



# PTSA & Booster Club Handbook

*A reference guide for all Peninsula School District  
parent clubs' Board of Directors*

**ALL STUDENTS  
MAXIMIZING  
THEIR POTENTIAL...  
CAPABLE AND  
ABLE TO TAKE  
ADVANTAGE OF  
ANY LIFE  
OPPORTUNITIES**

## **Student Support Organizations (PTSA, Booster Clubs, etc.)**

Parent involvement is of the utmost importance in student success and participation in school support organizations is one vehicle for parent involvement. The term “student support organization” refers to parent-staff-student associations including but not limited to Parent Teacher Students Associations (PTSAs) and or Booster Groups. The term “student support organization” does not refer to loosely formed groups of parents or individuals that informally support classroom or student activities. Student support organizations are not governed by the District; however, they must follow certain Board policies and procedures, especially when fundraising, renting District facilities, giving donations, and involving students.

### **PTSA Groups**

An official PTSA group is a local, self-governing, not-for-profit (and usually tax exempt) membership association with its own set of bylaws, elected officers, and membership. Principals shall maintain a current list of contact information for officers of PTSA groups.

### **Booster Groups**

Booster groups are separate entities from the school and the school district. They generally support and supplement the various cultural, athletic, academic, recreational, or social programs offered in our schools. The booster club purpose is to enhance the program designed by the advisor or coach. Booster groups do not dictate curriculum, program structure, or personnel. The principal and advisor/coach have final authority to determine the activities and actions of the booster group. Principals shall maintain a list of all booster groups operating at their school, including the school advisor/coach for each group and current contact information for officers.

### **Employee Participation in Booster Groups**

- ✓ An employee is any person who receives a paycheck from the Peninsula School District.
- ✓ Employees should only be involved on their personal time.
- ✓ Employees can be members, but not officers, of a booster club. They cannot have fiscal responsibility or check signing authority.
- ✓ Employees must never handle or secure funds generated by booster club fundraisers, even on their personal time. As an example, employees can help with a fundraiser but cannot collect money.
- ✓ Employees are not allowed to receive compensation directly from booster organizations.

## **Facility Use**

School and student support organizations require principal (or designee) permission to meet on school premises during school hours. For school and student support organization activities before or after school, facilities (including kitchens and athletic fields) are accessed through the district Facilities Use process.

Contact our Facilities Use department at (253) 530-3941. <https://psd401.net/facilities-2/>

Use of District equipment and/or materials (i.e. copiers, PE equipment, computers, paper, etc.) is not allowed. Student support organizations may not use any District equipment, materials, or supplies, and this is not allowed under State of Washington rules and regulations, and would constitute a co-mingling of funds.

## **Fundraising**

Student support organizations can conduct fundraising activities to enhance the activity they are supporting and are subject to the following guidelines:

- Principals should approve in advance any fundraising activity conducted on their campus.
- Employees of the District may not plan, manage, or operate fundraisers as part of the support organization.
- Money shall not be stored on school property, including school safes.
- Fundraiser events must be clearly advertised as the student support organization's activity. The public should not look at materials and think it is the school running the activity or event.
- Fundraising activities must be kept apart and clearly designated from school fundraising activities.
- Donations from fundraising activities can be accepted by the school and should be used for the purpose intended. A District approved donation form must be completed and submitted to the Business Office. Gifts valued over \$5,000 must be approved by the Board. See Policy and Procedure 7260.
- If students participate in the fundraising activity it must be voluntary, infrequent, and never during instructional time. Students should not organize, manage, or operate a student support organization fundraising activity. Students should not wear school uniforms or school related attire to these fundraising activities.

## **Other Fundraising Points**

- Gambling activities such as Bingo, raffles, carnivals, etc. have very specific laws and regulations. See <http://wsgc.wa.gov/> for more information.
- A recommended best practice is that money is counted by two people and deposited daily into the organization's bank account.
- No fundraiser may compete with the District's food service programs. School stores located in or near cafeterias may not sell food items during meal periods.
- Fundraisers should be coordinated with the principal when students are involved or when District facilities will be used. Some examples would include:
  - Sales of goods
  - Car washes, rummage sales, pancake breakfasts, spaghetti dinners
  - Carnivals
  - Skating and bowling parties
  - A-Thons (band, bike, walk, jump, etc.)
  - Sporting events

## **Separate Entity**

Student support organizations must be registered with the Washington State Secretary of State and obtain their own tax identification number from the Internal Revenue Service. Student support organizations must also annually provide the following to the District Business Office:

- Articles of Incorporation from the Washington State Secretary of State or proof of current registration
- A copy of the IRS not-for-profit corporation registration
- Current and valid certificates of insurance
- A list of current officers and their contact information
- A Facilities Use Agreement if they plan to use school facilities
- Copies of current and valid health cards if food is to be sold
- Copies of the current and valid agreements if operating a school store on our campus

Student support organizations published materials must clearly identify them as a separate entity from the District. Ex: checks, bank accounts, flyers, websites, social media sites, etc.

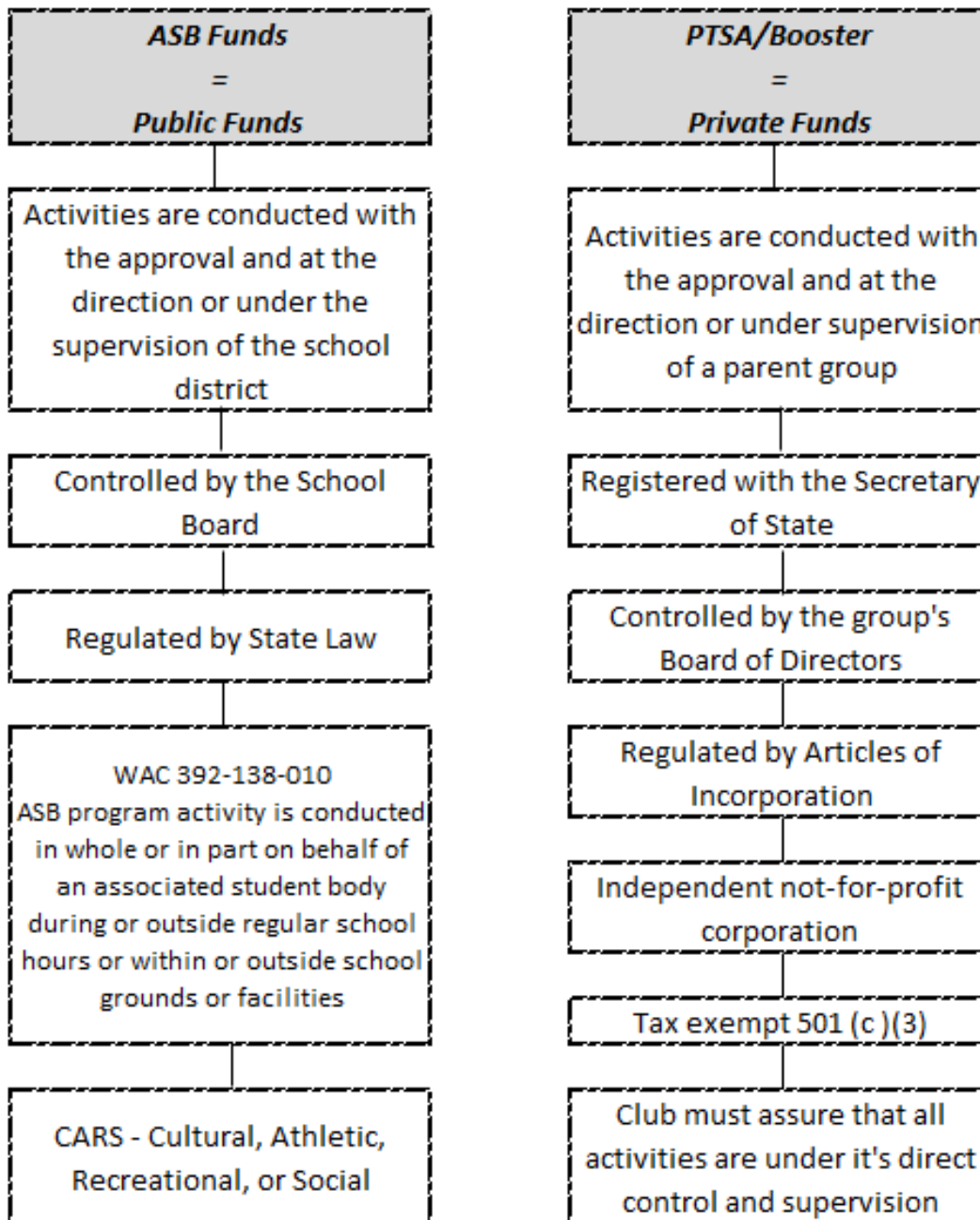
Student support organizations are not allowed to use the District tax identification number.

Student support organizations cannot use the school address for correspondence or deliveries. A separate address and phone number is required for all activities.

# ASB? Or PTSA/Booster?



*Would a reasonable person in the community think this was a Booster Club or a School sponsored activity?*



## Resources

- *Washington State Booster Club Association* – Provides booster club guidance, education, training, and support. Membership includes 300+ schools and 400+ non-school groups <http://www.wsbca.org/>
- *Washington State PTA* – Washington State PTA organization whose mission is to be strong advocates for children <https://www.wastatepta.org/>
- *Internet Nonprofit Center* – Information for and about nonprofits <http://www.csun.edu/~nl5331/internetnpc.html>
- *Internal Revenue Service* – See form 1023 for applications and Form 990 to report income and expenses <https://www.irs.gov/>
- *Secretary of State* – Washington State laws (WAC/RCW) regarding charitable solicitations and trusts <https://www.sos.wa.gov/charities/>
- *Washington Association of School Business Officials* – Has a section on ASB Rules and Regulations <http://www.wasbo.org/default.asp?>
- *Guidestar* – National database of nonprofit organizations, <http://www.guidestar.org/Home.aspx/>

### Peninsula School District Contacts:

Karen Anderson  
[andersenk@psd401.net](mailto:andersenk@psd401.net)  
(253) 530-1004

Kelly Pearson  
[pearsonk@psd401.net](mailto:pearsonk@psd401.net)  
(253) 530-1020



## **Community Relations – Series 4000** **School-Support Organizations - 4120**

The Board encourages the formation of a parent-teacher-student association or similar organization at each school building for the purpose of providing an opportunity through which parents, teachers and students may unite their efforts and interests to enhance the school program. In schools where no such organization exists, another parent group can be recognized by the school principal as the official body through which parents, staff and students may unite their efforts for similar purposes.

Booster clubs and/or special interest organizations may be formed to support and strengthen specific activities conducted within the school or district. All such groups must receive the approval of the school principal or Superintendent in order to be recognized as a booster organization. Staff participation, cooperation and support are encouraged in such recognized organizations.

Adopted: 10-26-2000



## **Financial Management - Series 7000**

### **Gifts - 7260**

It is the policy of the Peninsula School Board to accept gifts of cash, goods or equipment which support the established goals and objectives of the District. All gifts are to be compatible with the goals of the District. The potential costs of installation, maintenance and operation and other associated continuing financial responsibilities of the gift shall be evaluated prior to acceptance. Any obligation relative to use or disposal shall also be evaluated prior to acceptance. Donors may indicate their wishes and intent, but the acceptance and final disposition of any such gifts, is subject to Board approval.

Any gift or donation to an individual building, program or other administrative unit within the District, becomes the property of the District, and is subject to regular District control, established District procedures and District disposition practices.

The Board discourages gifts to staff from students, parents or others. Instead, they are encouraged to express their commendation or gratitude in verbal or written communications. Employees must take precautions to avoid potential conflicts of interest, the appearance of conflicts of interest, or the appearance of inappropriate relationships when presented with any gifts related to their employment or their role as an employee. Where appropriate and for commonly accepted circumstances, nominal (minor) gifts of appreciation may be received by employees. Such employees must maintain proper professional standards by respectfully declining repeated gifts or gifts of higher value.

The Superintendent is directed to develop district procedures for the acceptance of cash, goods or equipment.

Adopted: 06-10-1975  
Revised: 01-09-1975  
Revised: 09-13-1990  
Revised: 01-11-1996  
Revised: 04-26-2001  
Revised: 03-21-2013





14010 62nd Avenue NW Gig Harbor, WA 98332  
253 530.1000 253 530.1010 fax www.psd401.net

## GIFT/DONATION FORM

Submit form to the Chief Financial Officer at the district office.

Date: \_\_\_\_\_

### DONOR INFORMATION:

Name of Donor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The donor hereby gives \_\_\_\_\_ the following Gift/Donation:  
NAME OF SCHOOL OR DEPARTMENT

NOTE: All gifts of technology equipment must be preapproved by the tech support department.  
NOTE: If donation will be used for installation or improvements to district property, complete the  
*Gift/Donation Used for Facility or Grounds Improvements Form* instead.

Amount of Gift: \$ \_\_\_\_\_

OR

Estimated Value of Donation: \$ \_\_\_\_\_

Description of Donated Item(s): \_\_\_\_\_

\_\_\_\_\_

Purpose of Donation: \_\_\_\_\_

\_\_\_\_\_

### Peninsula School District Approvals

Principal, Program Manager or Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

District Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

REQUIRED for all donations valued between \$1,000 and \$4,999

Board Action: Date of Board Meeting: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

REQUIRED for all donations valued at \$5,000 and above

Revised 3/2013

Gift/Donation Form - 7260 fl



14010 62nd Avenue NW Gig Harbor, WA 98332  
253 530.1000 253 530.1010 fax www.psd401.net

## GIFT/DONATION USED FOR FACILITY OR GROUNDS IMPROVEMENTS

Submit form to the Chief Financial Officer at the District Office.

Any donation that will fund improvements or installations to district property must be approved by the building principal, the maintenance department and the district office.

Date: \_\_\_\_\_

**DONOR INFORMATION:**

Name of Donor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The donor hereby gives \_\_\_\_\_ the following Gift/Donation:  
NAME OF SCHOOL OR DEPARTMENT

Amount of Gift: \$ \_\_\_\_\_

OR

Estimated Value of Donation: \$ \_\_\_\_\_

Detailed description of how donation will be used. Additional information may be attached to form: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Peninsula School District Approvals**

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Maintenance Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

District Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Revised 3/2013

Gift/Donation Used for Facility or Grounds Improvements Form -7260 E2