOT LEAVE dishes or food anywhere uncovered or not secured.

#### REGULATIONS GOVERNING BOOSTER CLUBS THAT CONDUCT FUND-RAISING

California Education Code section 51521 requires that all organizations that conduct fund-raising to benefit clubs, schools, students or the district at the K-12 level have prior approval from the school district's governing board or the board-assigned designee. The code states the following:

*No person shall solicit any other person to contribute to any fund or to purchase any item of personal property upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.*

## USE OF SCHOOL DISTRICT FACILITIES

School facilities may be reserved and used for a fee which is calculated based on which part of the campus is requested. Your Facilities Use request form must include the days(s) and hours(s) of the event, and the type of user group. The District will determine the custodial/restroom coverage needed **and insurance is always required**. All information and regulations regarding use of facilities are available in the Facilities Office during the school year. It is important to not wait until the last minute to request a facility or seek insurance. We recommend that you start the process no less than 90 days in advance of the event to ensure timely processing of your paperwork. We also recommend that you speak with Secretary in charge of facility request or the Athletic Director prior to submitting paperwork to ensure the requested facility is available. The District must review the application, assign and have fees paid, and have your insurance certificates on file in order to approve your application.

CHS facilities may be used year-round, and the process for reserving facilities at the high school is handled by different staff members, depending on the time of year. During the school year, Carlsbad High School facilities are scheduled through the District Office @ 760-331-5000. During the breaks and especially over the summer, please contact 760-331-5078 or email Amanda Waters, Athletic Director, at [awaters@carlsbadusd.net](mailto:awaters@carlsbadusd.net). The secretary that works in the summer also has access to these forms. Facilities Use forms may be obtained from either person.

Remember, the Booster group must seek approval for the Use of the Facilities for the type of event proposed. High risk events are likely to be denied, and all events or fundraisers (including simply selling open or made to order food, whether cooked on-site or not) do require insurance for everyone's best interest.

**Insurance:** Any on-campus Booster activity that is more involved than a simple meeting will require proof of liability insurance (\$1,000,000.00), and CUSD must be named as an additional insured on the certificate. This insurance is mandatory, protects all parties involved, and will not be waived under any circumstances. For information on where to obtain insurance for your Booster group, please contact Amanda Waters, Athletic Director at [awaters@carlsbadusd.net](mailto:awaters@carlsbadusd.net).

Anytime a Booster Club holds an event there should be a facility use form on file, fees paid and proper insurance on file. In some cases classified personnel will need to be on staff for an event, in which case it would be the responsibility of the Booster Club to pay overtime for the employee.

## BANQUETS

Most teams and groups conduct end-of-the-season or end-of-the-year banquets. All team/group banquets are under the direction of the head coach/advisor of the program. Many times, head coaches share this responsibility with Boosters. Boosters who plan banquets should keep the following things in mind:

- The first step in organizing a banquet is to select a date. **All banquet dates must be approved by the Athletic Director** to avoid conflicts with other scheduled banquets or school activities. The Activities and Athletic Offices maintain a "Blackout Date Calendar" to prevent numerous events on one date. Conflicts are particularly acute in December, May and June.
- **Once the date is secured**, site selection is the next step. The room should be big enough to accommodate the anticipated crowd with room available for award tables and video screens if necessary. The cost of the banquet should be appropriate for family budgets. Although some banquets may require more, \$15 or less is considered to be reasonable. Since all team members must be allowed to attend, provisions must be made to cover the costs of students who need financial assistance.

- Organizers of banquets should be conservative with menu selection. Chicken and pasta are the safest bets. Seafood should be avoided. Choosing “kid-friendly” food should also be at the forefront.
- Awards are the domain of the head coach/advisor. Most of the time, award titles are the same from year-to-year. The Athletic director should receive the names of award winners from the head coach at least **ten working days prior** to the banquet.
- When speaking at a banquet, coaches need to prepare a script for the evening. This script should include a section thanking parents and Boosters for their contributions to the program. A script ensures accuracy of comments and will help avoid long, rambling comments that lengthen the evening unnecessarily, potentially damaging a positive event. It is imperative that coaches prepare properly for player introductions and accomplishments. Banquets are the time to celebrate the season, not dwell on areas of improvement or mistakes made.
- At least one academic award (top GPA, most improved student, etc.) should be an annual presentation at every banquet. Don't hesitate to invite the administrative designee to present this award.
- Banquets may be held at Carlsbad High School.
- Banquets may NOT serve alcohol.

## COACH PAY

### **CIF Green Book Rule 503, F: Coaching Compensation in Season**

A coach shall not be reimbursed for coaching services from any source other than school funds without the approval of the school's governing board, nor be subject to any bonus arrangement dependent upon the success of the school's team

### **CIF Green Book Rule 503, F, 2.: Penalty for Non-Certification & Improper Compensation**

Any team, coached by an uncertified person, or by any person receiving any part of the salary for coaching other than school funds without the approval of the school's governing board is ineligible under California Interscholastic Federation rules.

**As was previously mentioned, all in season coaches must be paid per the CUTA contract and via the CUSD District Office.**

Every coach must be identified with one of the following positions listed below. To add any new coach, you must follow the section in this book entitled "Hiring Process for Walk-on Coaches" on page 11. Adding additional positions to your group's list requires Booster minutes to be submitted to the Assistant Principal of Activities and Athletics; this includes, but is not limited to, non-CIF groups as well band, choir, cheer and dance.

| <u>Football</u>                           | <u>Stipend</u> |   |
|---|----------------|---|
| Head Varsity                              | 4,272.30       |   |
| Asst. Varsity Coach                       | 3,204.23       |   |
| Head Jr. Varsity Coach                    | 3,631.46       |   |
| Jr. Varsity Asst. Coach                   | 3,204.23       |   |
| Head Freshman Coach                       | 3,631.46       |   |
| Asst. Freshman/Sophomore Coach            | 3,204.23       |   |
| <br><u>Basketball</u>                     |                |   |
| Head Varsity                              | 3,631.46       |   |
| Asst. Varsity                             | 2,136.15       |   |
| Head JV Coach                             | 3,204.23       | 1 |
| Head Frosh/Soph, Freshman or Novice Coach | 3,204.23       |   |
| <br><u>Baseball/Softball</u>              |                |   |
| Head Varsity Coach                        | 3,631.46       |   |
| Asst. Varsity                             | 2,136.15       |   |
| Head J.V. Coach                           | 3,204.23       |   |
| Head Freshman Coach                       | 3,204.23       |   |
| <br><u>Swimming</u>                       |                |   |
| Head Varsity Coach                        | 3,631.46       |   |
| Asst. Varsity Coach                       | 2,136.15       |   |

Water Polo

|                       |          |
|-----------------------|----------|
| Head Varsity Coach    | 3,631.46 |
| Asst. Varsity Coach   | 2,136.15 |
| Head JV Coach         | 3,204.23 |
| Head Frosh/Soph Coach | 3,204.23 |

Track

|                    |          |
|--------------------|----------|
| Head Varsity Coach | 3,631.46 |
| Asst. Varsity      | 2,136.15 |

Volleyball

|                     |          |
|---------------------|----------|
| Head Varsity Coach  | 3,631.46 |
| Asst. Varsity Coach | 2,136.15 |
| Head JV Coach       | 3,204.23 |
| Head Frosh Coach    | 3,204.23 |

Tennis

|                     |          |
|---------------------|----------|
| Head Varsity Coach  | 3,204.23 |
| Varsity Asst. Coach | 2,136.15 |
| Head JV Coach       | 2,777.00 |

Cross Country

|                       |          |
|-----------------------|----------|
| Head Varsity Coach    | 3,204.23 |
| Asst. Varsity Coach   | 2,136.15 |
| Head Frosh/Soph Coach | 2,777.00 |

Golf

|                    |          |
|--------------------|----------|
| Head Varsity Coach | 3,204.23 |
| Head JV Coach      | 2,777.00 |

Soccer

|   |          |
|---|----------|
| Head Varsity Coach                        | 3,631.46 |
| Varsity Asst. Coach                       | 2,136.15 |
| Head JV Coach                             | 3,204.23 |
| Head Frosh/Soph, Freshman or Novice Coach | 3,204.23 |

Wrestling

|                     |          |
|---------------------|----------|
| Head Varsity Coach  | 3,631.46 |
| Varsity Asst. Coach | 2,136.15 |

Lacrosse

|                                 |          |
|---------------------------------|----------|
| Head Varsity Coach              | 3,631.46 |
| Varsity Asst. Coach             | 2,136.15 |
| Head F/S Coach/JV Coach, Novice | 3,204.23 |

Dance

|                    |          |
|--------------------|----------|
| Head Varsity Coach | 3,204.23 |
|--------------------|----------|

|               |          |
|---------------|----------|
| JV Head Coach | 2,777.00 |
|---------------|----------|

Cheer

|                     |          |
|---------------------|----------|
| Head Varsity Coach  | 3,204.23 |
| JV Head Coach       | 2,777.00 |
| Freshman Head Coach | 2,777.00 |

Surf:

|                         |          |
|-------------------------|----------|
| Head Varsity Surf Coach | 3,204.23 |
| JV Head Coach           | 2,136.15 |

Coaches can be paid at the end of the season for off season work through boosters, but the contract and payment process must be followed. The uniform salary schedule has been created by the district office and must be followed at all times, including the off season.

The district does not fund all positions listed (call Athletic Director for specific details). Booster-funded positions will have BOTH employee tax contributions and employer tax contributions deducted from the Booster check. Additional employer tax contributions can be paid by the Booster group to ensure walk-on coaches receive the same gross earnings as district-paid positions. Walk on coaches may not receive more than three "seasonal" stipends per year. Please contact Rachel Austin at 760-331-5030 at the District Office for exact amounts.

**The school requires 15 working days prior to the end of the season to process their paperwork to reach the District Office by the due date. Coaches will only be paid at the end of their season. Booster club can pay the coaches for the off-season, but must give the coach a 1099 to do so.**

**FURTHER CLARIFICATIONS IN REGARDS TO COACHING STIPENDS:**

Stipends are the maximum amount a coach can earn for coaching services during a season of sport. "Season of sport" is defined as Practice Begins and Date of Last Contest of Fall, Winter and Spring sports as published in the CIF Green Book. In season coaches may not receive any additional compensation or bonus beyond the approved CUSD stipend sheet for coaching services. Boosters may pay stipends for coaches beyond the allotted district stipends, but those stipends may not exceed the CUSD approve stipend schedule. The maximum amount a coach may receive for a year of sport (Fall, Winter, Spring) is equivalent to three "in season" coaching stipends (see above chart). For example, if a boys' water polo coach receives a \$2,400 stipend for winter, he may receive an additional \$2,400 for fall and \$2,400 for spring from the Booster Club.

Walk-on Coaches conducting off-season non-summer programs may request compensation up to but no greater than the approve CUSD stipend for any "season of sport". On Campus certificated coaches that have a release period may not receive additional compensation for their "physical education" hours, but may receive Booster compensation if time beyond the "PE" class is held.

## **CIF PAY**

Varsity positions funded by the district receive CIF playoff stipends. Booster organizations wishing to pay additional CIF stipends to coaches who do not receive district funded CIF stipends are to use the following formula: 10% of your total stipend for making the playoffs, and another 10% if you make the finals.

CIF pay can only be paid after regular and CIF competition have concluded and is paid after the regular season.

## **ENDS OF SEASON COACHES GIFTS**

Any gifts presented to a coach at the end of the season should be no greater than \$499.99 per CIF Green Book Rule 805.

CIF Green Book Rule 805: Any gift, or total of gifts, sponsorships or contributions, valued at \$500.00 or more to an Athletic program, teacher or coach.

- A. Information on any gift, or total of gifts, sponsorships or contributions of \$500.00 or more yearly to an athletic program, team or coach which is meant to support that program, team or coach must be reported to the governing body or administrative officer responsible for policy development related to athletics.
- B. If requested, a record of gifts, contributions or sponsorships must be made available to the section to which the school belongs and to the State CIF. Such a record should include the date and amount as well as a copy of any existing contractual obligations related to the gift, contribution or sponsorship, and a clear record of the disbursement of the funds.

## **CERTIFICATION OF COACHES**

Title V of the California Education Code governs schools and districts as to how they hire coaches. It sets standards that all coaches, certificated and walk-on, must meet. All coaches must meet the following standards and criteria and meet with Personnel Services for Orientation prior to working with students:

- Submit a completed application to the Athletic Director.
- Submit a completed Employment Agreement Form to the Athletic Director.
- After the Athletic Director has processed site paperwork it will be forwarded to Personnel.
- Personnel will call the coach to set up an appointment at the District Office (6225 El Camino Real, Carlsbad, CA 92009) to pick up an employment packet and the District required fingerprint form.
- If the coach does not have a valid California teaching certificate, use the Pre-Employment Checklist to walk thru the entire ASCC process until State confirmation can be downloaded.

- Personnel will call coach after District fingerprints have cleared to make an orientation appointment.
- At orientation, the coach will present a valid first aid and CPR certification, the negative results on the TB test, a copy of the State confirmation, a Driver's License, and original Social Security Card.
- Complete an online concussion training
- Complete the Fundamentals of Coaching class at the [nfhslearn.org](http://nfhslearn.org)
- Show expertise in the specific sport *or activity*
- Have prior experience with age group coaching
- Have experience in the psychology of competition
- CIF certification

There are many ways to accomplish and verify the preceding requirements. All of these must be completed prior to working with CUSD students. The principal or designee makes coaching assignments. The athletic directors and group advisors advise the administration on the selection of coaches. Potential coaches have approval of the Athletic Director before their application is forwarded to the district.

**Coaches MUST be cleared by Human Resources in order to have any contact with students or get paid!** Personnel will issue an Authorization to Work to the Principal and AD when the coach has completed all items. If you have a question about a coach being clear please contact Rachel Austin at 760-331-5030.

### EVALUATION OF COACHES

Evaluation of the athletic staff and non-athletic coaches resides with the athletic director and the school administration. Booster Clubs members do not typically participate in the evaluation process.

### HIRING PROCESS FOR ATHLETIC, CO-CURRICULAR, EXTRA-CURRICULAR COACHES AND ASSISTANTS (WALK-ON COACHES)

The school site may make a recommendation for hire. However, a candidate cannot begin working with students until he/she has completed the hiring process. Human Resources will notify the site when a candidate has been cleared for work with students.

For open Head Coach Positions, the Athletic Director will notify the Assistant Principal/Principal of a vacancy. The site must first determine if a qualified certificated teacher is capable to fill the position. If there is not a certificated staff member qualified for the position, Human Resources will post the opening. Interviews will be held at the site level. A recommendation for hire from the Athletic Director will be forwarded to Human Resources. The candidate must then complete the hiring process before beginning work with students.

The Hiring Process for assistant coaches is completed through a collaborative effort of the head coach, athletic director, and principal or the principal's designee. Once a candidate for a walk-on assistant is approved, the process outlined below will be followed:

1. The head coach must set a meeting with the new coach and the Athletic Director. Once approved by the Athletic Director, the Athletic Director will notify Human Resources of tentative appointment.
2. Human Resources will contact the candidate to begin the hiring process. The candidate must visit the HR office to start this process.
3. The hiring process will include the following:
  - Completed employee application
  - Fingerprint Scans with DOJ/FBI clearance
  - Proof of CPR Certification
  - Proof of First Aid Certification

- Proof of TB Clearance
- Concussion Certification
- CIF Certification

*After all is completed, a walk-on coach is approved to begin working with students.*

### **TRANSPORTATION/TRIP TRAVEL**

Buses are provided for all regular school day events for athletics. The only exceptions would be games for tournaments, during holiday breaks, or games on weekends. Buses are booked months in advance.

### **PARENTS DRIVING STUDENTS**

Year after year, it is noted that the use of buses for transporting students to and from events has benefits in many areas: safety, reduced traffic, and less pollution. At CUSD, safety is our highest concern, and the California Highway Patrol states that school buses are the number one safest form of transportation.

Parents who choose the option of transporting students themselves are taking on a great responsibility. Each parent must fill out a "travel with parent" form, which must be approved by the Athletic Director within 24 hours of the event. An exception may be made for emergency medical treatment or other extenuating circumstances, with Athletic Director approval.

### **EXTENDED TRIP INFORMATION**

1. The District expects that every effort will be made to attend meets, tournaments, performances, festivals, parades, camps, etc., located within Southern California (Orange, Los Angeles, Ventura, Riverside, San Bernardino and San Diego counties).

2. Exceptions may be allowed for "out of local area" travel if no comparable event exists in Southern California and the following criteria are met:

A. The idea for the trip is first approved by the site Principal before fund raising specifically for the trip or trip information is disseminated. The Principal must be involved in every aspect of the trip planning.

B. Trip must be justified (why, who, will it improve the program, prestigious, etc.). Indicate mode of travel (plane, auto, bus, etc.)

C. It is an invitational tournament, parade or performance and is basically not a sight-seeing trip. Total number of trip days versus number of performances/games will be part of the review.

D. All student members of the travel group can go regardless of ability to pay. Booster Clubs must fundraise so everyone who wishes to go can participate in the trip.

E. All student safety and liability issues are addressed to the District's satisfaction. All out-of-state travel requires that an administrator accompany the trip unless waived by the Superintendent.

F. The Chief Academic Officer has final approval. However, large group and/or distant travel also requires Cabinet review and approval.

G. Timely submittal is required (three- to six-month lead time). Proposed trip requests seeking District approval at the last minute will be deemed examples of poor planning, and absent a compelling reason will usually be denied.

H. Booster Clubs planning out of state trips are required to have an administrator travel with the group. When fundraising for such trips, Booster Clubs should include costs for administration to attend (hotel, travel, etc.)

### **TRIP TRAVEL STUDENT/PARENT RESPONSIBILITIES**

Carlsbad High School is proud to have student representatives at various conferences, camps, and athletic competitions around the country and around the world. Continued success and viability of these trips is dependent on students and parents demonstrating proper conduct while traveling. While the students represent Carlsbad High School at any school related trip, all school rules, Education Code sections, and board regulations are in effect. The following section should be reviewed with all students. When indicated, please refer to the attached Education Code sections and CUSD Regulations. If you have any questions regarding any of this information, please call Amanda Waters, Athletic Director at 760-331-5196.

### **STUDENT RESPONSIBILITIES**

All school rules, Education Code Sections, and CUSD Regulations apply at all times – including time away from competition or organized activities, and when under the supervision of chaperones. Please pay particular attention to the following Education Code Sections.

Drug and alcohol related violations of the Education Code [see Ed. Code Sections cf. 5131.6 - Alcohol and Other Drugs] will result in an immediate removal from all school related activities, and upon return to school, immediate suspension. In accordance with Board Policies and Regulations 5114 and 5118 the student will face the following consequences:

- Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.
- If the incident is a second offense the student will be recommended for expulsion from all schools within Carlsbad Unified School District..

Bullying and Hazing [Ed Code Section PC 245.6] are not permitted and will result in an immediate removal from all school related activities and possible suspension, expulsion, or involuntary transfer upon return to school.

In addition to suspension from school, involuntary transfer, or expulsion, code of conduct violations may result in suspension of school related activities and removal from the class, or classes related to these activities.

Students must also obey the following rules:

- Guests are not allowed in student rooms (only coaches, players, parents, chaperones)
- Students must be accompanied by a chaperone at all times
- Students may not swim in a pool or in the ocean unless there is a lifeguard on duty

## PARENT/CHAPERONE RESPONSIBILITIES

It is through the support of parents that we are able to sponsor trips and activities. Parents and chaperones that accompany students have a great responsibility. Any inappropriate behavior jeopardizes Carlsbad High School's ability to sponsor trips in the future. We ask that parents and chaperones follow these guidelines:

- All parents who travel and spend the night must complete a chaperone packet and should have current fingerprints on file with the district.
- All parents and chaperones must adhere to CUSD Board Policy/Regulation 6174 regarding Trip/Travel supervision
- All parents and chaperones may not consume alcohol during the trip
- All parents and chaperones must immediately report any problems and/or rule violations to the coach or supervisor
- Know all the relevant information regarding the trip, including destinations, timelines, itineraries, etc. The advisor/coach will review all the information with the chaperones prior to the trip.
- Understand all emergency rules. Know evacuation routes; keep all emergency and authorization to treat a minor cards, and emergency phone numbers handy.
- Make sure students follow instructions and remain in designated areas for supervision.
- On overnight field trips, chaperones may need to take turns staying up to patrol hotel hallways.
- Get to know all the students on the trip. This helps with the trust factor, but more importantly, it enables a chaperone to identify who belongs to the group. Sometimes teams take trips where other schools are present and these schools may have students who wish to "join" the CHS group. It is important for chaperones to know which students belong to Carlsbad.
- Make sure students do not leave the group. They should always travel in groups or with a designated adult chaperone.
- Parents who plan to chaperone events may want to become emergency first aid and CPR certified.

## ATHLETIC COMPLAINT PROCEDURES

People interested in the athletic program of the school may occasionally raise questions concerning the program and/or staff performance. Carlsbad High School uses the following procedures when dealing with athletic/program issues:

- When there is a concern, the student **must** initiate a conversation with the coach/advisor in which he/she calmly relates the concern. The coach/advisor will engage in the conversation in order to try to reach a positive resolution. This conversation may require an appointment made for a date and time which is mutually agreed.
- If, after speaking to the coach/advisor, the student feels that his/her concern/question was not answered, he/she can ask his/her parents to help. Parents should wait until practice or game is completed or make an appointment with the coach at a time that does not conflict with the coach's school duties, practice or competition schedule. These kinds of conversations should **not** take place immediately following a game or competition. At this meeting, parents have every right to discuss playing time, treatment of their students, etc., but it is inappropriate to discuss any other players. The biggest myth surrounding high school athletics is that there is a cause-effect relationship between a parent complaining and student playing time. Coaches play the athletes who deserve to play because the athletes are members in good standing and have proven themselves on merit.
- Meetings with the coach usually resolve any issue. If the issue is not resolved, parents may meet or discuss concerns with the athletic director. The athletic director will inform the school administration regarding the issues and the resolution of the situation. Non-athletic programs meet with school administration.
- In rare circumstances, parents may feel they need to meet with the school administration even after discussing the situation with the athletic director. At this point, a meeting will be set up with the student, parents, coach, athletic director, and the administration. School administration will give a detailed report to the principal regarding the outcome of the meeting.
- Sensitive personnel matters should be reported directly to the Athletic Director, or the assistant principal over student services.. All personnel matters will be handled in a confidential manner consistent with Carlsbad Unified School District policies as outlined in Board Regulations.

These procedures are not in place in an effort to "wear the parent out;" rather, they have evolved because personnel are hired to do certain things. Coaches are hired to run teams and programs and they are the ones who have the most knowledge. Athletic directors are in their roles because they love the school, the kids, and all of our teams, and they have experience dealing with the supervision of coaching staffs. The activities assistant principal is the principal's designee regarding all athletics and other competitive programs and has to be the most knowledgeable employee regarding CIF eligibility rules.

## SCHEDULING CONFLICT PROCEDURE

When a student is involved in several programs conflicts are bound to occur. The following will be the protocol for determining which event the student should attend:

| <u>Conflict of Events</u>  | <u>Priority</u>                           |
|--|---|
| Practice/rehearsal vs. game/performance<br>the student will attend | the game/performance is the event that    |
| Game/performance vs. "honors"<br>attend.<br>game/performance       | the honors event is what the student will |

Students need to be responsible and look to see potential scheduling conflicts. Some exceptions to the above will occur, but these guidelines will fit most circumstances. Students will sometimes need to make tough choices... sometimes a consequence will be the result of these choices.

## HOW TO BE A SUPPORTIVE PARENT

Being a parent of a high school interscholastic athlete or other competitive group member can be an extremely exciting experience. Carlsbad High School has students participating in over 25 different sports with over 45 levels of competition, as well as many other competition groups. Participating in this adventure with a student can and should be a cherished activity. Parental support is very important to these competitors, the high school, and the community.

The following are suggestions that may help promote a positive and productive experience for student competitors and their parents:

- Be positive. Being on a high school team is quite an accomplishment. Don't let playing time dictate the competitor's happiness. Celebrate the fact he/she was good enough to make the team. For example, of the 300 students who participate in youth baseball leagues, perhaps only 5-10 will be able to compete at the varsity level by their senior year. Each year a student remains on a team is a cause for celebration.
- Be supportive of the coaching staff in front of your student competitor. Nothing can erode teamwork faster than athletes/performers doubting the capabilities of their coaches. It can be a cancer that affects performance, confidence, and the edge needed to compete. Most teams are so evenly matched that many times it is this little extra that can spell victory or defeat. Coaches will listen, appreciate confidentiality, and give a timely response.
- Be part of a network. Whether a part of a Booster Club or not, parents can create very special relationships which are fostered over the careers of athletes and performers by socializing with other parents. This may take place at games, team meals, after-game parties, etc. Parents need support too! Be positive. If a parent is concerned about a "rumor" that is being spread, he/she should call someone to verify and clarify. Don't perpetuate a rumor by passing it on or by remaining silent about an issue that could affect a program.
- Be a Booster parent. Be satisfied with supporting the athletic or competitive group without ever thinking that you have to contribute time and/or resources to allow your student-athlete-performer to play. This is one of the two biggest false premises that are perpetuated from year to year. The other false premise is that if a parent complains to a coach/advisor, his/her child's playing time or position will be affected. A parent should donate to help make the experience for every student the best it can possibly be. Booster Clubs do make a difference, but the spirit should be focused on the total program.
- To say winning and losing is not important is untrue. If it were, we would not keep score. The higher the level of play, the greater the emphasis will be on being competitive. Carlsbad takes great pride in past accomplishments, but it is not the outcome of a particular game or season, which is important; rather, it is the process of becoming competitive that most student-athletes-performers relish. If, as an entire community, the goal is to strive for being consistently competitive, then success will take care of itself.
- Promote excellent sportsmanship. Parents should attend games/competitions and cheer for success. Game officials or judges do not favor one team over another and have nothing personal against any group. Yelling or cursing at officials or referees is unacceptable. Parents should also support the program by not criticizing coaching decisions at games. Parents have rights to their opinions, but voicing them inappropriately can never be construed as proper sportsmanship. Parents who demonstrate poor sportsmanship will be removed from a contest. Remember: positive cheers only.
- Keep things in perspective. Having lofty expectations for a student-athlete-performer is a normal, healthy, and challenging goal. In striving for these expectations, parents must be realistic. Not everyone will receive a college scholarship based on their competitiveness, nor should a student-athlete-performer's success be measured by a scholarship offer. Carlsbad has had a number of athletes/performers receive scholarships based on the hard

work of all stakeholders, particularly the students themselves. The coaching staff will assist interested students in finding an opportunity to continue competing at the next level, but they will never recommend a school at which the student cannot potentially be successful.

- Parents who have, or have heard about, issues regarding the program should speak to the head coach immediately. Rumors and misinformation that is allowed to circulate can be one of the most destructive and divisive items on a high school campus

The students alone do not dictate the success of the competitive program. It is a joint venture of all stakeholders. If the contribution of any group is less than total, the entire program stands to lose.

While we have a tremendous amount of support for Carlsbad students-athletes-performers and competitors by the coaches, teachers, administration, and school board members, it is our Parental support, that we consider to be the most important. Parents are the ones with the most vested interests in seeing their student have a positive experience.

## WHAT IS CIF?

CIF is the governing organization for interscholastic athletics for the state and is divided into ten sections ranging in size from six member schools (Oakland) to 515 (Southern Section). CIF is a principals' organization that establishes various committees to create and pass legislation. The CIF-SDS office, which is located in Balboa Park, near downtown San Diego, is staffed with a commissioner an assistant commissioner, as well as many assistants. Their role is to *enforce and interpret* legislation approved by the member schools. These commissioners do not create the rules. Parents should direct inquiries regarding eligibility or any other rules to the athletic director before calling CIF. Other competitive groups may or may not have a governing body similar to CIF. That organization's rules may play a role in some decisions.

## CASH HANDLING PROCEDURES

### BEFORE A FUNDRAISER/EVENT OCCURS

- Prepare a revenue potential
  - Budget document - projects sales, expenses, net proceeds
  - Establish procedures/guidelines for the event
  - Determine the most appropriate way to reconcile sales to revenue (create a paper trail from the point of collection to the bank)
  - Who will collect cash?
  - How many cash boxes will be used? How much change will be needed?
  - Who will cash and receipts be turned into at the end of the event?
  - Where will money be kept before it is taken to the bank?

### DURING THE FUNDRAISER

- Assign cash boxes/drawers to individuals that will be collecting cash.
- Assign a "supervisor" (should be an adult) to monitor the individuals collecting cash.
- Ensure that only individuals assigned to collect cash are collecting cash.

### AFTER THE FUNDRAISER

- Immediately after the event, have cash collectors re-count all monies collected and sign off on a coin and currency count sheet.
- Cash turned in should be accompanied by coin and currency count and the receipts from the point of sale.
- If the event occurs in the evening or over the weekend, make sure that the cash is adequately safeguarded before the deposit occurs.

### GENERAL GUIDELINES

- Use pre-numbered cash receipts, except when cash registers or ticket logs are used
- Record and deposit intact. Make sure deposits are complete and timely
- Establish a paper trail from the point of sale to the bank deposit
- Fundraising activities should be accompanied by a revenue potential

### CASHBOX

- Cash boxes with a predetermined amount of change should be checked out to individuals responsible for collecting cash
- A cash and coin count sheet should be kept with each cash box

- The amount of "start-up" cash should be noted on the cash and count sheet ahead of time, so that it is not included in the sales reconciliation

## **TICKET CONTROL WORKSHEET**

- When tickets are used to record sales, a ticket control worksheet should be used to reconcile the used tickets to the cash collected
- Record the beginning ticket number before the event occurs and record the ending ticket after the event is over
- Difference between the last ticket and the beginning ticket number will equal the number of tickets sold.
- Multiple the number of tickets sold to the sales price to determine the amount of cash that should have been collected.
- Treat the tickets like cash, and keep in a safe when not in use

### Recommendations:

- Use different colored tickets for differently priced items
- Record the beginning ticket number for **ALL** ticket rolls that will be used

## **BAKE SALES**

- Cash should be collected in a central location where individuals receive tickets.
- The tickets should then be collected at the actual booths or by the individuals selling the food items.

## **CARNIVALS**

- Consider the use of a ticket sales booth, so that cash can be collected and safeguarded in a central location
- Alternatively, each booth should keep a tally sheet or receipts for all items sold
  - The tally sheet should be used to reconcile the sales to the amount of cash collected by each booth

## **TALENT SHOWS**

- If admission is charged, use pre-numbered receipts, tickets or a cash register

## **SILENT AUCTIONS**

- Create a log of all items that will be sold, use this log to tabulate the winners of the silent auction.
- Total the sales price of all items sold.
- Reconcile the sales log of all items to the cash collected.

## **CASH RECEIPTS**

- Books should be pre-numbered and controlled by the treasurer
- All numbers should be accounted for
- Should be in triplicate:
  - One copy to person turning in cash
  - One copy to accompany deposit
  - One copy to remain in book
  - Cash over/short must be closely monitored

## **General Guidelines:**

### **CASH AND COIN COUNT SHEETS**

- A log of the actual cash collected by the event, broken out by bill and coin denomination and check
- Use this in addition to the receipt documentation from the point of sale
  - Require two separate individuals to recount the cash
  - At least one of the individuals should not have been collecting the cash.

## **DEPOSITS**

### **DEPOSIT GUIDELINES**

- Money should be kept in a safe until the deposit is made
- Who has access to the safe?
- What security measures are in place over the safe?
- Bank deposits should be made at least once per week
- Important to not have a set route and time for deposits
- Deposits should never "sit" for an extended period of time

## **THE PAPER TRAIL**

Each deposit should be accompanied by the following:

- All event receipts contained in that deposit
- Cash and coin count sheets
- Deposit slip

Recommendation:

- File by deposit, rather than by event or activity
- If necessary, keep an activity log so that events deposits can easily be looked up

## **DISBURSEMENTS:**

- Never pay someone performing work on behalf of the organization directly out of the revenue generated from the sales activity.
- All individuals performing work on behalf of the organization should have a valid W-9 on file prior to receiving payment
- All checks should require dual signatures
- Before the expense is incurred the organization should

- establish a pre-approval form or process
- This will help ensure that individuals are not purchasing items that the organization has not budgeted

## **TRANSFER OF RESPONSIBILITY**

- Always make sure there are two individuals with access/authority to make changes to the bank account
  - In case one is not available
  - If new officers are elected, promptly ensure that the bank is aware of the new signers or individuals that need to have access to the account
  - Make sure that individuals who should no longer have access to the accounts are promptly removed

## **RECORDS AND DOCUMENTATION**

- Most common issue: outgoing treasurer "lost" all of the prior year records
- Establish a procedure for record retention and filing
- Maintain a backup set of records
- Consider the use of a cloud drive, where multiple people can access records
- Be sure that only certain people can modify the records and that hard copies are still maintained
- Don't forget the IRS record retention rules for 501 c3 organizations

Typically three years, some items are permanent

- Refer to IRS Publication 4221 and 557

## **QUESTIONS**

**Booster Clubs, Foundations, and other parent teacher organizations:**

Booster clubs, foundations, auxiliary organizations and other parent-teacher organizations are formed to contribute money to a club, sports team or other organization. For simplicity this manual will use the term "booster clubs" to refer to any of these types of organizations.

Booster clubs are popular in American high schools, community colleges and universities, and are usually run in high schools by the parents of students in the organization being supported, and in colleges by supporters and fans of athletic programs. Fundraisers are often held to raise money for supplies or equipment that the students may need or for trips that the students may need to take. The main principle of funding by a U.S. IRS 501(c)(3) nonprofit is that the booster club may not discriminate in making grants to youth or college students on the basis of their family's membership in or funding to the club, or the family's fundraising or time put into club activities.

Booster clubs are organized with many purposes in mind. One of the largest and most well-known booster clubs is the National Parent Teacher Association (PTA). Other booster clubs are organized to help with special interests or for school activities such as football, or to assist in buying school supplies, or support other sports programs, the arts, and field trips. Booster clubs and other school-related organizations or groups (all of which will be referred to as booster clubs in this chapter) are separate organizations from a school district.

In general, booster clubs provide financial support and/or direct assistance in some form to help achieve the common goals of booster and school programs. Booster clubs have many purposes and are not limited to the following examples:

- Assisting others:
  - Assisting a site administrator, faculty advisor, sports coach, and other district staff in performing parts of activities.
  - Assisting students through scholarships.
  - Purchasing supplies for the school.
  - Assisting with funds for field trip travel.
- Specific activities connected to students, parents and adults:
  - Sports programs
  - Field trips
  - Performing arts
  - Language programs

The relationship between student organizations and booster clubs is often confusing. Student organizations are legally considered a 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 code.

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 official groups in the eyes of the Internal Revenue Service (IRS).

Booster club funds and district funds, including 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.

Because student organizations operate under the school entity's tax-exempt status, the funds deposited in bank accounts are not subject to state or federal taxes. For this reason, the 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.

These nonstudent groups 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. It is best if school staff members do not act as officers of non student or non-district-sponsored clubs to avoid the appearance of district sponsorship.

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.

### **Regulations Governing Booster Clubs**

Because booster clubs are separate from the district, they are not under the control of, nor are they the responsibility of, the site administrator, superintendent or governing board. Their funds are not controlled by the district or students, nor should they be involved in the administering or supervising the activities of student organizations.

However, governing boards are able to approve guidelines for these groups to follow, and these organizations' fund-raising activities are supposed to be approved by the governing board. California Education Code section 51521 requires that all organizations that conduct fund-raising to benefit clubs, schools, students or the district at the K-12 level have prior approval from the school district's governing board or the board-assigned designee. The code states the following:

*No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.*

To meet this statutory requirement, a school district or community college should adopt board policy and regulations requiring all 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 fundraisers.
  - A budget for the upcoming year.
  - A budget plan for the related activities.

Other recommended rules and regulations are as follows:

- The district has the express right to review and/or audit booster clubs' financial statements to ensure the clubs' financial integrity.
- Authorization of a booster club is valid for up to one year; however, if the superintendent/chancellor considers it necessary, he or she may revoke a booster club's authorization to conduct activities in the district.
- Requests for subsequent authorizations should be presented to the superintendent/chancellor or designee annually.
- Booster clubs are not legal components of the school entity. Each booster club should have its own tax identification number (TIN); booster clubs are not allowed to use the school entity's tax identification number in any way.
- Booster clubs are responsible for their own tax status, accounting and financial records, and must make their own arrangements for an audit if one is needed. The booster club is not audited as part of the district's annual financial audit.

- District or school site officials may require booster clubs to be officially recognized as tax-exempt organizations under internal revenue code section 501(c)(3) and may require them to provide a copy of their determination letter or certificate of nonprofit status (exempt status is discussed further below).
- Booster club funds should never be commingled with ASB funds or any other district funds.
- The booster club must carry its own liability insurance in an amount equal to or exceeding a minimum determined by the school entity.
- California Education Code section 51520 (discussed below) applies in the case of booster clubs at K-12 districts that wish to have student help with activities.
- Booster clubs' ability to use school facilities at K-12 districts is regulated by California Education Code sections 38130-38139, known as the Civic Center Act.
- Booster clubs must prepare and adopt a constitution and bylaws.
- Booster club officers should be elected according to the structure and process defined in the bylaws.
- It is suggested that K-12 school district personnel not hold any official position in a booster club organization. For 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 fundraising, 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, 320.5.

## **Booster Clubs as Nonprofit Organizations With Their Own Tax Identification Number**

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 or not 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 state of California. Preparing constitutions, by-laws, articles of incorporation, budgets and projections are already part of the process of obtaining school entity approval. Taking the next step and completing the federal and state forms is not much more difficult.

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 most direct path to doing so is through Form 1023, which upon approval will result in the IRS issuing a determination letter that recognizes the booster club's 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](http://www.irs.gov) and <http://ftb.ca.gov>.

## **Solicitations on School Premises**

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.*

California Education Code section 51521, also for K-12 school entities, discusses solicitations on behalf of a school.

Ultimately, the K-12 school district's superintendent and governing board have complete authority over whether any such activity occurs on school district property. Thus, obtaining written permission for any such activities is of primary importance. The following are general criteria for obtaining permission.

- The purposes of the fund-raising activity, which must be nonpartisan, nonpolitical, nonsectarian, and nondenominational.
- The manner in which the fund-raising activity will be conducted (for example, demands made on staff time and district materials must be minimal, and the activity must not encroach on instructional time).
- Identification of the sponsors, officers and individuals participating in the fund-raising activity.
- Disclosure of the identity and location of any parent organization with which the soliciting organization is affiliated or of which it is a subsidiary.

### **School District Employees and School Site 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.
- 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.
- Some districts that permit a district employee to also be employed by a booster club may require that the employee be paid through the district, with the district being reimbursed in turn by the booster club. The district may also 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. The employee should also make it clear that their participation is in their personal capacity and not in their capacity as a district employee.

### **Donations for Supplies, Equipment and Transportation**

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.

#### **Supplies**

When a booster club wishes to give the ASB or one of its clubs money for supplies, the district should purchase the supplies and the booster club should reimburse the district. 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:

- Paid by
- 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 Equipment Purchases**

When a booster club wishes to donate equipment to a school, the preferred method for the transaction is the same as noted above for donation of supplies. Also as above, with the approval of the site administrator, the district-designated individual authorized to spend the funds purchases the equipment through the district's purchasing system. The purchase should be charged to a school account code, and the purchase requisition should contain the following information in bold:

- Paid by
- 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 equipment purchased.

If the booster club wishes to purchase equipment outright and donate it to a school, the process is different. The booster club should notify the site administrator and the purchasing department before the equipment is ordered. Then, at a regular board meeting, the district's governing board must accept the equipment as a donation to the district.

### **Donations for Transportation/Field Trips**

A booster club may donate funds to the ASB or the district for transporting students to events. A field trip request form must be completed in conjunction with the ASB and school site, then sent to the district's transportation department. The request form should contain the following information in bold:

- Paid by:
- Booster club name
- Person responsible for booster club
- Billing Address

The transportation cost 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 transportation.

### **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. Chapter 17 discusses this topic at length.

**vCreated Nov, 2015 at Carlsbad High School.**

The parents of Carlsbad Unified School District, hereby requests approval for the formation

of the: \_\_\_\_\_ Booster Club.  
Name of  
Organization

Objectives / Purposes of the Booster Club are:

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We, the members of this booster club, have read the rules for forming and conducting this organization and agree to abide by them. We will submit a contact list, along with all of the required documents to the Athletic Director and CHS administration, who will review the application for approval.

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date

Address / Phone No.:

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Amanda Waters, Athletic Director's Signature

Date:

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Julie Redfield, Asst. Principal's Signature

Date:

School Name: \_\_\_\_\_

To: All Booster Clubs Supporting Carlsbad Unified School District Schools

From: Dr. Benjamin Churchill

Subject: Booster Club Requirements

Thank you for applying to operate a Booster Club supporting Carlsbad Unified School District schools and for making a difference in the lives and education of our students. We are providing you this memo in order to assist you in the process of applying as a booster club of the Carlsbad Unified School District. All booster clubs are considered separate organizations from the Carlsbad Unified School District. Before operating on any school site, the district requires the following items from each booster club:

| Required Document  | Comment   |
|--|---|
| Booster club/support organization name   | Define which school and sport or activity the group is supporting.  |
| Booster club officers and contact information listing  | List officers' titles, phone numbers, and e-mail addresses.   |
| Employer/Tax Identification Number (TIN) of the booster club<br>Note: The district's TIN is not available for use; the booster club must have its own TIN.   | This is required to open a bank account and many other functions. If you used an individual's social security number, please indicate so. See Form SS-4 at <a href="http://www.irs.gov">www.irs.gov</a> .   |
| Proof of tax-exempt status under Internal Revenue Code Section 501(c)(3) (if applicable)<br>To apply for exempt status, you may review Form 1023 and the instructions for filing at <a href="http://www.irs.gov">www.irs.gov</a> | You will need this if your booster will normally have gross receipts of \$5,000 or more in a year OR if you wish to receive a determination letter that recognizes 501(c) (3) status and specifies that contributions to the organization are tax-deductible. |
| Meeting dates – calendar   | For board meetings, committee meetings, etc.  |
| A copy of the booster club current charter and bylaws  | Provide most recent information.  |
| A copy of financial records from the prior year.   | Prior Year Financial Records to verify compliance.  |

Note: These required documents are subject to change at any time without notice.

To provide assistance, you may refer to the guidelines for booster clubs as outlined in our Booster Handbook. If you have any questions regarding this memorandum, please contact your school site administrator.

Sincerely,

Dr. Benjamin Churchill

Superintendent of Schools

### **Confirmation of Understanding 2019-2020**

**I have read the booster handbook and understand the rules and regulations for our booster club in association with Carlsbad High School and their athletic programs.**

**I agree that if the president, treasurer or head coach change during the school year then a new confirmation page must be submitted to the athletic office as soon as new members are appointed. Each year you will be required to renew your booster club with our school. This confirmation page will be required each year.**

**When a new coach is hired, a new booster application will need to be submitted.**

**Booster President:      Printed Name: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Booster Treasurer:      Printed Name: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Head Coach:              Printed Name: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**

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**Amanda Waters, Athletic Director**

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**Date:**

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**Julie Redfield, Assistant Principal**

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**Date:**