

## Booster Group Requirements

The Franklin Public Schools appreciates the efforts of all the booster groups whose objectives are to enhance the educational experiences of students. Though Booster Groups are separate organizations from the School District, they cannot operate unless they are approved by the District and they follow all District rules, policies, and procedures.

### Operating Procedures:

1. Booster Groups must ensure that any adult acting on behalf of, or representing school district teams and/or activities shall not be under the influence of alcohol or illegal drugs while in the presence of students, whether on or off school property.
2. A Booster Group may suggest or recommend how it would like the money raised and spent, however the District Booster Group Supervisor has final say when reviewing the requests.
3. The District Booster Group Supervisor is either the Athletic Director, Principal, or Manager of Community Education and Recreation depending on the group.
4. All accepted donations including equipment and supplies become property of the school district. The Booster Group must cover all costs of purchases initiated by the Booster Group.
5. The Booster Group will not engage in any forceful sales tactics, or any type of intimidation by any of the organization members to parents, students, staff, or members of the community.
6. All Booster Group meetings shall be open to the public. Minutes shall be taken at each meeting and be available for viewing. Copies of the annual year-end financial statements shall be given to the District Booster Group Supervisor.
7. At the beginning of the fiscal year (which runs from July 1<sup>st</sup> – June 30<sup>th</sup>) each group wanting to raise funds must meet with the District Booster Group Supervisor to discuss:
  - a. Planning of fund raisers – review the fund raising policy and the schools calendar of fund-raising events
  - b. Use of the proceeds
  - c. The implied or stated use of the school district's name
8. All proceeds must be used to support district programs.

### Bookkeeping Procedures:

1. The management of Booster Group funds shall be in accordance with sound business practices and accounting procedures.
2. Each new officer should read this document so that they are aware of all the requirements.
3. Do not make personal purchases through the Booster Group account.
4. The payment of salaries or wages from the account is prohibited. This includes the giving of gift cards for services performed or as a thank-you.
5. The Booster Group bookkeeper will reconcile the checking account, using standard reconciliation procedures such as balancing with the statement each month and keeping checks with the statement for the month in which they are received.

### Creating a Booster Group

1. The Booster Group must create a statement of purpose to identify why the group exists, what it plans to accomplish, and how it will accomplish its goals.
  - a. When applying to create a Booster Group, this statement will be reviewed by the District Booster Group Supervisor. The District will then decide if approval will be granted for the creation of the Booster Group.
  - b. If the Booster Group is approved, it can continue with the following steps.
2. The Booster Group must have a Federal employer identification number, even though it will not have employees. The employer identification number (EIN) is a unique number that identifies the organization to the Internal Revenue Service.
  - a. Provide a copy of the Federal employer identification number to the District Booster Group Supervisor.
3. Every Booster Group must have an IRS 501c(3) non-profit designation.
  - a. Provide a copy of the 501c(3) designation to the District Booster Group Supervisor on a yearly basis.
4. The Booster Group will need to have its own sales tax exemption.
  - a. Provide a copy of the sales tax exemption certificate to the District Booster Group Supervisor.
5. The Booster Group must provide a yearly listing of the group's officers (President, Vice President, Secretary, and Treasurer filled by a minimum of 3 unrelated people) to the District Booster Group Supervisor. The varsity coach may not be on the Board, or an officer of the Booster Group, as they are only advisory to the group.



Book	School Board Policies
Section	5000 Students
Title	Fundraising Activities
Number	5370
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### **FUNDRAISING ACTIVITIES**

The Franklin Public School District recognizes and supports the efforts of school personnel, students, parent booster organizations, and other community members who have an interest in promoting school programs. The School Board specifically supports those fundraising projects which are designed to promote educational and co-curricular activities without interfering with the education program. The goal of raising and expending funds by student groups shall be for the purpose of school and school-related purposes.

All fundraising projects and activities shall have prior permission from the building principal, the district administrator, or their designee in advance. All funds raised by any school group shall be processed through the appropriate financial accounting system.

Because fundraising activities have a direct impact upon schools and the community they serve, the School Board endorses cooperative relationships between school personnel and community members in designing and implementing plans where money is raised for school projects, student activities, approved charities, or to benefit the District.

Adult school related groups or support groups must abide by this policy if students are involved in their fundraising activities. Any fundraising activities for charitable organizations which are promoted by school personnel or groups organized for the purpose of supporting the schools and are conducted within the school or involve students, are also subject to this policy.

Fundraising shall be in accordance with rules established by the administration and shall not be conducted in a manner that would violate any federal, state or local laws.

LEGAL REF: Section 103.23 Wisconsin Statutes

CROSS REF: Board Policy 3630 Facilities Use

*The Franklin Public School District, pursuant to s.118.13, Wis. Stats., and PI9, prohibits discrimination or harassment against a person on the basis of actual or perceived protected characteristics including but not limited to: sex, race, religion, national origin, ethnicity ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, arrest or conviction record, physical, mental, emotional, or learning disability or handicap disability or any other category protected by state, federal or local law in any curricular, extracurricular, pupil services, recreational or other programs or facets of the district's operations.*

*The Franklin Public School District prohibits discrimination in employment or harassment on the basis of actual or perceived protected characteristics including but not limited to: age, race, color, national origin, ethnicity, ancestry, sex, sexual orientation, pregnancy, religion, creed, marital status, veteran status, arrest or conviction record, disability or any other category protected by state, federal, or local law.*

The following are ADMINISTRATIVE RULES and are not School Board Policy. ADMINISTRATIVE RULES are subject to change without Board approval.

#### Fundraising Guidelines

Requests for school-affiliated fundraising shall be made on the Fundraising-Part A form available in each school office or the district office. Fundraising cannot begin until an approved Fundraising-Part A form has been returned to the requestor.

1. If the fundraiser requires a school district facility, a facility use permit must be completed, the fundraiser must be approved by the host school and appear on the school calendar as outlined in Policy 3630. Submit the facility use permit request along with a copy of the Fundraiser-Part A form.
2. Upon completion of the fundraiser, the advisor/rep in charge completes the Fundraising Part-B form and attaches it to the original request and submits to the principal or their designee. The form shall be retained by the secretary at the appropriate school.
3. Students in Early Childhood-6th grade may be permitted to participate in fundraising activities provided written approval has been obtained from the student's parent/guardian.  

Students under the age of nine or each group containing one or more students under the age of nine must be physically accompanied by a parent/guardian or a family member at least 18 years of age when working in a fundraising activity.
4. Students currently enrolled in grades Early Childhood-8th may not participate in any community (door-to-door) sales. Violating organizations will forfeit their right to conduct any fundraising activity the following year.
5. Fundraising shall not conflict with the school lunch programs or classroom activities.
6. Ticket sales for regular school events, such as athletic contests, musicals, school pictures or similar regular building functions are not affected by the fundraising policy.
7. Fundraising guidelines are not designed to restrict small building level fundraising which will not realize approximate profits in excess of \$300 as approved by the building principal or their designee.

8. (a) School personnel, students, and parent booster organizations will be limited to three (3) fundraisers per year. Each fundraiser approved may not last more than three (3) weeks.
9. (b) Exceptions to the limit of three (3) fundraisers per year and the duration of three (3) weeks may be considered on a case-by-case basis and approved by the district administrator. Market Day, "We Care", and food product label collection are exempt from these limitations based on the passive nature of the activity. Exemptions may be withdrawn when, in the judgment of the district administrator, the nature of the activity changes.
10. As a general consideration, approval may not be given for school affiliated organizations to conduct school community solicitation involving product duplication within the same semester.
11. Student participation in fundraising activities shall be voluntary at all times.
12. Student academic grades shall not depend on involvement.
13. Permission to conduct a fundraiser may be approved or denied by the district administrator or their designee depending on the quality of the product, consumer complaints regarding the product, or lack of following proper procedures.
14. All fundraising activities shall be conducted in accordance with School Board Policies, City Government Ordinances, Wisconsin State Statutes and Federal Laws.
15. Fundraising involving students or on district property shall exclude all forms of gambling (other than licensed raffles).
16. Fundraising activities involving students or on district property shall exclude the promotion, consumption, or availability of alcoholic beverages.
17. The use of the name of Franklin Public School District, names of any of its schools, or any school department shall not be used in connection with any fundraising unless specifically approved in accordance with these rules and Board Policy.
18. Funds raised by any group shall be reported on the Fundraising –Part A and Fundraising-Part B forms and shall be subject to review by the district or the district's auditor. Areas of concern would be highlighted and any suggested revisions would be incorporated into the group's accounting system for the following school year.
19. Policies and procedures on fundraising should be distributed to activity advisors or other interested groups.
20. Funding under these regulations should be limited to finance projects which enhance or enrich the school experiences for students.
21. Equipment and facility improvements become the property of the Franklin Public School District. The acceptance of the gift will occur at a School Board meeting.