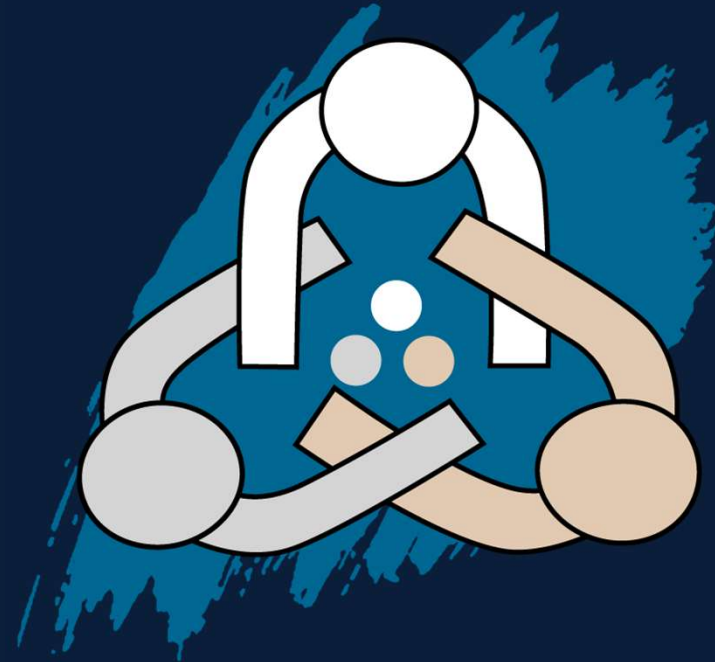


# Booster Information

Tulare Joint Union High School District



Quick requirements, compliance notes, and resources

## What's Ahead

### Topics we will cover



## What's Ahead

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Booster Formation and  
Operation

Fundraising and Fees

Donations and Expenditures

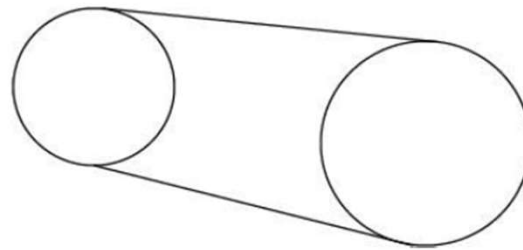
### What is a Booster Club?

Parents, community members, and staff members coming together for the purpose of supporting specific school activities for the benefit of students.



### What is a Booster Club?

- Booster Clubs are separate legal entities from school districts.



- Sample articles and bylaws  
<https://www.boosterspark.com/learn/a/booster-club-bylaws-template-10>
- You *MUST* have a separate tax identification number.

Note – Please also have a Booster mailing address (not a school site address) – PO Boxes are ideal

### Booster Club Formation and Operation

Booster clubs must follow District policy:

1. Get prior approval before using District/school name
2. Submit organization's bylaws.
3. Submit list of members primarily responsible for finances.
4. Provide an annual accounting of financial activities.

### Booster Formation and Operation

#### Bank Accounts

- In name of the **Booster Club**
- Accounts and checks should require two signatures
  - Not from a District employee

#### Non-profit status

Must provide District with a Certificate of General Liability Insurance for sponsored events on our sites

### Booster Club – Getting Started

#### District Approval

- New booster club must obtain District approval and submit required documents.
- Work with school, team/club, or program to establish priorities.

## Volunteer Compliance

### AB-506 Mandated Child Abuse Reporting (Training)

- Go to <https://mandatedreporterca.com/> to register.
- Create a profile or sign in.
- Select the training for volunteers (towards the bottom of the page).
- After completion, print your certificate and deliver it to Clorinda Martinez (Human Resources) or email the PDF to [Clorinda.martinez@tulare.k12.ca.us](mailto:Clorinda.martinez@tulare.k12.ca.us).

### Fingerprinting

- After you turn in your volunteer list, Human Resources will send each person a fingerprinting form.
- Fingerprints are processed at TCOE or another LiveScan fingerprinting location (at the volunteer's expense).

### District Employees

#### Booster Formation and Operation

- School employees should not hold any official position in a booster club.
- Employees may volunteer to perform activities for booster clubs during non-working hours.



### Tracking Funds



- Annual financial statement
- Budgeting
- Receipt and cash management procedures
- Disbursement management and procedures
- Prohibited Expenditures

## Let's talk money

### Free School Guarantee

*"A pupil enrolled in a school shall not be required to pay any fee, deposit or other charge not specifically authorized by law"*

-Title 5, CCR, sec. 350



## Fundraisers

### Fundraising

Booster clubs should carefully consider the effects on the school and program when fundraising, and consult with the principal to determine school and program needs and priorities.



## Let's talk money!

### Fundraisers

#### Fundraising



When can you fundraise?

Cannot fundraise on school grounds within one hour before the time of opening and within one hour after the time of closing of school.

- Ed. Code, § 51520

- Advertising of food/beverage sales during the school day is prohibited.
- Restriction window: from midnight before to 30 minutes after the end of the school day.

-AB 841 Chapter 843

### Raffle Timing & Reporting Notes

#### Fundraising Raffles

- Booster may participate in and conduct certain types of raffles so long as they have the proper tax exempt status
- ASB may not participate in or conduct raffles
- Must be for beneficial or charitable purpose
- Annual registration required prior to September 1 or 60 days before raffle
- Starting November 1: register for raffles conducted the following calendar year.
- Raffle report is due by February 1 for raffles conducted in the prior year.

<https://oag.ca.gov/charities/raffles>

## Pay to Play Raffles

**What:** Raffles where person pays a certain amount to be entered into the raffle

**Legal if:**

- Run by eligible Booster club - 501(c)(3)
- Organization does not use more than 10% of proceeds to help pay expenses/operating costs associated with conducting the raffle
- At least 90% of gross receipts generated from ticket sales used to benefit the District

Pen. Code 320.5

### Donation Raffles

**What:** Raffle that does not require any of the participants to pay for a chance to win

**Acceptable if:**

- Run by eligible booster club - 501(c)(3)
- Involves a general and indiscriminate distribution of tickets
- Tickets are offered on the same terms and conditions as the tickets for which a donation is given

-Pen Code 320.5

## Raffles

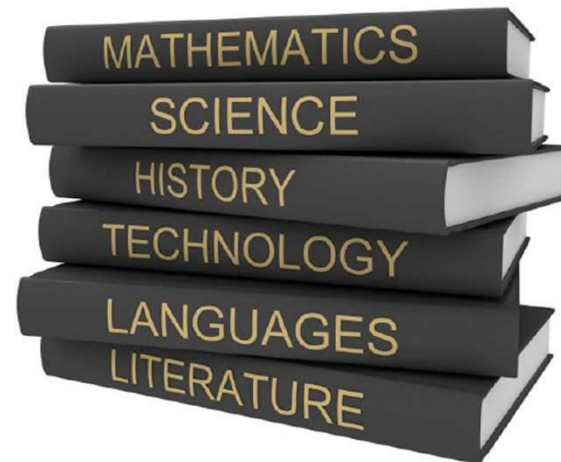
### 50/50 Raffles: Not Permitted



## Booster Club Purchases

### Paying for Supplies, Equipment or Transportation

- Paying for school supplies
- Purchase of equipment
- Paying for hotels/transportation/field trips
- Donate funds to District. Do not purchase or arrange directly



## Resources

### Key Links & Contacts

#### **FCMAT – Associated Student Body Manual**

<https://www.fcmat.org/publicationsreports/k-12-asb-manual-2024.pdf>

#### **CDE – Fiscal Management Advisory 23-02**

##### **Free Schools**

<https://www.cde.ca.gov/re/lr/fm/fma2302.asp>

#### **Fundraisers - Ed Code 51520**

<https://codes.findlaw.com/ca/education-code/edc-sect-51520/>

#### **Fundraisers - AB 841 (Chapter 843)**

<https://phadvocates.org/wp-content/uploads/2020/04/2017-AB-841.pdf>

#### **AB-506 Mandated Child Abuse Reporting and Fingerprinting Contact**

<https://Mandatedreporterca.com>

Questions: Clorinda Martinez • 559-656-5010 • [clorinda.martinez@tulare.k12.ca.us](mailto:clorinda.martinez@tulare.k12.ca.us)

#### **CA DOJ – Nonprofit Raffle Registration & Reporting**

<https://oag.ca.gov/charities>

#### **Tulare High School Foundation Grants**

<https://www.tularehsf.org/grants>

(Students can volunteer at the annual Rivalry Run or Foundation dinner.)

#### **Liability Insurance (PTO/Booster)**

<https://www.rvnuccio.com/specialty-insurance-products/pto-insurance/>

Endorse the District as Additional Insured: \$1,000,000 per occurrence / \$2,000,000 aggregate for Booster-sponsored events at a district location.

#### **Facilitron (Facility Use)**

<https://www.facilitron.com/tjuhsd93274>

Questions: Marlena Morphis • 559-656-5029 • [marlena.morphis@tulare.k12.ca.us](mailto:marlena.morphis@tulare.k12.ca.us)