

**Booster  
Club  
Handbook**

## INTRODUCTION

Booster Clubs are organized to help promote, support, and improve the extra curricular activities of the schools in Alpine School District. Each administrator/head coach/advisor is responsible for the booster clubs and parent groups in their school. It is important that school administration periodically meet with all Booster Clubs and Parent Groups to train and monitor their activity. Since the Booster clubs also represent the school, it is necessary for them to follow the guidelines set forth in this procedure.

School financial secretaries are trained to provide financial tracking of the booster funds. A separate booster account will be maintained in the schools financial program and will be easily accessible to the booster group. Funds held in the account are considered boosters funds and will not be used for purposes other than agreed upon by the booster group. .

District bidding processes and purchase order guidelines shall be followed for any supplies or equipment purchases. Funds should never be co-mingled with school or personal funds. Personal checking accounts must not be used. **All funds must be processed through the school.** Equipment purchases shall be a donation to the school.

The Alpine Foundation, as 501C3 organization, is the fundraising arm of the District and is structured to allow patrons to make tax free donations to any school organization. The Alpine Foundation will receive booster club donations, providing the donor with an official tax exempt receipt and will forward the funds onto the booster club. As a result, booster clubs should not create a redundant 501C3 organization.

### Formation of a Parent Group or Booster Club

1. Meet with the school administrator/head coach/advisor to discuss the organization of the group or club and obtain approval to proceed with organization.
2. Obtain all necessary forms, instructions, policies and guidelines pertaining to the development or organization of parent groups, or booster clubs from the school administrator.
3. Develop a Constitution which states: (See Forms)
  - The Group or club purpose
  - Qualifications for membership
  - Officers of the group or club
  - Duties and terms of officers
  - Time and place of regular meetings and conditions for calling
  - Special meetings
  - Method of amending constitution
4. Submit the Constitution to the school administrator for approval.
5. Develop and submit a budget to the school administrator.
6. Comply with all sections of board policy, rules and regulations and procedures.
7. Provide Financial Office with all forms with proper signatures:
  - Booster Club President Form
  - Purchase Card Agreement for each member of booster club

## Financial Records

There must be a clear distinction between booster funds and school program funds. The booster club can request a financial report. It is the club's responsibility to monitor the actual activity to their budget and report back to the club membership.

Booster parents may check out a purchase card from the school, but they must read the Alpine School District Purchasing Card Procedure and sign the Purchase Card Agreement form prior to use of the card (See Forms). The agreement form must be kept on file at the school and is subject to audit. The booster parent must fill out a Purchase Card Request Form prior to receiving the purchase card. The form must be **signed by TWO Boosters authorizing** the purchases. Extra care must be taken when checking a purchase card out to a booster parent. A booster club representative may check out a card for **24 hours**. **All applicable receipts must be given to the school when the card is checked in. Failure to comply with purchase card guidelines will result in the loss of privilege of using the card in the future.**

## Rules for Sound Financial Management

**Always remember these simple DO's and DON'Ts for sound financial management:**

### **DO'S**

1. Raise Money for a purpose and spend it for that purpose.
2. Use funds wisely.

### **DON'Ts**

1. Never have petty cash. This does not include change in a cash box needed for a fund raising events.
2. Don't deposit Club funds in a personal account.
3. Don't take Booster Club funds home overnight.
4. Don't co-mingle funds or personal funds.
5. Never compensate a school/district employee directly from booster funds. All employee compensation must be processed through the District Payroll or Accounts Payable Department as established by the district published rates. Employees should not be paid more than the published rates. As a public entity, the district is required to report all salary sources received by employees while acting on behalf of the district.

## **Auction Procedures**

Tens of thousands of dollars are received by all of our extracurricular activity groups each year. It is the sponsor's responsibility to complete the Fund Raiser Request Form and obtain school administration / head coach / advisors approval (see forms). As part of their fund-raising efforts, many of the groups will conduct auctions. Often they will be held in conjunction with a banquet. At these banquets, dinner tickets and product sales can also be made. Under Utah law, it is illegal to operate a scheme where a person gives something of value in order to obtain a chance to win something of value. **A raffle, lottery or drawing which requires the purchase of a ticket with no purchase of product required is ILLEGAL** (Utah Criminal Code 76-10-1101, 76-10-1102). The purpose of these guidelines is to provide direction and procedures for conducting auctions and other sales activities that may occur at the same time. Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability.

It is recommended that separate cash change boxes be used for each fund-raising activity or a central cashiering station be set up to receive all money. If separate cash change boxes are used the cashiers must be responsible for receipting, reconciling and depositing their funds. The funds from the separate cash change boxes should not be combined. If a square register is used, the keys will need to be programmed to record separately each fund-raising activity. The banquet's sponsor should contact the school financial secretary to obtain the square register and have it programmed.

Supplies and expenses purchased for the banquet or auction must not be taken from the cash box or square registers. These expenses must be kept separately and should be paid via purchase card or by submitting a Check Request to the Financial Office. (For example, you cannot pay for a DJ for your event from the cash box.)

No items should be released to the buyer without showing proof of payment. All merchandise for sale should be in a secure area. After an auction it may be necessary to rope off the area to prevent unauthorized access to bid items.

The Cash Talley Sheet must be used to count all money (see forms). It must be signed by two individuals involved in counting money. Each fund-raising activity must be recorded and reconciled separately (banquet dinner tickets, auction proceeds, product sales, etc.). If a square register is used, the end report will summarize each fund-raising activity. A bank bag should be obtained from the school when fund-raising, as proceeds cannot be given to the school financial secretary to deposit immediately. The bank bag, in such instances, will be used to store the fund-raising money and then be taken to the bank's night deposit drop. If a square register is not used, the money from each event must be handled separately and separate deposit slips completed. This means a cash change box will be needed for each fund raising activity.

### **Live Auctions**

1. A log should be kept with a participant's name and their assigned number. A copy should be given to the cashier receiving the money (see forms)
2. A Live Auction Bid Sheet should be created for each item in the auction. This bid sheet should be a two-part NCR form which should include the item number, description, the winning bidder's name and amount.
3. At the time the winning bid is made, the Live Auction Bid Sheet and the Bid Log need to have the winning bidder and amount recorded on them. Two copies of the Live Auction Bid Sheet

should be given to the winning bidder to be taken to the financial secretary while the other copy will remain with the bid items. At the end of the auction, the bid log should be given to the cashier.

4. The cashier should match the bid number or name on the Bid Log to the bid to the Live Auction Bid Sheet. The cashier should then take the duplicate bid sheets and mark one PAID and return it to the bidder. The form of payment should be circled at the bottom of the Live Auction Bid Sheet. The other copy should be kept and used to reconcile the money. Payment can be made to the financial secretary, who will provide you with a receipt.
5. The bid items should be released to the bidder upon receiving the Live Auction Bid Sheet stamped as PAID or accompanied by a printed receipt. If multiple items appear on the printed receipt they should be checked off as the bidder receives his merchandise (auction items or product sales). No items should be given out without proof of payment.

## **Silent Auctions**

1. Participants in a silent auction should be assigned a number. A log should be kept with each participants name and their assigned number (see forms). A copy should be given to the cashier receiving the money.
2. A Silent Auction Bid Sheet should be created for each item in the auction. This bid sheet should include the item number, description, minimum bid, increment amount of bidding, bid number and amount. The first copy should remain with the item, the second and third copies should be given to the winning bidder at the completion of the auction, to be taken to the cashier in order to pay.
3. The cashier should match the bid number on the Bid Log to the Silent Auction Bid Sheet. The cashier should then take the duplicate Silent Auction Bid Sheets and mark one PAID and return it to the bidder. The form of payment should be circled at the bottom of the bid sheet. The other copy should be kept and used to reconcile the money. Payment can be made to the financial secretary, who will provide you with a receipt.
4. The bid items should be released to the bidder upon receiving the Silent Auction Bid Sheet marked PAID or a printed receipt. If multiple items appear on the tape they should be checked off as the bidder receives his merchandise (auction items or product sales). No items should be given out without proof of payment.

## **Product Sales**

It is recommended that all product sales (clothing, concessions, etc.) be handled by the central station cashiers. The products should be secure to prevent unauthorized access.

## **Reconciliations**

**Cash Boxes ONLY** -- If square registers are not used, then it will be necessary to reconcile each fund-raising event (auction, product sales and tickets) separately. It will be necessary to have a separate cash change box for each event. The Cash Talley Sheet must be used to count all the money. The money should be reconciled and a separate deposit slip made for each event. They will be in the cash box you will receive from the financial office. The money should be reconciled and a separate deposit slip made for each event. When reconciling proceeds from the auctions, the money would be

matched against the Live or Silent Auctions Bid Sheets and the Bid Log. For product sales the proceeds would be checked against the units sold. The funds from each event should be put in a separate container bag and given to the school financial secretary or put in the bank's night deposit drop.

**Square Registers** – If Square registers are used, the money in the till must be matched against the end report. This form will be in the register from the financial office with the money. Each activity subtotaled by the register must be reconciled back to the event. For example, the auction proceeds should match the totals added up on the Live or Silent Auction Bid Sheets received. The cashier should also match all Live or Silent Auction Bid Sheets to the bid logs to ensure all auction sales have been accounted for. For product sales, where practical, the units sold multiplied by their price should match the square register subtotal. The same is true for ticket sales. All reconciliations must be attached to the Cash Reconciliation for Cash Registers form.

After the proceeds have been counted, deposit slips created, funds reconciled and Cash Talley Sheet signed two cashiers, deposit slips need to be created. Keep start-up money separate than funds to be deposited. Place proceeds for deposit in the deposit bag with deposit slips and give to administrators to take to the bank night deposit drop if financial secretary is not immediately available. Start-up money needs to also be given to the administration.

### **Fund Raising**

Booster Clubs are organized to help promote, support and improve the extracurricular activities of the school. Much of the booster club responsibilities involve fund raising. Booster Clubs should begin each year with specific goals in mind before determining the dollar amount needed in fund raising events. It is important that ALL funds collected through fund raising efforts are spent for the purposes they are collected. To ensure the taxability and appropriateness of all fund raisers, they must be approved in writing by the school administrator under direction of the cabinet-level supervisor.

Extreme care must be used when choosing a fund raising activity. The district is liable for any activity which appears to have the district's endorsement. Fund raisers should not obligate the club or school without prior approval from the school administrator. Fund raisers should not put children at risk. Proper supervision is always necessary. All donations (grants, gifts, contributions, etc.) should be processed through the Alpine School District Foundation. The foundation will provide a tax-deductible receipt for all donations.

When cash is involved in fund raising, it is the responsibility of the club leadership to ensure proper controls are in place. Money should always be counted by more than one person. Activities involving ticket or product sales must be reconciled. A copy of these forms must be kept with the copy of the receipt. All cash should be deposited immediately in the school accounts.

All fund raisers that meet the Utah State Tax Commission's guidelines and those approved by district and/or school policies are considered non-taxable. Fund raisers that involve providing labor are not subject to sales tax (car washes, walk-a-thons, etc.). The sale of coupon books is also not subject to sales tax because the tax is collected and charged at the time the coupon is redeemed.

Fund raisers that meet the following conditions are non-taxable:

1. The funds raised must be used to purchase equipment, material, or provide transportation.

2. The activity must be in accordance with school and district policies. They must be approved by a school administrator.
3. Funds from a fund raiser cannot be used to compensate an individual teacher or other personnel.
4. All funds received from the fund raiser must be deposited in an account that is controlled by the school/club.
5. Activities specifically designated as taxable by the Utah State Tax Commission cannot be classified as a non-taxable fund raiser.

### Concessions

Concession sales are another activity that many booster clubs get involved to raise money for the club. Concessions sales are taxable and must follow the Utah State Tax Commission's guidelines. When supplies are purchased for concession sales, the purchaser must NOT pay sales tax. The following guidelines should be followed for concession sales:

1. Periodically the concessions account activity should be reviewed by the booster club board.
2. A class tally sheet for all concessions proceeds must be completed and signed.
3. It is recommended that square registers be used for concession stand activity.
4. Sales tax must be remitted to the State of Utah. This can be done through the school if necessary.
5. If it is required, a night deposit bag should be used if necessary to protect the funds and volunteers. All concession proceeds must be deposited into the bank immediately after the event under direction of school administration. **Never at any time can booster club members retain a cash bag with proceeds or start-up cash to deposit at another time.** If cash cannot be deposited immediately after the event, arrangements should be made with school personnel to ensure the cash is locked in the school safe.
6. Volunteers purchasing supplies for resale are not allowed to pay sales tax. All booster members making purchases should be familiar with the ASD purchasing guidelines in this regard. As a reminder, if sales tax is paid, the purchaser has two options, A) They can return to the vendor and ask that the sales tax be backed out, providing a receipt of that transaction to the Financial Secretary, or B) The purchaser can pay that sales tax at the school financial office out of their own pocket.
7. PLEASE BE ADVISED ... the financial policy of Westlake High School clearly states that if a booster club member/purchaser pays for supplies out of their own pocket, all items purchased will be considered a donation to the school and *will not be reimbursed*.
8. All proceeds from concession activity must be deposited daily. Deposits may not be held for any reason.
9. Be very careful about asking for donations. You can ask, advertise, make suggestions, but donations are just that ... donations. You cannot demand or require any "donation" be paid. Donations must always be considered voluntary. A team member cannot be chastised or disciplined if their parent has chosen not to donate.

## Miscellaneous Do's and Don'ts

- DO deposit money from your event the same day/night. **Money cannot be held for deposit for any reason.**
- Purchase Cards are to be used ONLY by the one person it was signed out to. Keep the purchase card in your possession at all times unless prior approval has been given.
- If your organization needs a cash box or square register, the financial office must be notified via email five (5) business days prior to your event. We cannot guarantee you will have money available, square registers or any other supplies if you fail to notify us within this time frame. Send your email requests to [kjristinahill@alpinedistrict.org](mailto:kjristinahill@alpinedistrict.org) (Kjristina Hill).
- If you have never been trained specifically on the Square register and how to operate it, you **MUST** be trained before your event, even if you have previously participated in financial training. Square training is very specific and this training is required before you will be authorized to operate the Square. Contact Kjristina Hill to schedule this training.
- Ensure that you have watched ALL videos AND fill out the Google Form on the financial page of the Westlake High School website. This will allow the financial office staff to verify your training. Please understand that by completing the Google Form, you are stating that you will comply with all fundraising, purchasing and financial guidelines established by Alpine School District and Westlake High School.



# FORMS

# SAMPLE CONSTITUTION FORM

## **Article I – Name**

The name of this private organization shall be:

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## **Article II – Purpose and Objective**

This club has been established for the purpose of promoting, supporting and improving the following school program \_\_\_\_\_. This club will conduct itself in a manner which is free from racial discrimination and which provides equal opportunity and treatment for all members regardless of race, color, religion, sex or national origin.

## **Article III – Membership**

Membership is open to all persons regardless of race, sex, religion or national origin that are interested in furthering the purpose and objective of this club. There shall be two categories of membership, Regular and Honorary, defined as:

- A. Regular Members – Regular members are parents, guardians, or individuals who support the purpose and objective of this club. Regular members shall pay dues or fees, have the right to vote, and have the right to hold an office within the club.
- B. Honorary Members – Honorary members are those individuals selected by the executive board of the club who have assisted the club or displayed a profound interest in its purpose and objective. Honorary members shall not pay dues, vote or hold an office within the club.

## **Article IV – Finances**

Financial information is divided into two sections:

- A. Income – Income shall be primarily derived from the collection of dues, donations, or from ways and means projects. Any changes in dues or fees recommended by the executive board must be approved by the majority vote of the regular membership.
- B. Annual Accounting Audit – An annual accounting audit shall be conducted and submitted to the school administrator that presides and facilitates over the school program.

## **Article V – Meetings**

The Executive Board shall meet \_\_\_\_\_, exact dates and locations to be determined by members of the Executive Board. These meetings should be held prior to the date of any regular membership meeting.

General membership meetings shall meet \_\_\_\_\_, exact dates and locates to be determined by the Executive Board.

Special meetings of the membership may be called when deemed necessary by the president of this club or by petition by the general membership.

Minutes of each meeting shall be recorded by the club secretary. These minutes shall be distributed to the general membership.

### **Article VI – Elections**

An election of officers shall be conducted once a year. This election shall be conducted in \_\_\_\_\_ with the term of office running from \_\_\_\_\_ to \_\_\_\_\_.  
(Month) (Date) (Date)

A nominating committee consisting of members shall be appointed by the Executive Board. The committee shall elect its own chairperson. The committee shall present a slate of at least one, but preferably two or more, candidates for each office. Nominations may be made from the floor with the consent of the nominee.

The nominating committee shall be responsible for the preparation, distribution, collection, and counting of ballots, recording and reporting the results to the club president.

A vacancy in the office of president shall be filled by the vice president. Other vacancies within the club shall be filled by appointment by the Executive Board.

### **Article VII – Officers**

The elected officers shall be: the president, vice president, secretary, treasurer and members of the Executive Board.

The president, with the approval of the Executive Board, shall select appointed officers. Such positions may be temporary or concurrent with the terms of the Executive Board.

The school administrator shall be a voting member of the Executive Board.

### **Article VIII – Executive Board**

The Executive Board shall be the governing body of the club. Elected officers shall be voting members of the board. Appointed officers shall be non-voting members of the board. All business conducted by the board shall be by vote of the majority of the voting members present.

### **Article IX – Amendments**

This constitution may be amended or revised by a two-thirds majority of the regular membership present at a regular or special membership meeting.

# Booster Club Officers

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(Booster Organization)

20\_\_\_\_ through 20 \_\_\_\_

President: \_\_\_\_\_

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

Vice President: \_\_\_\_\_

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

Secretary: \_\_\_\_\_

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

Treasurer: \_\_\_\_\_

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

Head Coach / Advisor: \_\_\_\_\_



## Westlake High School CASH REGISTER TALLY SHEET

Event \_\_\_\_\_ Location \_\_\_\_\_  
 Date \_\_\_\_\_  
 Beginning Cash \_\_\_\_\_ Received Initials \_\_\_\_\_

Gate Personnel

Checks \_\_\_\_\_  
 \$100.00 \_\_\_\_\_  
 \$50.00 \_\_\_\_\_  
 \$20.00 \_\_\_\_\_  
 \$10.00 \_\_\_\_\_  
 \$5.00 \_\_\_\_\_  
 \$2.00 \_\_\_\_\_  
 \$1.00 \_\_\_\_\_

Coins \_\_\_\_\_  
 \$1.00 \_\_\_\_\_  
 .50 \_\_\_\_\_  
 .25 \_\_\_\_\_  
 .10 \_\_\_\_\_  
 .05 \_\_\_\_\_  
 .01 \_\_\_\_\_

Other \_\_\_\_\_

Sub Total \$ \_\_\_\_\_  
 Minus Beg. Cash \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

Proceeds Reconciliation

Total Cash Register Tape \_\_\_\_\_

Total Event Proceeds \_\_\_\_\_

Variance \_\_\_\_\_

Reason for Variance \_\_\_\_\_  
 \_\_\_\_\_

Admin Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Drop Signature \_\_\_\_\_  
 Date \_\_\_\_\_

Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

- Instructions:
1. Event cash reconciliation form must be completed for each workstation.
  2. Count the event proceeds.
  3. Subtract the beginning cash box amount to obtain the total event proceeds.
  4. Record the cash register total in the proceeds reconciliation section.
  5. Record the total proceeds in the proceeds reconciliation section and calculate the variance.

# Square Register Reconciliation

Event: \_\_\_\_\_

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

Register Number: \_\_\_\_\_

Register Personnel: \_\_\_\_\_

## Step 1: Beginning Cash Pick-up

<b>Beginning Cash Pick-up:</b>	
\$20	
\$10	
\$5	
\$1	
\$.25	

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

## Step 2: Return Beginning Cash

Perform steps 2-5 after event has ended

<b>Beginning Cash Returned:</b>	
\$20	
\$10	
\$5	
\$1	
\$.25	

## Step 3: Count Drawer

Bill Type	Amount
Checks	
\$100	
\$50	
\$20	
\$10	
\$5	
\$1	
\$.50	
\$.25	
\$.10	
\$.05	
\$.01	
Other	

<b>Ending in Drawer</b>	
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## Step 4: Drawer & Deposit Report

Starting Cash	
Cash Sales	
Cash Refunds	

Expected in Drawer	
Actual in Drawer	
<b>Difference</b>	

Actual in Drawer	
(-) Starting Cash	
<b>Deposit Amount</b>	

## Step 5: Count, Drawer, & Deposit Verification Signatures

Signature 1: \_\_\_\_\_

Signature 2: \_\_\_\_\_

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

Drop:

### Notes:

- **Beginning Cash Returned** should equal **Beginning Cash Pick-up**. (Bills returned should be in the lowest amount possible.)
- **Ending Drawer** and **Deposit Amount** should be equal.
- **Checks** should be recorded as a **Cash** payment type

Admin: \_\_\_\_\_

**Westlake High School  
PURCHASE CARD REQUEST**

**TODAY'S DATE** \_\_\_\_\_

**Requesting Teacher** \_\_\_\_\_

**DATE NEEDED** \_\_\_\_\_

**ADMIN APPROVAL** \_\_\_\_\_

Description	Vendor	Account	Amount
		<b>SHIPPING?</b>	<b>\$</b>
Bid Sheet Required if any ONE item is over \$1,000 OR if total of all items is over \$5,000		<b>TOTAL</b>	<b>\$ \$ 0.00</b>

Department Approval

Booster Approval Signature \_\_\_\_\_

Booster Approval Signature \_\_\_\_\_

**ACCOUNT INFORMATION**

Available Balance \$ \_\_\_\_\_

Balance After Purchase \$ \_\_\_\_\_

Income Statement Attached? Y / N





# BID AUTHORIZATION FORM

DATE: \_\_\_\_\_

This form must be attached to your Purchase Order or Purchase Card Statement.

SCHOOL/DEPT: \_\_\_\_\_ NAME: \_\_\_\_\_ PO# \_\_\_\_\_ CHECK # \_\_\_\_\_

ITEM #	DESCRIPTION OF ITEMS BEING ORDERED (Include Brand, Model, and Specifications)	QUANTITY
1		
2		
3		
4		

CHECK ONE BOX BELOW

 **STATE CONTRACT VENDOR**

VENDOR \_\_\_\_\_

STATE CONTRACT NUMBER \_\_\_\_\_

 **SOLE SOURCE VENDOR - SELECT FROM LIST BELOW**

VENDOR -SELECT FROM PULLDOWN !

 **SOLE SOURCE VENDOR - NOT LISTED ABOVE**  
1. Complete Sole Source Justification box below.  
2. Enter Vendor Information on VENDOR #1 BELOW

PURCHASING DEPARTMENT SIGNATURE

SOLE SOURCE JUSTIFICATION

 **VENDOR BIDS**

VENDOR #1 \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

ITEM # ABOVE	UNIT PRICE	PLEASE LIST ANY VARIATIONS TO THE DESCRIPTION OF ITEMS LISTED ABOVE
1		
2		
3		
4		

DATE \_\_\_\_\_

VENDOR #2 \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

ITEM # ABOVE	UNIT PRICE	PLEASE LIST ANY VARIATIONS TO THE DESCRIPTION OF ITEMS LISTED ABOVE
1		
2		
3		
4		

DATE \_\_\_\_\_

ADDITIONAL COMMENTS
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OFFICE USE ONLY
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