



## DESERT VISTA HIGH SCHOOL THUNDER BOARD

### PB-01 POLICY BULLETIN

Title	<b>Use of personal mailing address to receive booster club payments</b>
Date Issued	September 1, 2014
Policy Bulletin #	PB-01 (First issued as 2014A)
Background Information	<ul style="list-style-type: none"> <li>• Individuals in some booster clubs have been using their personal mailing address or PO box to receive payments for club dues, fundraising events, registrations, etc.</li> <li>• This practice raises concerns regarding fiduciary control and possible comingling of funds.</li> <li>• Booster club officers or members are required to keep all personal financial transactions completely separate from booster club business.</li> </ul>
<b>Policy Statement</b>	<b>Booster club officers and members are not allowed to receive payments related to any type of booster club business at their personal (or private business) mailing address or PO box.</b>
Date of expiration	None
Known exceptions (if any)	<p>Booster club officers and members may use personal mailing addresses for informational correspondence if so desired. This is not required but is allowed for convenience and/or efficiency.</p> <p>For clubs which do not maintain a PO box for club business, contact a Thunder Board Officer about having a mailbox assigned in the mail room of the DV front office.</p>
Authorized by	Thunder Board Officers for 2014-15
Thunder Board Contact	Send all questions via email to: <a href="mailto:dvhsthunderboard@gmail.com">dvhsthunderboard@gmail.com</a>