



Activity Funds and Booster Clubs



July 2018

Campus and Student Activity Funds

- ❖ Monies accumulated from the collection of student fees and fundraisers
- ❖ Campus Activity Funds (461): generated by the campus as a whole, principal responsible
- ❖ Student Activity Funds (865): related to specific club or student group, decision making rests with students under the guidance of a faculty sponsor

Student Clubs & Groups

- ❖ Formal, organized responsible group made up of and governed by students
- ❖ Each group should have a sponsor that is a staff member
- ❖ Charter required to be approved annually: purpose, membership requirements, dues, meetings, **club officers**
- ❖ Must have charter to have tax-free sales

Fundraising Process

- ❖ Use Fundraiser Application for all fundraising activities and student sales, includes off-campus fundraisers (*No raffles or games of chance allowed*)
- ❖ Fundraisers should not exceed two weeks
- ❖ Sponsor must submit the Fundraiser Report 30 days after the close of the fundraiser, this report details the receipts, expenditures and outstanding items (*Submit for all fundraisers including those cancelled; include explanation if there is a loss*)
- ❖ Activity clerk will provide sponsor with monthly balances of account for comparison to sponsor records, sponsor should report any differences

Collection of Monies

- ❖ Student collections must be deposited into the District's Activity Fund
- ❖ Deposit with the Activity Clerk weekly or when the amount on hand reaches \$50, more often if required by principal
- ❖ Do not store monies in desk overnight
- ❖ Turn in money to Activity Clerk for safekeeping if not ready to make deposit, seal in plastic bank bag and sign log (in/out)

Collection of Monies

- ❖ Use the Student Collection Report to record collections and have student initial, if possible
- ❖ Issue miscellaneous receipts as required
- ❖ Use only District receipts, do not use store bought receipts or receipts provided by fundraiser vendors
- ❖ Do not accept post-dated or temporary checks or checks for less than \$10

Procedures for Depositing

- ❖ Turn in money along with student collection reports, miscellaneous receipts, other support
- ❖ Teacher/Sponsor must be present while the Activity Clerk verifies deposit
- ❖ Activity Clerk will prepare the Student Activity Fund Receipt and the teacher/sponsor will sign after verifying that all info is correct
- ❖ Sponsor keeps white copy of the Student Activity Fund Receipt for club records

Purchasing

- ❖ Follow Purchasing Department requirements
- ❖ Submit a *Campus Requisition Form* (Fund 865)
- ❖ Obtain purchase orders in advance for purchases as required, estimate amount for fundraisers
- ❖ Only items on the purchase order / *Campus Requisition Form* may be purchased and are limited to account balance
- ❖ Must appear to have a direct/indirect benefit to the students

Purchasing

- ❖ All contracts (including fundraisers) must be approved by the Asst. Supt. for Finance, submit with requisition for approval
- ❖ Follow requirements regarding criminal background checks for contractors with applicable student contact
- ❖ No cash purchases or payments allowed
- ❖ **Athletics: Must comply with UIL regulations**
- ❖ Do not process student fundraising through outside funds; PTO's, Booster Clubs, etc.

Student Awards/Incentives

- ❖ Food cannot be used as a reward
- ❖ Gift cards are not allowed to be purchased
- ❖ Document awards in club minutes
- ❖ Scholarships: minimum award amount of \$250 each, no maximum limit (*paperwork must be submitted to transfer to scholarship fund: award form & interdepartmental charge form*)

Payments from Activity Funds

- ❖ Purchase orders will be sent directly to the vendor by purchasing department in most cases.
- ❖ Invoices received by the District will be kept by the A/P department for payment
- ❖ Turn in invoices received immediately for payment and pay only for merchandise received
- ❖ Sign and submit packing slips to Activity Clerk. If no packing slip, sign a copy of the PO and indicate the items received.

Payments from Activity Funds

- ❖ Payment will be processed after the Accounts Payable Dept receives both the invoice and signed packing slip or PO copy
- ❖ Checks are processed weekly (*cut-off is Tuesday noon*)
- ❖ Use the inter-departmental charge form for intra-district payments
- ❖ Credit Cards (P-Cards): follow purchasing dept. procedures, turn in receipts immediately for posting; be aware of delay in posting charges

Nutrition Policy Restrictions

USDA *Smart Snacks in Schools Standards* (effective 7/1/2014) defines the school day as the period from midnight to 30 minutes after the end of the official school day

All Schools: No food sales of any kind will be allowed during the school day, except for designated days. No restrictions on after school sales (*30 minutes after the last bell*)

- ▶ Elementary and Jr. Highs: Only water and 100% juice may be sold during the school day. No restrictions on after school sales (*30 minutes after the last bell*)

Nutrition Policy Restrictions

- ▶ High Schools: Certain beverages are allowed to be sold during the school day that meet specific restrictions on size and calories. No restrictions on after school sales. *(30 minutes after the last bell)*
- ▶ The following days are designated fundraiser days in which food sales that comply with USDA Smart Snacks are allowed:
 1. *Last day before Winter Break*
 2. *Last day before Easter Break*
 3. *Last day of School*

Nutrition labels must be kept to document compliance.

Nutrition/Wellness Policy Restrictions

- ▶ All food items given to students during the school day must meet USDA Smart Snacks in Schools Standards except for the three designated days above.
- ▶ Food cannot be used as a reward
- ▶ Refer to the Mission CISD School Nutrition and Wellness Policies and USDA Smart Snacks in Schools Standards for additional info.
- ▶ These policies are subject to change and the Alliance for a Healthier Generation may impose more restrictions on the campus.

Charity Fundraising

- ❖ Examples: Relay for Life (*American Cancer Society*) and Jump for Heart (*American Heart Association*)
- ❖ Process student fundraising through Campus Activity Funds (461) and follow all procedures
- ❖ All fundraising for charity should be clearly identified or promoted as being for charity
- ❖ Net any fundraising cost with money raised

Donations

- ▶ Donations may be accepted, however, employees and students may not solicit monetary donations from vendors or businesses that benefit the school/student group
- ▶ Submit donation form for monetary or in kind
- ▶ Solicitation websites are not allowed to be used (example: GoFundMe, DonorsChoose)

Other Items

- ❖ All secondary campus club sponsors are required to complete a club charter and the *Acknowledgement of Responsibilities of Faculty Sponsors of Student Groups*
- ❖ These forms will be handed out at your campus during the club sponsor presentation to be held in August
- ❖ All forms available at: www.mcisd.net

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Parent/Booster Organizations

Parent and booster organizations are separate, legal entities that are independent of the District. These organizations must operate in cooperation with the school or activity they are formed to support and all activities must comply with applicable laws, regulations, UIL guidelines and District policies and procedures.

It is the responsibility of each organization to seek professional legal and tax advice.

- ❖ Board Policy GE (LOCAL)
- ❖ Manual developed to assist parent organizations such as PTO/PTA and booster clubs is available on-line
- ❖ Training presentation available to those interested.



Parent/Booster Organizations

- Must have a minimum of three officers: president, secretary, treasurer
- District employees cannot serve as treasurer or have control or signature authority over a booster club's funds
- In accordance with Board Policy GE (LOCAL), fundraising activities of parent organizations cannot involve solicitations or sales by students. An employee who encourages, authorizes, or fails to report violations of this policy shall be subject to disciplinary measures.



District Requirements

Annual requirements:

- ❖ Annual Registration Form must be approved
- ❖ Submit list of officers and by-laws to principal
- ❖ Internal review or audit by members of organization
- ❖ Submit Annual Financial Report detailing revenues and expenditures

Fundraiser Applications will not be approved until the booster club has submitted required paperwork.



Fundraising

- ❖ Fundraising Application for Outside Organizations required if activity will occur on District Property. (Fundraising not allowed during school day)
- ❖ Campus staff should not be involved in collecting money for the booster club
- ❖ Tickets (raffle, BBQ, etc.) or sales brochures cannot be distributed to students at school and students may not sell or solicit for the booster club
- ❖ Student fundraising must be done through District Student Activity Fund accounts



Concession Sales

- Food sales on campus must comply with Nutrition Policy as applicable *(must wait 30 minutes after the end of the official school day)*
- Comply with applicable City of Mission Food Handling certification requirements.
- Parents must provide Texas Driver's license or Texas ID to scan through the Raptor System and campus will issue ID badges to approved members.
- Approved fundraising application must be posted at concession sale site



UIL Guidelines / Purchases

- Purchases made by booster clubs must comply with UIL guidelines
- Due to the complexity of the UIL regulations regarding athletics, it is recommended that athletic booster clubs donate monies to the campus in lieu of making actual purchases

Questions?

