

Book	Administrative Policies
Section	Section D: Fiscal
Title	Booster Clubs
Code	DFH
Status	Active
Adopted	August 29, 2022
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### **Booster Clubs in Schools**

The District recognizes that booster clubs are an important part of a school's success, and appreciates the financial contributions booster clubs make toward enhancing the overall experience of the District's students. In order to best facilitate this relationship, the District has adopted the following guidelines to clearly delineate the school's role and the booster club's role as those roles pertain to structure, guidance, status, and financial responsibility.

#### School's role:

- The school, at its discretion and within limitation, may accept contributed funds from the booster club to pay for expenditures that are above and beyond typically budgeted expenses for the particular program, such as travel, field trips, and equipment.
- The school may not utilize booster club donations for salaries, stipends, scholarships, or any form of extra pay for staff or students.
- The school is responsible for making the payment to the vendor for associated activity expenditures from the **school's accounts**. The principal of the school shall approve booster club fundraising activities in accordance with state regulations and District administrative policies.
- The principal of the school has the final authority on the existence of a booster club. If a booster club fails to comply with District policies, the principal may revoke the authorization of the booster club to use the school's name, logo, mascot, trademark, image, or likeness.
- School staff does not facilitate or manage the formation of a booster club. Parents are responsible for forming the booster club.
- Schools will assign a member of the school's staff to serve as the liaison to the booster club and attend booster club meetings. This liaison does not control, direct the work of the booster club, or advise the booster club regarding tax implications and required legal paperwork for the organization. As the booster club requests, the liaison will communicate the needs of the applicable team or organization. The liaison shall not collect or handle money for booster club sponsored activities or sign checks on the booster club's account.
- Any booster donation must be deposited into the school's applicable activity account within seven business days of receipt.
- The school will issue an official donation letter for each gift or donation received from the booster club.

#### Booster Club's role:

- The booster club is considered a separate legal entity from the school and shall have its own Employer Identification Number (EIN). (IRS Form SS-4)
- It is recommended that the booster club request 501(c)(3) nonprofit, tax-exempt status to allow for contributions to the booster club to be tax-deductible. This is recommended, but not required. (IRS Form 1023)
- The booster club shall have its own Colorado State Sales Tax Exemption number. The booster club shall not use the District's tax exemption number. (Colorado DR 0563)
- The booster club must have its own bank account, separate from the District's account. The booster club may fundraise and donate funds to the school, accompanied by a donation letter stating the purpose of the funds and any restrictions for use. The booster club may not directly pay for any expenditures related to the sponsored activity, except for food and non-alcoholic beverages. All fundraising activities shall be approved by the principal.

- Booster clubs may not directly compensate any school personnel. Additionally, booster club members may not issue anything of substantial value, including but not limited to personal checks or cash to coaches, advisors, or students for any purpose. In accordance with D20 administrative policy GBEB, a gift of "substantial value" is any gift with a value that exceeds \$50.
- Any disputes that arise within the booster club are not under the control or purview of the District, and must be addressed within the structure of the booster club.

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[DFH Booster Clubs.pdf \(65 KB\)](#)