



## **THUNDER BOARD ASSOCIATION EXPECTATIONS FOR BOOSTER CLUBS**

Last updated: August 2014 (Key to references: BL = Bylaws and PP = Policies and Procedures)

The primary purpose for Thunder Board Association and all related Booster Clubs is to support students and the extracurricular programs of Desert Vista High School in which they participate. This support may include fundraising, volunteer coordination, or other assistance upon request. (BL II-1)

### **ORGANIZATIONAL DEFINITIONS**

- Thunder Board was organized and chartered specifically as the umbrella organization for all DV parent Booster Clubs. As such, it is an officially registered 501(c)(3) Charitable Organization and operates for exempt purposes. (Exempt from federal income tax.) Booster Clubs are each part of this larger organization, similar to divisions being part of a larger corporation. (BL II-1)
- Thunder Board Association is a separate legal entity not directly controlled by the school or TUHSD administration; though we are expected to follow all required rules and procedures for campus access, interactions with students, etc. (BL II-2)
- Booster Clubs are not authorized to enter into legal agreements other than simple purchases of goods or services. Thunder Board Association must be the authorized party to any proposed contract or agreement. Submit requests for review and execution of documents to any Thunder Board Officer. (PP4)

### **PROCEDURAL EXPECTATIONS**

- Follow the structure and policies found in two documents: 1) Thunder Board Bylaws and 2) Thunder Board Policies and Procedures. (If a separate set of club-specific bylaws exist, they are supplemental and subordinate to Thunder Board Association governing documents.) (PP4)
- All Booster Clubs must make club meeting minutes (not executive committee minutes) and summarized financial statements available to the public. Posting on a Booster Club web site is one easy method.
- All Booster Club Officers are elected to one-year terms and current year officers are eligible to run for re-election provided they otherwise remain eligible. (BL IV-4)
- Prior to beginning of school year (or season if appropriate), the Booster Club Officers shall create an annual operating budget. The budget should be discussed with the Head Coach or Activity Sponsor then presented to the Booster Club membership for a vote. (Can be emailed in advance for review.) (PP2)
- Major changes in income or expenditures (guideline of 10% deviation from budget) should be discussed at the next convenient Booster Club meeting and voted upon if appropriate.
- Compile a summary comparison of budget to actual results at the end of each fiscal year. (PP2)
- Pay annual Booster Club dues to Thunder Board Association at the beginning of each school year. These dues are kept to a minimum, but are needed to pay for insurance policies, tax return filing, and other administrative costs. (BL III-3 and PP1)
- Provide monthly financial reports to the Thunder Board Treasurer within 1-2 months of bank period close. These must be submitted using the current Excel template and must include a copy of the bank checking account statement plus any other financial accounts held by the booster club. (Note: This applies to all calendar months, not just school year or during a sport/activity season.) (PP1 and PP2)
- Give a written receipt (standard TB form) for each donation to the donor (does not apply for service events like car washes or product sales where money received is not a donation.) (BL XI-1 and PP2)
- Cash received by the club should be counted by at least 2 people, documented immediately, then given to a club officer to be deposited in the Booster Club bank account within 1 business day (Mon-Fri). (PP2)

- Cooperate in providing timely information for 1099's and end of year tax return. (PP2)
- Limit gifts to any individual (coaches, staff, etc.) to no more than \$25 value per IRS regulations.
- Cooperate with an auditor if asked (TB reserves right to audit any club). (BL VIII-1)
- Submit fundraising requests to Thunder Board for approval before launching the fundraiser. If students are directly involved, remember that 50% of net revenue should be deposited in the student activity account at the bookstore. (PP5)
- Clubs using a concession stand must follow all applicable Maricopa County health code requirements. Anyone serving open plate foods or open top fountain drinks must have a valid food handler permit card in their possession at the time. (PP6)
- Any club hosting a major event on campus that uses outside vendors must ensure that each vendor agrees to follow the "Vendor Guidelines for Events Held on the Desert Vista Campus" contained in the TB Policies and Procedures. (PP Appendix B)
- No commingling of Desert Vista Booster Club funds with the personal, professional or business accounts of TUHSD, DV administration, other clubs/teams, non-profit groups, or any individual. (PP2)
- No use of personal mailing addresses (home or PO Box) to receive booster club payments. (Officers and members may use personal mailing addresses for informational correspondence if so desired.)

### **BEHAVIORAL EXPECTATIONS**

- Stay focused on the primary goal of helping students participate in their chosen programs.
- Maintain the highest standards of ethical behavior, including instructing all Booster Club members, especially Booster Club Officers, to adhere to the Code of Conduct. (PP4 and Appendix A)
- Students must be allowed to participate in all aspects of the program (practices, game time, banquets, etc.) regardless of whether Booster Club dues/fees have been paid or not.
- Parent participation in a Booster Club is voluntary, not mandatory. This decision must not negatively impact the student. Payment of Booster Club dues or other fees is also not mandatory, which may place a fundraising burden on the rest of the program if a large percentage of parents opt out.
- Maintain confidentiality of individual student or parent contributions/payments. (Booster Club Officers with access to detailed personal information must be diligent about safeguarding that information.)
- Make a reasonable effort to send email communications regarding Booster Club information to at least one person in each family with a student currently participating in the program.

### **EXPECTATIONS PERTAINING TO COACHES AND ACTIVITY SPONSORS**

- Coaches and Activity Sponsors provide overall direction to the programs. They are invited to give inputs and submit requests (in writing when possible) to their Booster Club and work cooperatively in supporting program goals. However, due to the fact that Thunder Board Association is a separate legal entity from TUHSD, it is not permissible for a Coach or Activity Sponsor to have approval authority for Booster Club funds or to have a voting role in any Booster Club. Other TUHSD staff are eligible to be a Booster Club Officer as long as the club is not directly related to their work responsibilities. (PP4)
- Please allow enough time for Booster Club Officers to evaluate and vote on expenditure requests. (PP4)
- Submit a "wish list" at beginning of year/season to help the Booster Club build an annual budget. (PP4)
- Provide information as needed to prepare 1099's by December 31 each year. (PP2)
- Report issues with Booster Club parents to Booster Club Officers (or to TB if Club Officers are the issue).
- Work with the Booster Club to follow TB policies and all rules required to maintain 501(c)(3) status.