

**1st Annual
Mandatory
Parent Organizations, Student and Booster Clubs
Fundraising Training
September 7, 2016
James “Nikki” Rowe High School Cafeteria
5:30 p.m. – 7:00 p.m.**

An overview of Policy GE (Local), Relations with Parent Organizations

Policy GE (LOCAL) RELATIONS WITH PARENT ORGANIZATIONS

McAllen ISD
108906

RELATIONS WITH PARENT ORGANIZATIONS

GE
(LOCAL)

District-affiliated school-support or booster organizations shall organize and function in a way that is consistent with the District's philosophy and objectives, within adopted Board policies, in accordance with applicable UIL guidelines and financial and audit regulations. [See also CFD]

USE OF DISTRICT FACILITIES

District-affiliated school-support or booster organizations may use District facilities with prior approval of the appropriate administrator. Other parent groups may use District facilities in accordance with policy GKD.

PURCHASES FOR THE SCHOOL

Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. In consultation with the Superintendent or designee, the principal shall determine the type or brand of equipment to buy to ensure compatibility with current District equipment.

REQUIREMENTS FOR BOOSTER ORGANIZATIONS

Each booster organization shall submit to the Superintendent or designee a list of officers and a statement of the purpose of the organization, as well as the organizational guidelines of the organization. The guidelines may include bylaws, a list of procedures, or a constitution. In addition, the organization shall submit a written statement giving consent for the District to review the organization's financial documents.

Each booster organization shall annually submit to the Superintendent or designee a statement of financial goals, including anticipated income and expenses, and the most recent income statement and balance sheet. Upon recommendation from the Superintendent or designee, the Board may at any time order a review of all funds and financial statements of the organization by the District's internal auditor.

In order to be recognized as a District-affiliated school-support or booster organization, an organization shall agree to comply with the following additional rules:

1. The Superintendent and the principal, as applicable, shall have the authority to veto any proposed action of the organization.
2. All fund-raising projects to be conducted by the organization must receive approval from the appropriate principal no later than October 1 of each school year.
3. The organization shall have no authority to direct any District employee in any of his or her duties, nor any authority to guide, direct, or establish rules for any campus activity or student activity.

**Policy GE (LOCAL)
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4. All meetings of the organization shall be open to the public.
5. All District residents who meet criteria detailed in the organization's guidelines shall be eligible for membership in the organization.
6. The election of the organization's officers shall be conducted in a manner that allows any eligible person to be nominated for an office.
7. The organization may recommend a use for funds it donates to the District; however, the Superintendent or the principal, as applicable, shall have discretion in expenditure of all donated funds. [See CDC]

Upon recommendation from the Superintendent, the Board may cease to recognize and may withdraw affiliation with any booster organization that, in the opinion of the Board, does not adhere to applicable policies and administrative regulations. In the event of such Board action, any privileges afforded to the organization as a District-affiliated organization shall cease. [See CY and GKD]

An overview of Policy FJ (Local), Gifts and Solicitations

Policy FJ (LOCAL) GIFTS AND SOLICITATIONS

McAllen ISD
108906

GIFTS AND SOLICITATIONS

FJ
(LOCAL)

SCHOOL-SPONSORED

Fundraising activities by student groups and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades.

All fundraising projects shall be subject to the approval of the principal.

Student participation in approved fundraising activities shall not interfere with the regular instructional program. [See EC] Funds raised shall be received, deposited, and disbursed in accordance with CFD(LOCAL).

FOR OUTSIDE ORGANIZATIONS

Students representing their school may participate in charitable institution and community drives. Such participation, which shall be on a strictly voluntary basis and shall not disrupt the regular school day, shall be open to students in all grades.

Students shall not be permitted to sell items at school for private purposes or for any fundraising project other than those sponsored by the District or a District-affiliated organization.

BY OUTSIDE ORGANIZATIONS

No outside organizations of any sort may solicit contributions of any type from students within the schools.

LOSS OF CLASS TIME

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees. [See also FP]

LIMITATIONS ON FOOD AND BEVERAGES

Except after the end of the school day and on weekends on six preapproved days in the instructional school year and except for concessions at extracurricular activities, all food items and beverages made available for sale through fundraising activities, whether on or off campus, shall be required to meet federal and state Smart Snacks guidelines. [See CO]

Policy FJ (LOCAL)
GIFTS AND SOLICITATIONS

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Cindy Richards-Medrano
Chief Financial Officer
McAllen Independent School District

Boosters and Parent Organizations: Best Practices

September 7, 2016



Transparency & Accountability

- Chapter 552, Section 552.003(1)(A) of the Government Code under the Texas Public Information Act requires “...an organization, corporation, commission, institution or agency that spends or that is supported in whole or in part by public funds” to make books and records available to the public.
- The UIL guidelines state, “all school activities, organizations (including the booster clubs), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.”

Bylaws

Bylaws are the operating rules specific to your club/organization.

- Help resolve conflict
- Define processes
- Provide roadmap for future officers

Should be submitted to Campus Principal.



Definition of Roles

- Members
- Sponsor or Coach
- Principal and District Administrators
- Booster Club/Parent Organization Officers
 - President
 - Vice-President
 - Secretary
 - Treasurer - Ensure individual has basic bookkeeping skills that are sufficient to handle the club/organization's financial transactions.



Bank Accounts

- Booster Clubs/Parent Organization should set up a bank account with the **Booster Club/Parent Organization's EIN number only**. An officer's social security number or the District's EIN number should not be used.
- Recommend no district employee can be an authorized signer for the bank account(s) of Booster Clubs/Parent Organizations.
- The District recommends checks over a certain amount require two signatures.
- Bank account(s) should be reconciled monthly and within 30 days of receipt.

Accounting Procedures

- Establish easy-to-use methods for managing the club's money. You may utilize QuickBooks, Excel or any other spreadsheet program to track revenue and expenses.
- All transactions should be recorded in the financial records (checks matched to expense support and deposit receipts matched to a bank statement).
- The books and bank accounts should be reconciled monthly.

Financial Controls

“Money” refers to cash, checks, money orders, or cashier’s checks.

- **Receiving and Depositing Money**
- **Disbursing Money**
- **Safeguarding Money**
- **Debit Cards**
- **Monthly Reporting**



Financial Controls: Receiving and Depositing Money

- Receipts should be given to those who pay for membership dues or any other payment.
 - Receipts should indicate whether cash, check, money order, or cashier's check was received; date of the receipt, amount, and signature of person receiving the money.
- Two people should count all money received.
- Deposit all Booster Club/Parent Organization funds into the authorized bank account.
 - Booster Clubs/Parent Organizations may wish to either make copies of all checks received or maintain a listing of such checks.
 - Never commingle club money with personal accounts
- Post-dated checks should not be accepted from any source.
- Deposit all monies in a timely manner. Ideally, funds should be deposited by the next business day after receipt. Expenses should not be paid out of cash received.
- Safeguard all monies. Any monies awaiting deposit must be maintained in a locked, secure place. Booster Club/Parent Organization funds may not be commingled with District funds in the campus safe. Monies may not be kept in the sponsor's desk.
- Deposit slips should be retained and reconciled monthly to the bank account statement.

Financial Controls: Disbursing Money

- The Treasurer should never sign a blank check.
- Checks over a certain amount should require two signatures.
- No district employee should ever have check signing authority on a Booster Club/Parent Organization bank account.
- No payment should be issued without proper documentation (invoice, original receipts).
- If a member is being reimbursed, receipts turned in should be marked “Paid.”
- The sponsor, coach, or principal can have no control over any Booster Club or Parent Organization funds. A Booster Club or Parent Organization should not establish a petty cash or miscellaneous fund for the sponsor, principal or coach to use at his/her discretion.
- No cash withdrawals.
- Do not charge on District's vendor account
- Do not use the District’s Sales Tax & Use Certificate

Financial Controls: Safeguarding Money

- Do not keep money or unused checks in an unlocked drawer, unlocked filing cabinet, vehicle or other unsecured place.
- Money received and not yet deposited should not be used for personal purchases, check cashing, loans advances, reimbursements, or for any other purpose.
- The sequence of check numbers should be accounted for when reconciling the bank statement.
- Issuing checks payable to “cash” should be avoided. If a check must be payable to “cash” keep detailed documentation of the use of funds.

Financial Controls – Debit Card

- Booster Clubs or Parent Organizations should be very cautious in opening a credit card or debit card in the club's name. Ideally, the club/organization should not obtain credit or debit cards. If it is determined such cards are needed, develop strong control for the use of such cards. No District employee (even when acting in the capacity as a Booster Club/PTO/PTA parent) may use or maintain a Booster Club/Parent Organization credit or debit card. No Booster Club/Parent Organization bank account may be opened in the name of any District employee.



Financial Control: Monthly Reporting

- The booster club/parent organization's bank statement should be reconciled each month, on a timely basis.
- Provide regular financial reports to the Booster Club/Parent Organization membership. At each meeting, the Treasurer should provide a written financial report. The report should include, at a minimum, the current bank balance and receipts and disbursements since the last meeting.
- Summary of fundraising activities.

Carry Over Balances

- Incoming officers for the following year need start-up money.
- Clubs should allow enough carry over money to provide new officers sufficient funds to begin the year and activities until a fundraiser is held.
- Carryover balance will vary from club to club and year to year.
- All outstanding payables should be paid prior to new officers taking office.

Fundraising

- Fundraising activities require approval of Campus Principal
- Determine how much money needs to be raised. This will help evaluate fundraising activities that will be ideal for your student group or school.
- Give plenty of time to prepare.
- Timing - avoid flooding our community with fundraisers.
- Try to conduct fewer and effective fundraising activities. This will avoid “fundraising fatigue.”
- Communicate clearly with parents, teachers (sponsors and/or coaches), Principal, and other volunteers fundraising goals and activities.
- Keep copies of all fundraising activities and present summaries at monthly meetings.

Resources



Thank you!

McAllen ISD greatly appreciates the time, effort, and financial support Booster Clubs and Parent Organizations provide our students.



Alexandra Molina
Food and Nutrition Director
McAllen Independent School District



McAllen ISD FFA Wellness Policy & Regulation

- Aligns with USDA Smart Snacks Regulation 07/2014 and is stricter in key areas
- Definitions:
 - Federal guidelines defines school day as midnight to 30 minutes after the end of the instructional day
 - Competitive foods & beverages are foods & beverages offered to students during the school day. Examples include vending machines, incentives, awards assemblies, etc.
 - School fundraisers: Competitive foods and beverages sold through direct or indirect sales
 - A la Carte: Individually priced food items provided by child nutrition program

McAllen ISD FFA Wellness Policy & Regulation

- No competitive food or beverage items may be offered or sold to students during the instructional day.
 - Exemption: plain un-carbonated water
 - This does not restrict parents/guardians from bringing in food for their own child(ren) consumption. These food items may not be shared with other students.
- All food & beverages offered to students during the school day must be procured from child nutrition. Fresh fruit & vegetable donations are allowable.
 - Example: selling immediately afterschool can buy USDA smart snack compliant snacks from child nutrition department.

McAllen ISD FFA Wellness Policy & Regulation & FJ local

- Competitive food & beverages sold to students after the school day / weekends must meet USDA Smart Snack Guidelines except for 6 preapproved days per group or organization.
 - Organizations may submit up to 6 days (nights or weekends) of fundraisers involving foods and beverages not meeting guidelines. Principal will review and submit final calendar to organizations and child nutrition program
 - Exemption is not allowed during the school day – must be after or on weekend.