

**Galena Park
Independent School District**

Booster Club Guidelines

Updated May 10, 2017

Mission Statement:

The mission of the Galena Park Independent School District is to prepare students to become productive citizens and lifelong learners.

Forward:

This manual is designed to assist booster club officers and members by providing organizational and financial guidance. Only approved organizations operating under booster guidelines and Galena Park ISD policy and procedure, shall be allowed to use the school name and/or facilities in support of its programs. Specific questions regarding booster activities should be addressed to the campus principal or the Director of Fine Arts & Academic Enrichment.

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GPISD Booster Club Checklist

Scholarship Payment Request

Organization

Any group wishing to organize a booster club must send a letter to the building principal that states the goals and objectives of the proposed organization. Once approval is given for the organization to be formed, the group shall submit the Booster Club Checklist and all appropriate information required by the prescribed deadline. Booster clubs are approved only once each year during the month of September. Each booster organization must maintain by-laws that are reviewed on an annual basis by the booster club officers, campus principal and the Director of Fine Arts & Academic Enrichment. The rules of memberships shall be stated clearly in by-laws. Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization. All booster clubs officers must submit to a criminal background check each calendar year. The sponsor and building principal must approve all actions, activities and decisions of the booster club.

Secretary

The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of each meeting. Have knowledge of parliamentary procedure and the organization's by-laws. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the booster club if such a governing body is defined in the by-laws;
- Maintain the records of the minutes, approved by-laws and any standing committee rules, current membership and committee rosters;
- Record all business transacted at each meeting of the organization as well as meetings of committees;
- Maintain records of attendance of members; and maintain payment of 1 time membership fee if booster club decides to charge a membership fee;
- Conduct and report on all correspondence on behalf of the organization;
- Perform duties as outlined in the by-laws of the organization;
- File a copy of the minutes with the building principal and the Fine Arts Office within 5 days of each meeting.

Treasurer

The treasurer is the authorized custodian of funds of the organization. The treasurer receives all monies indicated in the budget and prescribed in the by-laws or authorized by action of the organization. The major duties include, but are not limited to, the following:

- Issue a receipt for all monies received and deposit said amounts upon receipt with the financial clerk;
- Present a current financial report to the executive committee and general membership at each meeting and file a copy with the building principal;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Perform duties as outlined in the by-laws of the organization;
- File a copy of the financial report with the building principal and the Fine Arts Office within 5 days of each meeting.

Special and Standing Committees

Committees are created for specific purposes and are voted on by the membership or outlined in the by-laws. Special committees are automatically dissolved as soon as that purpose is accomplished and the report is made. Standing committees are those specifically outlined in the organization's by-laws and continue until the by-laws are amended or changed. All committee meetings must be held on the home campus of the organization. The president, sponsor

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Sponsored projects must support the educational goals and philosophy of the campus and school district.

Raffles, bingo and other games of chance are not permitted under the Charitable Raffle Enabling Act of 1999. Conducting an illegal raffle is a Class A misdemeanor and participation in an illegal raffle is a Class C misdemeanor.

Donations and Gifts

In accordance with UIL rules, school staff may not receive gifts that total more than five hundred (\$500.00) dollars in one calendar year. Students shall not accept gifts or awards except as provided by the ***UIL Constitution and Contest Rules*** and GPISD Policy and Procedures. A symbolic gift or token for officers and members not to exceed \$25.00 each school year. Staff appreciation or sponsor gifts not to exceed \$50.00 each school year. NO GIFT CARDS will be allowed.

Board Policy CDC (Local) states, "The Superintendent may accept any request or gift of money or property on behalf of the District, except as limited by this policy." The gift shall become the sole property of the District for its use and disposition. The Board of Trustees shall approve all gifts involving \$5,000.00 or more.

To be acceptable, a gift must have a purpose consistent with District goals and objectives. Gifts will not be accepted if they:

- Begin a program that the Board of Trustees would be unwilling to take over when the gift or grant funds are exhausted.
- Bring unreasonable or hidden costs to the District.
- Restrict any school program.
- Imply endorsement of any business or product.
- Conflict with policies or actions of the Board of Trustees or public law.
- Require extensive maintenance on the part of the District.

Approval should be received prior to acceptance of the donation. The "Donation Approval Request" form is used to document:

- The donor's name, address and other contact information
- The donation type, description, quantity and value of the donated items.
- The purpose or use of the donation.

The District employee requesting acceptance completes the Donation Approval Request Form and obtains the campus principal or department supervisor's approval. The completed form is sent to the Fine Arts Office for review. The Business Office will be responsible for obtaining Superintendent or Board approval as needed.

Donations valued at more than \$5,000 will be submitted to the Superintendent for approval. Upon Superintendent's approval, the Business office will send a letter acknowledging acceptance of the donation to the Donor. Each month donations more than \$5,000 will be reported to the Board of Trustees.

Donations under \$5,000 will be submitted to the Fine Arts Office for approval. The receipt to the donator will serve as the acknowledgement for the donor.

Cash donations collected at the campus should be receipted by the campus financial clerk in accordance with the Money Handling Guidelines in Section 8 of the Fiscal Procedures Manual. Monetary donations to the District will be recorded using object code 5744. All monetary donations to a student activity club/organization (865) will be recorded in the appropriate student activity account which will incur the disbursement.

Non-Monetary Donations

Per Unit Value of \$5,000 or More

"Non-Monetary Donations" or assets with a unit value of \$5,000 or more and a minimum life of one year are recorded as a fixed asset. Fixed Assets will be entered into the District's fixed asset database by the Business Office.

Per Unit Value of Less than \$5,000

"Non-Monetary Donations" or assets with a unit value of less than \$5,000 and meeting the District definition of an "Inventory Item" will be entered into an inventory database maintained by the Technology Department (see Section 11: Fixed Asset and Inventory Items).

Receiving Money

All booster club funds are deposited in GPISD activity fund accounts. Booster clubs may not have independent checking accounts. All booster club funds will be deposited with the Fine Arts Office, except for Project Graduation which will be deposited with the campus activity fund clerk.

All money shall be properly receipted, stored for safekeeping and submitted to the campus/department financial clerk in a Tamper-Evident Safeguarding Bag for courier pickup and delivery to the Business Office daily.

In order to maintain effective control, at least 2 people must be involved in the function of collecting money, receipting and depositing of funds.

The person collecting the money should never receipt the funds to themselves.

All money must be counted and a Charms Report or District Receipt is to be completed before bringing the money to the financial clerk in a Tamper-Evident Safeguarding Bag. A receipt will be provided by the clerk to the depositor once the deposit is received in the Fine Arts Office. All checks in the deposit must have a driver's license number and a date of birth on the check in order for the clerk to accept the check in the deposit. All checks should be made out to GPISD.

Issuance of approved receipts should indicate the following:

1. Date of the receipt
2. Name of the person whom the money was collected from
3. Amount Collected
4. Form of payment
5. Description of purpose for money collected
6. Signature of person receiving the money

Safeguarding Money

DO NOT store money in an unlocked drawer or filing cabinet, leave in a personal or district vehicle, or deposit in an individual's personal bank account. All money is to be locked in the school or department safe until the next business day when the booster club can return and deposit it with the financial clerk.

Under NO circumstances should money be taken home by employees, parents, or students.

Under NO circumstances should students be collecting money from other students. Only a sponsor or a club officer may take money.

Money received and not yet deposited may NOT be used for purchases, check cashing, loans, advances, reimbursements, or for any other purpose.

Do not store the money and the records of the money received in the same place. If records and money are stored together and theft occurs, the record of the money may be taken along with the money. Subsequently, determination and recovery of losses would be more difficult.

Purchasing

A purchase order form is used to purchase supplies, equipment, or services from an external vendor. Requisition forms should be created in the Teams system by the financial clerk and then will be submitted to the Purchasing Department for approval of a purchase order. All requests must be submitted to the financial clerk with a quote or invoice for the services. Nothing may be ordered or purchased without obtaining a purchase order number from the financial clerk. When a check or purchase order is needed it must be requested a minimum of 10 days in advance of the event.

Checks are printed once each week. A check request or purchase order must be entered prior to 9:30 am on Thursdays will result in the check being printed and mailed the following Friday. No "emergency" checks are printed. Check request will not be processed without a completed invoice from which to pay by.

All orders must list a District campus or facility address for delivery. DO NOT ship items or invoices to your home address.

According to Board Policy CH(LOCAL), employees who violate the district purchasing procedures shall be held personally liable for the cost of the purchase.

Scholarships

Booster clubs may award up to three scholarships each school year to graduating seniors totaling no more than Two thousand dollars (\$2,000) with no individual scholarship over One thousand dollars (\$1,000).

The number and value of scholarships will be set in the booster clubs annual budget submitted in September of each school year and may not be amended to a higher amount.

Students who are not in the top half of their graduating class, those who have been assigned to any alternative education setting during their senior year or those with more than 7 absences (unless related to a major health issue) are not eligible to apply for these scholarships.

Applicants will submit the **GPISD Booster Club Scholarship Application** and two teacher recommendations.

Applications must be completed and received in the Fine Arts Office by 4:00 PM on the first Friday in April.

A five member **District Booster Club Scholarship Committee** composed of GPISD professional employees with no relationship to any individual applicant will be formed by the Director of Fine Arts. The committee will meet and review scholarship applications and determine the individuals that are to receive booster club scholarships.

To receive the scholarship the student must complete the **GPISD Scholarship Payment Request** with proof of enrollment to an accredited college or university that includes payment of tuition/fees. These must be submitted no later than the Tuesday after Labor Day. No scholarship payment will be processed after that date and the scholarship award will be null and void at that time in all documentation and the form is not received.

Scholarship funds will be sent to the financial aid office of the college or university listed on the **Scholarship Payment Request**. No payments are made directly to recipients.

GPISD BOOSTER CLUB SCHOLARSHIP APPLICATION

_____ Booster Club Scholarship Campus: _____

Please list below (or attach) other school related honors and awards.

Describe how you have been active in the organization supported by this booster club, how the organization has had an effect on your life and what receiving this scholarship would mean to you.

Miscellaneous

The following guidelines apply to all parent/booster clubs. If questions arise which cannot be resolved at the campus level, the appropriate Central Office Administrator should be contacted for clarification.

- All meetings shall be public, held on campus and announced 72 hours in advance;
- The sponsor shall be the primary contact for all matters related to the club.